

Port of Umpqua

Regular Meeting Minutes
February 17, 2021 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
Treasurer Lee Bridge
Asst. Secretary VACANT

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:

Charmaine requested to remove item #2 – Roof Repair Proposals, there are still 2 more bids she is waiting on, and to add an item for the membership request from the Partnership for the Umpqua Rivers (PUR). Commissioner Jones made a motion to approve the amended agenda, 2nd by Commissioner Bridge. Motion passed by unanimous vote.

APPROVAL OF MINUTES:

Commissioner Nelson made a motion to approve the meeting minutes from January 20, 2021 as drafted and presented, 2nd by Commissioner Bridge. Motion passed by unanimous vote.

APPROVAL OF BILLS:

Commissioner Nelson moved to approve payment of checks in the amount of \$29,160.48 to be paid out of the General Fund, 2nd by Commissioner Jones. Motion passed by unanimous vote.

PUBLIC COMMENT:

Debbie McKinney:

She is now retired and wanted to come and say thank you to the commission for the opportunity to serve The Port. She had been The Port's Agent of Record for almost her entire

30-year career at Fullhart (now Biznett) insurance, and she wanted to say how much she had enjoyed working with The Port and their staff. Keith commented he had been on The Port Commission 26 or 27 years and Debbie had been The Port's agent that whole time. The Port wished her the very best.

Deb Yates: Reported that Emerson who was previously Reedsport's Main Street Coordinator has been diagnosed with a very rare cancer and is not doing well.

S.T.E.P. Deb Yates:

S.T.E.P. has 40,000 Salmon at Elk River Hatchery; have noticed that the water is very pure and clear there and the salmon are doing very well. The Salmon will be returned already fin-clipped in September. 25,000 of them will have nose tags to be used for tracking purposes. There are 5,500 trout at the S.T.E.P. hatchery and those trout will eventually be released at Lake Marie.

S.T.E.P. needs to recruit some new members, currently there are about 5 active members.

REGULAR BUSINESS:

1. Accept insurance proceeds and designate income and expense budget lines

Charmaine: There was not a line item in the budget for "proceeds, insurance payout" so Charmaine spoke to the accountant who pointed out in the ORS that for insurance proceeds you can accept them and pay them out without having it in the budget. It was recommended by our account that the Board approve adding the line items to the budget. The cost of the project is \$15,017.29, and the payout from insurance is all but \$1,000 of that. The Port's deductible is \$1,000. The check was received last Friday and some of the payouts were included with the checks tonight.

- **Commissioner Bridge made a motion to accept the insurance proceeds for the recent water damage, expend those proceeds to pay for restoration work and designate income and expense lines in the current budget, 2nd by Commissioner Jones. Motion passed by unanimous vote.**

After the motion, Charmaine reported that another leak had been found in the Winchester Building. Jesse, who works with Pacific Coast Restoration was able to locate the leak. He will be coming back to fix it. This leak is coming from the other drain and the water appears to be coming through where the drain connects to the wall. All of the people who have come in to work on this issue have been awesome.

~~2. Roof repair proposals (Removed from Agenda)~~

3. Insurance Agent of Record

Charmaine: Keith, Carey and Charmaine met with 3 insurance agents and all three candidates were very good. After the meetings Charmaine had been asked to do some reference checks, and every single one was exemplary. The board will have to choose, and it won't be easy because all 3 candidates were excellent.

Keith: Was impressed by all 3. They each had very different styles, and each would be a very good candidate. Each person was asked the same hypothetical question regarding the Umpqua River Dock and whether it would be worth insuring or not. It would be a 6-million-dollar replacement and the question was whether is it worth spending \$6,000 per year to insure. All had interesting answers, all were well thought out and based on their own experiences.

After the first interview Keith felt they had met their new agent, he couldn't believe the others could be as good as that first interview and it turned out that they were.

Carey: He agreed with Keith, he said it was going to be a tough decision, all three of the candidates were very good and he didn't feel The Port would be disappointed by whoever is picked.

During the interviews it was made clear to the agents that The Port would like the agent chosen to show up in person to discuss insurance matters at Port meetings, and none of them had a problem with that at all.

- **Commissioner Jones made a motion to approve the engagement with Kriston Correll with JUUL Insurance Agency as the Port of Umpqua Insurance Agent of Record commencing March 1, 2021, 2nd by Commissioner Nelson. Motion passed by unanimous vote.**

4. PUR Membership (added)

Charmaine: When she first started at The Port, she didn't feel the membership for PUR was worth it, but after working with them, especially while working on tide gates with them she said it was worth it to her to support this group.

