

## **Port of Umpqua**

Regular Meeting Minutes  
Wednesday, June 19, 2019 at 7 p.m.  
Port of Umpqua Annex  
1841 Winchester Ave  
Reedsport, OR

*THESE MINUTES ARE FINAL and APPROVED.*

### **Commissioners Present:**

President Steve Reese  
Secretary Barry Nelson  
Treasurer Lee Bridge  
Asst. Secretary Carey Jones

### **Commissioners Not Present:**

Vice President Keith Tymchuk

### **Port Staff Present:**

Port Manager Charmaine Vitek  
Administrative Assistant Karen Halstead

*NOTE: All items handed out at the meeting are available for view by request.*

### **Proceedings:**

The meeting was called to order at 7 p.m. by President Steve Reese.

### **APPROVAL OF AGENDA:**

Two items were added to the agenda. Item #9 - Pacific Northwest Waterways Association Dues and item #10 – Appraisal Proposal. The amended agenda was then approved by a consensus of the Commissioners.

### **APPROVAL OF MINUTES:**

Commissioner Jones made a motion to approve the meeting minutes from the April 24, 2019 Budget Meeting and the April 24, 2019 Regular meeting as drafted, 2<sup>nd</sup> by Commissioner Bridge. Commissioner Reese abstained stating he was not at either of the meetings. Motion passed (yes votes from Commissioners Jones, Bridge and Nelson).

**APPROVAL OF BILLS:**

Commissioner Nelson moved to approve payment of checks in the amount of \$4,620.17 to be paid out of the General Fund, 2<sup>nd</sup> by Commissioner Jones. Motion passed by unanimous vote.

**PUBLIC COMMENT:**

There were none.

**REGULAR BUSINESS:**

**1. Resolutions 19-01, 19-02 and 19-03 creating a new Capital Projects Reserve Fund and abolishing 2 existing reserve funds.**

**Charmaine:** This has been discussed several times and was approved by the Budget Committee at the April 24<sup>th</sup> Budget Meeting.

- ✓ **Motion:** Commissioner Jones made a motion for Resolution 19-01 creating the Capital Projects Reserve Fund for the purpose of Capital Improvements, Acquisitions, Investments, and Operations, and transfer of the balance of approximately \$446,734 from the Capital and Operation Reserve funds as of June 30, 2019, 2<sup>nd</sup> by Commissioner Bridge. Motion passed by unanimous vote.
- ✓ **Motion:** Commissioner Jones made a motion for Resolutions 19-02 and 19-03 abolishing the current Capital Reserve Fund and Operation Reserve Fund and authorizing the transfer of the anticipated balance of the funds to the new Capital Projects Reserve Fund as of June 30, 2019, 2<sup>nd</sup> by Commissioner Bridge. Motion passed by unanimous vote.

**2. Fiscal Year 2019-2020 Budget**

**Charmaine (Budget Statement):** *There were no changes proposed to the Budget by the Budget Committee on April 24, 2019. I recommend approval of Resolution 19-04 adopting the budget, making appropriations, imposing and categorizing the tax for Fiscal year 2019-2020. The Resolution was prepared to reflect the budget as approved by the Budget Committee and per Oregon Budget law.*

*After the budget is approved by the Budget Committee and prior to July 1<sup>st</sup>, the Commission has the authority to adjust resources and expenditures.*

*However, there are limitations:*

- *Taxes may not be increased over the amount approved by the Budget Committee.*
- *Estimated expenditures in a fund cannot be increased by more than \$5,000 or 10% whichever is greater.*

*Neither of the two limitations can be exceeded without first publishing a revised budget summary and holding another budget hearing. The Budget must be adopted by June 30, 2019.*

**a) Receive Public Comment (opened 7:05 pm/closed 7:06 pm)**

There were no comments in opposition, Debbie McKinney nodded in favor.

**b) Adopt the 2019-2020 Fiscal Year budget**

- ✓ **Motion:** Commissioner Nelson made a motion to adopt the 2019-2020 fiscal year budget as presented and approved by the Port of Umpqua Budget Committee, 2<sup>nd</sup> by Commissioner Jones. Motion passed by unanimous vote.

