

Port of Umpqua

Regular Meeting Minutes
April 20, 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
Assistant Secretary VACANT

Port Staff Present:

Port Manager Charmaine Vitek
Port Manager Scott Kent
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.

PLEDGE OF ALLEGIANCE

CONSENT AGENDA – All items listed are considered routine and will be enacted by one motion

- APPROVAL OF AGENDA: April 20, 2022
- APPROVAL OF MINUTES: March 16, 2022
- APPROVAL OF BILLS: \$20,836.67

- Commissioner Boe made a motion to approve the Consent Agenda, 2nd by Commissioner Mulkey. Motion was passed by unanimous vote.

PUBLIC COMMENT:

There was none.

REGULAR BUSINESS:

1. Local Government Law Group (LGLG) hourly rate increase

Charmaine: Provided in the meeting packets was a letter from LGLG informing The Port that they are raising their rates from \$235/hour to \$260/hour for general matters, and from \$260/hour to \$285/hour for labor hearings. Not asking for a motion unless the board would like an RFP to be done for another attorney. Her recommendation was not to change legal counsel, LGLG has been very good in past matters, and they are familiar with The Port's business.

Keith: Agreed that LGLG has done a very good job; Carrie in particular has been terrific.

Carey: Carrie may be nice, but it might still be a good idea to look around. Keith felt that out of all of the attorneys that The Port has used since Dave Anderson left, Carrie has been the most responsive, at times responding within minutes after an inquiry.

Charmaine: The process used in the past after Dave left was to do a "request for proposals" and that is how The Port found the first replacement attorney. The Port then went with John Wolfe who was part of the Speer/Hoyt law group which then became LGLG. When John left The Port decided to stay with LGLG. Charmaine pointed out that there are costs involved when going out for an RFP including costs for advertising.

Joe: How much does The Port use legal counsel?

Charmaine: Last year The Port used them quite a bit; there were leases, The Port purchased and sold property and there were other inquiries made. Two years before 2021 The Port barely used them. There are attorneys at SDAO who are available to districts for any questions and that is included with The Port's membership. The SDAO attorneys are the first choice when there are general questions. After talking to multiple port districts, she has found that the majority of ports, with the exception of really large districts do not have an attorney on staff.

Joe: Instead of going through the whole process of an RFP would it be possible to just talk to some other ports and find out what they are paying hourly for legal services?

Charmaine said that would be a good idea. She will work on this and bring the information she finds out to the next meeting.

2. Pacific Source dental renewal

The premium increased from \$100/employee/month to \$100.38. The Port pays 90%.

◀ **Commissioner Mulkey made a motion to approve the Pacific Source Dental Plan renewal for the 2022-2023 fiscal year from \$100.00 to \$100.38, 2nd by Commissioner Jones. Motion passed by unanimous vote.**

3. Proposed sponsorship for high school shooting club

Carey: The RSO officer Tosh Tipton is creating a team for clay shooting that will include students from 7th grade to Seniors. There are 52 teams in the state currently competing. RHS would be considered a small district and would compete against 6 other teams. There has been a pretty good interest in this, 13 kids have signed up so far. The Reedsport Booster's have provided a gun safe which will store the guns at the school's district office. Scotty Lewis is working out how the guns can be transported to the various locations. There hasn't been anything negative said within the community about this so far. Carey will be approaching Ducks Unlimited and Bass Pro Shop for donations as well. He was requesting a \$1,000 donation from The Port.

This is currently not considered a certified OSAA sport yet, but OSAA will be considering making it a certified sport at their fall meeting.

After some discussion Joe suggested and the commissioners agreed to increase the amount requested to \$2,000 to help the school get this new sport started. Keith did request that Carey ask Tosh to have some of the kids involved to come and talk about how and what the money will be used for.

- ◀ **Commissioner Boe made a motion that the Port of Umpqua make a onetime donation to the Reedsport Shooting Club in the amount of \$2,000 to help with startup costs, 2nd by Commissioner Mulkey. Motion passed by unanimous vote.**

After the motion Carey said he would get some of the kids to come to a future Port meeting and talk about the club.

