

**Port of Umpqua**

Regular Meeting Minutes  
July 21, 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 Eric Boe  
Treasurer VACANT  
Asst. Secretary Scott Kent

**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, Commissioner Kent made a motion to approve the agenda as presented, 2<sup>nd</sup> by Commissioner Boe. Motion passed by unanimous vote of the quorum.

**APPROVAL OF MINUTES:**

Commissioner Boe made a motion to approve the meeting minutes from June 16, 2021 as drafted and presented, 2<sup>nd</sup> by Commissioner Kent. Motion passed by unanimous vote of the quorum.

**APPROVAL OF BILLS:**

Commissioner Boe moved to approve payment of checks in the amount of \$9,365.02 to be paid out of the General Fund, 2<sup>nd</sup> by Commissioner Kent. Motion passed by unanimous vote of the quorum.

**PUBLIC COMMENT:**

There was none.

**REGULAR BUSINESS:**

**1. Election of Officers**

Proposed Officers for fiscal year 2021 – 2022 was:

<b>President:</b>	Keith Tymchuk
<b>Vice President:</b>	Eric Boe (See second motion)
<b>Secretary:</b>	Barry Nelson
<b>Treasurer:</b>	VACANT
<b>Asst. Secretary:</b>	Scott Kent

**Commissioner Boe made a motion to nominate the Officers to their same positions that they held last year for the FY 2021-2022, 2<sup>nd</sup> by Commissioner Kent. Motion passed by unanimous vote of the quorum.**

**Commissioner Kent then made a motion to appoint Commissioner Boe to the vacant position of Vice-President, 2<sup>nd</sup> by Commissioner Boe. Motion passed by unanimous vote of the quorum.**

**2. Review and Approve Committee and Other Appointments:**

The list of 2020-2021 Committees were provided in the packets. Most of the committee positions are held by the Port Manager. The positions that were vacant was the Reedsport Urban Renewal Advisory Committee, Chamber of Commerce, and the Main Street Program. There was discussion of whether The Port needed to have someone on the Main Street Program. It was decided last year that no one needed to be on it. When Main Street has something come up, they will come to a meeting to discuss it. Scott is already a member of the Chamber and volunteered to take that position. Eric offered to take the Urban Renewal position. It was recommended that the Committees and Other Appointments remain as they previously were assigned, and to have Commissioner Boe taking over as the Port Representative at the Urban Renewal Advisory Committee meetings.

- ✓ **Commissioner Kent made a motion to maintain the committee and other appointments as recommended and for Commissioner Kent take the position on the Chamber of Commerce and Commissioner Boe fill the position on the Urban Renewal Advisory Committee for the Fiscal Year 2021-2022, 2<sup>ND</sup> by Commissioner Boe. Motion passed by unanimous vote of the quorum.**

**3. STEP public relations support – Deb Yates**

S.T.E.P.'s only fund raiser is the Salmon Derby raffle, which was canceled last year due to Covid. Deb has personally been covering most of the costs for the S.T.E.P. hatchery. She can no longer do this. There is enough money to pay the bills for another year but that is about all there is in their account.

S.T.E.P. wants to purchase banners. One banner would be for advertising the Salmon Derby, another to advertise where raffle tickets can be bought and the other would be used to help recruit volunteers and thank organizations who have helped them. The banners would be

large enough so that they would be visible to travelers from highway's 38 and 101. The total cost for these banners is \$892.50.

The raffle prizes are seats on four guided fishing boats. These seats cost \$200 each. The total for a donation for these seats would cost \$800.

There is also a kayak package that is raffled off and Deb was asking The Port to help with the cost of the items that would be in this package such as paddles, a net, and a cooler. The total for this request was \$307.50.

Her total request for funds to help was for \$2,000. Keith asked what The Port had budgeted for S.T.E.P. this year and Charmaine said \$5,000.

Keith gave some history for the new commissioners. The Port traditionally budgets \$5,000 for the S.T.E.P. program because of the economic development opportunities they bring to the area. The Port asked that S.T.E.P. comes to the commission with specific requests for specific projects. Usually, the funding in the past was for projects at the hatchery. Deb added that she has grant funding already in place for the two big projects that are happening at the hatchery.

**Eric:** Who else contributes other than The Port of Umpqua?

**Deb:** The State provides S.T.A.C. grants through ODFW that are usually \$2,000 each, the Umpqua Fishing Derby out of Roseburg is very generous for big projects and The Port of Umpqua.

