

**Port of Umpqua**

Regular Meeting Minutes  
November 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 Eric Boe  
Secretary Carey Jones  
Treasurer Joe Mulkey  
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 7:02 p.m. by President Keith Tymchuk.

**APPROVAL OF AGENDA:**

Charmaine: Item #1 is the continued discussion of the Strategic Business Plan (SBP), included with that item are the minutes from the September 15, 2021 work session. Charmaine requested that those minutes be approved during that discussion. Commissioner Boe made a motion to approve the agenda as amended, 2<sup>nd</sup> by Commissioner Jones. Motion passed by unanimous vote.

**APPROVAL OF MINUTES:**

Commissioner Jones made a motion to approve the minutes from October 20, 2021 regular meeting and the September 15, 2021 Work Session as drafted and presented, 2<sup>nd</sup> by Commissioner Kent. Motion passed by unanimous vote.

**APPROVAL OF BILLS:**

Commissioner Jones moved to approve payment of checks in the amount of \$8,703.10 to be paid out of the General Fund, 2<sup>nd</sup> by Commissioner Boe. Motion passed by unanimous vote.

**PUBLIC COMMENT:**

There was none.

## **REGULAR BUSINESS:**

### **1. Strategic Business Plan (SBP):**

**Keith:** At the September Work Session it was decided that the board would not make any decisions on the SBP until all of the Commissioners had a chance to review it.

#### **Commissioner Ideas/Thoughts after review:**

**Keith:** There are some things that'll need re-wording if particular sections are to be kept intact. Some of those areas are concerning I.P., marine reserves, and wave power. There is a section of notes from 2011 that should be removed, and the analysis of the economic conditions of the area will need to be updated to reflect current data, which is something that the board will need to hire someone to do. Overall, Keith felt that the board should keep the SBP as simple as possible. It's important to add the M-5 project because having that in the plan will help The Port to pursue funding. In the memorandum at the end which discusses the economic conditions will definitely need to be updated.

**Carey:** Would like to add the possibilities for acquiring the Knife River property if that were to become available. That property would be a perfect space for storing lumber and logs for the M-5 project. There is a lot of potential there for future river front projects as well.

**Joe:** There has been some discussion about dock expansions in Winchester Bay, that may be something to add. Keith pointed out that the information in the SBP currently refers to "our dock" in Winchester Bay, but not the piece of land as a whole.

There was an agreement from all of the Commissioners that The Port will need to hire someone to work on the economic analysis information but the Commissioners themselves can re-do the wording that needs to be changed. For example, the description "I.P. property" is no longer accurate.

**Eric:** Pointed out it had been decided that the board would address changing the SBP in one section/chapter at a time.

Charmaine requested that the board move forward to Business Item #2 before discussing this further as it was directly related to the discussion.

### **2. SDAO Consulting Services contract for Request for Proposal (RFP) assistance Business Plan consultant firm:**

**Charmaine:** When putting together an RFP for a project it is important to know the specific scope of work that a particular project will need. To create an RFP for the consulting work that The Port will want on just portions of the SBP is a little different than hiring a consultant to do re-do the entire SBP. Charmaine has discovered that SDAO's Consulting Services Program offers Consultant Procurement Support that can help the Commissioner's to go through the SBP and figure out what sections will need to be done by a consultant, and what sections the Commissioners can do inhouse. By using the SDAO Consulting Service it will

allow The Port to create a “hybrid” RFP requesting a consultant to be used for just specific sections that the board cannot do inhouse.

SDAO had sent a proposal for this service, which will include someone coming in and giving guidance to the board to create a hybrid RFP. The requested motion is to approve using SDAO’S service as part of the revision of The Port’s SBP. (A full summary of what is provided was given to the Commissioner’s as part of their meeting packets).

- **Commissioner Boe made a motion to approve the agreement with SDAO for Consulting Service to assist in the RFP for Consulting Firms for the Port’s Strategic Business Plan not to exceed \$4,500.00, 2<sup>nd</sup> by Commissioner Mulkey. Motion passed by unanimous vote.**

After the motion the board returned to item #1 and continued their discussion of thoughts, ideas, and possible changes to the SBP.

### **3. Tyree Oil New Lease:**

**Charmaine:** Tyree Oil has leased from The Port since May of 2000; they were allowed a 20-year lease with 2 five-year extension options. On October 31, 2021 that lease expired. Charmaine has been working with Tyree for a while, the last communication was at the first of the month. Tyree’s lawyer stated Tyree may be interested in a shorter term lease this time. Charmaine suggested to Tyree’s lawyer that The Board would probably be okay with a 10-year lease. She has not heard back yet, she will continue to work with Tyree and their legal counsel, this item was to keep The Board updated.

