

**Port of Umpqua**

Regular Meeting Minutes  
February 16, 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  
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 p.m. by President Keith Tymchuk.

**APPROVAL OF AGENDA:**

There were two changes to the agenda that were requested, the addition of Item “A” – M5 Project Update and to add Item #3 – Letter of Support for the City of Reedsport. Commissioner Jones made a motion to approve the agenda as amended, 2<sup>nd</sup> by Commissioner Kent. Motion passed by unanimous vote.

**APPROVAL OF MINUTES:**

Commissioner Boe made a motion to approve the meeting minutes from January 19, 2022 as drafted and presented, 2<sup>nd</sup> by Commissioner Jones. Motion passed by unanimous vote.

**APPROVAL OF BILLS:**

Before the vote Commissioner Jones asked if the bill (\$34,000) from DFN for installation of fiber optics at the Umpqua Spit was for more than what had been quoted.

**A:** No, DFN had first quoted a smaller amount in the beginning of the talks with them about installing fiber to the Umpqua Spit but when they made a formal proposal, which was approved by the board it was for \$34,000.

Commissioner Jones moved to approve payment of checks in the amount of \$42,416.94 to be paid out of the General Fund, 2<sup>nd</sup> by Commissioner Mulkey. Motion passed by unanimous vote.

**PUBLIC COMMENT:**

Deb Yates: Tomorrow night at Mind Power Gallery there will be an event called “Project R.E.D.I.”, she thought it was through the small business program at S.W.O.C.C. It will start at 6 pm.

**REGULAR BUSINESS:**

**A. M5 Project Update**

**Charmaine:** She and Scott participated in phone call with Rob Smith, the consultant working for The Port on the M-5 Project. Rob has been awesome to work with, he has an incredible amount of knowledge on everything that pertains to this project. He has been researching on whether this would be a viable project for The Port. He compiled his comments from that phone call and e-mailed them, the email was provided to the Commissioners. To sum up Rob’s thoughts, this project is going to be very expensive and is probably not something The Port will want to be involved in.

The dredging, if The Port can get it, has not been done as far up as it will need to be since 2000. The dredging in front of the dock is not a federal project, which means that The Port would have to pay for that. Port of Coos Bay controls the dredge, Rob contacted Mike Dunning of the Port of Coos Bay and found out that dredging would cost The Port between \$240,000 - \$330,000; that dredge is already being scheduled 2 to 3 years out.

**Keith:** Basically, to remove the amount of silt and mud in front of the dock to be able to reach the depth required for the barge would be about a half million-dollar project for The Port.

**Charmaine:** The bottom line is that the approximate startup costs for all that the dock needs would be about \$1.5 million dollars. Some of the funding could come from grants but a lot of it would not. All of this investment for a potential once a month stop at The Port’s dock. Another issue is the fact there really isn’t any local product to load. Both Southport and Roseburg Lumber have docks in Coos Bay, and they would prefer to unload at their docks instead of coming here. There really isn’t any demand for this here.

The board needs to decide if this is something The Port of Umpqua really wants to pursue or let Bellingham and San Diego know that this is not going to be feasible for our port.

**Carey:** Was talking to someone involved in the project who mentioned that this would not work because Fred Wahl would never lease The Port enough land around the dock to be able to do the project.

**Joe:** Thought Fred may lease to The Port because this project would not be in competition with his shipyard, and it would provide some monthly income to Fred. Has anyone asked what kind of income it would provide in return if The Port were to do this project?

**Keith:** It has been asked what the fee structure would look like, what would The Port get per pound or per ton for product to go across our dock, what would the ROI be and so far there haven’t been any answers.

There was discussion of whether smaller barges would be able to use The Port's dock in the future with other projects. Charmaine pointed out that The Port is still having the dock inspected, and that will let us know what kind of condition the facilities structure is now.

**Carey:** The fact that the question on The Port's ROI on this has been asked and we've never gotten an answer or even an estimate makes him hesitant. The Port could still put money into that dock, and if the M-5 Project doesn't work out the dock would be all ready for a future project that could come up.

**Keith:** Would like to ask Rob the same question that Joe brought up about the ROI. What will The Port get per ton of product coming across a commercial dock? How much do others in the Northwest get? Also, let Bellingham and San Diego know that as it sits now The Port is struggling to find the financial information needed to make this work.

**Charmaine:** Rob is willing to continue working on this, and The Port is paying him through April, he's also offered to work on other projects as well. He is available for any questions.

To move forward The Port first needs to find out exactly what condition the Umpqua River Dock is in. There is an inspection scheduled for next week and Scott will be joining the engineers who will be doing this. Keith suggested talking to Dan Whalen again and to see what Jim Zimmer knows regarding potential grants that are out there for dredging projects for commercial docks; federal, or otherwise. That may be something Rob could explore.

