

**Port of Umpqua**

Regular Meeting Minutes  
July 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** Deborah Yates

**Port Staff Present:**

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.

**PLEDGE OF ALLEGIANCE**

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

- **APPROVAL OF AGENDA**
- **APPROVAL OF MINUTES:** June 15, 2022
- **APPROVAL OF BILLS:** \$5,246.23

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

**PUBLIC COMMENT:**

There was none.

**REGULAR BUSINESS:**

**1. Election of Board of Officers for fiscal year 2022-2023**

Current positions:

President – Keith Tymchuk  
Vice President – Eric Boe  
Treasurer – Joe Mulkey  
Secretary – Carey Jones  
Assistant Secretary – Deborah Yates

- ✓ **Commissioner Jones made a motion to for the Officers to retain their current positions for the Port of Umpqua Board of Commissioners FY 2022-2023, 2<sup>nd</sup> by Commissioner Boe. Motion was passed by unanimous vote.**

**2. Committee and other appointments**

**Keith:** Deb is the newest member and has not been assigned to a committee nor has Joe been assigned to a committee.

**Carey:** Eric is the Port’s representative on the Urban Renewal Advisory and Carey is on the same committee in the “position at large”. Deb mentioned she too is on the Urban Renewal Advisory board.

**Carey:** There was discussion if it would violate the quorum rules by having 3 members of The Port on the same committee. Since they are not meeting about Port business it isn’t a violation.

**Deb:** Offered to volunteer to be on both the Emergency Management/Tsunami Response Group and the Chamber of Commerce.

**Joe:** Was interested in SCDC. Scott is also involved with SCDC as an executive board member. It was decided both can be involved, Joe will be The Port’s representative.

- ✓ **\*\*Commissioner Boe made a motion to approve the committee and other appointments as discussed for the Fiscal Year 2022-2023, 2<sup>nd</sup> by Commissioner Mulkey. Motion was passed by unanimous vote.**

**3. Conversion of fluorescent lights to LED, main hallway of the Winchester office**

**Scott:** The fluorescent can-lights in the main hallway and a portion of the hallway adjacent to the Port offices are due for replacement. Two of the lights make an audible buzzing sound and some lights only illuminate one of the two lamps within the fixture. After looking into this, he found it is less expensive to replace the lights with LED’s. Rather than replacing the lights incrementally, Scott proposed the replacement of a group of thirteen lights: eleven in the main hallway and two adjacent to the Port offices. Upon request he received an estimate from Elkhorn Electric. The estimate was \$1,960 to convert the subject thirteen lights to LED’s. Each can-light will contain two LED lamps, which are provided in the cost estimate.

When the lamps need to be replaced at the end of their lifecycle, the approximate cost is \$30 per fixture.

**Keith:** What is the life cycle?

**Scott:** Upwards of 10,000 hours.

**Scott:** There are an additional 5 can lights in the “D” Suite that is leased by JBA (BlueJet Hosting) and these are in satisfactory condition. Scott proposed that these lights be maintained which will allow The Port to use the existing lamp inventory; when the inventory gets low, he will contact Elkhorn Electric for their replacement with LED’s.

The board’s consensus was to go with Scott’s recommendation.

- ✓ **Commissioner Boe made a motion to engage Elkhorn Electric, LLC for the replacement of thirteen existing fluorescent can-lights with energy efficient LED lights for an amount of \$1,960, 2<sup>nd</sup> by Commissioner Jones. Motion was passed by unanimous vote.**

#### **4. Parking lot striping; estimate from Coast Pavement Maintenance**

**Scott:** The existing parking lot striping is fading. When the pavement is wet, the striping is difficult to see. It is recommended that the parking stripes, including those for ADA parking and travel paths, be repainted.

Coast Pavement & Maintenance gave Scott an estimate of \$1,425 to do the work.

**Carey:** Asked if new signage would also be put up for the ADA parking spots. There is currently a sign only on one side. Scott will look into that.

- ✓ **Commissioner Boe made a motion to approve the north and east parking lot restriping project, estimated at \$1,425.00, to be paid from the general fund, 2<sup>nd</sup> by Commissioner Mulkey. Motion was passed by unanimous vote.**

#### **5. Resolution for mileage reimbursement rates for personal vehicle use**

**Scott:** It’s often necessary for port employees and commissioners to use their personal vehicles for port-related travel; a reimbursement based on miles traveled is needed. It is proposed that the mileage reimbursement rate be based on numbers published by the IRS at the time of the trip. Presently, the IRS reimbursement rate is 0.625 dollars per mile.