### **4. Engineering Services for Umpqua River Dock:**

**Charmaine:** Brad Porter is an engineer with Moffatt & Nichol, he made a presentation at the PCC conference, and she was very impressed. She contacted the engineer and included pictures of the Wharf Plans that Commissioner Kent had helped to get, and the engineer has replied that he is interested in doing an assessment of the Umpqua River Dock for a price somewhere between \$10 - \$30,000. Charmaine requested a motion to have Brad Porter conduct an inspection of the Umpqua River Dock in an amount not to exceed \$30,000.

**Scott:** He feels the biggest concern will be vertical gravity loads due to continued deterioration of the wood piles that were repaired about 20 years ago. He feels it is a very good idea that The Port have it assessed.

The Commissioners were concerned there was a large gap between \$10,000 and \$30,000. Scott felt that the \$30,000 amount was reasonable for what The Board wanted done.

Charmaine said in the past there was discussion to have something similar done at that dock, at that time the quotes from the 3 companies who were interested in doing the work was between \$33,000 - \$39,000.

**Scott:** He would expect a lot for \$30,000; including an assessment of the current structure, proposals for repairs, current allottable live load and future allottable live loads. All of that should be in the scope of work for \$30,000. The \$10,000 would probably just cover the current conditions with no repair plan.

**Joe:** Whatever amount is agreed upon it needs to state it will include what Scott just listed. Joe felt The Port should have an itemized scope of work. Scott volunteered to help Charmaine put that together.

**Keith:** Asked that Charmaine and Scott contact Brad, let him know there is an engineer on The Board who is going to help put together a scope of work and then have him reply with a quote that states exactly what work will be done.

**Joe:** Are we only concerned with the dock itself or should we also have the engineer look at the land that comes up to the dock?

Scott is going to go to the dock and make a visual assessment then he will be able to figure out if the engineering is only needed for the dock or if there is more that will need to be done. Using that information, he will then come up with a scope of work that includes The Port's expectations and then go back to Brad with that conclusion. He intends to let Brad know the amount gap needs to be tighter than what he has proposed.

#### **5. M5 update:**

**Keith:** Beyond the concerns with the dock there are more questions about the M-5 Project. What exactly will The Port need to meet the demands of the M-5 project? Examples given were a barge and heavy product to load on that barge.

**Charmaine:** That makes the engineering study crucial.

**Keith:** The Port has been given a list, but he feels The Port needs a tighter understanding of exactly what the upland investment will need to be to make the M-5 Project possible.

**Charmaine:** The first thing needed is having a survey that tells The Port if there is access to the dock, and to have a dock inspection done. It's crucial that The Port move forward with acquiring a consultant on this, this has been discussed in the past. There is so much more to this project than what The Port can do on their own.

**Carey:** Even if The Port doesn't move forward with the M-5 Project, having this knowledge will be very useful for potential future projects.

Charmaine has re-submitted the "sponsorship request" to M.A.R.A.D., has not heard back yet other than a confirmation that the request was received and is being considered.

**REPORTS:**

**STAFF REPORT:**

**Charmaine:** Pacific Dream Seafoods were invoiced for half of October and all of November; they made their payment right away. Still working with them on how to invoice for poundage. Have a phone call scheduled for tomorrow to discuss this, as well as ice machine revenue and the forklifts. So far, PDS has cleaned up the dock, it's looking very nice, and they are making plans to pave the Umpqua Spit.

There is a potential tenant who has requested to lease office space on a monthly basis. The Port usually does annual leases, so Charmaine wanted to poll the board for a consensus before moving forward with a monthly lease.

**Keith:** Would they be interested in a 6-month lease?

**Deb Yates:** (Spoke up as she is the potential tenant) She could do a 6-month lease, she is uneasy about tying herself up without knowing what is going to happen. Any other time she would go with a year but right now isn't a good time for that.

Keith suggested a monthly lease for 6 months, then review it and possibly go to a quarterly lease and move forward from there. Deb agreed with that.

**Charmaine:** Received notice from Stuntzner Engineering, the firm that The Port is working with to do the Umpqua River Dock survey. The firm told her they are putting The Port on their schedule and will have someone contact her with more information, she is still waiting to be contacted.

Also waiting to hear back from Douglas Fast Net about fiber installation at the Umpqua Spit.

Received the closing documents for Parcel 3 today, including the initial check that was supposed to be for \$40,000 but after the title company received their portion the check to The Port was for \$38,852. This will be going into the Capital Reserve Project Fund. Payments on that property will go into the same fund as they are made.

Keith reminded the board that this is how the Dock Maintenance Fund is setup with all payments received from Fred Wahl Marine going directly into that fund. The Port has been doing this for years so in essence the money for work done at the docks is already covered.

**Carey:** Does The Port inspect the dock for moorage that should be coming in or does Fred Wahl keep track of that and send the moorage due?

