

**Port of Umpqua**

Regular Meeting Minutes  
June 15, 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  
Treasurer Joe Mulkey  
Assistant Secretary VACANT

**Commissioners Not Present:**

Secretary Carey Jones

**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 was 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:** There was one addition made to the agenda, Item #7 – PNWA Annual Membership.
- **APPROVAL OF MINUTES:** May 18, 2022 Regular Meeting
- **APPROVAL OF MINUTES:** May 18, 2022 Budget Meeting
- **APPROVAL OF BILLS:** \$4,866.58

**Commissioner Mulkey made a motion to approve the Consent Agenda, 2<sup>nd</sup> by Commissioner Boe. Motion was passed by unanimous vote.**

## **PUBLIC COMMENT:**

### **Mike Jenks, Winchester Bay resident:**

Mike stated he had previously sent The Port a letter on June 3<sup>rd</sup> and received a reply from The Port on June 7<sup>th</sup>. Mike read the original letter for public record (letter is available for view upon public record request).

In the letter Mike was asking the Port of Umpqua Commissioners to petition the Douglas County Commission Board to re-establish the Salmon Harbor Management Committee (SHMC). Mike felt that the Douglas County Commissioners are making changes to Salmon Harbor without letting the community be involved at all. All decisions are being made in Roseburg, not in Winchester Bay where the community is being changed, added, or destroyed.

**Eric:** Agrees with Mike that decisions are being made in Roseburg; it is an hour and half away from here and that is too far. Eric believes that Douglas County should be broken up into sections: North, Central and South with Commissioners elected from each section. Lane County is sectioned into regions and Eric feels it would be smart for Douglas County to do the same.

**Keith:** Was in favor of The Port disintegrating the SHMC, he felt that The Port's role in Salmon Harbor was unneeded, and he still feels that way. A few years ago, there was a ballot measure in Douglas County that tried to establish 5 positions on the Douglas County Commission Board. These positions would have been broken down by district. That ballot measure was defeated. Keith stated that when The Port gets a full board this may be re-addressed.

## **REGULAR BUSINESS:**

### **1. Insurance presentation**

**Scott:** Kriston was unable to be at the meeting, she has contracted Covid. Scott said he was prepared to step in.

Kriston has compared the current Special Districts insurance rates against other insurance providers and found that this year SDIS meets or beats the other providers. The Port uses SDIS for health and vision coverage. The current premium for health care is \$1,322 / employee. This same plan will increase to \$1,388 / employee, which is a nominal increase. The Worker's Compensation annual premium will actually decrease this year due to the removal of the dock worker from The Port's payroll. Historically, The Port has been providing employees with life and short-term disability benefits. Life insurance is \$4.73 / employee and short-term disability is \$9.68 / employee.

**Keith:** With the prices of everything else going through the roof this is a small increase, it comes to about 1%.

- Commissioner Mulkey made a motion to approve the proposed Employee Health, Vision, workers compensation, and Life and Disability renewal plans with SDIS as submitted, 2<sup>nd</sup> by Commissioner Boe. Motion was passed by unanimous vote.

## 2. Presentation by Shaun Gibbs of the South Coast Development Council

**Shaun Gibbs, Executive Director, SCDC:** Handed out information detailing SCDC and projects they have been involved with in the last year.

Shaun was requesting that the Port of Umpqua renew its membership with SCDC. For the newer Commissioners Shaun gave an update with the details of what SCDC does.

Over the last 6 years SCDC has been very instrumental in some big project investments:  
**GMA Garnet in Coos Bay:** This was a \$21 million project that has employed 25 people who make about \$55,000 / year.

**Oregon Seafoods in Charleston:** An investment of about \$4.5 million dollars, there are 15 full time employees who make an average \$45,000 / year.

**Fred Wahl and former Reedsport City Manager, Jonathan Wright:** SCDC helped with the Connect Oregon Process to get the shipyard to Bolon Island where there are around 100 employees who average about \$45,000 / year.

**BC Fisheries:** Who are now owned by Pacific Seafoods in Brookings Harbor. Helped find a location, funding, and incentives. Before Covid they employed 50 full time employees who averaged about \$45,000 / year.