**Keith:** Will the banners be year specific, or will you have them worded so that they can be used again?

**Deb:** Not putting specific dates or year on them so they can be used year after year.

**Eric:** Does the S.T.E.P. program provide receipts for these donations?

**Deb:** Yes, if you want them.

- ✓ **Commissioner Boe made a motion to help fund the public relations request from the Gardiner/Reedsport S.T.E.P. program in the amount of \$2,000 contingent upon receiving receipts, 2<sup>ND</sup> by Commissioner Kent. Motion passed by unanimous vote of the quorum.**

#### **4. Sale of Umpqua River Dock – discussion**

Keith gave a brief history of the Umpqua River Dock to bring the new commissioners up to date. There have been several discussions with Fred Wahl about his interest in buying the dock. The Port has approached Fred and vice versa about this. Now there is some interest from Fred again to buy the dock. Right now, The Port has become involved as a mid-stopping point for a group that wants to create the M-5 Marine Highway. They would be barging lumber and then returning with empty containers from San Diego to Northern Washington, with a stop here in between. Originally The Port of Coos Bay was approached,

they were not interested so they approached The Port of Umpqua who is very interested. There have been discussions and the folks wanting to do this are serious and sincere, they were hoping for a pilot voyage sometime this year. In the previous discussion it was decided that The Port would hold on to the dock. There is one problem, no one has been able to find an easement to the dock. When the dock was built The Port owned the shipyard and an easement wasn't a problem when The Port owned the whole property. Fred started leasing the shipyard with a lease to buy option. He eventually bought the shipyard, and it appears that in that sale process The Port may no longer have an easement to the dock.

**Scott:** Has investigated it and since his research he cannot find where an easement exists.

**Keith:** At times in the past, he has been very interested in selling the dock but since the M-5 project came up he feels The Port should hold on to it until more is known about that project.

**Scott:** Some of the fishermen have called him and specifically commented that they do not want the dock sold to Fred.

**Eric:** Have you had lawyers look into how The Port could get an easement?

Lawyers have looked into whether or not there is an existing easement; The City and The County have looked into it as well.

**Scott:** Some of the information on the current assessor map is from the 1930's and it isn't applicable to today. The surveys he's looked up are at best, inconclusive. Really need someone who is a specialist to look at this.

**Eric:** Personally, he is not opposed to selling Port property but only if certain contingencies are met. He feels the first contingency would be to establish an easement.

The consensus was for The Port to hold on to the dock for now, and Keith requested that The Port look into setting up another meeting with the folks who are doing this M-5 project to get an update.

## **5. Ratify Letters of Support**

### **a. Coos County Airport District**

### **b. Reedsport Fire Department AED**

The request from the Fire Department is not for donations, just for a letter of support. Keith said the AED's have made a difference at the school, there has been a need to use them in the past and they did save lives.

The other request comes from SCDC who The Port works with a lot. The Port has gotten more support out of SCDC than they have from Douglas County or the Industrial Development Board. Charmaine said that The Partnership has given over our part of Douglas County to SCDC, and The County helps fund it. Charmaine said that the requested motion was to ratify letters that have already been provided.

- ✓ **Commissioner Boe made a motion to ratify the letters of support for projects to the City of Reedsport and SCDC, 2<sup>nd</sup> by Commissioner Kent. Motion passed by unanimous vote of the quorum.**

**REPORTS:**

**STAFF REPORT:**

Charmaine pointed out that there were items provided in the meeting packets that included a letter from Oregon Anglers Alliance, information about the president's budget for dredging and a letter of resignation from former Commissioner Lee Bridge.

**SALMON HARBOR MANAGER:**

Jim wasn't present, there was no report.

**COMMISSIONERS:**

No reports.

**EXECUTIVE SESSION: EXECUTIVE SESSION:**

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

The Commissioners went into executive session at: 7:44 p.m.

The Commissioners came out of executive session at 8:01 p.m.

**The meeting was adjourned at 8:02 p.m.**

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

**June 30, 2021**

**Commissioner questions from check signing at end of the month to be included in the July 21, 2021 minutes:**

**Carey:** Why does the check to Southern Oregon Sanitation have a line for \$5.80 that says for rate increase?

**A:** SOS doesn't get their bills sent to us in time for the end of the month checks, yet when we send them a payment from the checks signed at the meeting, they charge a "late" fee so we have been using the previous month's bill to write the check and have it ready for when the bill gets here right after the first of the month. Last month we did this and there was a rate increase we didn't know about so this check is for the latest charges + the amount that we under paid last month.

Checks were signed by Commissioner Jones and stamped w/Commissioner Nelson's stamp.

**Questions from check signing at the July 21, 2021 meeting:**

**Keith:** Is the check for the Local Government Group the amount for the whole month?

**A:** Yes.

Checks were signed by Commissioner Tymchuk and stamped w/Commissioner Nelson's stamp.

*\*\*Note: The Port has 2 new commissioners, Commissioner Kent and Boe, whose positions started as of 7/1/21. They are in the process of getting their signature cards setup at the bank and then they will be able to sign checks.*

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Keith Tymchuk, President

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Karen Halstead, Admin. Assistant