

**Port of Umpqua**

Regular Meeting Minutes  
May 20, 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 (via phone)  
Asst. Secretary Deanna Schafer

**Commissioners Not Present:**

Secretary Barry Nelson (Was initially present via phone, left meeting due to technical issues)

**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.

**APPROVAL OF AGENDA:**

There were no changes to the agenda, 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 Schafer made a motion to approve the meeting minutes from the April 15, 2020 budget meeting and April 15, 2020 regular meeting as drafted and presented, 2<sup>nd</sup> by Commissioner Jones. Motion passed by unanimous vote.

**APPROVAL OF BILLS:**

Commissioner Jones moved to approve payment of checks in the amount of \$4,709.09 to be paid out of the General Fund, 2<sup>nd</sup> by Commissioner Schafer. Motion passed by unanimous vote.

**PUBLIC COMMENT:**

There was none.

## **REGULAR BUSINESS:**

### **1. Grant/Loan resource request SCDC and CCD – Theresa Haga**

In March CCD created a COVID-19 loan program from funding they had inhouse. In the process of working with their economic development partners and small businesses they have realized that the real need is for grants more than loans. CCD has taken on the task of raising grant funds along with the help of Shaun Gibbs of SCDC.

Business Oregon has 5 million dollars to go toward matching, existing programs or programs that have been setup to assist businesses through the COVID-19 epidemic. CCD sent a proposal to Business Oregon to be included in the distribution of these funds, requesting \$225,000.

When CCD receives word from Business Oregon on how much they will receive, CCD will have 30 days to deploy those monies to qualifying businesses. Theresa discussed the application criteria that businesses will have to provide when requesting a grant. Among the requirements is whether a business has already received funding from the Cares Act. CCD plans to direct these grant funds to those who have not received any money so far.

Shaun sent out a survey to businesses in the area asking how many had applied for the Cares Act and whether they have received any funding. He received 81 responses, 8 were from the Reedsport area and 5 of those had not receive any money from the Cares Act.

**Commissioner Jones made a motion to approve the grant funding to the COVID-19 Loan Program administered by CCD Business Development in the amount of \$35,000, 2<sup>nd</sup> by Commissioner Schafer. Motion passed by 4-1 vote. Commissioners’ Tymchuk, Jones, Schafer and Bridge voted yes. Commissioner Nelson, who was attending via a conference call stated he could not hear the conversation and was going to abstain from the vote. He left the meeting at this point.**

### **2. Intergovernmental Agreement \* Douglas County & Port of Umpqua Douglas County Commissioner Chris Boice –**

Late last year the Douglas County Commissioners sent a request to The Port of Umpqua asking them to voluntarily dismiss the IGA between The Port and Douglas County. A follow up letter was then sent stating that The County had decided to withdraw from the IGA. In accordance with the IGA there is a 12-month notice period. The end of that 12-month period expires December 31, 2020.

Chris stated that he felt the IGA had served its purpose and now needs to go away. Having the IGA adds an extra layer of decision making over issues that affect county owned liabilities. He pointed out that the IGA is going away at the end of the 12-month waiting period and The County believes if it were sooner, they can be more productive in their decision making over managing Salmon Harbor.

Chris said he is aware of the concerns that The Port and community may have but feels these are things that can easily be addressed. The County intends to manage Salmon Harbor, financially, the way it is handled now. There will be an enterprise fund created which will require that all revenues generated in Salmon Harbor stay there where they will be spent on the future management and improvements to the harbor.

**Keith:** How much money has the county spent on capital projects in or adjacent to Salmon Harbor in the last Calendar year?

**Chris:** 7 or 8 million, 2.5 million has gone toward the RV expansion project, close to 4 million on the Umpqua Dunes, more than a million in Windy Cove Park(s) A & B as well as two future projects for a loop expansion in Half Moon Bay. Right now, The County is working with the sanitation district to try to fund infrastructure improvements that may be needed to ensure no future problems with RV, commercial or residential development within the harbor. If the IGA were gone it would help streamline all these projects.