**Keith:** SCDC and Shaun are absolutely the best economic development organization on the South Coast if not anywhere. Keith works with Shaun quite a bit and encouraged the other Commissioners to meet with Shaun so they could see some of the things he does.

**Charmaine:** Completely agreed. Since Shaun has been the director at SCDC he has been invaluable to The Port. Anytime she's contacted him, he always knows who to see, what to do, whatever information is needed, Shaun always has the answers.

- Commissioner Boe made a motion to approve membership dues to the South Coast Development Council in the amount of \$ 7,500, 2<sup>nd</sup> by Commissioner Mulkey. Motion was passed by unanimous vote.

After the vote, Shaun invited anyone from The Port of Umpqua who may be interested in being involved on the board of directors. Scott stated he was interested and would talk to Shaun about it.

## 3. Staff Salaries

**Scott:** The approved and adopted fiscal year 2022-2023 budget provided for pay increases as follows.

The Administrative Assistant was provided an hourly increase of \$1.44, taking the wages from \$19.29 to \$20.73 / hour. This is an increase of 7.5% from the previous fiscal year. Additionally, a one-time bonus of \$3,400 will be paid at the beginning of the next fiscal year per the decision of the budget committee at the budget meeting on May 18<sup>th</sup>.

Scott Kent, Port Manager chose to retain his current salary of \$61,000 / year.

Consulting Port Manager, Charmaine Vitek, was provided an hourly increase of \$2.20 / hour taking those wages from \$29.38 to \$31.58 / hour, based on a salary increase from \$61,104.75 to \$65,687.61 respectively, this is an increase of 7.5% from the previous fiscal year.

**Keith:** Wanted to state up front he will be voting no. Not that he disagreed, the budget committee addressed the Administrative Assistant with a bonus, and it is right at the beginning of the fiscal year. He would be in support if it was visited next year as The Port goes through a budget cycle rather than after The Port had already gone through the budget process.

- Commissioner Mulkey made a motion to approve an increase in the hourly rate for the Administrative Assistant to \$20.73 per hour, an increase in the hourly rate for the Consulting Manager to \$31.85 per hour, and an annual salary of \$61,000 for the new Port Manager, 2<sup>nd</sup> by Commissioner Boe. The motion passed with Commissioners Mulkey & Boe voting in favor and Commissioner Tymchuk voting against.

#### **4. New Port of Umpqua Commissioner applications**

**Scott:** Under provisions of ORS 198.320 The Port Commission has formally declared position #4 as vacant with the resignation of Scott Kent. In accordance with Port Commission Governance Bylaws & Policies 2.5 the position was advertised to the public and one application for the position has been received. The application has been provided and reviewed by the board who will now deliberate on a replacement Commissioner whose term will expire on June 30, 2025 or the board may decide to continue to accept applications for the position. The position has been advertised for 2 months in The World Newspaper and on The Port's website.

**Keith:** The Port has had 2 months to receive applications. We have received one from Deborah Yates, who is here, the board knows her well and Keith said he would move to appoint.

- Commissioner Boe made a motion to approve Deb Yates for the Assistant Secretary Commissioner position number #4, 2<sup>nd</sup> by Commissioner Mulkey. Motion was passed by unanimous vote.

After the vote, Charmaine said Deborah will need to go to The City to be sworn into office. Next month the board will be deciding on officer positions but for now Deb can go ahead and join the board for the rest of the meeting.

At this time Deb joined the other Commissioners at the table to participate in the remaining discussion.

#### **5. Strategic Business Plan**

**Scott:** The Port of Umpqua intends to update the SBP from June 2011. The goal is to achieve the following objectives.

1. Comply with OAR 123-0025, which requires the Port to prepare and adopt a SBP to be eligible for state funding of planned improvements.
2. Meet the Oregon Business Development Department's requirements for a Port SBP.
3. Provide Port Commissioners strategic direction and guidance for making sound fiscal policy, planning, and economic decisions.
4. Confirm and update the Port's mission, vision, goals, and implementation strategies.
5. Provide a plan to further enhance the economic diversity of the Port of Umpqua.
6. Provide a strategy for retaining existing business and attracting new business and industry to enhance local economic diversification efforts.
7. Update the inventory existing Port facilities, properties, and locations of interest for future Port investment in real property and capital infrastructure for new economic development.
8. Adopt a prioritized Capital Facilities Plan and identify feasible funding strategies.
9. Provide the community as well as the Port's current and potential future customers a clear understanding of the Port's mission, as well as its functions, and purpose.