- **Commissioner Jones made a motion to approve payment of dues to the Partnership for the Umpqua Rivers for 2021 in the amount of \$100.00 to be paid from the General Fund, 2nd by Commissioner Bridge. Motion passed by unanimous vote.**

REPORTS:

STAFF REPORT:

A couple of weeks ago SDAO had a virtual annual conference, since it was virtual Karen was able to participate from our office as well as Charmaine. Charmaine sat in on one session titled "Basics of Public Contracting". The Port is very involved in this area. Charmaine also sat in on the "Strategic Planning" session. The Port of Umpqua had their Strategic Business Plan done in 2011, and the state is planning to propose that ports re-engage in Strategic Planning again so that is something that may come up soon.

Since the conference was online this time, there were a lot more participants.

FYI: The Commissioner terms that will be expiring this year are Position 1 (Tymchuk), Position 2 (Jones) and Position 4 (Vacant) which had been filled by Deanna Schafer. This open position has been advertised in the paper and will be for a couple of weeks. Wanted to keep the commissioners up to date on whose terms will be expiring. The deadline is March 18, 2021.

Last month there was discussion about a bill for \$180 to fix a backup light on the forklift. That bill wasn't for the backup light at all, the \$180 was to have Dan load up the forklift, take it down to Billeter Marine, check it out, where he discovered it would cost \$3,200 to fix. While he was at the dock for this, he did fix the backup light but the \$180 was not just for that fix.

The courtyard is getting overgrown, so Charmaine asked Christian Walters, Northwest Landscape Maintenance to give her a quote on what it would cost to come in, cut it all back and clean it up. His bid was for \$600 for about ¾ of a day. She said she cannot justify paying that for the amount of work that would be done. Charmaine asked the commissioners what they would like done.

Carey: Suggested calling Coach Shaw at the high school, make a \$100 donation to the football team and have the team come in and take care of it. They did the same kind of work at the Gardiner Cemetery, 19 football players showed up and they did a stellar job!

Keith mentioned that the kids also need to earn community service hours for graduation, and he would have no problem crediting them for this job. Charmaine has the equipment needed, and it was agreed that was an excellent idea.

COMMISSIONERS:

Carey: Received a call from Yale regarding the forklift backup sensor. The guy said the problem is not in the sensor, it is in the way the propane tank is being filled up. What happens is the tank, which is a horizontal tank, is being stood up on end. This is a fairly common problem. The Yale Rep. suggested leaving the valve open to allow the propane to come out instead of reading the poundage on the tank. The issue is that there is not enough pressure in the tank when it is laid horizontally. Carey will explain this to Larry who takes the tanks to be filled.

Lee: Due to an excessive amount of marketing calls that he has been receiving at home, he no longer answers his landline when it rings, instead it goes to a voice mail system. Usually, he is there, and he will return a call.

Keith: Has been recruited by Debbie McKinney to be a member of Rotary, he has been asked to do a presentation tomorrow at the Rotary zoom meeting to talk about Port business.

Charmaine: A.C.O.E. called her and complained that someone is trying to dredge in Gardiner. She went to Gardiner to see what was going on, and found that at the boat launch, there is a culvert which the State is supposed to be responsible for. It is silted in, and it

looked like someone has gone out there and dug debris away from the culvert to open it up. Charmaine called Greg Speers of A.C.O.E., and he said the state is no longer taking responsibility for that culvert, so now the water is backing up and flooding the homes across the highway. It did not look like dredging to Charmaine. Carey was in Gardiner and he saw a guy in a boat right in that area using a trash pump and firehose to backflush that culvert.

Carey said he'd been driving through Gardiner recently when it was high tide and there was a pool of water across the highway that was about 10 inches deep.

The commission went into Executive Session at 7:58 p.m.

EXECUTIVE SESSION:

(Pursuant to ORS 192.660 (2) (e) Regarding Real Property Transactions):

The commission came out of executive session at 8:27 p.m.

The meeting was adjourned at 8:28 p.m.

The next Port of Umpqua Regular Meeting will be held March 18, 2021 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:**

1/29/21

Commissioner questions from check signing at end of the month to be included in the date, 2021 minutes:

There were no questions.

Checks were signed by Commissioners Bridge and Tymchuk.

Questions from check signing at the February 17, 2021 meeting:

Commissioner Questions regarding bills from the meeting:

Carey: Is the DFN bill for service in the whole building or just the Port Offices? It's for the Port office only, it also includes the new phones (3), internet and phone service. Tenants pay for their own phones/internet.

Barry: No questions.

Checks signed by Barry & Carey

Keith Tymchuk, President

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Karen Halstead, Admin. Assistant

Minutes – February 17, 2021
Recorder – Karen Halstead