

## **Port of Umpqua**

Regular Meeting Minutes  
April 15, 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  
Asst. Secretary Deanna Schafer

### **Commissioners Present via Phone:**

Secretary Barry Nelson  
Treasurer Lee Bridge

### **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 7:05 p.m. by President Keith Tymchuk.

### **APPROVAL OF AGENDA:**

There were no changes to the agenda as presented, Commissioner Schafer made a motion to approve the agenda as presented, 2<sup>nd</sup> by Commissioner Jones. Motion passed by unanimous vote.

### **APPROVAL OF MINUTES:**

Commissioner Jones made a motion to approve the meeting minutes from March 18, 2020 as drafted and presented, 2<sup>nd</sup> by Commissioner Schafer. Motion passed. Voting as follows: Commissioners' Tymchuk, Schafer & Jones voting Yes. Commissioner Nelson abstained due to technical issues with teleconferencing.

### **APPROVAL OF BILLS:**

Commissioner Schafer moved to approve payment of checks in the amount of \$5,578.79 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. Grant/Loan resource request SCDC and CCD Business Development Corp. –  
Theresa Haga**

CCD Business Development Corporation is a private nonprofit Oregon corporation which was formed in 1971. Part of what they do is commercial financing, supporting businesses through typical assistance and business loans. When the COVID-19 pandemic hit, CCD stepped up as a board and took some of their internal revolving loan funds and created a COVID-19 immediate assistance opportunity. These funds are specifically for small businesses located in Coos, Curry and Douglas County.

Theresa is reaching out to other entities such as The Port of Umpqua and requesting that they offer up some of their funds to help match the \$200,000 that CCD has put into this program.

This funding is not being created to compete with local banks, but more for businesses that may not fit into the structure of bank financing as well as filling any funding gaps when they get to the recovery phase of the pandemic. Funds coming from these other entities will be handled more like grants with shorter turnaround times and may help the businesses secure some working capital while they wait for the addition of more traditional loans.

The funds put forth by CCD will come with a 3-month deferment for payment, after the initial 3 months there will be 4% interest and 5 years to completely pay it back. Any funds that may be put forth from The Port of Umpqua would be handled as grants to be allocated specifically to businesses in The Port's local region.

**Keith:** How far would \$25,000 go and how could it be used in helping qualified local businesses?

**Theresa:** Gave examples of the types of requests that would qualify for these grants, such as a brewery that has the ability to switch its production from liquor to hand sanitizer but to do so they will need to re-tool their facility. This example shows it is the result of being impacted by the pandemic event, and instead of creating more debt, it would be handled more like a grant. It would provide capital for smaller requests, such as allowing them to retain employees or if they have to retool or add something to accomplish the goals during this time.

Originally CCD thought there would be a lot of requests, and there have been some but Theresa says they are anticipating more when businesses start in the recovery phase. According to some reports, businesses like restaurants, barbers and beauty shops could possibly have to remain closed until September.

**Carey:** How does this request differ from the school resource officer (SRO) request which didn't fit in with the specifications of ORS 777?

**Keith:** This meets the commercial interest of ORS 777, he did agree that the SRO request should have fit within the guidelines as well, considering that education and safe schools are very much a part of the personal interests of the community.

**Deanna:** Referred to the additional business item information from the meeting packet, which was an e-mail response from Dan Lawler, Local Government Law, answering this

same question Charmaine had asked of him. According to Dan there were some differences between the SRO funding request and the request from CCD, he quoted what is allowed according to ORS 777.258.

“The Port may, in general, do such acts and things not mentioned by ORS 777.195 to 777.258, as tend to promote the maritime shipping, aviation and commercial interests of the port.”

Deanna further explained that the Port could contribute the funds if they are earmarked to be used only by certain businesses.

Charmaine reminded the commission there is \$45,000 available that is listed on the “grants” line item in the budget. None of that money has been used this fiscal year.

When getting ready for a motion, it was decided, due to some phone issues this item would be tabled until the full board of commissioners were present in person at the meeting. Theresa agreed to come back sometime in the future.