**Keith:** Doesn’t The Port already have a policy for this in place.

**Scott:** Has looked and couldn’t find an actual policy, there is mention of it in the Employee Handbook.

**Charmaine:** Remembers a policy being adopted at one time, she also looked for one and couldn’t find it.

It was noted that this reimbursement is for “out of district” travel to workshops, conferences or out-of-town work related business.

- ✓ **Commissioner Jones made a motion to approve Resolution 22-3 for port-related vehicle use being based on the rates published by the IRS at the time of the trip, 2<sup>nd</sup> by Commissioner Mulkey. Motion was passed by unanimous vote.**

#### **6. Pile cap repair, Winchester Bay Wharf**

**Scott:** There is a pile cap adjacent to the Winchester Bay dock that is corroding and needs repair. The cap is sometimes used by individuals for standing or bracing, which is not a safe act; however, repairing the cap will stop an individual from partially falling into the pile.

Scotty Lewis of Tractor Services was contacted to perform the repair and his estimate was \$875.00.

**Keith:** What does the replacement cap look like?

**Scott:** This estimate was for a round cap to replace what is currently there. Scott also talked to Scotty about replacing it with a cone shaped cap made out of steel, Scotty is going to come back with a bid for this replacement type. By having a cone cap, it will discourage people from trying to stand on it.

It was suggested to change the recommended motion from \$875 to a “not to exceed” amount of \$1,000 and wait and see what the new cone shaped cap estimate would cost.

- ✓ **Commissioner Boe made a motion to approve the repair of a pile cap at the Winchester Bay pier. Work to be performed by Tractor Services (Scotty Lewis) in an amount not to exceed \$1,000.00, 2<sup>nd</sup> by Commissioner Mulkey. Motion was passed by unanimous vote.**

#### **7. Remote access to Port meetings using technology**

**Scott:** House bill 2560 was passed by the Oregon Legislature in the 2021 session and took effect January 2022. The bill requires a public body to make meetings remotely accessible when “reasonably possible”.

To comply with the law, it is recommended that The Port use a readily available software package to broadcast the meetings to interested parties, who would apply for access by submitting their email address to The Port. Anyone interested would be emailed a link each month that would provide them access to the meeting.

Zoom and Microsoft Teams were considered. The annual cost for Zoom is \$149 per year; the annual cost for Microsoft Teams is \$72 per year.

One noted feature of both software packages is closed captioning for those who are hearing impaired.

The camera and microphone on an existing computer in The Port office will be utilized during the first trial runs. It may be necessary to purchase a separate webcam and microphone,

which retail for approximately \$20 to \$30. It is recommended to try Microsoft Teams first, which can be subscribed to monthly.

**Joe:** He has had experience using Microsoft Teams with ODFW and he prefers it to Zoom. He has used Zoom, but it wasn't a good experience, he found it difficult to access the presentation he was trying to view.

**Carey:** He prefers Zoom, that is what the school uses. He offered to have Tom Capps who is in charge of the meeting software at the school, to give The Port a call and talk to Scott and Karen about using this platform.

**Eric:** The fire department uses Zoom and it's had a lot of problems.

**Keith:** Suggested holding off on a decision on this until Scott can do more investigation and then come back in a month or so with a recommendation on what platform will better fit the needs of The Port along with a list of the equipment that will be needed. He agrees it does need to be done.

## **REPORTS:**

### **STAFF REPORT:**

**Scott:** The Port did well with the surplus sale(s) of the forklifts. The non-running Toyota forklift sold for \$1,200 to London Lumber and the Yale forklift sold to Fred Wahl Marine for \$6,252.

The Budget Committee positions for next year have all been filled. There are some folks returning, and some new people have volunteered.

There was a hoist inspection on July 15<sup>th</sup> and the preliminary report from the inspector stated that it needs maintenance. The inspector also said better maintenance records are needed as well. After Scott receives the final report, he will have more details on exactly what is needed. There was discussion of using a mobile hoist while the actual hoist is having work done.

The SBP funding through Business Oregon is making good progress. The application was signed by Keith and will be submitted this week. Business Oregon is very optimistic that The Port will get the requested funding.

Scott would like to attend a SDAO Management Training on August 16<sup>th</sup> in Cottage Grove. The registration fee is \$75, he wanted to make sure that was okay with the board. It was approved.

Received an email from Heather Mann who works for Mid-Water Trollers Cooperative. Heather was inquiring about the board's position on Off-Shore Energy. Scott anticipates getting more of these inquiries, so he wanted to discuss what the board's opinion was.

**Joe:** Has been trying to get in contact with Heather and hasn't been able to. He would really like Heather to come and talk to the board at a future meeting.