**Charmaine:** It is Fred's responsibility to send The Port a report each month. Karen sends an e-mail on the first of the month asking if there is any moorage coming. We do note if we see any boats moored up there as we drive over the bridge but, there is no inspection, it's always been done on the honor system.

**Joe:** What is the daily rate for moorage that Fred pays The Port?

**Charmaine:** There is a payment schedule that The Port provided to Fred, he retains 10% and sends the rest to The Port.

**Carey:** Is it going to affect business for PDS if there is no internet out at the Winchester Bay Dock?

**Charmaine:** When the building is constructed internet is going to help but where internet will really be beneficial to them is in running the hoist and having a hoist reader. The current hoist reader uses very old software that Karen has setup to use on an old XP laptop, then she uses a thumb drive and moves the information from that laptop to her PC. Right now, PDS has the only cards that will turn the hoist on & off. If PDS decides there is any information they will need from the hoist then they are going to need the internet to update that reader.

**Carey:** What is PDS's timeline for the buildings?

**Charmaine:** The lease says within 2 years, there has been talk they want to start on that sooner.

### **SALMON HARBOR MANAGER:**

**Jim Zimmer:** Not much to add to the information he reported at last month's meeting. Met with A.C.O.E. and Stewardship Solutions about dredging. Still on the same track, trying to get the breakwater (Ossian end) and at the end of A dock dredged, hoping to piggyback off of the Corp. this summer. Salmon Harbor is headed in the right direction and has the right amount of time, but the amount of permitting required is mind-boggling. Were able to get sediment sampling and their sediment evaluation, which had been extended one year looks like it will be extended again. That would cover Salmon Harbor for the upcoming summer. The longer-range plan will require another sediment evaluation, which Jim has been told will cost Salmon Harbor around \$70,000. He was trying to get an updated bathymetric survey done as soon as they could so they would know how much needs to be moved in the first go around of dredging, but no one is available for a bathymetric survey.

**Charmaine:** Did you find out from the Douglas County Comprehensive Plan if Salmon Harbor has upland disposal?

**Jim:** Looked through it but did not see anything that indicated upland disposal in that area. It states that public reserve can be used for dredge spoils, and there are a couple of zoning designations that can temporarily be used for storing dredge spoils, but he didn't go too far into it since Salmon Harbor doesn't have the property anyway.

Submitted the zone change application last week. Jim said he thinks it is about a 4-month process. This was discussed at last month's meeting; the hope is to have that done by late spring for Oregon Seafoods. Jim spoke to Mike Babcock, Oregon Seafoods, and he said he is still wanting to do something in the area, probably in 2023.

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

Spawned their fish twice, they all produced very well. There are between 17,000 and 21,000 eggs at the Elk River Hatchery, where they will stay until September.

Going to open a personal/S.T.E.P. office that will give people a place where they can come in during business hours, allowing S.T.E.P. to be more of a business.

A new S.T.E.P. biologist is scheduled to start on the 29<sup>th</sup>, he is from Colorado.

**COMMISSIONERS:**

**Keith:** There were some folks from Curry County who reached out to Keith to discuss their interest in getting The Port involved with plans on creating a local “destination/golf” resort within our port district. These people are the real deal, their designer is John Holt who is a renowned golf course designer in the United States. They have the financial resources and are looking at this as a significant investment, initially it’s going to take \$75,000,000 to get started.

The property they are interested in sits upstream from Winchester Bay on the Pacific side. Keith and Charmaine have a phone call scheduled for tomorrow; he will have more information after that. Keith asked the Commissioners to allow him to be the main contact with these folks at this time as he figures out the details. The board gave Keith direction to move forward with finding out more.

**The meeting was adjourned at 8:32 p.m.**

The next Port of Umpqua Regular Meeting will be held December 15, 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:**

**10/29/21**

**Commissioner questions from check signing at end of the month to be included in the November 17, 2021 minutes:**

**Scott:** Is staff paid every two weeks?

**A:** No, we are paid once a month with the option to take a “draw” on the 15<sup>th</sup>.

**Scott:** Questioned what the amounts/pages were included with the checks to be initialed.

**A:** These are the electronically filed taxes and retirement funds.

**Scott:** What kind of service does Southern Oregon Sanitation provide?

**A:** There is a dumpster at the Winchester Bay Commercial Dock and two cans (one recycle and one garbage) at the Winchester Building.

**Carey:** No questions

Checks were signed by Commissioners Kent and Jones.

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

**Commissioner Questions regarding bills from the meeting:**

**Carey:** No questions

**Scott:** Who is Bassett Hyland? Where we get the propane from for the forklifts.  
Checks were signed by Commissioners Jones and Kent.

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Keith Tymchuk, President

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Karen Halstead, Admin. Assistant