## **2. Health Insurance renewal – Debbie McKinney**

Rates for medical insurance went up about 20% this year. Doing comparisons, Debbie found that the premiums for both Moda and Providence are about the same as the premium for Regence, the current insurance provider that comes through SDAO/SDIS. Regence has been a good option in the past and Debbie recommended that The Port stay with them. Dental insurance is currently provided through Pacific Source. Again, recommended staying with the same provider, it’s been good insurance and it also has the lowest premiums. Pacific Source premiums increased by 5.26%.

- **Commissioner Jones made a motion to approve the Proposed Employee Health, Vision and Dental renewal plans with SDIS for health and vision and continue with Pacific Source for Dental as submitted, 2<sup>nd</sup> by Commissioner Schafer. Motion passed by unanimous vote.**

After the vote, Debbie mentioned that as well as the health insurance, SDAO/SDIS also offers both life insurance and long/short term disability. The board asked Debbie to come back to a future meeting to discuss life insurance and disability options. The decision needs to be made by June so Debbie said she would come back to the May meeting to discuss this further.

## **3. Janitorial staff hire**

**Charmaine:** Earlier this year The Port contracted with Bay Area Enterprises for janitorial duties and unfortunately, they are not doing a very thorough job at cleaning the facilities. Charmaine has contacted them with her concerns but, it has not gotten any better. After doing some research to try and locate other janitorial companies servicing the area, it appears there aren’t any.

Charmaine proposed creating a position at The Port and hiring someone who could start doing janitorial work and possibly move into more hours doing other maintenance type jobs.

**Deanna:** When asked what a good wage offer would be, responded that the person employed by The City started at \$15.50 per hour, and for the first five years of employment The City gives a 4 to 5% raise on top of the usual CPI cost of living increase. The lady who does the janitorial at The City is on staff fulltime, doing work that includes cleaning the library as well as some pruning and maintenance around city hall.

- **Commissioner Jones made a motion to approve the janitorial staff position as a Port employee, 2<sup>nd</sup> by Commissioner Schafer. Motion passed by unanimous vote.**

#### **4. Umpqua River dock, should the Port assess fees for product across the dock?**

**Charmaine:** One of Fred Wahl's fishing vessels unloaded product at the Umpqua River dock recently. They trucked the product to the Winchester Bay location where it was weighed and sold to a fish buyer. The Port did not receive the fish ticket. This has happened before and she provided some history in the meeting packets of the decisions that were made before. When this came up years ago, Dave Anderson, who was the port's counsel at the time, said these people should be charged for doing this, just like we charge for product coming over the Winchester Bay dock. At that time, the fisherman was charged and did pay the invoice.

Since the latest occurrence that was reported to her, Charmaine has found out that the product was not offloaded across The Port's dock, but instead was offloaded across Fred's smaller dock in that area.

Other ports seem to have the same situations, not sure what others have implemented. Would this be charged as a fee or tax since there is no hoist activity? Asking for direction from the board on whether this should be pursued for billing purposes.

**Carey:** These were totes of crab that had to have been offloaded with a crane. Has also witnessed vessels re-fueling at the Umpqua River dock. Carey feels this should all be billable when it involves any of The Port's docks.

**Barry:** Should be charged the same fee that is charged when product goes over the Port dock in Winchester Bay.

The Commissioners agreed there should be a fee for this.

Charmaine asked that the board think about how to handle it. Doesn't need a decision tonight.

#### **REPORTS:**

#### **STAFF REPORT:**

No report

**SALMON HARBOR MANAGER:**

No report

**S.T.E.P.:**

**Deb Yates:** Quick report, all the fish are healthy.

**COMMISSIONERS:**

No report

**Meeting was adjourned at 8:09 p.m.**

The next Port of Umpqua Regular Meeting will be held May 20, 2020 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

**\*\*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:**

**March 31, 2020**

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

**Carey:** Why did we need to fix the backflow on the Umpqua River Dock.

**A:** During inspection it was found at some point someone had tried to “fix” it for some reason and put it on backwards.

**Carey:** Regarding the new router, can outside people tap into our Wi-Fi?

**A:** No, both buildings have password protection.

Checks were signed by Commissioners Schafer and Jones.

**Questions from check signing at the April 15, 2020 meeting:**

There were no questions.

Checks were signed by Commissioners Schafer and Jones.