

## Port of Umpqua

Regular Meeting Minutes  
August 19, 2020 at 7 p.m.  
Port of Umpqua Annex  
1841 Winchester Ave  
Reedsport, OR

*THESE MINUTES ARE NOT FINAL UNTIL 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 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 as presented Commissioner Jones made a motion to approve the agenda as presented, 2<sup>nd</sup> by Commissioner Bridge. Motion passed by unanimous vote.

### **APPROVAL OF MINUTES:**

Commissioner Jones made a motion to approve the meeting minutes from July 15, 2020 as drafted and presented, 2<sup>nd</sup> by Commissioner Bridge. Motion passed by unanimous vote.

### **APPROVAL OF BILLS:**

Commissioner Jones moved to approve payment of checks in the amount of \$7,080.35 to be paid out of the General Fund, 2<sup>nd</sup> by Commissioner Bridge. Motion passed by unanimous vote.

### **PUBLIC COMMENT:**

There was none.

## **REGULAR BUSINESS:**

### **1. Possible purchase of property in Salmon Harbor for Commercial Dock**

*(Charmaine provided the Commissioners with price quotes from Douglas County and a map of the leased area at the Winchester Bay Dock).*

**Keith:** The Port currently pays \$120 per year to lease the Winchester Bay dock and the county has stated they intend to raise that lease to \$580 per month which would be around \$7,000 per year.

Keith asked Douglas County Commissioner Chris Boice if the county would consider selling the parcel that The Port currently leases. The county came back with a selling price of \$8,500 for the space. One reason it is so reasonable is because there is currently no sewer hook-up on this lot, and according to Douglas County, if there ever were a need to put sewer on it, it would be at The Port's expense.

Carey had then suggested that The Port ask for a quote for the entire acre that forms the small peninsula which includes The Port dock and Umpqua Bait. After making comparisons of other properties around the area the county came back with an asking price of \$65,000 for that whole acre. Keith felt this price was very reasonable in comparison to other "like" properties in Reedsport.

**Carey:** This larger area already has two existing leases plus there are opportunities for other future uses as well. Ryan Sullens, maintenance supervisor for Salmon Harbor, has said he would like to see someone purchase this acre because it's become a time consuming hassle for he and his crew to maintain all of the crab pots and equipment that the fishermen and fish buyers are storing out there.

One small downside to buying the larger area is that a small section will need to be ripped up soon, which The Port would have to pay for. Keith estimated that cost would be around \$10,000 to \$15,000. The rest of the area is in pretty good shape, and it includes a pile wall along one side which has a deep-water spot where an old marine repair business used to be.

Carey pointed out if The Port were to only buy the smaller area, there would be 4 separate easements that would be required, which logistically could become a nightmare. He thought there was a lot of potential in the larger area and would like to see The Port pursue buying it.

Deanna asked if the current dock assistant would handle the added maintenance work or would The Port have to hire additional staff? Charmaine said additional staff would be required and added that she has had a hard time finding someone just to back up the current dock assistant. Carey pointed out that it is harder to find someone who would be willing to work on-call/part-time and that is what the current open position is. If The Port created a full-time position, even if it were 30 hours per week, with benefits, he thought there would be more interest.

Lee stated he felt The Port needs to get into something that will generate some revenue and the only way he could see doing that would be to acquire some property that could then be developed. He could see potential in buying this larger parcel.

Deanna asked if there had been any testing on the property for contaminants, and Carey said that had been taken care of 5 or 6 years ago when the marine repair business was removed from the parcel.

- ✓ **Commissioner Jones made a motion to offer Douglas County \$65,000 for the larger parcel in Winchester Bay, 2<sup>nd</sup> by Commissioner Schafer. Motion passed by unanimous vote.**

After the vote Commissioner Tymchuk offered to be the contact that would reach out to Douglas County.

## **2. Reedsport Main Street Program Port Representative**

**Charmaine:** At the last meeting when the board was selecting Port representatives for various local committees there was discussion about who would represent The Port or if there was still a need for a representative at the Main Street Program meetings. After talking to Emily, she confirmed that there are Main Street Program meetings still happening and said she would love to have a representative from The Port to be there.