4. Letter of support for North Point project

Keith: Received a phone call from Caddy McKeown, who is doing the local groundwork and advocacy for North Point. He pointed out this is not North Point Reality; this is a large company out of Kansas City who are going to do the development of the container facility in Coos Bay. The letter is to support them while seeking federal funding which they are very confident they will be able to receive to get the project done.

- ◀ **Commissioner Boe made a motion to approve the letter of support for the North Point project in Coos Bay, 2nd by Commissioner Jones. Motion passed by unanimous vote.**

5. Approve port credit card for new port manager

Charmaine: The Port credit card is with Umpqua Bank and while the account is under the Port, the card itself has the name of the user. This is to do the due diligence by bringing it to the board.

- ◀ **Commissioner Mulkey made a motion to approve the issuance of a business credit card from Umpqua Bank for the new port manager, Scott Kent, 2nd by Commissioner Boe. Motion passed by unanimous vote.**

REPORTS:

STAFF REPORT:

FYI: With the SDAO liability insurance there are options given to the districts each year that are selected by SDAO, such as educating the boards and if these things are completed The Port will receive a 10% discount/credit toward the premium. One item on the list this year is to have 2 or more board members enrolled in the SDAO Board Leadership Academy. It's not required it is just an option. When Steve Reese was on the board, he took some of these sessions and he said he always learned something from them.

An advertisement for the open Port Commissioner position will be posted around this Friday in the newspaper. Karen is also publishing this on the Facebook page and the website. The application deadline is May 11th so the board would have time to review them before next month's meeting. Keith suggested inviting any applicants to come sit in on the upcoming budget meeting.

Jon and Jerod from PDS were supposed to be at the meeting tonight, they couldn't make it this evening but will be here at the next meeting.

This afternoon Charmaine received an email from Greg at the Port of San Diego. He told her that The Port of Umpqua was discussed in the MURAD announcement as one of the destinations on the marine highways. The Port has decided not to participate at this time. Scott will forward the announcement to the Commissioners so they can see the publication.

SALMON HARBOR MANAGER:

Jim Zimmer: The dredging permit went into the public comment stage last week and that will be open until May 15th. This will be for a 10-year permit for offshore disposal. \$250,000 has been requested in the new budget. Next, there will be an RFQ sent out to the companies expected to be doing the Corp. dredging when they are in the channel and Salmon Harbor is hoping to piggyback off of this dredging. Bay disposal will be a completely different permit process that will take a couple of years to complete. It's turned out to be pretty involved to get a permit for dredging, a lot of agencies are included.

S.T.E.P. Deb Yates:

Got the steelhead eggs, they have started hatching so they were moved to the rearing pens today. The incubation system worked really well.

Friday there will be a Fish Commission meeting, the last item on the agenda is the Umpqua Winter Steelhead pro-ran hatchery. There is still time to get letters of opinion in, deadline is Friday morning. Deb asked if The Port would be interested in submitting a letter asking to keep the program as it is. If this hatchery gets closed, then every hatchery will eventually be closed. An example of why hatcheries are important, the Coquille Tribe usually gets hundreds of thousands of fish returning, this year there were 364. The returns of non-hatchery fish are really dropping off.

COMMISSIONERS:

Carey: Happy to announce that the recent sports auction netted \$47,300 after all of the expenses were paid; it was a packed house.

Keith: Had the applications from the kids who have applied for The Port scholarship. The Port offers \$1,000 a year, some years it has been split between 2 scholarships for \$500 each and sometimes the full \$1,000 went towards a single scholarship. The Commissioners were urged to go through the applications.

Carey: One request The Port has is that the applicants go into some type of maritime or economic development areas. Carey has read all of the applications; they are all great kids. The scholarships need to be back to the school by next Tuesday.

The meeting was adjourned at 7:50 p.m.

The next Port of Umpqua Regular and Budget Meeting(s) will be held May 18, 2022 at 6:00 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:**

3/31/22:

Commissioner questions from check signing at end of the month to be included in the April 20, 2022 minutes:

There were no questions.

Checks were signed by Commissioners Tymchuk and Boe.

Questions from check signing at the April 20, 2022 meeting:

There were no questions.

Checks were signed by Commissioners Mulkey and Boe.

Keith Tymchuk, President

Karen Halstead, Admin. Assistant