The Port Manager asked Henry Hearley of the Lane Council of Governments (LCOG) to develop a scope of work with an estimate of what it would cost to update The Port's Strategic Business Plan. The estimated cost from their proposal is \$38,500 and the work is scheduled to be completed by July 2023.

The Port's liability for the SBP is 25 percent of the total cost, which is estimated at \$9625. The remainder will be paid by the State of Oregon.

**Charmaine:** Asked the board if they had gotten the chance to look over the scope of work provided by LCOG. She reminded the Commissioners that they had already done quite a bit of work going over the existing SBP and made many comments and considerations of what The Port has, what is The Port's vision. That information from those work sessions were provided to LCOG to use to create this scope of work. The scope provided is what was also provided to the Port of Siuslaw, and it seems to be more comprehensive than what The Port of Umpqua needs.

**Keith:** He didn't think it was more comprehensive than necessary for The Port. His concern is more what the bill will be. His experience has been that once there is a SBP in place its existence is valuable but not necessarily meaning it all has to be done. The SBP can be reviewed, but it really doesn't change the way The Port does their job, what it does do is make it possible to pursue State funding when necessary.

**Joe:** The Port is going to need some funding to achieve the goals he has for a new dock, and to get a dock it will have to be in the business plan.

- Commissioner Mulkey made a motion to retain the Lane Council of Governments to update the port's Strategic Business Plan for an amount not to exceed \$38,500, 2<sup>nd</sup> by Commissioner Boe. Motion was passed by unanimous vote.

## 6. Port of Umpqua 2022-2023 Fiscal Year Budget

**Scott:**

Recommendation:

- Budget Officer Report: Charmaine Vitek

Revisions from the budget committee meeting on May 18, 2022 were incorporated into the proposed budget presented on June 15, 2022 for the budget hearing. The revisions were to increase the requirement for the administrative assistant by \$4,000 (from \$34,000 to \$38,000) and reduce contingency by \$4,000 (from \$338,004 to \$334,004)

The Budget Officer recommends approval of Resolution 22-02 adopting the budget, making appropriations, and imposing and categorizing the tax for Fiscal year 2022-2023.

After the budget is approved by the Budget Committee and prior to July 1, 2022, the Commission has the authority to adjust resources and requirements; however, there are limitations:

1. Taxes may not be increased over the amount approved by the Budget Committee
2. Estimated expenditures in a fund cannot be increased by more than \$5,000 or 10 percent, whichever is greater.

Neither of the two limitations can be exceeded without first publishing a revised budget summary and holding another budget hearing.

The Budget must be adopted by June 30, 2022.

**Keith:** Asked for any public comments.

There were none.

- Commissioner Boe made a motion to adopt the 2022-2023 fiscal year budget as presented and approved by the Budget Committee, 2<sup>nd</sup> by Commissioner Mulkey. Motion was passed by unanimous vote.
- Commissioner Boe made a motion to adopt Resolution 22-02, which adopts the budget in the amount of one million, six hundred ninety thousand, one hundred and twenty-eight dollars (\$1,690,128), 2<sup>nd</sup> by Commissioner Mulkey. Motion was passed by unanimous vote.

## 7. PNWA Annual Membership

**Scott:** This association is very active in securing dredging funds and lobbying for navigational issues. He highly recommended that the board renew the membership with PNWA.

- Commissioner Boe made a motion to approve Pacific Northwest Waterways Association annual dues in the amount of \$750.00 to be paid from the General Fund, 2<sup>nd</sup> by Commissioner Mulkey. Motion was passed by unanimous vote.

## **REPORTS:**

### **STAFF REPORT:**

**Scott:** Progress of the proposed wharf at the Umpqua Spit. After contacting Nor 'West Engineering, Moffatt & Nichol, and Bergerson Construction, received a reply from Brad Porter of Moffat/Nichol indicating that a project like this would run between \$5-\$7 million dollars and that may not include dredging. An approximate unit cost for a wharf like this is \$1,000/square foot.