**c) Adopt Resolution 19-04**

- ✓ **Motion:** Commissioner Nelson made a motion to adopt Resolution 19-04 adopting the budget in the amount of one million, five hundred seventeen thousand, two hundred seventy dollars (\$1,517,270.00) making appropriations, imposing and categorizing the tax for fiscal year 2019-2020, 2<sup>nd</sup> by Commissioner Jones. Motion passed by unanimous vote.

**3. Workers Compensation Renewal – Debbie McKinney**

Worker's compensation insurance is scheduled to renew on July 1<sup>st</sup>. The new rate is up slightly from last year. Debbie recommended that The Port stay with Special Districts where The Port receives a multi-line discount of \$481 which will help make up for the increase.

- ✓ **Motion:** Commissioner Nelson made a motion to approve workers compensation renewal for the 2019-2020 fiscal years with Special Districts of Oregon in the amount of \$1,380.94, 2<sup>nd</sup> by Commissioner Bridge. Motion passed by unanimous vote.

**4. Manager Evaluation – Charmaine**

Charmaine provided Steve's compilation of the manager's review that had been filled out by all of the Commissioners. Comments from the completed reviews were provided as well as review results from the last 3 years for comparison purposes.

**Steve:** The Manager's Review was a very smooth process and he felt that Charmaine has done an outstanding job.

**Debbie McKinney added:** Wonderful working with Charmaine, she is thorough and clearly identifies what needs to be done.

**5. Replace linoleum in entry way, men's and woman's restrooms in the Annex – Charmaine**

Karen conducts safety evaluations for the facilities every quarter, and recently she pointed out that the linoleum was separating from the floor in the Men's and Women's bathroom(s) as well as the entryway in the Annex. Charmaine looked at it and found that in some places the linoleum is almost completely unattached.

After talking with Steve, Charmaine contacted Jeri Ainsworth of JJ Management LLC. Jeri looked at the floors and said that in order to do the job properly he would need to remove and replace the toilets, doors and the woodwork while replacing the linoleum. Charmaine requested that he provide two bids, one for replacing just the linoleum (\$3,025), and another to include replacing the linoleum as well as the extra work he had recommended (\$3,425). The second bid price also included all of the plumbing work that will needed, which Jeri will sub-contract Dick Young of Young's Plumbing to complete.

- ✓ **Motion:** Commissioner Bridge made a motion to approve the bid to replace linoleum in the Annex with JJ Management LLC. For \$ \$3,425, 2<sup>nd</sup> by Commissioner Jones. Motion passed by unanimous vote.

## 6. Staff Salaries - Charmaine

As part of the budget process Charmaine reviews the salaries and was providing her recommendations for staff salary increases which were included with the budget that had just been approved.

**Carey:** Asked if Charmaine had looked around to compare what people working as administrative assistants at the schools and hospitals were making compared to the administrative assistant position at The Port.

**Charmaine:** Hadn't looked at the schools or hospitals but has compared to other ports and Douglas County. Each job description is very different, some Admin. Assistants actually do executive type work so it is really varied. She felt the proposed salary was comparable to other ports. If Carey had any recommendations or suggestions she was open to ideas.

**Carey:** Just got done with the budget process at the school district and he was shocked when he saw what they were making compared to what Karen's proposed increase was.

**Motion:** Commissioner Nelson made a motion to approve the wage and salary increases as requested by the Port Manager, 2<sup>nd</sup> by Commissioner Bridge. Motion passed by unanimous vote.

## 7. Personnel Policy/Handbook amended - Charmaine

Charmaine has been reviewing the employee handbook due to several changes that have been implemented by the Oregon Legislature to employment law and human resources. These changes, as well as the recent change to the Administrative Assistant's PTO have been submitted, reviewed and approved by legal counsel (LGLG). A copy has been sent out to the board for review.

- ✓ **Motion:** Commissioner Jones made a motion to approve the changes to the Port of Umpqua Employee Handbook and Personnel Policy, 2<sup>nd</sup> by Commissioner Nelson. Motion passed by unanimous vote.

### **8. S.T.E.P. grant request – Deb Yates**

S.T.E.P. is raising money to help pay for a self-starting emergency backup generator that is needed at the hatchery facility. The hatchery is 100% dependent on electricity to run their equipment and if that equipment fails because of a power outage the eggs and/or fish being kept there will die.

