

Port of Umpqua

Regular Meeting Minutes
Wednesday, November 20, 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
Asst. Secretary Deanna Schafer

Port Staff Present:

Port Manager Charmaine Vitek

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

Proceedings:

The meeting was called to order at 7:03 p.m. by Vice President Carey Jones.

It was noted that a quorum of Commissioners were present for this meeting.

APPROVAL OF AGENDA:

Charmaine requested one addition be made to the agenda, Item #5 – Replacement Computers. Commissioner Nelson made a motion, 2nd by Commissioner Bridge to approve the agenda as presented with this one addition. Motion passed by unanimous vote.

APPROVAL OF MINUTES:

Commissioner Nelson made a motion to approve the meeting minutes from October 19, 2019 as drafted and presented, 2nd by Commissioner Bridge. Motion passed by unanimous vote.

APPROVAL OF BILLS:

Commissioner Nelson moved to approve payment of checks in the amount of \$8,504.61 to be paid out of the General Fund, 2nd by Commissioner Bridge. Motion passed by unanimous vote.

PUBLIC COMMENT:

There was none.

REGULAR BUSINESS:

1. Property/Liability Insurance SDIS - Debbie McKinney:

In order for the Special Districts Insurance Services (SDIS) to obtain current replacement costs for insured buildings and infrastructure SDIS engaged CBIZ Valuation Group, LLC to provide a 'valuation of assets'. CBIZ inspected each of our buildings and both docks. The result of this latest 'valuation' declares that the replacement costs of both of the Port's docks increased significantly from the last appraisal report that was done in 2014.

The Umpqua River dock increased by 66.1% from \$3,669,200 to \$6,095,000 and the Winchester Bay Commercial dock increased by 80.1% from \$386,900 to \$697,000. The total increased percentage of for all Port assets is 52.3%.

At this time it's unknown exactly what the increase will be to our actual annual premiums.

Debbie McKinney: The longevity credit that The Port receives will help a little with offsetting these increases. Over the course of 2 years The Port can count on around \$2,300 which split down would be about \$1,000 credit per year.

Charmaine: Noted that past appraisals had not taken into consideration the regulatory or permitting costs. Adding these made a significant difference.

Barry: Is it possible to have a "cap" placed on the costs.

Debbie: When covering buildings, there are caps known as "cash value" vs. "replacement value". She is not familiar with any caps that would be applicable to the docks but, would be happy to check into that.

Deanna: Is there anything that would *not* be covered by the liability insurance?

Debbie: This insurance would not cover a tsunami it is mainly to cover a fire.

No motion was needed tonight. This item will be presented for approval at the December meeting with the renewal starting January 1, 2020. Debbie will be unable to attend that meeting, so she had come tonight to answer any questions the Commissioners may have.

2. South Coast Development Counsel SCDC - Shaun Gibbs, Director

On November 4th Shaun was appointed as the SCDC interim director and since he has been working to move SCDC forward in a slightly different direction. He feels that the region as a whole needs to work together and combine resources to be able to truly attract living wage sector industries to this community. Investment that can promote economic development is what is needed and SCDC is always working to bring new investments that will create jobs here to Reedsport.

Keith: Has personally worked with both SCDC and Shaun and he has found him to be a great advocate for economic development in the local area. It's his opinion that this membership is very much worth the investment.

Carey: Does SCDC seek out interested parties looking to relocate or wait until they come to you?

Shaun: The primary focus right now is business retention and expansion. There is a recruitment side, which mostly responds to inquiries. The plan is to hopefully use 20% of the membership fees towards active recruitment opportunities which is especially what Reedsport needs.

Last year The Port paid an annual membership fee of \$2,500, this membership expires in February 2020. Shaun proposed that The Port invest in an upgraded membership which has a fee of \$10,000.

Charmaine: Suggested that Shaun write up a proposal requesting the new membership fee so it could be presented to the board at the December meeting. She thought it would be beneficial for Shaun to join the Commissioners when they have the upcoming work session in January, and he said he was willing to do that.

3. **Douglas County and Port of Umpqua Intergovernmental Agreement (IGA) for the management of Salmon Harbor-proposal from Douglas County**

Keith: During the last modification of the IGA, the opportunity was added for either side, The Port or Douglas County, to be able to back out of it completely. DC Commissioner Boice has sent a letter to The Port asking that both parties mutually agree to terminate the IGA. This option has been discussed in the past, and The Port Commissioners agreed it was something that they would consider.

Keith opened the floor for public comment.

Eric Boe, Winchester Bay resident: It is an incredibly bad idea to end the IGA. Up until the 1950's The County had complete control of Winchester Bay, which was at that time known as Winchester Bay Tidelands County Park. The County could not access State Marine Board funds needed for riprap work but, The Port Commission could. Over the years The Port has been able to secure funding and provide it for Docks, Rip Rap and other projects that were needed in Salmon Harbor. Eric asked who would take care of the maintenance and dredging. Charmaine told him that the ACoE would continue taking care of this, whether or not there was an IGA.

Paul Stallard, Salmon Harbor – Harbormaster:

The Corp will take care of the channels but, they will not dredge around any of the docks in the harbor.

