

# Port of Umpqua

Regular Meeting Minutes  
Wednesday, October 16, 2019 at 7 p.m.  
Port of Umpqua Annex  
1841 Winchester Ave  
Reedsport, OR

*THESE MINUTES ARE FINAL AND APPROVED.*

## **Commissioners Present:**

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

## **Commissioners Not Present:**

Asst. Secretary Vacant

## **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 Keith Tymchuk.  
**All Commissioners were present.**

## **APPROVAL OF AGENDA:**

Commissioner Nelson made a motion to approve the agenda as presented, 2<sup>nd</sup> by Commissioner Jones. The agenda was approved by unanimous vote.

## **APPROVAL OF MINUTES:**

Commissioner Nelson made a motion to approve the meeting minutes from August 21, 2019 as drafted and presented, 2<sup>nd</sup> by Commissioner Bridge. Motion passed by unanimous vote.

## **APPROVAL OF BILLS:**

Commissioner Nelson moved to approve payment of checks in the amount of \$14,525.82 to be paid out of the General Fund, 2<sup>nd</sup> by Commissioner Jones. Motion passed by unanimous vote.

**PUBLIC COMMENT:**

There was none.

**REGULAR BUSINESS:**

**1. Audit June 2019 – Grimstad and Associates**

**Signe Grimstad:** In her perspective it was a quiet year and The Port received a clean opinion. She was glad to see that The Port had the OPEB (Other Post-Employment Benefits) valuation done. Overall profit was down from the previous year but the cash in the bank account is up. There was nothing new added to the notes this year.

**Keith:** The Port has a cash equivalent of around \$1.2 million dollars and in return The Port received \$1,600 in interest? Signe confirmed that was correct, stating it was from the money market.

Risk assessment; because The Port is a small office there are risks within the segregation of duties. The Port board has been involved by asking questions during check signing and that is documented in the meeting minutes every month. She has suggested in her letter to the board that board members may want to consider reviewing the bank reconciliations and sign off on those as well. Signe has discussed more options with Charmaine such as cross training.

**Keith:** If The Port were to receive a grade, what would you give us?

**Signe:** Conservative B+, there was a big receivable, you were aware of it, and collected it. Would be nice to have investments to cash in on.

**Charmaine:** Are they narrowing the risks for entities/municipalities?

**Signe:** Yes, The Port is limited as to what you can and cannot be invested in by Oregon regulations. It has opened up some but, Signe doesn't see the smaller municipalities getting involved at all. The Port is invested in a money market which is very typical for districts of the same size.

**Keith:** Would be interesting to see where others are investing their money.

**Lee:** The Library District currently has a CD that is paying 2.5%, it's not money that is immediately needed, and it is planned for expenditure sometime after maturity. It will mature after 6 months.

- ✓ **Commissioner Bridge made a motion receive the Fiscal Year 2018-2019 Audit prepared by Grimstad & Associates, 2<sup>nd</sup> by Commissioner Jones. Motion was passed by unanimous vote.**

**2. Parcel 3 Building roof repair**

Charmaine previously had polled the Commissioners via e-mail and phone as to whether or not they wanted to replace the roof on the building located on Parcel 3 in the Industrial Park. The poll was a unanimous yes, so tonight's business item was to ratify that poll.

- ✓ **Commissioner Jones made a motion to ratify the vote approving the replacement of the roof on the building at 220 Port Dock Road with Jack's Roofing and Gutter Service, Inc. in the amount of \$9,000 to be paid from the general fund, 2<sup>nd</sup> by Commissioner Nelson. Motion was passed by unanimous vote.**

### **3. Open Port Commissioner Position**

Keith opened the item up for discussion and/or a motion. There were four applicants and the Commissioners had been provided their full applications in the meeting packets.

