

Port of Umpqua

Regular Meeting Minutes
July 15, 2020 at 7 p.m.
Port of Umpqua Annex
1841 Winchester Ave
Reedsport, OR

THESE MINUTES ARE FINAL and APPROVED.

Commissioners Present:

Vice President Carey Jones
Secretary Barry Nelson
Treasurer Lee Bridge

Commissioners Not Present:

President Keith Tymchuk
Asst. Secretary Deanna Schafer

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 Vice-President Carey Jones.
It was noted that a quorum of Commissioners was present for this meeting.

APPROVAL OF AGENDA:

There was one addition requested, Item #4 – Janitorial Services. Commissioner Nelson made a motion to approve the agenda with the requested change, 2nd by Commissioner Bridge. Motion passed by unanimous vote.

APPROVAL OF MINUTES:

Commissioner Nelson made a motion to approve the meeting minutes from June 17, 2020 as drafted and presented, 2nd by Commissioner Jones. Motion passed by unanimous vote.

APPROVAL OF BILLS:

Commissioner Nelson moved to approve payment of checks in the amount of \$5,964.60 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. Election of Board Officers Fiscal year 2020-2021

- ✓ **Commissioner Nelson made a motion to keep the Officer positions the same as they were during the 2019-2020 FY, 2nd by Commissioner Bridge. Motion was passed by unanimous vote.**

2. Committee and other Appointments

Charmaine noted that The Port had a representative on the Main Street Sub-Committee for several years, Steve Reese was the representative while he was on the Port Commission, but he stopped going and was never replaced. According to Katie from Main Street, the committee is still operating. Charmaine asked the Commissioners if they still wanted a rep. from The Port.

Lee stated he was on the Main Street committee at one time, then the meeting dates were switched to Thursdays. Lee is not able to attend due to other commitments.

It was decided to approve the committee and appointments as they currently are assigned and if there comes a need for a Port Rep. on the Main Street Sub-Committee it can be decided in the future.

- ✓ **Commissioner Nelson made a motion to keep the committee and other appointments the same as they were for the Fiscal Year 2019-2020, 2nd by Commissioner Bridge. Motion was passed by unanimous vote.**

3. Pacific Northwest Waterways Association Annual dues

Charmaine: Of all the dues that The Port pays for memberships she feels that this is the most important to continue with. PNWA are a very strong advocate for dredging dollars and the needs of the ports and they lobby in Washington D.C. every year, they do an excellent job.

- ✓ **Commissioner Nelson made a motion to approve Pacific Northwest Waterways Association annual dues in the amount of \$710.00 to be paid from the General Fund, 2nd by Commissioner Bridge. Motion was passed by unanimous vote.**

4. Janitorial Services

Charmaine pointed out this is the fourth time Janitorial Service(s) have been brought to the board. Previously The Port hired Levi Allen of Mr Mom's Cleaning, and he was doing our janitorial and doing a good job but, he has found another full-time job opportunity. Karen was looking in the area for other options and contacted Umpqua Bank and found a company called Victory Janitorial, they are like a franchise. There is a gentleman out of Coos Bay who is associated with the group. He has someone locally who is cleaning the bank. They both came and looked at The Port's needs, then she cleaned last Saturday for The Port and did a good job. Charmaine requested from Joe that

he provide a bid and he sent an e-mail that included the pricing; \$360 per month which breaks down to \$45 an hour with a 2-hour minimum. The Port's needs don't justify 2 full hours of work weekly, so Charmaine will be working with Joe on either having them do more around the building or cut back the pricing. Currently cleaning the Annex is not included in their duties but, if they are going to stick with the 2-hour minimum that may be added. Current duties include cleaning all common areas of the Winchester Building.

Carey suggested contacting the girl who currently cleans for Salmon Harbor. Charmaine is going to check into that option. He suggested moving forward as presented and to let Charmaine continue to work out the details.

- ✓ **Commissioner Bridge made a motion to move forward with the janitorial services as presented, 2nd by Commissioner Nelson. Motion passed by unanimous vote.**

REPORTS:

STAFF REPORT:

Winchester Bay dock brought in \$1,400 for the month of June.

Umpqua Soil and Water Conservation District has submitted their notice of intent to vacate the quad/offices that they have been leasing for \$713 per month.

There is a new tenant, James Freshman who owns JBA Computer Services, he will be leasing an office and plans to pay a year in advance.

Carey: Did you receive a call from Edwards Jones? They were thinking about putting an office in Reedsport and Carey told them The Port has a very nice facility with available office space.

SALMON HARBOR MANAGER:

Carey: The IGA is dissolved. The committee did have their final report. A new Harbor Master has been hired; Jim Zimmer will be taking the position. Keith will continue out there for a while to help Jim make the transition.

There have been problems with the contractor Laskey Clifton and 4A Construction. 10 of the best sites in the new RV Expansion cannot be used due to drainage issues. The walkway still isn't ADA compliant. They are working on these issues.

The County is working with the Winchester Bay Sanitation District to be able to include all the campgrounds including Salmon Harbor in their services.

The oyster business will be opening this weekend for oysters in the shell only.

Word has it that The County along with Jodi Morrow will be putting on sand dune races at the end of the month. This will not involve the chamber and won't be called "DuneFest". The pricing is going to be very expensive.

COMMISSIONERS:

Carey: Asked if anyone had received the bidding information for the Cedar Palace?

Charmaine: Yes, Shaun from SCDC sent it to her, Lee also brought in the information today. The owner of the IP Property owns the Cedar Palace property as well and is trying to do something with it.

Carey: Doesn't see anyone bidding \$499,000 which is the opening bid amount.

The meeting was adjourned at 7:24 p.m.

The next Port of Umpqua Regular Meeting will be held August 19, 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:**

June 30, 2020

Commissioner questions from check signing at end of the month to be included in the date, 2020 minutes:

There were no questions.

Checks were signed by Commissioners Jones and Bridge.

Questions from check signing at the July 15, 2020 meeting:

There were no questions.

Checks were signed by Commissioners Nelson and Jones.

Keith Tymchuk, President

Karen Halstead, Admin. Assistant