S.T.E.P. was requesting \$2,500 from The Port. The total cost of the project which will include a generator, a transfer switch, propane pad, retaining wall and tank is \$11,936. Other groups being solicited to help fund this project include the Umpqua Fishery Enhancement Derby and Oregon Coast Anglers. Deb said she feels confident S.T.E.P. will get the requested funding from these other groups.

- ✓ **Motion:** Commissioner Jones made a motion to approve the grant request to the S.T.E.P. in the amount of \$2,500, 2<sup>nd</sup> by Commissioner Nelson. Motion passed by unanimous vote.

### **9. Pacific Northwest Waterways Association (PNWA) Dues - Charmaine**

PNWA is always advocating for The Port and makes annual trips to Washington D.C. Last year The Port received almost \$2 million dollars for dredging.

- ✓ **Motion:** Commissioner Nelson made a motion to approve Pacific Northwest Waterways Association annual dues in the amount of \$680.00 to be paid from the General Fund, 2<sup>nd</sup> by Commissioner Jones. Motion passed by unanimous vote.

### **10. Appraisal Proposal - Charmaine**

In order to sell public property ORS 777 requires that an appraisal be done. When The Port was considering the purchase of the Winchester Buildings Marineau & Associates provided the appraisal. They did a really good job so, Charmaine contacted them to see what it would cost to get an appraisal for Parcel #3 in the Industrial Park; it would be \$2,950.00. Currently Northwest Landscape Management is leasing Parcel #3 and have said they would like to continue to lease with an option to buy.

**Barry:** Can't you get some ideas of the value through a realtor without any cost involved?

**Charmaine:** When The Port sold the property on 4<sup>th</sup> Street Norm Lacey did do a comparison but, it was not an appraisal.

**Carey:** Does not feel Port owned properties should be sold. Barry agreed.

There was discussion about whether or not the property should be sold, and possibly re-investing the sale money into other properties in the future.

The item was tabled after the discussion and Charmaine was directed to contact Norm Lacey to see if he will do another comparison similar to what he did for the 4<sup>th</sup> Street property.

## **REPORTS:**

### **STAFF REPORT:**

**Charmaine:** SDAO will be offering board and management training in Cottage Grove on August 22, 2019. Let her know if any of the Commissioners are interested in going and she will take care of registration.

### **SALMON HARBOR MANAGER:**

**Carey:** Salmon Harbor is still going through with the expansion.

Carey attended an OHV (Off highway vehicle) meeting to discuss allowing OHV's on the roadways in Winchester Bay. The meeting turned out to be a heated discussion, during which Carey realized there are a lot of citizens who don't understand the whole concept of Salmon Harbor.

During that meeting Commissioner Boice stated that "all money raised in Salmon Harbor stays in Salmon Harbor". Salmon Harbor just received their bill from the county for central services and this year it was \$153,000.

Commissioner Boice also made a comment to Paul Stallard after the meeting that maybe Douglas County needs to pull out of the expansion project and leave it to The Port and Salmon Harbor to handle as they have done in the past.

Douglas County has been discussing an expansion of Discovery Point by putting in 40 more RV spots. Winchester Bay Sewer District stepped in and said the sewer system cannot handle more RV outlets. Paul reminded Chris that this was the reason behind having to shut down RV dumping in Salmon Harbor, so they could allow for the new outlets included in the expansion project.

### **COMMISSIONERS:**

**Steve:** Has accepted an offer on his house. There will be a home inspection tomorrow and if all goes well he will be moving to Florence which means July 17<sup>th</sup> would be his last meeting.

The next Port of Umpqua Regular Meeting will be held July 17, 2019 at 7:00 p.m. at the Port of Umpqua Annex building, 1841 Winchester Ave., Reedsport, Oregon 97467.

**\*\*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:**

**Commissioner questions while signing checks May 28, 2019:**

There were no questions.

Checks were signed by Commissioners Bridge & Tymchuk.

**Commissioner questions while signing checks at the JUNE 19, 2019 meeting:**

**Barry:** What are costs for elections for? Filing and paperwork.

**Carey:** No questions.

Checks were signed by Commissioners Bridge & Tymchuk.

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Steve Reese, President

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Karen Halstead, Admin. Assistant