**SALMON HARBOR MANAGER:**

**Jim Zimmer:** Update on dredging: The dredge permits are in place for ocean disposal. Got a variance for the "in water" work window which is July and August 2022. The authorized depth is 12-foot, Salmon Harbor has requested for 15-foot in the deep-water portion of the docks. Everything was moving forward smoothly, Jim sent it out to bid for this summer period and did not receive any bid responses. Now Jim is working on the process again, and there are two companies who have shown interest in the winter work-water period that starts in October. This may be a little more expensive due to weather conditions.

**Keith:** What kind of bid are you anticipating?

**Jim:** Has budgeted \$250,000 and that is a guess at doing 20,000 yards. That would cover about half of the west end of "A" Dock to allow some of the deeper draft boats to moor there, and the north end of breakwater.

**Chris Boice:** Instead of hiring a dredge contractor, how about hiring a disposal barge, and buying a dredge. This would allow the ability to do the work on our own and only have to hire out the disposal.

Jim is going to check in to this. The only way to truly maintain the harbor will be the ability to pinpoint dredge. His goal for right now was to get a quick fix to get the deep water going. Salmon Harbor currently has a maintenance permit but the problem is that permit is for ocean disposal.

**Chris Boice:** Originally were trying to get to a place where The County could stay on top of dredging. The best way it seems to do that is to get away from ocean disposal because of the considerable costs involved in driving the barge back and forth. Have looked for an opportunity to do some dry disposal on land. Potentially there is some opportunity for doing this. There are areas of the harbor adjacent to the RV Resort that don't really need to be under water, the thought is filling that area in and then build more real estate from those dredge spoils. The permitting process to accomplish this is going to take much longer so in the interim it was easier to reactivate the ocean disposal permit and get some of this done right away, which there is money for. It has been budgeted for this fiscal year to buy a suction dredge that is programmable. This dredge could be setup to do the work unmanned and the costs to run it is minimal.

**Douglas County Commissioner Report:**

**Chris:** Finished the double RV dump station and were waiting on PUD for power, which is now in place. The dump station was supposed to go live today but the guy who was going to test it has covid so the "go live" date is now to be determined.

Building a commercial building in the Umpqua Dunes Campground to replace the small store that used to be there. The County will not be operating the business, they are just making it

available for someone to lease and operate. The new owners at the Pelican Market have said they are very interested and there may be others.

Things are going very well in Salmon Harbor, there is a good group of people there who are working on some complicated projects, and they are doing a good job.

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

Released steelhead today into Lake Marie.

**COMMISSIONERS:**

**Deb:** Norm from the Oregon Professional Realtors asked her to pass along a thought on signage at the Winchester Building. Norm said if Oregon Professional had stayed in the Winchester Building, they were going to ask about putting a sign in the gravel area behind the building by the parking lot. Norm felt it would give the businesses more visibility.

Deb asked when she would be approved to sign checks, Scott said the minutes appointing her to the Commission have now been approved so he will take those along with her paperwork to the bank and get it set up.

**Carey:** Spoke to Scott asking him to talk with the oyster guy about selling his part of the Umpqua Spit to allow room for a new dock. Scott talked to him, and he said it is not for sale now. Previously he did have it for sale. Carey felt if The Port were to purchase that area they could extend the existing dock to make the new dock.

**Keith:** There has been a purchase option sent to the landowners for the recreational development on the North Spit.

Last month The Port discussed sponsoring Sparrow Park Road for maintenance. Keith has been contacted about this again and his response was “based on the discussion at the Port meeting last month, The Port would be interested or at least would consider being a sponsor agency to be able to get some State or Federal dollars to get work done out there”. He did point out that The Port does not want to be responsible for future maintenance. There is going to be a meeting with Justin Helberg from Oregon Parks and Recreation, Keith, and Scott to discuss what The Port’s participation would look like. If another Commissioner would like to be a part of that meeting let Keith know. The goal is to find out what kind of arrangement can be established so The Port can become a sponsoring agency to get Federal and State dollars but not be an owner nor is The Port seeking any kind of easement which would keep The Port from being responsible for future maintenance.

**The meeting was adjourned at 7:45 p.m.**

The next Port of Umpqua Regular Meeting will be held August 17, 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:**

**6/30/22:**

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

**Carey:** Wondered why The Port keeps so much money in the checking account. He said he'd bring it up at the next meeting, just didn't understand why the balance in it was kept so high.

**Carey:** Did the guys from PDS come to the meeting?

**A:** No

Checks were signed by Commissioners Jones and Mulkey.

**Questions from check signing at the June 20, 2022 meeting:**

There were no questions.

Checks were signed by Commissioners Jones and Boe.

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Keith Tymchuk, President

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Karen Halstead, Admin. Assistant