**Keith:** Has been a port commissioner for 25 years and for 23 of those years he felt the IGA and the SHMC made great sense. About 3 years ago he began to think it did not, that it has served its' purpose. He is aware of the public's concerns, but he thinks the timing is right. The County isn't going to change their minds, the IGA will dissolve at the end of the year and while it may not be a popular decision, he feels it is the right decision at this time.

**Deanna:** You mentioned an enterprise fund, is that currently setup or is that a proposal?

**Chris:** It is not currently setup, but that is how it has been operated.

Deanna pointed out that without an enterprise fund having been already setup, there was no guarantee the funds generated wouldn't go back to the county at some point. Chris pointed out that setting up the enterprise fund could be a condition for the withdrawal.

**Carey:** Doesn't want to see The Port lose anything. Gave the example of the Fred Wahl facility on the Umpqua river, he feels that selling that land and weighs to Fred was a mistake. Chris and Keith have talked about selling the section in Winchester Bay where the ice machine and hoist are located to The Port. If the commissioners are going to agree to an early dissolution of the IGA, he would like to see The Port purchase that whole section. He would prefer that this possibility be figured out before he would agree to the matter at hand.

**Chris:** Can only speak for himself; the county understands The Port has an interest out there and they value that. Everything The Port has asked from the county has been a "yes" and he doesn't anticipate that changing. The county is trying to make some sense out of all the land leases in Winchester Bay. There were different values, places, and none of it was uniform. There were different plans being used and that doesn't make good business sense. The County has gone through and looked at the locations, figured out a fair price per square foot and upon renewal, has been able to get the leases all uniform. The only one left is The Port's lease, it makes sense for The Port to be able to buy instead

of leasing; that was the question and the answer is yes. Let the county know what you want to do out there, and we'll make it happen.

**Lee:** He agrees with Douglas County, has always considered Salmon Harbor complex to be an enterprise activity of the county government and having the SHMC does install an additional layer of management.

- ✓ **Commissioner Jones made a motion to accelerate the end of the IGA and set the official date as June 30, 2020, 2<sup>nd</sup> by Commissioner Schafer. Motion passed unanimously.**

### **3. Fiscal Year 2020-2021 Budget**

Charmaine gave clarifications from the items that had come up during the budget meeting in April.

1. Keith asked where the biggest chunk of the professional services go, the answer at the meeting was “usually training and travel”, when in fact, professional services are used when contractors or electricians are hired, things like that.
2. Carey had asked how the Tyree Oil lease increases are figured out. Charmaine handed out a spreadsheet that provided all the Tyree Oil yearly lease increases since 2008 along with the CPI amounts used to calculate them.
3. There was one change made to the budget, the line item for scholarships/grants had been removed, at the budget meeting there was a request to reinstate this line. This change did not affect the overall budget amount because the \$1,000 for that line came out of the contingency line item in the general fund.

#### **a. Receive Public Comment**

There was none.

#### **b. Adopt the 2020-2021 Fiscal Year budget**

- ✓ **Commissioner Bridge made a motion to adopt the 2020-2021 fiscal year budget as presented and approved by the Port of Umpqua Budget Committee, 2<sup>nd</sup> by Commissioner Schafer. Motion passed by unanimous vote.**

#### **c. Adopt Resolution 20-01**

- ✓ **Commissioner Jones made a motion to adopt Resolution 20-01 adopting the budget in the amount of one million, four hundred eighty-six thousand, nine hundred thirty-six dollars (\$1,486,936.00) making appropriations, imposing and categorizing the tax for fiscal year 2020-2021, 2<sup>nd</sup> by Commissioner Bridge. Motion passed by unanimous vote.**

#### **4. Workers Compensation – Debbie McKinney**

July 1<sup>st</sup> is the start of the new fiscal year for the workers compensation insurance policy. The rates for coverage from Special Districts went down slightly which reduced the annual premium by about \$300.

**Commissioner Schafer made a motion to approve workers compensation renewal for the 2020-2021 fiscal years with Special Districts of Oregon in the amount of \$1,062.37, 2<sup>nd</sup> by Commissioner Jones. Motion passed by unanimous vote.**

#### **5. SDIS Life & Disability Plans proposal – Debbie McKinney**

Last month the commission agreed to renew health insurance with Special Districts. Life insurance as well as short and/or long-term disability are also an option available through SDAO that the commissioners may want to consider.