Spoke to Greg Speer, ACOE and talked to him about the likelihood of permitting being granted for the construction of a new wharf and he indicated it would be a 2–3-year long process for permitting but it is, in his opinion feasible.

Talked to Jay Vilhena, the Oyster Guy and asked if he was interested in selling that dock. He said that right not he is not since it is his only access to the water. Met with him on the morning of June 8, 2022 and he said he would support the construction of a new wharf on the north side of the spit provided that he would maintain access to the water and that his business would not be disturbed during construction.

Talked to Jim Zimmer and we agreed to meet on-site to discuss the project. Sent Jim a map showing the two sites under consideration. Jim sent back bathometric information data for the south site. He also sent an eel-grass map, which would affect the north site.

Surplus Property – Forklifts update: Have not received any bids or interest on the forklifts that were declared surplus property. This was published last month in The World Newspaper and is on our website. Have plans for it to be re-published for 3 days in June 2022.

**Joe:** Have you put it on Facebook Marketplace?

**Karen:** No but I will do that.

**Charmaine:** Had people come in and ask about them and when they were posted she sent the information specifically to those people who'd shown interest before.

**Scott:** Contacted Elkhorn Electric regarding the replacement of 13 florescent lights with LED lights. Hopefully by the July meeting he will have some numbers to report.

Scott then asked Keith how The Port wants to handle the previously approved donation to the School's Gun Club?

**Keith:** The way the school district has structured these donations, is that they are using the monies to pay off the \$18,000 that the school district has already invested before any money

will be used for anything else. Keith told them the goal for The Port was for the money to go directly to the program and kids. He hasn't gotten a reply yet hopefully by the next meeting.

**Charmaine:** The check has already been written and The Port is coming to the close of the fiscal year. You don't want an uncashed check hanging out there so she recommended that the Port Manager VOID the check, and when there is a conclusion, another check can be written.

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

Raising steelhead and it's going well. Todd Jones with Redzone brought them a new incubation system so now S.T.E.P. has 2.

There are 2 - 1,000-gallon rain barrels that have filled up with the recent rains and that water is what was used with the eggs which went very well.

**COMMISSIONERS:**

**Joe:** To his knowledge the very first swordfish came across the Winchester Bay dock.

**Keith:** Deanna from The City spoke to him about Sparrow Park Road. Apparently, the easement for that road still belongs to International Paper. It did not transfer with the sale. The road is in very bad condition and according to Deanna, it appears that in order to get state or federal dollars for maintenance there has to be someone who will take responsibility of it. Deanna asked if The Port would be interested in securing the easement for Sparrow Park which would allow State agencies and The Port to pursue State and Federal dollars to help maintain it.

**Joe:** When someone gets an easement does that mean you are liable for anything?

**Keith:** Wasn't sure and that is what he wants to find out. He also will find out if The Port would then be liable for future maintenance or if we can establish a Special District to fund that. He has spoken to the folks who are exploring potential recreational development out there and they have said they would see the road as being their responsibility.

Keith will ask Deanna to come to the next Port Meeting so she can explain in more detail and answering any questions.

Keith presented Charmaine with a mantel clock and a card from the Commissioners. Keith said he has been on The Port's board for 27 years and the last 14 were with Charmaine, he said there were some Port Managers who performed nicely but Charmaine was exceptional.

**Charmaine:** Both Keith and Steve have led the board wonderfully with respect and they couldn't be matched. Barry was a wonderful board member who also respected and trusted her. She also wanted to give a shout out to Larry, even though they have had their moments, he has had The Port upmost on his mind the whole time he worked for The Port. She will miss him as well.



**The meeting was adjourned at 8:11 p.m.**

The next Port of Umpqua Regular Meeting will be held July 20, 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:**

**5/31/22:**

**Commissioner questions from check signing at end of the month to be included in the June 15, 2022 minutes:**

There were no questions.

Checks were signed by Commissioners Jones and Tymchuk.

**Questions from check signing at the June 15, 2022 meeting:**

There were no questions.

Checks were signed by Commissioners Boe and Mulkey.

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Keith Tymchuk, President

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Karen Halstead, Admin. Assistant