**Carey:** He and Lee are both on the Urban Renewal Board which is also involved with Main Street so either one of them could do it.

**Deanna:** She felt having someone to report back on Main Street's latest news would be nice but, did not feel there was a real need to have a designated commissioner on the Main Street board.

It was decided that Carey or Deanna would report back with anything new from Main Street at future port meetings, therefore there was no reason to designate someone from the board.

### **REPORTS:**

#### **STAFF REPORT:**

**Charmaine:** Last fiscal year the ice machine revenue after operations and maintenance was \$1,115, which may not sound too good but, since November 2016 when The Port started operating the ice machine it has netted an income of \$25,051.

The Winchester Bay dock brought in \$3,259 last month. This includes some past due accounts that made payments.

Marketron has given notice they intend to vacate the office they have been leasing at the end of September. That lease had been \$159 per month.

Charmaine will be out for a few days at the end of this month, beginning of next month to go to Eastern Oregon.

**SALMON HARBOR MANAGER:**

**Jim Zimmer, new Salmon Harbor Manager:**

Recently had a conversation with Commissioner Boice asking for clarification on who is responsible for any costs that would be involved in developing the east basin. Chris said that is Salmon Harbor's job so, Jim has been looking for a Master Plan for Salmon Harbor and it appears that the latest plan is from 2003. He is going to investigate getting that master plan updated, not only for the east basin development but for needed future dredging as well. Jim also plans to meet with Jack Aiken, a consulting engineer for Salmon Harbor, and ask Jack to come up with a recurring maintenance plan that will cover any dredging, and possibly a schedule for dredging the high priority areas during the 2021 water work period.

**Keith:** Last week he and Charmaine sat in on a conversation with Jack where the topics were dredging issues, permitting and potential sites "in harbor" for the dredge spoils

Jim is planning to meet up with Jack and drive around Salmon Harbor to discuss the possibilities of filling in and creating real estate in the areas around Docks C, D & E, which are going to be taken out due to their current poor conditions. Finding and having an updated master plan needs to happen first though, with focus being placed on the east basin.

**Keith:** Two weeks ago, he attended a meeting with the HGE Engineers, Rocky Houston, Parks Director for Douglas County, and the contractors who built the RV Expansion. The meeting was to address concerns about remaining aggregate issues, overage on asphalt and some missing topsoil from the expansion project. The aggregate issues and overage on asphalt will be Salmon Harbor's responsibility, and the contractor will come back to correct the issue of \$20,000 worth of topsoil that never showed up.

Keith has made it a point to go out and talk with people at the RV Park to see how things are going. Jim said the RV park has been completely full for weeks and the dry camping areas have been full as well which usually only happens during high traffic times like holiday weekends.

The drainage issues have been resolved by Ryan and his crew who are creating dry wells and French drains. Due to the lack of topsoil they discovered there is 55 inches of clay which the crew had to dig through before they could lay down gravel and create drains with PVC piping. Ryan and his crew were terrific at fixing this.

**COMMISSIONERS:**

**Carey:** Offered to help with added maintenance and to represent The Port with any policy enforcement that may be needed to regulate the usage of the storage area on the acre The Port approved pursuing earlier in the meeting.

**Carey:** School is planned to start with distance learning on September 14<sup>th</sup>, and it is possible the kids will be back in the classrooms by December.

**Deanna:** She will not be at the meeting next month; she will be on vacation.

**Lee:** Has been participating in a series of webinars offered by SDAO which are geared toward commissioners and directors. The training content has been excellent, he highly recommends it to the other commissioners if they get the chance.

**Keith:** Thank you for the flowers that were sent when my Dad passed away.

**The meeting was adjourned at 7:49 p.m.**

The next Port of Umpqua Regular Meeting will be held September 16, 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:**

**July 31, 2020**

**Commissioner questions from check signing at end of the month to be included in the August 19, 2020 minutes:**

Deanna: Do we need to initial the check approval list?

Checks were signed by Commissioners Schafer and Tymchuk.

**Questions from check signing at the August 19, 2020 meeting:**

There were no questions.

Checks were signed by Commissioners Jones and Tymchuk.

---

Keith Tymchuk, President

---

Karen Halstead, Admin. Assistant