The options presented for life insurance included \$10,000 worth of coverage for a monthly premium of \$2.37 per employee or it would cost \$4.73 per employee for \$20,000 coverage.

**Charmaine:** Staff has discussed these options, any of the coverages would be appreciated very much, if only one option is chosen staff has voiced their preference for the life insurance.

**Deanna:** Do you currently have sick leave?

**Charmaine:** We have PTO which accrues monthly.

**Deanna:** The reason for the question is that a lot of times short term disability is not that beneficial because employees will build up their sick leave and use that. Short term doesn't kick in until sick leave has been used up. If you use the PTO system, then that is different and short-term disability would benefit you better.

Charmaine said this short term policy being offered would pay benefits instead of having to use PTO. Debbie clarified that the short-term would pay if available sick time had been exhausted. Charmaine didn't feel the short-term would be worth it then if it wouldn't pay benefits until available PTO had been used up.

**Karen:** Just went through this where I used up my sick leave and if I would've had short term disability it would have really helped.

**Keith:** If the commission does choose to go ahead with both life insurance and short-term disability it is going to only cost The Port \$360 per year.

**Carey:** Does Larry qualify for the life insurance since he doesn't get the health benefits? It is the same situation for life insurance.

**Keith:** Would like Debbie to explore ways that could include the dock assistant in the life insurance option as well.

- ✓ **Commissioner Jones made a motion to provide Port employees with the life insurance plan option #2 and short-term disability plan option #3, 2<sup>nd</sup> by Commissioner Schafer. Motion passed by unanimous vote.**

**6. Provide Scholarship funds to Reedsport Charter School for this year - Charmaine**

At the last budget meeting the line item for scholarships was discussed. Contacted Sandy Donnelly at the high school about getting this funding to the scholarship committee and was informed that Carey Jones is on the committee.

**Carey:** After talking to Keith, Carey suggested that the scholarship go to someone who will be studying in an area that involves the marine field. Sandy agreed to look at the applications they have received and provide those that fit within that scope of study.

- ✓ **Commissioner Bridge made a motion to contribute the \$1,000 budgeted for the scholarships to the Reedsport Charter High School for this year, 2020, 2<sup>nd</sup> by Commissioner Jones. Motion passed by unanimous vote.**

**7. Oregon Anglers Alliance – Support – Doug Buck**

Is part of a new group that is called the Oregon Anglers Alliance. The group will focus on hatcheries and habitat, educating young anglers, promoting the interests of fishermen, and working with other groups such as ODFW, OCA and S.T.E.P. to help promote fishing opportunities.

- ✓ **Commissioner Jones made a motion that the Port of Umpqua provide a letter of support for the Oregon Anglers Alliance, 2<sup>nd</sup> by Commissioner Schafer. Motion passed by unanimous vote.**

**8. Port of Coos Bay, ratify letter of support**

The Port of Coos Bay requested support from the Port of Umpqua for Port Infrastructure and Development Program (PIDP) funds for Phase II of the Tie and Surfacing program for the Coos Bay Rail Line. Since the decision could not wait until the meeting, this request was sent to the Board via email and approved via email. Four Board members voted in favor of the support; one Board member did not respond. The letter of support was provided to the Port of Coos Bay May 5, 2020.

**Carey:** How many miles of this railroad goes through the Port of Umpqua district? Is there anything that will help with the sections that are located here? Fred Wahl had a problem with the railroad going through his shipyard and he had to spend a lot of money for repairs.

**Charmaine:** The Industrial Development Board gave him \$100,000 to do that work.

**Carey:** He had heard Fred had received some grant money but thought Fred had to come up with the other half of the funds needed. Carey wondered if there be any help received back if the railroad goes through the port district.

**Keith:** That is a fair question for the Port of Coos Bay, to point out that our port had helped them, and to ask, “what can you do for us on this project”? It would need to be something specific.

