

Port of Umpqua

Regular Meeting Minutes
January 19, 2022 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.

It is 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, 2nd by Commissioner Jones. Motion passed by unanimous vote.

APPROVAL OF MINUTES:

Commissioner Kent made a motion to approve the meeting minutes from December 15, 2021 as drafted and presented, 2nd by Commissioner Jones. Motion passed by unanimous vote.

APPROVAL OF BILLS:

Commissioner Jones moved to approve payment of checks in the amount of \$9,172.13 to be paid out of the General Fund, 2nd by Commissioner Kent. Motion passed by unanimous vote.

PUBLIC COMMENT:

Doug Buck – Oregon Angler’s Alliance (OAA), S.T.E.P. and OCA:

Doug presented the board with a plaque to show the appreciation of OAA for the support and previous donation The Port of Umpqua had given OAA when they were first getting started. Doug also handed out a copy of the OAA newsletter to the Commissioners.

REGULAR BUSINESS:

1. Property & Liability Insurance renewal SDAIS – Kriston Correll Juul Ins. (via phone)

Comparing the insurance from last year to this year the liability portion has gone down. There was an increase in the property portion. Part of the increase is due to a couple of claims The Port had last year when there was water damage caused by flooding in the Winchester Building, the other factor for the increase was because property limits have increased. Last year the property value(s) were at \$8,399,598, this year the value(s) are \$8,567,590. Personal property, the internal contents increased as well.

Looking at what SDAO has to offer, Kriston said they offer the best program available. Other policies are not all inclusive like SDAO. There is also the longevity credit that SDAO offers when the policy is renewed and paid, after the start of the new year The Port would receive a check for \$1,739.

Keith: How much of the increase would you say is due to the claims that The Port had last year?

Kriston: A small portion, about 7% of the increase was due to the claims.

Carey: Under “crime coverage”, is that covering just burglary and/or theft of items inside the office?

Kriston: That coverage is employee dishonesty coverage. This includes employee theft, computer fraud, funds transfer fraud, or if a large deposit was taken to the bank and something happened to it. It will also reimburse for identity fraud for up to \$25,000.

- ✓ **Commissioner Jones made a motion to approve payment of \$20,890 to Special Districts Association of Oregon for continued Property and Liability insurance as presented for 2022 to be paid from the General Fund, 2nd by Commissioner Kent. Motion passed by unanimous vote.**

2. SDAO Longevity Credit and Rate Lock Agreement Property & Liability Program

Charmaine: The Port has been involved in this since she started 14 years ago. In order to qualify the board has to maintain a loss ratio of 65%. The longevity credit would be \$1,739.

- ✓ **Commissioner Kent made a motion that the Port of Umpqua continue participation in the Special Districts Insurance Services Property and Liability Program through December 31, 2023 in order to receive the Longevity Credit and rate lock guarantee, and that the Port Manager is authorized to sign the agreement on behalf of the Port, 2nd by Commissioner Jones. Motion passed by unanimous vote.**

3. Declare Surplus Property Toyota Forklift

Charmaine: The board has heard her talk about the abuse that the forklifts get at the dock. Was recently notified that the Toyota Forklift wasn't working at all and when she went to look into it, she found it was parked amongst the crab pots. With some work, it could be fixed but, she was also told that someone put the wrong lubricant in it. Charmaine recommended that The Board sell it. In order to sell anything, it must first be declared surplus. In 2010 The Port paid \$5,254 for this forklift. There has already been a person from the public who has shown an interest in buying this forklift. Before selling, she will do some research and contact Dan from Billeter Marine to see what he thinks The Port should do with it; price it to sell for scrap or sell to someone to fix and use it.

Carey: Someone put hydraulic fluid instead of motor oil in it.

- ✓ **Commissioner Jones made a motion to declare the 1997 Toyota forklift surplus property and authorize the Port Manager to advertise for sale in accordance with State law, 2nd by Commissioner Kent. Motion passed by unanimous vote.**

4. Shall the Port sell the Yale Forklift?

Charmaine: This is the other forklift, and she is tired of getting reports about it is being driven roughly and dangerously, which she can't prove because she isn't out there. She contacted Jon and Jared of PDS and asked if they were interested in buying this forklift if the board decided to sell it. PDS currently does not have a forklift out there and said they would get back to her about buying this one. The Commission decided the motion to sell the forklift and to declare it as surplus property would be done all as one motion.