Mark Bedard, owner – Bedrocks by the Bay: He is all for "local" government and feels that the Salmon Harbor Management Committee (SHMC) has helped the local economy. By terminating the IGA, it seems like The Port will be abandoning the local community. The SHMC will disappear and the whole facility in Salmon Harbor will be managed by the folks in Roseburg.

Carey: It is written in the IGA that The County can pull out of the agreement anytime that they want. It doesn't matter what The Port decides to do, it can be terminated without The Port's consent.

Barry: There was a reason for the modifications to the IGA. The way it was written, The Port can be fiscally liable for half of everything going on in Salmon Harbor.

Keith: The original IGA talked about "joint responsibility" for Salmon Harbor and, The Port's concern was that at some point The Port would be responsible for 50% of any damage or costs incurred at Salmon Harbor. This is a liability issue because The Port doesn't have 50% of the investment out there, in fact The Port receives no revenue from Salmon Harbor at all.

Tom Huebner, At Large Committee Member – SHMC: He agrees with Eric that the local residents of Salmon Harbor will be unhappy to have the last bit of local control going back to Roseburg and The County. It is bad for the people, The Port and really bad for Salmon Harbor.

All of those present urged The Port Commissioners to vote no to Commissioner Boice's request to terminate the IGA, knowing The County could still terminate the agreement without the approval of The Port.

Keith: There was no motion planned for tonight on this item but, after the discussion it has brought to light that making a motion should be a consideration. Another option is to return the letter to The County without any action at all.

Keith plans to draft a letter, which he will share with Carey and Charmaine, letting The County know at this time The Port has not made a final decision, and requests more information regarding The Port's future liabilities.

4. Janitorial Services for buildings, Bay Area Enterprises

Charmaine: With the new businesses leasing office space there is more traffic in the building, including the public coming and going. Charmaine had requested and received pricing from Bay Area Enterprises for janitorial services. Bay Area Enterprises are requesting \$400 per month/\$4,800 annually to service the public areas of the main Winchester Building. This quote does not include The Annex, to have the Annex included in the pricing quote, they would be cleaning it weekly and the Annex is not used enough to be cleaned that frequently. There is however an option to have them clean the Annex upon request, which would be \$35 for each occurrence.

Keith asked what the \$400 figure was based on, was it per square feet or anticipated hours? Charmaine will find that out.

- **Commissioner Schafer made a motion to approve a contract with Bay Area Enterprises for weekly janitorial services in the amount of \$400 per month, \$4800 annually, 2nd by Commissioner Nelson. Motion passed by unanimous vote.**

5. Replacement of computers

Charmaine: Has requested and received a quote from OrcoTech, the company who now does the offsite backups. She also asked Shannon Sheets, who previously worked for OrcoTech and has done all of the previous Port upgrades to provide a bid. Shannon's price is the lowest but, more importantly, she is completely familiar with The Port's setup and Charmaine feels very comfortable having Shannon moving forward with this project.

Carey: Looking over the information included with the pricing, there is no mention of Microsoft's Office Suite. Will that be an added charge?

Charmaine: Yes, that will be part of the system but, there are several different options to choose from and based on the pricing, she can make the decision when the time comes on which option will work best for The Port, without needing direction from the board.

- **Commissioner Jones made a motion to approve the quote from Shannon Sheets for computers and labor to set the systems up not to exceed \$3,000 to be paid from the General Fund, 2nd by Commissioner Bridge. Motion passed by unanimous vote.**

REPORTS:

STAFF REPORT:

Pay Equity: A couple of years ago the state legislature decided that all businesses in Oregon, regardless of size, needed to do a pay equity analysis. Special Districts has been requesting that this be done. Got the analysis completed today with the help of HR Answers, this was a requirement as of January 2019, and it feels good to have it done.

Got a call from Bonnie Booher of Jack's Roofing and she said that the roofing project was to be completely done today, there were some issues ordering and such during the project, but they were able to get through those.

Caddie McKeown and Arnie Roblan have both decided not to run for re-election in 2020.

S.T.E.P.:

Deb: Looks to be a good year for S.T.E.P., they have received their full complement of eggs this year as well as having 10 fish in the raceway ready for spawning. Looks like they may be able to release the proper number of salmon into the estuary this year.

COMMISSIONERS:

Lee: Was just made aware that the state has mandated that businesses create a special policy covering sexual harassment and retaliation in the work place and it's to be in place by January 1, 2020.

Charmaine: We have that topic covered in the Employee Manual, but she plans to revisit that.

Deanna: The day after Thanksgiving there will be a Christmas tree lighting event at Lion's Park.

Keith: Tomorrow in Corvallis will be the last regular meeting of the Elliot State Forest Advisory Committee. From there they will make a recommendation to the State Land Board on December 8th. It seems that everyone involved is optimistic on moving forward on this. If some of the financial issues can be resolved, this will become the world's largest research forest. The whole process has been pretty amazing to be a part of.

The next Port of Umpqua Regular Meeting will be held December 18, 2019 at 7:00 p.m. at the Port of Umpqua Annex building, 1841 Winchester Ave., Reedsport, Oregon 97467.

****Note: There were no Commissioner questions during the check signing(s) this month.**

Keith Tymchuk, President

Karen Halstead, Admin. Assistant