

**Port of Umpqua**

Regular Meeting Minutes  
November 18, 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  
Treasurer Lee Bridge  
Asst. Secretary Deanna Schafer

**Commissioners Not Present:**

Vice President Carey Jones  
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 was one addition to the agenda, Charmaine added Item #3 – SCDC’s Request for a Letter of support to the Douglas County Industrial Development Board (DCIDB) for continued membership. The agenda was approved by consensus with this addition.

**APPROVAL OF MINUTES:**

Commissioner Bridge made a motion to approve the meeting minutes from October 21, 2020 as drafted and presented, 2<sup>nd</sup> by Commissioner Schafer. Motion passed by unanimous vote.

**APPROVAL OF BILLS:**

Commissioner Schafer moved to approve payment of checks in the amount of **\$15,859.05** 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.

### **S.T.E.P. Report Deb Yates:**

This year there were only 2 salmon in the trap, so the volunteers at S.T.E.P. had to catch their quota (21) using various netting techniques, the salmon were caught in Bell Creek and the Smith River. The last two females were spawned today, and the eggs were delivered to Elk River Hatchery. There are 45,000 eggs.

Discovered some holes in the trap that had allowed salmon to escape and that is why there weren't many fish in the trap this year.

There is a couple who have moved onto the property by the hatchery and will be living there until January 1, 2021, this will allow them to keep a close eye on everything at the hatchery site.

### **REGULAR BUSINESS:**

#### **1. Douglas Fast Net internet/phone proposal**

**Charmaine:** Lately we have been experiencing a lot of issues with our Charter internet service. It is very slow, and there have been problems sending e-mails especially from Charmaine's PC, where they will bounce back and won't send. ORCO Tech who provides our offsite backups told us the problems are coming from Charter. One of our tenants, JBA Computers recently chose Douglas Fast Net for their internet services so, Charmaine asked DFN to give her a proposal.

The proposal is a 36-month contract that includes internet, phone services including brand new phones that The Port will own at the end of the 36 months, and it covers the off-site backups that we are currently paying ORCO Tech to do. Right now, The Port pays \$316.95 per month for these services, the proposal from DFN is for \$320.98 per month.

With DFN there will be a big improvement in the speed plus The Port will also be able to use their Tech Support if any issues come up.

- **Commissioner Schafer made a motion to approve the 36-month contract with DFN for internet/telephone services and direct the District Manager to sign the contract, 2<sup>nd</sup> by Commissioner Bridge. Motion passed by unanimous vote.**

#### **2. Grimstad & Associates continuing contract proposal**

**Charmaine:** Asked Signe Grimstad if she would provide a proposal for future audits. Signe responded by providing a 3-year and a 5-year proposal.

There was discussion on the challenges in finding a good auditor who is willing and qualified to audit small municipalities, there are a lot of rules that must be followed and it's important to find someone who stays up to date on the requirements. Grimstad & Associates have done a really good job in the past and the board decided they were comfortable with a 5-year contract.

- **Commissioner Bridge made a motion to extend the contract for the Port of Umpqua Audit services for an additional 5 years through June 30, 2025, approving the price schedule proposal from Grimstad & Associates, 2<sup>nd</sup> by Commissioner Schafer. Motion passed by unanimous vote.**

### **3. Letter of support for SCDC to the DCIDB**

**Charmaine:** Shaun of SCDC requested a letter of support from the Port of Umpqua addressed to the DCIDB encouraging them to continue their membership with SCDC.

- **Commissioner Schafer made a motion to authorize a letter of support to DCIDB encouraging them to continue their support of SCDC, 2<sup>nd</sup> by Commissioner Bridge. Motion passed by unanimous vote.**

## **REPORTS:**

### **STAFF REPORT:**

**Charmaine:** Jeff Mulkey called and spoke to Karen; he was asking what The Port's intentions are with the Umpqua River Dock, he has shown interest in the past when Fred Wahl was using the dock.

Charmaine provided a spreadsheet that showed the moorage The Port has received from Fred over the years for using the dock. It was noted that the moorage received has significantly decreased since Fred moved his boat yard over to Bolin Island.

During the discussion, Keith and Deanna agreed that for the time being they would prefer not to sell the dock. Lee stated he felt it was a liability, and an asset that The Port could not utilize.

Charmaine pointed out that in the past The Port has tried to find out if there are any easements through Fred's property to access the Umpqua River Dock. Several people including Port legal counsel, Douglas County and Jessica Terra from The City have investigated this, no one has been able to find an easement. Deanna suggested that Charmaine contact the planning person at the city, Hailey Sheldon who has been very successful locating hard to find easements for the city.

The topic was put on hold for now, and it may be addressed at a future meeting when all the Commissioners are present.

### **Winchester Bay Dock Update:**

#### **Keith:**

Mike Babcock would like to move forward as quickly as possible. So far, The Port has done everything they can and are now waiting for The County's approval on the lease that was sent to them after Port Counsel had reviewed it. Charmaine received the lease from The County today and has forwarded it on to Mike for review and approval.

There will be some investments The Port will need to make to upgrade the property. This may include electrical and water improvements.

Charmaine had suggested to Keith that The Port may want to consider having a soil analysis /geo technical investigation done to know for sure if the property is suitable to be built on. Keith contacted Stephanie at HGE Engineering, and she referred him to a company from Roseburg who previously did a similar analysis for Salmon Harbor when they were working on The MAC. Keith contacted the company who is now putting together a proposal for The Port.

Charmaine has also been working to gather maps and information on the spit that may needed for an analysis. She spoke to Shaun from SCDC about the project and he suggested The Port may want to get a bid from the company that did the analysis on Bolin Island.

If the company out of Roseburg were to do the analysis, it would be a month before they could start. Mike has already stated he is not satisfied with how fast the whole process is going but, The Port has done all they can do.

**COMMISSIONERS:**

**Lee:** As of about a week ago there were 13 positive Covid cases in Reedsport and they were all the result of a Halloween party that people attended without wearing masks or distancing themselves. Deanna said there are now 21 cases in town that have resulted from that Halloween party.

**Charmaine:** Last month Lee suggested The Port may want to consider creating an investment policy. Lee has been working on a similar policy for the library, Charmaine offered to look into this further if Lee would provide some examples. He agreed to bring her the information he has created for other districts.

**The meeting was adjourned at 7:41 p.m.**

The next Port of Umpqua Regular Meeting will be held December 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:**

**Commissioner questions while signing checks at the end of the month 10/31/20:**

There were no questions, checks were signed by Commissioner(s) Schafer and Tymchuk.

**Commissioner questions while signing checks at the November 18, 2020 meeting:**

There were no questions, checks were signed by Commissioner(s) Schafer and Tymchuk.

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Keith Tymchuk, President

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Karen Halstead, Admin. Assistant