- ✓ **Commissioner Jones made a motion to approve the sale of the Yale forklift in accordance with the adopted Public Contracting Rules, 2nd by Commissioner Kent. Motion passed by unanimous vote.**

5. Declare Surplus Property Yale Forklift

- ✓ **Commissioner Jones made a motion to declare the 2014 Yale forklift surplus property and authorize the Port Manager to advertise for sale in accordance with State law, 2nd by Commissioner Kent. Motion passed by unanimous vote.**

6. Replace 4-foot fluorescent fixtures and lamps

Charmaine: Jon from Elkhorn Electric came in recently to replace some fixtures in some of the offices in the main building. While doing this work, he noticed the 4-foot fixtures that run along the hallway, in the bathroom(s) and in some other areas throughout the building, 36 fixtures in all and Jon asked if The Port would be interested in having him replace these with LED ballasts and lights. Charmaine asked that he give her a proposal which Jon provided. The Commissioners agreed it was a very reasonable proposal.

- ✓ **Commissioner Boe made a motion to approve the proposal for the ballast and fixtures replacement with LED in the main building not to exceed \$2,950.00 with Elkhorn Electric, 2nd by Commissioner Jones. Motion passed by unanimous vote.**

7. Tyree Oil Land Lease approval

Charmaine: The Tyree lease expired on October 31, 2021 and 3 months before it expired The Port had a proposal to them for a new lease and has been working with them since. There are just a couple of small items left for the lawyers to work out. The entire lease had previously been provided to the Commissioners via e-mail. The changes to note; previously they were on a 20-year lease with 5-year increments for renewal. This time they have requested a 5-year lease with 6 increments for 5-year renewals. The lease amount will start at \$600/month and increase by the amount of the current CPI at the time of renewal not to exceed 6%.

- ✓ **Commissioner Boe made a motion to approve the Lease Agreement between the Port and Tyree Oil, Inc. for parcel 2 in the Reedsport Industrial Park as presented, subject to minor changes approved by staff and the Port's attorney and authorize the Board President to sign the Agreement and all associated documents to complete the transaction, 2nd by Commissioner Kent. Motion was approved by unanimous vote.**

8. Oregon Coast Trail, Declaration of Cooperation

Keith: For the last year he has been the project lead in identifying the route for the Oregon Coast Trail from the north side of the Umpqua to the California border. The trail has 3 segments, south-coast, mid-coast, and the north-coast. This month the project is wrapping up. A company called Parametrix will be creating a digital map of the entire trail for hikers to access, and it will have a narrative to go along side of the map providing detailed information on the directions. The project was led by Oregon Parks and the Association of Oregon Counties. Now that they are towards the end of this project Keith has been talking to those involved, requesting that they sign a declaration of cooperation. This business item was Keith's request of The Port that they sign a declaration of cooperation. Signing this declaration does not commit The Port to anything other than support and cooperation. It was decided in the discussion that the motion should allow the Vice President to sign the declaration because it may be a conflict of interest to have Keith sign it.

The declaration includes the following:

- Pledge support and cooperation toward future stewardship of The Trail.
- Support ongoing, effective, and transparent communications regarding Trail alignment, construction (where appropriate) and maintenance.
- Promote and encourage the formation of local Trail-related collaborative partnerships.
- Encourage collaboration of local, regional, and statewide partners to facilitate Trail completion.
- Support the leveraging of resources (appropriate to each stakeholder's resources, expertise and mission) needed for Trail construction and maintenance
- Advocate for The Oregon Coast Trail as an incredible and unique hiking experience.
- Pledge strategic technical assistance as appropriate and available.

- ✓ **Commissioner Boe made a motion that The Port sign a letter of declaration of cooperation for the Oregon Coast Trail and allow the Vice President to sign it, 2nd by Commissioner Jones. Motion was approved by unanimous vote.**

REPORTS:

STAFF REPORT:

Business Center Building leases

After the 1st of February, almost all of the office spaces will be leased in the Business Center. The only ones left will be the three smaller cubicles in the Schofield Quad. Our newest tenants are Hideaway Project, E.L. Edwards, a property management firm, Deb Yates with STEP & Day Pubs and James Freshman moved into suite D which includes 3 offices and a reception area. Grayguns, who used to lease 2 offices before the pandemic is going to take the whole Smith River Quad, where Umpqua Soil and Water Conservation District used to be. And the last one is only for 2 months but NeighborWorks Umpqua will rent an office to aid with income tax preparations. This is part of the NeighborWorks Umpqua services. And of course, we still have Oregon Professional Real Estate Group that has had the Umpqua quad for several years now.

Report on Stuntzner

Stuntzner Engineering would not provide the easement survey to the Port until the final invoice is paid. The check is in tonight's checks so will go out tomorrow. I will be contacting them with my displeasure of their business practices.