- ✓ **Commissioner Jones made a motion to ratify the letter of support to the Port of Coos Bay for PIDP funding for the Coos Bay Rail Line, 2<sup>nd</sup> by Commissioner Bridge. Motion passed by unanimous vote.**

## **9. Janitorial Services**

Levi Allen has been providing janitorial services the last 3 weeks and is doing a good job. He originally quoted \$240/month, but that price has gone up slightly to \$265 because he has agreed to clean the front windows of both Winchester buildings on a quarterly basis.

**Deanna:** When you were originally looking for janitorial it was mentioned that they may also be asked to do some landscaping as well.

**Charmaine:** That didn't happen, Levi does janitorial services only.

- ✓ **Commissioner Schafer made a motion to approve retaining Mr. Mom's Green Cleaning LLC for janitorial services at \$265.00 per month, 2<sup>nd</sup> by Commissioner Jones. Motion passed by unanimous vote.**

After the vote Charmaine mentioned that this agreement is on a month to month basis, if this does not work out, she would like to move forward with hiring staff to do the tasks.

## **REPORTS:**

### **STAFF REPORT:**

**Charmaine:** The rates for legal counsel are going up to \$245 per hour.

Dock Report: Winchester Bay dock brought in \$12,344 for the month of April.  
The ice machine brought in \$700.

Manager's Review will be on next months agenda, and to let you know, one of our tenants in the business center, Gray Guns has moved out. They said if things were looking up after the COVID crisis they would like to come back.

### **SALMON HARBOR MANAGER:**

**Savanna Wright:** Staff likes having an interim manager who is involved and will ask questions and share ideas. Staff works this way during their meetings, and they appreciate Keith's involvement.

If anyone has questions regarding the Port's dock lease, contact her anytime, she manages all the lease agreements right now.

Salmon Harbor is doing a lot of catchup, the RV Expansion is moving along, they are paving right now. Haven't decided on an opening date, it may be delayed. No reservations have been taken yet, working on that with Keith.

**Keith:** It will be a soft opening; they are hoping it will be as close to July 1<sup>st</sup> as possible. Right now, there are only two bathrooms open, Savanna added there is one at each boat launch and they are operating on limited hours.

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

**Deb Yates:** Planning on releasing around 5,000 trout into Lake Marie tomorrow. ODFW doesn't want S.T.E.P. to fin clip the chinook that they have, so they may end up releasing unclipped fish into Winchester Creek.

S.T.E.P. is going to have their salmon derby this year but, there won't be a raffle or awards ceremony.

**COMMISSIONERS:**

**Deanna:** Opened City Hall on Monday, there seems to be a steady increase in traffic. The city has not yet opened any of the public restrooms. The City was told the bathrooms would have to be cleaned and stocked twice a day when they are opened to the public. She asked Savanna how Salmon Harbor is handling this.

**Savanna:** Salmon Harbor has staff who work weekends which allows them to be open.

**Deanna:** George, who owns the old IP property has realized he is sitting on a piece of property that is costing him \$7,000 per month. He wants to have a round table meeting with all the players he can find to discuss possible uses for the property. He is also going to propose to the county that it be re-zoned and split up; he doesn't think there are any potential industrial interests in it anymore. Chris Boice will be attending, Shaun from SCDC and Rob Crocker may be attending. Suggested that someone from the port meet with him as well. He intended to meet at the end of the week but so far, he hasn't contacted her, she will be working to set up a meeting sometime next week. Keith said he will be there suggested having Carey there as well.

**Meeting adjourned at 8:36 p.m.**

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:**

**4/30/20**

**Commissioner questions from check signing at end of the month to be included in the May 20, 2020 minutes:**

There were no questions.

Checks were signed by Commissioners Tymchuk and Schafer.

**Questions from check signing at the May 20, 2020 meeting:**

**Commissioner Questions regarding bills from the meeting:**

**Carey:** What is the charge for the “domain ID?”

**A:** It’s the domain name we use for our website.

Checks were signed by Commissioners Jones and Schafer.

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Keith Tymchuk, President

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Karen Halstead, Admin. Assistant