

## **Port of Umpqua**

Regular Meeting Minutes  
Wednesday, April 24, 2019 at 7 p.m.  
Port of Umpqua Annex  
1841 Winchester Ave  
Reedsport, OR

*THESE MINUTES ARE FINAL and APPROVED.*

### **Commissioners Present:**

Vice President Keith Tymchuk  
Secretary Barry Nelson  
Treasurer Lee Bridge  
Asst. Secretary Carey Jones

### **Commissioners Not Present:**

President Steve Reese

### **Port Staff Present:**

Port Manager Charmaine Vitek  
Administrative Assistant Karen Halstead

*NOTE: All documentation from the meeting is available for view by request.*

### **Proceedings:**

The meeting was called to order at 7 p.m. by Vice President Keith Tymchuk.  
**It was noted that a quorum of Commissioners were present for this meeting.**

### **APPROVAL OF AGENDA:**

There were no changes to the agenda as presented. Commissioner Nelson made a motion to approve the agenda as presented, 2<sup>nd</sup> by Commissioner Bridge. Motion passed by unanimous vote.

### **APPROVAL OF MINUTES:**

Commissioner Nelson made a motion to approve the meeting minutes from March 20, 2019 as drafted and presented, 2<sup>nd</sup> by Commissioner Jones. Motion passed by unanimous vote.

### **APPROVAL OF BILLS:**

Commissioner Nelson moved to approve payment of checks in the amount of \$6,216.35 to be paid out of the General Fund, 2<sup>nd</sup> by Commissioner Bridge. Motion passed by unanimous vote.

**PUBLIC COMMENT:**

No comments.

**REGULAR BUSINESS:**

**1. Employee Paid Time off Review:**

**Charmaine:** Has been doing a review of the personnel policy & employee handbook due to many recent legislative changes. While legal counsel was looking it over, she noted that the paid time off (PTO) for the .75 full time position seemed low in comparison to other organizations that she works with. Currently, this position gets an annual allotment of 30-six hour days of PTO. This includes 10 federal holidays that The Port observes, 9 (potential) sick days and 11 days that can be used for vacation.

Charmaine has decided to bring an option to the board that would add an additional 5-six hour days or 30 hours of PTO to this position. A chart was provided showing the current PTO days allowed vs. PTO that included the 5 proposed days allowed.

Charmaine has polled many other districts and ports and everyone handles paid time off very differently making it hard to do a comparison.

**Keith:** This doesn't change the total pay?

**Charmaine:** No, there would just be 5 extra days not worked.

**Keith:** What was counsel comparing it to when they said "other organizations?"

**Charmaine:** The districts, companies and businesses that they work with.

**Barry:** How much "vacation" is offered now?

**Charmaine:** A total of 30 days of PTO, which includes vacation, sick time and federal holidays.

- **Commissioner Nelson made a motion to approve the change to the Paid Time Off policy as presented, 2<sup>nd</sup> by Commissioner Jones. Motion passed by unanimous vote.**

**REPORTS:**

**STAFF REPORT:**

Dock brought in \$450 for the month of April and the ice machine brought in \$25.

The Port received a thank you & photograph from Station Umpqua River to show their appreciation for the donation made by The Port during the government shutdown.

The assistant dock worker, Tyson, recently quit. While at the PCC conference Charmaine asked other ports how they operate their dock(s), i.e. do you lease your dock to a fish buyer, does your port run it, or do you let the fishermen use the equipment themselves? Received 3

different answers from 3 different ports. It seems that everyone operates differently and no one does it like we do. It's obvious our current operation is no longer working for us and Larry may be getting close to retirement. Charmaine would like to find a firm or consultant and have them do an efficiency review where someone could fully observe our operation and then offer some advice on a model that can be implemented and will better address The Port's needs at the dock.

Historically The Port has welcomed any fish buyers who want to purchase product from across the dock. Larry has said that years ago Hallmark actually did lease the dock and they operated from it.

**Barry:** Most docks that he has worked from have been run by a company and most buyers own their own dock. He suggested asking Dana, of Oceanic Logistics, if he had someone The Port could hire to work on the dock. Charmaine has already done that, and Dana said he is having a hard time keeping employees himself.

Charmaine asked the commissioners if they thought it would be okay to check on consults as part of her research and the consensus was yes, if that would help find a resolution, go ahead and pursue that option as well as continue with the networking she's been doing with other ports and marinas.

#### **SALMON HARBOR MANAGER:**

**Carey:** The RV Expansion project is getting a little behind because of the turnaround time when things go to the county. Salmon Harbor is also having issues with collecting moorage from certain boats plus, they've been having to deal with abandoned boats. Out of the 7 abandoned boats they currently have, 2 have been dismantled, one is for sale and the other 4 boats that are remaining are just sitting in the water.

Salmon Harbor has completed a huge amount of repairs to the breakwater commercial dock, with the help of inmate labor.

The kite shop that was in Salmon Harbor is going out of business and there is a new guide who will be taking over that location and will be offering both river and ocean trips.

Salmon Harbor has been notified that their share of Douglas County's Central Services this year will be around \$156,000, last year they paid \$118,000.

#### **S.T.E.P.:**

**Deb Yates:** She will be going to the Salmon/Trout Advisory Committee meeting May 7<sup>th</sup> through the 11<sup>th</sup> in Astoria. While there she plans to visit a new multimillion dollar Chinook hatchery where they plan to raise 2,000,000 Chinook for fishing and/or to help feed the Orca's.

**Barry:** That is actually a good thing because all Salmon fishing along the coast potentially could be shut down because of the Orcas.

**COMMISSIONERS:**

**Barry:** The good news from the Salmon Commission budget meeting was the approval of \$1.25 million dollars in Salmon Disaster Relief funds for the 2016-2017 season. These particular funds are only for Oregon and any Commercial Fishermen who caught fish during that season will receive relief money.

**Carey:** Heard from a citizen that Douglas County will be raising their rates for parking at the county beaches and parks in Winchester Bay.

**The meeting was adjourned at 7:41 p.m.**

The next Port of Umpqua Regular Meeting will be held May 15, 2019 at 7:00 p.m. at the Port of Umpqua Annex building, 1841 Winchester Ave., Reedsport, Oregon 97467.

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Keith Tymchuk, Vice-President

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Karen Halstead, Admin. Assistant

**\*\*Note: THESE ARE QUESTIONS FROM THE COMMISSIONERS WHILE SIGNING CHECKS, BOTH AT THE END OF THE MONTH, AND DURING THE CHECK SIGNING AT THE MEETING:**

**3/29/19:**

**Commissioner questions from check signing at end of the month to be included in the April 24, 2019 minutes:**

**Steve:** While signing he asked about work that was being done by Randy Schafer on the door bar of the door near the parking lot. He wanted to know if the door mechanism had to be replaced or fixed. (There wasn't a check for this yet).

**A:** Randy fixed it.

Checks were signed by Commissioners Bridge and Reese.

**Commissioner questions from check signing at April 24<sup>th</sup> meeting:**

**Carey:** Questioned how much legal counsel charged for reviewing the personnel policy & employee handbook.

Checks were signed by Commissioners Nelson and Jones.