

Port of Umpqua

Regular Meeting Minutes
May 19, 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

Commissioners Not Present:

Asst. Secretary Scott Kent

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:

One addition was made to the agenda, Item #6 – Volunteer’s Worker Compensation Coverage Resolution 21-02. Commissioner Jones made a motion to approve the agenda as modified and presented, 2nd by Commissioner Bridge. Motion passed by unanimous vote.

APPROVAL OF the REGULAR MEETING MINUTES:

Commissioner Bridge made a motion to approve the meeting minutes from April 21, 2021 as drafted and presented, 2nd by Commissioner Jones. Motion passed by unanimous vote.

APPROVAL OF the BUDGET MEETING MINUTES:

Commissioner Bridge made a motion to approve the budget meeting minutes from April 21, 2021 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 \$5,883.42 to be paid out of the General Fund, 2nd by Commissioner Bridge. Motion passed by unanimous vote.

PUBLIC COMMENT:

There was none.

REGULAR BUSINESS:

1. Workers Compensation Renewal – Kriston Correll

Workers Comp. Insurance renewal will be on July 1st, we are keeping it with SDAO because they provide discounts to The Port for having both Workers Comp. and the General Liability and Property coverage with them. There is a slight increase and that is due to an increase in payroll. The board of commissioners are covered under this policy too, as volunteers.

Charmaine and Kriston have looked at some different coverage options for the health, vision, short term disability and life insurance. When looking at the benefits being offered by SDAO compared to the other options, SDAO was the best option.

Keith: It's a decent increase for the health insurance, isn't it?

A: Yes, when looking at what was available with other providers the out of pocket and deductible amounts were higher than with SDAO. Kriston received some information from OHA that said, "starting in 2022 there may be a 3% overall rate decrease". A lot of times when you are insured with "pools" there are aging factors. This is where the age of the entire pool of members is considered and that affects the rates too. SDAO did offer a better rate when compared to options in the private market. Dental is going to stay with Pacific Source and that policy has a 2.38% increase.

Charmaine: Just an FYI, Pacific Source doesn't deal with JUUL insurance so that policy will be done directly. Kriston explained that when the "Affordable Care Act" was enacted she had tried to get an appointment with Pacific Source, but Pacific Source had decided they were no longer going to appoint any other agents.

➤ **Commissioner Bridge made a motion to approve workers compensation renewal for the 2021-2022 fiscal year with Special Districts of Oregon in the amount of \$1,083.56, 2nd by Commissioner Nelson. Motion passed by unanimous vote.**

2. Health Insurance Renewal – Kriston Correll

➤ **Commissioner Jones made a motion to approve the proposed Employee Health, Vision and Life and Disability renewal plans with SDIS and Pacific Source for Dental as submitted, 2nd by Commissioner Nelson. Motion passed by unanimous vote.**

2b. Volunteer's Worker Compensation Coverage Resolution 21-02

Since Kriston was present this was previously item #6 and was moved up as item 2b.

Charmaine: Kriston brought it to her attention that the board needed to adopt Resolution 21-02 that would extend Workers Compensation to volunteers of The Port of Umpqua.

Carey: Is there a specific definition of a volunteer?

A: Any unpaid person including the board members. This will also allow for anyone volunteering on The Port of Umpqua's behalf, if they were to get hurt, then there would be coverage for them.

- **Commissioner Bridge made a motion to adopt Resolution 21-02 extending Worker's Compensation Coverage to Volunteers of the Port of Umpqua, 2nd by Commissioner Jones. Motion passed by unanimous vote.**

3. Port of Umpqua 2021-2022 Fiscal Year Budget

Charmaine:

There are no changes proposed to the Budget as it was approved by the Budget Committee on April 21, 2021.

I recommend approval of Resolution 21-01 adopting the budget, making appropriations, imposing, and categorizing the tax for Fiscal year 2021-2022.

The Resolution was prepared to reflect the budget as approved by the Budget Committee and per Oregon Budget law.

After the budget is approved by the Budget Committee and prior to July 1st, the Commission has the authority to adjust resources and expenditures.

However, there are limitations:

- Taxes may not be increased over the amount approved by the Budget Committee.
- Estimated expenditures in a fund cannot be increased by more than \$5,000 or 10% whichever is greater.

