

Port of Umpqua

Regular Meeting Minutes
December 15, 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
Asst. Secretary Scott Kent

Commissioners Not Present:

Treasurer Joe Mulkey

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:

Keith: Items #2 and #4 were removed, and there was a request to add a new item, #7 – Strategic Business Plan Update. Commissioner Kent made a motion to approve the agenda with the requested amendments, 2nd by Commissioner Jones. Motion passed by unanimous vote.

APPROVAL OF MINUTES:

Charmaine: There was a correction to the November minutes that needed to be made at a meeting since the misinformation was stated during a meeting. At the November meeting during Item #4 while discussing engineering services Charmaine had commented that in 2013 when The Port had received proposals, those proposals were between \$60,000 to \$80,000. After that meeting, she looked back and found that those quotes were actually between \$33-\$39,000. Commissioner Boe made a motion to approve the corrected meeting minutes from November 17, 2021, 2nd by Commissioner Jones. Motion passed by unanimous vote.

APPROVAL OF BILLS:

Commissioner Boe moved to approve payment of checks in the amount of \$11,757.03 to be paid out of the General Fund, 2nd by Commissioner Jones. Motion passed by unanimous vote.

PUBLIC COMMENT:

Deb Yates: She will be partnering with KDUN Radio to create a local newspaper. The first edition is going to be released on February 1, 2022.

REGULAR BUSINESS:

1. Audit Presentation – Grimstad & Associates (via phone)

Signe began her presentation with Page 3, “Statement of Net Position”, highlighting the total current assets for the year as \$1.2 (rounded) million, the majority of that being cash and cash equivalent. Capital Assets with the land, work in progress, buildings and equipment and net of depreciation also are \$1.2 million so the total assets for The Port were almost \$2.5 million for the year.

Pages 19 and 20 reflect that The Port of Umpqua was in total compliance with the Oregon minimum standards and there were no issues to focus on. This was a very clean audit, Signe thought it was exciting to see The Port acquiring the Umpqua Spit property.

Keith: The Port certainly has a lot of assets available in cash and cash equivalent. There are almost no liabilities. Land has been acquired and it was paid for with cash, he felt that shows that The Port is in a very strong position.

Signe: Agreed stating that (pg. 3) showed a very healthy Balance Sheet and that The Port is in a very good position to maneuver on any opportunities that may open up. Not all ports are in the same situation with many having to rely on credit. The Port of Umpqua is strong, there are no third-party restrictions, and The Port is able to take advantage of whatever opportunities come up.

- **Commissioner Jones made a motion to receive the Fiscal Year 2020-2021 Audit prepared by Grimstad & Associates, 2nd by Commissioner Boe. Motion passed by unanimous vote.**

2. Engineering Firm Proposals, Umpqua River Wharf inspection

Charmaine: Last month Moffatt & Nichol made a proposal for engineering services that would cost between \$10,000 and \$30,000. The board was not comfortable with that big of a spread in the potential price. The board asked Commissioner Kent to assist in getting an RFP together, which he did. That information was then provided to Moffatt & Nichol and to Nor’ West Engineering who did the re-build of the dock in 1995-1996. Those proposals were provided to the Commissioners in their meeting packets. Scott had reviewed the proposals.

Scott: Of the two proposals, Moffatt & Nichol is definitely the cheapest. He looked at their hours which appeared to be a little bit shy on inspection time. Norwest Engineering’s inspection on the other hand appeared to be a bit heavy. The deliverables that both firms are promising are similar. His recommendation was to go with Moffatt & Nichol. The inspection of the piles underneath the concrete is what will take the most time on this project. Neither proposal included underwater inspections.

Charmaine: Had discussions with both engineers and it was decided that the underwater portion would not be included in their proposals. After the inspection if it is decided that an underwater inspection is necessary then that will be an additional proposal. Neither of these proposals include the seawall that has been brought up in the past. Hopefully they will see that and mention it.

Keith > Scott: You are comfortable with Moffatt & Nichol?