**Joe:** Even if the M-5 Project doesn't necessarily make money, if it could at least pay for itself, it could bring potential other opportunities to that dock in the future.

**Charmaine:** Wanted the Commissioners to know that The Port did get the report back from Stuntzner about the easement to the Umpqua River Wharf. Scott has been working with them on this.

**Scott:** Stuntzner could not find that a current easement exists. This is the same thing Scott found through his research. Stuntzner did propose an easement option that would go right to The Umpqua River Wharf, but there is a question; exactly whose property will be crossed to do this? Stuntzner will be doing additional research to find this out.

## **1. Appoint Budget Officer**

- **Commissioner Jones made a motion to appoint Port Manager Charmaine Vitek as Budget Officer for preparation of the Port of Umpqua Fiscal Year 2022-2023 Budget, 2<sup>nd</sup> by Commissioner Kent. Motion passed by unanimous vote.**

## **2. Day Pubs Signage – Deb Yates**

No one knows where the Winchester Building is located. Many think The Port is still located downtown. Deb is asking to put signage in one of the front windows and to put up feather flags for her business. There is a window in the conference room area where Deb would like to put a

sign, which would be around the size of the signs that the realtor and The Port already have on the front window.

**Eric:** In your letter of request, you mentioned “feather signs”. He was going to suggest doing the signage one step at a time. Put up the window sign, then if that proves inadequate, go to the feather signs.

**Deb:** Doesn’t really like feather signs but she feels they are effective. Her plan is to have one feather sign for S.T.E.P. and another for her copy/writing business. She would prefer to have a sandwich board style sign, but ODOT will not allow them in their “right of way” on highway 101 and that includes the sidewalks.

Instead of a motion, the board gave direction to okay this request.

### **3. Request from The City for a Letter of Support to the Oregon Parks & Recreation Department for Grant - Charmaine:**

She received an email from The City requesting that The Port submit a letter of support for a grant application The City is submitting to the Oregon Parks & Recreation Department for acquisition of property located at 301 Port Dock Rd. The purpose of this has to do with a “Levy Loop Trail”. This trail is supposed to connect to ODOT’s “Deans to Dunes” trail.

➤ **Commissioner Mulkey made a motion to support the City of Reedsport with a letter of support, 2<sup>nd</sup> by Commissioner Boe. Motion passed by unanimous vote.**

### **REPORTS:**

#### **STAFF REPORT:**

Scott stopped by and joined Charmaine to virtually attend one of the PNWA regional meetings. Kristin Meira who has been with PNWA for 10 years is moving on and Heather Stebbings will now be the Executive Director. Heather will do a good job in that position; she has worked with The Port many times in the past on dredging.

**Heads up:** The Commissioners will be receiving an email from the Government Ethics Commission, do not dismiss it. This is a requirement and if it doesn’t get done there is a fine. If anyone needs help in filling this out contact Charmaine for help.

#### **SALMON HARBOR MANAGER:**

No Report.

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

O.D.F.W. will not be allowing S.T.E.P. to have any trout eggs this year to test their equipment.

#### **COMMISSIONERS:**

**Carey:** Not Port related but there will be a sport’s auction this year. It’ll be held at the Community Building, expecting a lot of people to buy tickets and will have to cut off ticket sales at 300. The event will be April 16, 2022.

**Keith:** Met Caddy McKeown and Brian McKune for coffee recently, and they wanted the Commissioners to know that the Port of Coos Bay’s container project is moving forward. They have a national company to do the development that will include some dredging for the facility. Keith told them that one thing likely to come up in Reedsport will be a railroad crossing. They told him there will likely be an overpass built on highway 38 to go over the rail line. They plan on 7 trains going in and 7 trains going out every day. They feel their timeline will be shorter than anticipated, hoping it will only take about 3 years. Keith offered to ask Caddy to come talk to the Commissioners about the project if they would like.

Two weeks ago, Keith sent out the letter to the property owners of the potential recreational development. So far, he has not heard back.

**The meeting was adjourned at 7:44 p.m.**

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

**January 31, 2022:**

**Commissioner questions from check signing at end of the month to be included in the February 16, 2022 minutes:**

There were no questions.

Checks were signed by Commissioners Kent and Tymchuk.

**Questions from check signing at the February 16, 2022 meeting:**

**Eric:** Don’t we need two signatures on each check?

**A:** Yes

**Carey:** The DFN check says “offsite” in the memo, he asked if offsite meant at the Umpqua Spit?

**A:** No, it is “offsite” backups for The Port’s files.

**Carey:** During the motion to approve payment of bills, Commissioner Jones asked if the amount (\$34,000) was more than what had been approved.

**A:** No, they had mentioned a smaller amount in the beginning of talks with them about installing fiber to the Umpqua Spit but when they made a formal proposal, which was approved it was for \$34,000.

Checks were signed by Commissioners Boe and Jones.

---

Keith Tymchuk, President

---

Karen Halstead, Admin. Assistant