Report of M5 project

Charmaine and Scott sat in on an in depth zoom call about the M5 Project today. Getting ready to put out an RFP for the barge and the tug. MARAD received \$25 million which is a jump from last year when they received \$10 million. Congressman DeFazio's office has gotten involved, Business Oregon sat in on the call and Stephanie from Business Oregon is very interested in figuring out what they may be able to help with, she is the contact person who can help us get ODOT involved. Rob Smith, who the board approved to hire as a consultant has been absolutely invaluable on this project, he will also be very involved in helping The Port with any potential grants. The equipment The Port will need to get started is expected to cost between \$1-1.5 million.

Report on engineering study on Umpqua River Wharf

Brad Porter with Moffatt & Nichol is working on when he can come up to do the wharf inspection. He is looking at January 27th or February 23rd, the lowest tides coming. I have offered our North River boat for his use when he is here to get under the wharf.

Lower Umpqua Enterprise Zone boundary change

CCD was contacted last week by South Coast Development Council, regarding the possibility of amending the boundary of the Lower Umpqua Enterprise Zone to include the Winchester Bay "spit". There is potential for some development in that area and the current boundary cuts off in the middle of the property. There were a few additional areas identified for potential development that we could also discuss. The boundary amendment process is much like a re-designation with a few differences, such as no public meetings are required. CCD as Zone Manager would help initiate and work through the required steps and processes.

CCD is reaching out to the Zone Sponsors, to see if this is something that you would be interested in? The Zone Sponsors of the LUEZ are Douglas County, The City of Reedsport, and the Port of Umpqua. If all sponsors are interested, I'll get a meeting set up with you all, CCD, and SCDC to discuss the current boundary and suggested changes. This would be a great time for you to also take a look at the map and make any changes you would like to see in the zone boundary.

Strategic Business Plan Update

We had a zoom meeting this afternoon with the folks at Lane Council of Governments, the group that will be updating our SBP. I explained to them that there are several areas of the plan that will remain the same and won't need to be updated. I also explained that the Board has been reviewing the existing plan at our monthly meetings and Karen is developing a document describing your ideas and desires. They were very interested in that and want to use that document to create the scope of work and IGA for this plan. Would the Board like to schedule a work session to do the rest of the business plan all at once or work on it at the next couple of meetings as we did before? It was suggested that the Commissioners meet early before a couple of regular upcoming meetings to work on the SBP.

Submit Letter of Resignation

Charmaine handed out her letter of resignation, effective as of June 30, 2022 and supporting documents including the current job description for the district manager position. She has contacted SDAO and emailed Monica Harrison to discuss the process for hiring a district manager. The job description has changed quite a bit since the current document was created. Charmaine plans to research firms who specialize in this type of hiring process. The plan is to start the hiring process early and after the person who is hired has been trained Charmaine will take time off, using vacation time she has stored up which will allow for a transition where the new person will be doing the job, yet Charmaine can still be available if anything comes up.

SALMON HARBOR MANAGER:

Jim Zimmer: Received the draft permit for 10-year maintenance dredging, he's reviewed it and it's back in the consultant's hands who will make a couple of minor changes. Jim will need to get a compatibility statement and hopes to have it all submitted to the A.C.O.E. by next week. This permit is for in-water disposal. The next step is working on an in-harbor disposal site.

Carey: Have you experienced more boat traffic since PDS took over the operations at the dock?

Jim: Not this year. Have noticed more diesel fuel has been selling than last year.

Derelict boats: Salmon Harbor has taken possession of 3 derelict boats; they will be destroyed in the next month. The Marine Board has some funding from NOAA that will reimburse Salmon Harbor for some of the costs for destruction.

In the next couple of weeks Salmon Harbor will be going out for bid for the new dump station with the goal to have the dump station done by mid-May.

Ordering automated fee machines in an attempt to get away from cash handling. Initially will get 3 fee machines to see if it'll be beneficial.

S.T.E.P. Deb Yates:

Not much to report.

COMMISSIONERS:

Carey: There is going to be a new spring sport at the Reedsport Charter School. This year there will be a trap shooting club. There are already 17 kids signed up and they are working through the logistics. Siuslaw and Elmira both have clubs and have offered to help by letting Reedsport use their ranges. OSWA will look at making this an official high school sport in 2023.

Meeting was adjourned at 8:25 p.m.

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

12/30/21:

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

There were no questions.

Checks were signed by Commissioners Kent and Boe.

Questions from check signing at the January 19, 2022 meeting:

There were no questions.

Checks were signed by Commissioners Jones and Kent.

Keith Tymchuk, President

Karen Halstead, Admin. Assistant