Neither of the two limitations can be exceeded without first publishing a revised budget summary and holding another budget hearing. The Budget must be adopted by June 30, 2021.

a) Receive Public Comment: President

President Tymchuk opened the meeting for Public Comment on the budget. There was none. He then closed the Public Comment portion.

b) Adopt 2021-2022 Fiscal Year Budget Port of Umpqua as approved by the budget committee:

- **Commissioner Bridge made a motion to adopt the 2021-2022 fiscal year budget as presented and approved by the Port of Umpqua Budget Committee, 2nd by Commissioner Jones. Motion passed by unanimous vote.**

c) Adopt Resolution 21-01:

- **Commissioner Bridge made a motion to adopt Resolution 21-01 adopting the budget in the amount of one million, seven hundred twenty-eight thousand, two hundred seventy-two dollars (\$1,728,272.00) making appropriations, imposing, and categorizing the tax for fiscal year 2021-2022, 2nd by Commissioner Nelson. Motion passed by unanimous vote.**

4. Manager performance review – Carey Jones

Keith: Each and every year a review of the Port Manager's performance is done. Charmaine has always shined. Carey tallied the results this year.

Carey: It was an outstanding result this year. He covered the different categories and provided some of the comments that had been made by the commissioners. All were very good, over all the score for Charmaine's review was 5 out of 5.

5. Staff Salaries

Charmaine: The adopted budget provided for these recommended salary increases. They are: .56 an hour for the Administrative Assistant, .56 an hour for the Dock Assistant and since the Port Manager is paid salary, the recommended amount was \$2,910 annually.

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

After the vote Charmaine added that research was done comparing these rates with the rates being recommended from other ports and public entities and these increases are within that ballpark.

REPORTS:

STAFF REPORT:

In the meeting packets an FYI item was provided with information from the A.C.O.E. on projects and how much they have invested in those projects, as well as how much dredging has been done over the last several years.

Charmaine got a call from Greg Speers, the coastal project manager for the A.C.O.E. He had called to discuss some concerns from the county on the deterioration of the jetty that protects the crabbing dock in Winchester Bay. Greg talked about the processes and what the A.C.O.E. can do to address these.

SALMON HARBOR MANAGER:

Keith: Moving ahead at Salmon Harbor with the plans and a soon to begin project for a new dump station. Salmon Harbor is also pursuing the dredge and fill permits for in the harbor as well.

Charmaine: Update on the project at the Umpqua Spit, John will be in town next week and will start working on leases.

Keith: Charmaine received a draft report from BST Associates with their research on lease rates. Looks like it will be a good report.

COMMISSIONERS:

Keith: Heard that the Oregon House passed a bill on offshore wind that seeks the planning for 3 Gigawatts of offshore wind by 2030. This is not the actual development by 2030, it is the *planning*. If this comes to fruition it will impact south coast ports because the prime spot for offshore wind is the south coast. On that same topic, Shaun, SCDC contacted Keith and there is a private group wanting to do a feasibility study on offshore wind. Not too sure how far out from the coast it will be but pretty sure the group will come to The Port to seek support in some way.

Carey: Have we heard more on the M-5 project?

Charmaine: Had an informational phone call earlier this week with The Port of Virginia. They have done this before, even though it's not an identical type of project they have gone through the whole process from planning to operation and have been doing it for a while.

Keith: Years ago, when Charmaine first came on as the Port Manager there was a business plan done on Short Sea Shipping (SSS). The consultants felt this was a big deal, and other ports were considering the idea of shipping goods vs. trucking or by train because of the benefits. The Port of Virginia in Richmond have gone through the whole process, like the M-5 and have developed an SSS route. It is only 90 miles, going from Richmond to Hampton Road in Chesapeake Bay. Most of it is carried in cargo containers. There is a paper manufacturer in Covington, which is on the western side of Virginia. They truck the paper to Richmond, unload it and a barge runs twice a day. One barge takes filled containers, and another barge returns with the empty containers. It was initially subsidized by The Port but is not anymore. It was a very interesting conversation, M-5 would be a much longer route, from Bellingham to San Diego.

Charmaine: The support for the M-5 that was approved at last month's meeting was for the Port of Umpqua to be a sponsor. That letter was submitted, and it will be going to the Federal Government. The goal is to get the first barge running sometime this year.

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

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

4/30/21

Commissioner questions from check signing at end of the month to be included in the May 19, 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 May 19, 2021 meeting:

Carey: Why does the memo on the check to Umpqua Bank for our Visa say, "Service Charge Dana return check"? It must've gotten written on the Customer Umpqua Bank account vs. the Vendor. It was corrected in Quick Books.

Checks were signed by Commissioners Jones and Nelson.

Keith Tymchuk, President

Karen Halstead, Admin. Assistant