

**Port of Umpqua**

Regular Meeting Minutes  
March 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.  
**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 February 17, 2021 as drafted and presented, 2<sup>nd</sup> by Commissioner Nelson. Motion passed by unanimous vote.

**APPROVAL OF BILLS:**

Commissioner Nelson moved to approve payment of checks in the amount of \$33,559.57 to be paid out of the General Fund, 2<sup>nd</sup> by Commissioner Bridge. Motion passed by unanimous vote.

**PUBLIC COMMENT:**

**Mike Babcock/Oregon Seafoods:**

Mike came to update The Port on where he is at with his planned project in Winchester Bay. He has been working on another project in Cottage Grove and had hoped when that project was done that, he would be ready to move forward in Winchester Bay.

His customer base has started growing quickly and there is a demand for more product than his Charleston processing facility can handle. His goal was to have another plant up and producing by the end of 2021. He has realized this is not feasible with the planned project in Winchester Bay, even if he were to give the project a “go” right now the soonest he thinks he could break ground would be in the fall 2021. There are several factors that would cause this delay, steel prices are rising, and the steel builders are all too busy to start a new project right now. Mike said he has located a building in Cottage Grove, and he is currently in escrow on that building.

He is going to step away from his plans to build in Winchester Bay for now and put his focus on building a new plant in Cottage Grove.

**REGULAR BUSINESS:**

**1. Appoint Budget Officer**

- **Commissioner Bridge made a motion to appoint Port Manager Charmaine Vitek as Budget Officer for preparation of the Port of Umpqua Fiscal Year 2021-2022 Budget, 2<sup>nd</sup> by Commissioner Jones. Motion passed by unanimous vote.**

**2. Reappoint Budget Committee Members**

Both Deb Yates and Jennifer Rockwell’s terms on the budget committee have expired and both have agreed to serve another term.

- **Commissioner Jones made a motion to reappoint Deb Yates to the budget committee with a term end date of December 31, 2023, 2<sup>nd</sup> by Commissioner Bridge. Motion pass by unanimous vote.**
- **Commissioner Jones made a motion to reappoint Jennifer Rockwell to the budget committee with a term end date of December 31, 2023, 2<sup>nd</sup> by Commissioner Bridge. Motion pass by unanimous vote.**

**3. Open Port Commissioner Position Application – Charmaine :**

Position #4 on the Port Commission became vacant when Deanna Schafer resigned. This vacancy was advertised in our publication of record and from that The Port received an application from Scott Kent.

**Keith:** Has known Scott almost his entire life. Scott has a huge amount of marine experience, he was the marine engineer for Fred Wahl for five years and now is providing

residential engineering, based in Reedsport. Scott would be the first, second generation Port Commissioner to be on the board; his Dad, Kenny Kent served with Keith many years ago.

- **Commissioner Jones made a motion to appoint Scott Kent to the Port of Umpqua Board of Commissioners to fill vacant position #4 term to expire June 30, 2021, 2<sup>nd</sup> by Commissioner Bridge. Motion pass by unanimous vote.**

After the vote Charmaine let Scott know he would need to go to The City building where he could be sworn in.

## **REPORTS:**

### **STAFF REPORT:**

**Charmaine:** Since the recent water leak, she has been working on getting proposals to have repair work done to the roof of the main Winchester Building. The buildings were remodeled by C.B.S.I. in 1996. The roof has been inspected annually except for last year. The recent leak was not from the roof itself; it was an issue with the drain but, the roof really needs to have some repairs done. She finally received the third proposal she had been waiting for late yesterday but, it was too late to get it out to the Commissioners in time for the meeting.

The sale and purchase agreement from The County for the Winchester Bay property came through yesterday afternoon as well. Depending on when The County decides they want to sign the documents The Port may have to have a special meeting for that approval and if there is a special meeting called for, Charmaine will also include the proposals for the roof.

**Carey:** That is a flat roof, did you contact “flat roof specialists”?

**Charmaine:** Yes, the three proposals she has are from “flat roof specialists”.

Reminder: The budget meeting will be next month; The Port will start the budget meeting at 6 p.m. followed by the regular meeting at 7 p.m.

### **COMMISSIONERS:**

**Barry:** What is happening with the other ice plant?

**Charmaine:** When Tyler and Dan’l were here to talk about the project it sounded as if they had a deal with Mike Babcock and were planning to be working together with him. Tonight was the first time Charmaine had heard about Mike’s change of plans. She hopes that Long Fisheries still wants to move forward with their ice plant.

**Barry:** Spoke with Mark with Highland Refrigeration and he said the unit Tyler Long is using is a primo unit. Very low maintenance. Charmaine will contact Tyler and find out what the project status is.

**The meeting was adjourned at 7:30 p.m.**

The next Port of Umpqua *Regular* Meeting will be held April 21, 2021 at 7:00 p.m. in 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 from check signing at end of the month to be included in the March 17, 2021 minutes:**

There were no questions.

Checks were signed by Commissioners Tymchuk and stamped with Commissioner Nelson's signature.

**Questions from check signing at the March 17, 2021 meeting:**

**Barry:** What is the deal w/DFN? What is that for?

**A:** Douglas Fast Net (DFN) recently replaced our phones and along with the new phones, they are now providing our internet, phone service and off-site backups.

**Barry:** What is Intuit PR?

**A:** Our payroll system, we subscribe now instead of having bought the software outright.

**Barry:** Is this bill from Pinnacle for the Geo Analysis on the land? How did it come back?

**A:** Yes, it is for the Geo Tech Analysis which we'll find out in the meeting what they reported back.

**Carey:** We must pay for a virtual conference (PCC)?

**A:** Yes.

**Carey:** Is the Pinnacle bill for the same amount they quoted?

**A:** Yes, that was the quote.

Checks were signed by Commissioners Nelson and Jones.

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Keith Tymchuk, President

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Karen Halstead, Admin. Assistant