- ✓ **Commissioner Jones made a motion to appoint Deanna Schafer to the Port of Umpqua Board of Commissioners, to fill the vacant position #4 term that expires June 30, 2021, 2<sup>nd</sup> by Commissioner Bridge. Motion was passed by unanimous vote.**

### **REPORTS:**

#### **STAFF REPORT:**

**Charmaine:** The dock in Winchester Bay has slowed down but Larry did unload 50 ton of squid yesterday.

Jeri Ainsworth with JJ Management has finished installing the new flooring in the Annex.

Nick VanderKley has finished removing the big trees and shrubbery along the back parking lot and it looks beautiful.

Security cameras are working well. One thing that has been noticed is the amount of light in the back only lights up a small part of the area. May want to add some light to shine towards the parking area sometime in the future.

#### **COMMISSIONERS:**

**Barry:** The salmon money from the Federal Government is still coming but at some point it was shuffled until after the start of next year.

**Carey:** There was another glitch with County Counsel on the RV Expansion. It appears to be an issue between the County and Spectrum Internet (Charter), at the last SHMC meeting it was approved to go ahead and have the conduit laid so when the issues are resolved Spectrum can go in and lay their wiring.

Douglas County is investing a lot of money in the county campgrounds in Salmon Harbor. Unfortunately the County Planning Commission are dragging their feet on the RV Expansion and Lighthouse Museum.

SHMC are getting issues brought to them that are out of their control, they tend to be county issues. County Commissioner Chris Boice has said the County and the City of Reedsport wrote a grant to change the ATV lanes. A question came up as to how the City would be

involved and it is related to the Dean's to Dunes trail project. The ATV lanes are being modified and moved to the south side of Beach Blvd. so the ATV's don't have to cross the lane(s) of traffic.

This was the first complete tourist season that Salmon Harbor did not have RV dumps available. Seemed to be fine, noticed that Roto-Rooter had a portable dump they were taking out to the dry camps and offering dump an RV and fill their water for \$45.

Had a couple of boats sink at the dock, another caught fire. There are yet a couple more derelict boats that will need to be demolished. The price to do this is about \$22,000 has to be paid up front by Salmon Harbor and then they submit a bill to the Oregon State Marine Board who will then pay around 85% of the total.

**Lee:** Something to think about for discussion at the next meeting. It appears that The Port would need to have a "harbor master" either as an employee or at least under the control of The Port in the event of an emergency, when emergency supplies may need to be brought in via a vessel.

Also would like to know how others would feel about allowing The City to use the Annex if there were ever an emergency such as a flood and The City's facilities were unavailable.

**Charmaine:** Spoke to Harold Rose about this and he said that The Winchester buildings have been retrofitted for seismic events. He did not know if there had been any retrofitting in the Annex.

The Commissioners voiced agreement that in the event of an emergency they had no problem with The Port buildings being used for staging and such. Carey suggested that if The Port were going to offer the facilities they may want to consider purchasing an emergency generator with a transfer switch. Lee will bring this to The City, and mentioned it would require a memorandum of agreement. Lee is also author of The City's Continuity of Operations Plan, so he will make up a draft that will include the generator and transfer switch.

**Keith:** There is a hearing coming for regarding Jordan Cove. He will forward the details via e-mail to the other Commissioners.

**The meeting was adjourned at 7:51 p.m.**

The next Port of Umpqua Regular Meeting will be held November 20, 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, President

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Karen Halstead, Admin. Assistant

Minutes – OCTOBER 16, 2019

Recorder – Karen Halstead

**\*\*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:**

**9/30/19:**

**Commissioner questions from check signing at end of the month to be included in the February20, 2019 minutes:**

**Keith:** No questions.

**Carey:** Who is Pacific Source?

**A:** Dental insurance providers.

Checks were signed by Commissioners Tymchuk and Jones.

**Questions from check signing at the October 16, 2019 meeting:**

**Barry:** What roof is being replaced on Port Dock Rd.?

**A:** It's the old Tyree Parcel #3, NW Landscape is leasing that Parcel #3 now.

**Carey:** No questions.

Checks were signed by Commissioners Nelson and Jones.