

Port of Umpqua

Regular Meeting Minutes
June 17, 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
Secretary Barry Nelson
Asst. Secretary Deanna Schafer

Commissioners Not Present:

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 p.m. by President Keith Tymchuk.
It was noted that a quorum of Commissioners was present for this meeting.

APPROVAL OF AGENDA:

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

APPROVAL OF MINUTES:

Commissioner Schafer made a motion to approve the meeting minutes from May 20, 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 \$32,026.76 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. Intergovernmental Agreement Termination

The termination of the Intergovernmental Agreement regarding the management of Salmon Harbor was approved at the Port of Umpqua regular meeting May 20, 2020 to be effective June 30, 2020. The termination agreement was being presented to the Board for signatures.

- ✓ **Commissioner Nelson made a motion to approve the signatures of the Port of Umpqua Board of Commissioners on the Termination of Intergovernmental Agreement dated November 27, 2017, 2nd Commissioner Schafer. Motion passed by unanimous vote.**

2. Coos Bay Wagon Road Funds IGA Termination

The Coos Bay Wagon Road Funds have always been received by The Port and passed through to Salmon Harbor. These funds are received from The County and are limited in the scope of what they may be used for, roads or ports. As part of the termination of the IGA, is the termination of these funds being passed through to Salmon Harbor.

- ✓ **Commissioner Jones made a approve the termination of the IGA Dated June 23, 1999 concerning Coos Bay Wagon Road funds and authorize the Port Commissioners signatures, 2nd by Commissioner Schafer. Motion passed by unanimous vote.**

3. Manager Performance Review

Deanna: Had received the manager reviews from each commissioner and compiled the results to give each item an average score. As well as the results from the 2020 Port Manager Job Performance Review were results from the past five years for comparison. The average score was over 4.6 for most of the items which is consistent with past reviews.

4. Staff Salaries

The approved and adopted FY 2020-2021 budget provided for pay rate increases of 3% to the current salaries. At the budget meeting Carey had requested that Charmaine provide comparisons of wages at other entities around the state for both the Administrative Assistant and the Dock Assistant positions. Comparisons were provided as part of the meeting packet. OPPA usually provides a “benefits and salaries” comparison but, this year, due to the COVID-19 epidemic they did not provide that information.

- ✓ **Commissioner Nelson made a motion approve the wage and salary increases as requested by the Port Manager, 2nd by Commissioner Schafer. Motion passed by unanimous vote.**

5. Buffer area, next to parking lot, Improvements

Charmaine: Last year The Port had the big tree and bushes removed along the back-parking lot, since then the whole area has become overgrown and needs some maintenance. Thought it would look good to have the area cleared out, and to have landscaping fabric put down then cover the whole area with round river rock.

Charmaine asked Christian Walters, Northwest Landscape Management, to provide a quote which she presented to the commissioners.

Charmaine noted that the quote does not include having the large stump removed. Deanna said the city had just had something similar done, and they had someone from Florence provide the service, their price was very reasonable.

Carey: Why is The Port not going out for bid to have the work done? It would give other landscapers a chance to do the work.

Deanna: The City recently had river rock put down and she mentioned that the rock hadn't been washed first which resulted in some places getting weeds, possibly from seeds and vines that must've been on the rocks. She suggested making sure that the rock is well washed before it is put down.

- ✓ **Commissioner Schafer made a motion to approve the quote from Northwest Landscape Management for landscape improvement to the buffer area next to 19th street and the back-parking lot, 2nd by Commissioner Nelson. Motion passed by a majority, Commissioners Tymchuk, Schafer and Nelson voted yes, Commissioner Jones voted no.**

REPORTS:

STAFF REPORT:

Received a nice "thank you" note from the school for the scholarship fund that the board approved.

Winchester Bay dock brought in \$1,580 for the month of May.

At last month's meeting during the business item requesting to ratify the letter of support for the Coos Bay Railroad, there were some questions. Carey had asked how many miles of the railroad go through The Port's district. Charmaine spoke with John Burns, CEO of the Port of Coos Bay, and he said there is about 20 miles of track within the district, from Tugman Park to Carter Lake.

Another question was if there was any work that Port of Coos Bay planned to do on any of the sections located in the port's district. John wasn't sure how to answer this last question but did say there are two projects in the Reedsport area.

Deanna: They are working on the tunnels and are staging their equipment on city property. Charmaine said the work John mentioned had something to do with a couple of local businesses, but he didn't go into the details.

Carey: The costs to have steel delivered via the railroad are so high that Fred has it trucked in instead even though the railroad goes right through his shipyard. Keith mentioned that he remembered American Bridge also chose to truck in steel when they were located there.

SALMON HARBOR MANAGER:

Keith: On Monday, Salmon Harbor opened 10 of the 40 new RV sites on the point of the new expansion. There is still a list of items that the contractors need to finish. HGE, the engineering firm overseeing the project is staying on top of this list to make sure all the work is completed. There were some drainage issues and they have been reshaping some of the exterior sites hoping to move any waterflow away from the camp sites. The plan is to have all 40 sites opened by June 26th.

Carey: Mentioned that two gravel paths out there are not ADA compliant as was the plan.

Keith: Those gravel paths were supposed to be paved to make them ADA compliant. They have not paved them, which was a decision that was possibly made because of the project going over budget. The paving has been added to the 3-year, capital improvement plan and is something that will hopefully be done next year. Carey added that the pitch of the trail is too steep for ADA compliance as well.

COMMISSIONERS:

Deanna: There will be a S.T.E.P. Salmon Derby this year but, there won't be an awards ceremony.

Keith: There has been discussion of The Port possibly purchasing the land in Winchester Bay where the commercial dock is located. Currently The Port leases that area from Salmon Harbor. Carey has also mentioned an interest in purchasing the entire peninsula area. The County has given an unofficial price of \$8,500 for the property that the dock sits on and today, The County gave Keith an unofficial quote of \$65,000 to purchase that bigger area. The lease for that property is going to be around \$7,000 annually so it just makes sense to purchase it. There is no sewer out there, Commissioner Boice approached Keith asking if The Port would be interested in bringing sewer to that site. The Port now has some options to consider. Should The Port purchase the smaller lot for \$8,500, or purchase the larger lot for \$65,000 which is less than some other comparable properties out there but, that's because there is currently no sewer on it.

For now, Keith will contact the county letting them know The Port is possibly interested in either option. If The Port pursues the larger lot, they will want to have a contaminant survey done.

Carey: Rick Beck said that Umpqua Bait recently received a letter from the county stating that there would be a significant increase in their lease. If The Port does decide on the larger

lot that would mean that Umpqua Bait would then be leasing from The Port. Keith will report back to the commissioners when he finds out more.

The meeting was adjourned at 7:55 p.m.

The next Port of Umpqua Regular Meeting will be held July 15, 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:**

May 29, 2020

Commissioner questions from check signing at end of the month to be included in the June 17, 2020 minutes:

There were no questions.

Checks were signed by Commissioner Schafer and stamped Commissioner Nelson.

Questions from check signing at the June 17, 2020 meeting:

There were no questions, Commissioner Jones commented on the cost for putting the budget meeting notice in the paper and thought it was too much.

Checks were signed by Commissioners Jones and Nelson.

Keith Tymchuk, President

Karen Halstead, Admin. Assistant