Scott: Yes, he has done research on the firm, they seem reputable, and this is the type of work they do.

Eric: Can an underwater piling inspection be added as an addendum if it proves to be needed.

Scott: He was sure it would be needed considering how long it has been.

- **Commissioner Kent made a motion to engage Moffat & Nichol to conduct an inspection of the Umpqua River Wharf not to exceed \$21,400, 2nd by Commissioner Jones. Motion passed by unanimous vote.**

3. Pacific Coast Congress of Harbormasters & Port Managers (PCC) membership

Charmaine: Jeff VanderKley was the person who originally encouraged The Port to become members of PCC, and since joining they have provided a lot of help to The Port even though their membership is mostly marinas. It was actually through PCC that Charmaine discovered Moffat & Nichol.

Carey: Now that The Port owns the Umpqua Spit which is in the marina this may come in handy.

Charmaine: They have been very handy; they don't only cover marina topics. In the past there have been seminars on other topics like financial stuff and electrical work in the water, they have been really informative.

- **Commissioner Boe made a motion to pay the annual membership dues to Pacific Coast Congress of Harbormasters and Port Managers in the amount of \$265.00 for the 2022 calendar year to be paid from the General Fund, 2nd by Commissioner Kent. Motion passed by unanimous vote.**

4. M5 Marine Highway update

Charmaine: The board approved Stuntzner Engineering to do the survey work at the Umpqua River Dock about 3 months ago. She was finally able to meet the new guy who is renting the old Fred Wahl shipyard site. This gentleman owns cruise ships that travel to Alaska. She explained to him about the survey. Stuntzner has supposedly been down there and now The Port is waiting on that survey information to see if The Port has access to the dock. If Charmaine hasn't heard from them by Monday, she plans on reaching out to them again.

Last month the board also approved consultant work from Rob Smith. He has already been working with the M-5 group out of San Diego and Bellingham. Looking forward to how it is going, he is excited about this and so is Charmaine. Keith added that Rob has been great responding to his e-mails.

7. Update SBP

Charmaine: It was approved at last month's meeting that The Port would work with Special District's Consulting Services to help The Port work up an RFP for consultant work. Greg with Consulting Services has contacted other ports and discovered that the Port of Siuslaw and another port have used Lane County Counsel of Governments for their SBP. Charmaine is familiar with the group but didn't know you could use them if you were not located in Lane County. In Greg's research he discovered that The Port of Umpqua could use them, and they are willing to work with The Port. This agreement could be done via an IGA so The Port would not have to go out with an RFP, which Charmaine has confirmed is okay with the State. This would probably be a lot less expensive than going out for an RFP for a consultant.

Lane County Counsel of Governments is short-staffed and has said it will take somewhere between 6-9 months for them to get this done; Charmaine has confirmed that the State is fine with that timeline.

Charmaine has the scope of work that Greg and Lane County Counsel of Governments has come up with and she will forward that on to the board for review. Keith has reviewed it and was happy with the information. It is exciting to find someone who is willing to just work on the portions of the SBP that need to be updated and not charge The Port to re-do the whole plan. Finding this group so quickly has also cut down on the costs for the Special Districts Consulting Services; the board had originally approved up to \$4,500. No motion was needed on this item; this was an update for the board.

Keith: Reminded the board that The Port will only need to pay a quarter of the final costs and will be reimbursed by the State for the other three quarters of the cost.

REPORTS:

STAFF REPORT:

No more to report.

SALMON HARBOR MANAGER:

(Jim Zimmer had sent a report to Charmaine)

Port Fiber Update: The Port fiber that Salmon Harbor has been working to get installed is about 60% complete as of today with the trenching and conduit installation.

Charmaine added that having internet access at the Umpqua Spit is going to be vital for Pacific Dream Seafoods. PDS had originally planned on staffing the hoist but cannot find anyone to staff it. Now PDS plans to go ahead and operate like The Port did; requiring the fishermen who want to run the hoist and equipment themselves to provide insurance and to be trained. In return that means Karen will need to go back out to the hoist and re-program the

keycards that had been disabled. The current keycard reader system is an antique because there was no internet access out to the dock. Getting internet out there is going to enable PDS to find a new, updated keycard reader system.

