

Port of Umpqua

Regular Meeting Minutes
March 18, 2020 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
Treasurer Lee Bridge
Asst. Secretary Deanna Schafer

Commissioners Not Present:

Secretary Barry Nelson

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 7:04 p.m. by President Keith Tymchuk.

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

APPROVAL OF AGENDA:

There were no changes, Commissioner Jones made a motion to approve the agenda as presented, Commissioner Bridge second the motion. Motion passed by unanimous vote.

APPROVAL OF MINUTES for both REGULAR MEETING & WORK SESSION:

Commissioner Jones made a motion to approve both the meeting minutes and work session minutes from February 19, 2020 as drafted and presented, 2nd by Commissioner Schafer. Motion passed by unanimous vote.

APPROVAL OF BILLS:

Commissioner Bridge moved to approve payment of checks in the amount of \$5,849.39 to be paid out of the General Fund, 2nd by Commissioner Jones. Motion passed by unanimous vote.

PUBLIC COMMENT:

There was none.

REGULAR BUSINESS:

1. Budget Committee Member applications

Positions on the budget committee that had been filled by Sunnie Hedden and Lori Groves expired at the end of December 2019. Sunnie is re-applying, Lori is not. The first motion requested is to re-appoint Sunnie.

There are another three vacancies that need to be filled with one position's term ending 12/31/20, the other two positions are full term, ending 12/31/22. Four applications have come in from Donna Train, DeeDee Murphy, Debbie Turner and Jennifer Rockwell.

The Commissioners agreed that Donna has a lot of experience with Port business and would be a suitable choice for that reason. After more discussion it was decided to appoint DeeDee Murphy and Jennifer Rockwell in the two remaining positions.

- **Commissioner Schafer made a motion, 2nd by Commissioner Jones to appoint Jennifer Rockwell to the budget committee with a term end date of December 31, 2020, to appoint Donna Train and DeeDee Murphy to the two open positions with a term end date of December 31, 2022 each, and reappoint Sunnie Hedden to the budget committee with a term end date of December 31, 2022. Motion passed by unanimous vote.**

2. Intergovernmental Agreement: Douglas County and Port continued....

Keith: Commissioner Boice has talked to Keith about encouraging the Commissioners to end the IGA and there have been community members who have come forward during Public Comment at previous Port meetings encouraging the Commission to vote no to this request. Would like to wait until all the Port Commissioners are present to continue with this conversation.

Carey: Irritated, there was a meeting at Salmon Harbor and it was brought up that there was \$300,000 that The Port had okayed to be put into the budget for the RV Expansion and after the meeting, Chris Boice and the Douglas County Chief Financial Officer went over next year's budget for Salmon Harbor and chose not to include that amount. This left a shortfall of \$344,000 in Salmon Harbor's budget for next year which had been intended for equipment and projects, including parts for the backhoe, a pickup, toolbox, and riprap for the far west wall in the east basin. The riprap had been budgeted for \$73,000.

Deanna: Is it true that the RV Expansion project has gone over budget by about \$500,000?

Carey: No, the amount over budget is \$344,000. There was a mistake in the contract that was missed. The Architects missed the fact that a bunch of valves for the water lines are outdated and must be replaced which came to \$41,000 and \$243,000 was for compaction tests that inadvertently had gotten left out of the bid process due to confusion over who was responsible for that part of the project. Unfortunately, it was overlooked by all involved, Salmon Harbor, the architects HGE, county legal counsel and the county's chief financial officer.

REPORTS:

STAFF REPORT:

No report.

SALMON HARBOR MANAGER:

S.T.E.P.:

Deb Yates: S.T.E.P. currently has 5,000 trout that are doing great. They expect to get 100,000 fingerlings next Wednesday and in September they are supposed to get 70,000 smolt.

COMMISSIONERS:

Carey: Had a question regarding the financial reports for February. In the profit & loss, page 1, it isn't showing any income for rent or lease from Umpqua Soil & Water Conservation District, Pacific Forrest Management or the real-estate folks, why? Charmaine looked at the specific information he was referring to and noted she can get that information if Carey would like to come into the office.

The reports are currently configured to compare dollar amounts from the same month last year to the same month this year, as was requested by Steve Reese. These report configurations can be changed if there is another way the Commissioners would like to receive the financials.

The next Port of Umpqua Regular Meeting will be held March 18, 2020 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 at the end of the month:

There were no questions.

Checks were signed by Commissioners Schafer and "stamped" Commissioner Nelson.

Commissioner questions while signing checks at the 2020 meeting:

Carey: Who is going to the SDAO conference?

Charmaine attended the conference.

Keith: No questions.

Keith Tymchuk, President

Karen Halstead, Admin. Assistant