Dredging: Had the bi-weekly meeting with Nor' West Engineering and Stewardship Solutions regarding dredging. There is a bathymetric survey scheduled for December 30th to get the current and accurate depths of the harbor. Salmon Harbor will also need to get a submerged vegetation survey done before submitting the JPA. As mentioned in the past, the focus is on the north end of breakwater and the west end of "A" Dock in Salmon Harbor's plan to piggy-back off of the A.C.O.E. dredging this summer.

RV Dump Station: The long lead tanks will be onsite this week and Salmon Harbor anticipates going out for bid in January with a performance period of March to May. Plans are to be up and running for the summer season.

Derelict Boats: There are 2, possibly 3 scheduled for demolition in January. The estimated demolition and disposal costs for the 3 is between \$25-\$30,000. Salmon Harbor has applied for an Oregon State Marine Board Abandoned/Derelict Vessel reimbursement. It is a slow process, but the list of derelict boats is getting shorter.

Automated Fee Machines: Plans are to get rid of as many of the pay boxes as possible and replace them with automated fee machines. This summer the plans are to start at the boat launch ramp, the middle spit camping area, and the new dump station.

S.T.E.P. Deb Yates:

One of the storms blew out the sides of the trap. Those are being rebuilt as well as rebuilding the front of the trap.

COMMISSIONERS:

Keith: Regarding the golf course development. He and Charmaine reached out to Ray Bucheger and have also spoken to the Forest Service. The answer he received regarding Federal properties is that it is possible, but it would be a long and winding road. The Forest Service informed Keith that the land out in that area is National Recreation Area land and the law states that the NRA has to remain in Federal control. There is no potential for a land exchange, but a lease would be possible. The leases are 20 years and renewable, but it would take legislation action to authorize it. Spoke to Dan Wayland from DeFazio's staff, he was excited and willing to help with this project.

Keith forwarded all of this information to George, in Brookings, and then met up with him last week. George said what he'd really like to do in the short term is to acquire a portion of the privately owned land out there. George asked if The Port would be interested in participating in a private/public partnership of some sort. Keith told him he thought The Port would be. George plans to draft a letter to reach out to the Duvals, who are the landowners. George will forward a copy of that letter to The Port; it has not been received as of yet. As soon as Keith hears back from George, he will share that information with the board.

Tomorrow Keith is supposed to be at a tour of the Shutter Creek facility; there is a good chance it will go to Oregon State as the Elliot State Forest Research Center.

Charmaine: Finally received the response for the Tyree Lease proposal, which is requesting a 5-year lease with 5-year extensions. If the negotiations wrap up before the next meeting Charmaine will poll the commission by e-mail.

The meeting was adjourned at 7:54 p.m.

The next Port of Umpqua Regular Meeting will be held January 19, 2022 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:**

11/30/21:

Commissioner questions from check signing at end of the month to be included in the December 15, 2021 minutes:

Scott: Asked if Administrative Assistant position was fulltime. Explained the position is 30 hours / week and is eligible for full benefits.

Scott: Will The Port continue to pay Southern Oregon Sanitation for the garbage pickup at the Winchester Bay Dock now that it is being leased by Pacific Dream.

A: No, Pacific Dream will be responsible for all of the utilities. While Pacific Dream is in the process of having those accounts transferred over to their accounting department The Port is invoicing Pacific Dream for any utilities that are billed to The Port.

Joe: No questions

Checks were signed by Commissioners Kent and Mulkey.

Questions from check signing at the December 15, 2021 meeting:

Carey: Why are we still paying for electricity at Ork Rock?

A: We are still in the process of getting those accounts transferred to PDS. We will be billing them for that bill.

Eric: No questions.

Checks were signed by Commissioners Jones and Boe.

Keith Tymchuk, President

Karen Halstead, Admin. Assistant