

Port of Umpqua

Regular Meeting Minutes
January 18, 2023 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
Assistant Secretary Deborah Yates

Commissioners Not Present:

Secretary Carey Jones
Treasurer Joe Mulkey

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.
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 AS PRESENTED:**
- **APPROVAL OF MINUTES:** December 21, 2022
- **APPROVAL OF BILLS:** \$6,616.56

Commissioner Boe made a motion to approve the Consent Agenda, 2nd by Commissioner Yates. The motion was passed by unanimous vote.

PUBLIC COMMENT:

There was none.

Keith pointed out that a publishing deadline was missed for Item #5 – Public Contracting Rules, so it had been kept on the agenda in case anyone from the public wanted to comment on it. There was no public comment therefore the vote for this item will be at next month's meeting.

REGULAR BUSINESS:

1. Insurance premiums update by Kriston Correll, Juul Insurance

(Kriston presented the Commissioners with hand-outs, these are available upon public request).

Kriston: The handouts she provided show the new proposed insurance premiums along with the insurance costs for last year. SDAO insurance has increased by about 9% from last year. If The Port decides to renew, keep in mind that SDAO will provide a longevity credit for \$1,739.

All coverage increased except the Auto Liability and Non-Owned and Hired Auto Liability. There were 2 claims made by The Port that also affected the rates. In 2020 the back roof flooded in the Winchester Building and in 2021 the front section of the building flooded.

The policy includes both Earthquake and Flood insurance as well as Cyber Liability coverage. Cyber Liability would cover potential costs incurred if The Port's computer system(s) were hacked into.

Keith: Does this insurance cover the Umpqua River Dock?

Kriston: Yes, that dock is insured for \$6,721,712, and the premium for that is \$9,856.

Keith: There have been previous discussions about whether or not The Port wanted to cover the Umpqua River Dock because it is unlikely The Port would replace it if it were destroyed. That is a topic The Port should re-visit when all of the Commissioners are present. Kriston pointed out that the insurance not only covers replacing the dock itself but if it were to burn down, it would provide help with the cleanup costs.

Keith: Could The Port decide to insure just a portion of the dock's actual value?

Kriston: Yes, The Port could also insure it for an actual cash value instead of a replacement value. If The Port does decide to do either of these options, it would significantly reduce the premium costs for the insurance. Kriston will need to talk with SDAO to find out what the actual cash value would be and then she will report back to The Port.

Eric: Does earthquake and flood insurance also include tsunami?

Kriston: Yes.

Kriston: SDAO does have one of the most comprehensive packages available to special districts. It's almost impossible to get another insurance company who will include all of the different elements that are included in SDAO coverage. Another benefit SDAO offers with their coverage is written in the Statement of Benefits; this includes grant services that will help provide consultants who do on-site evaluations for safety issues. One item that The Port may want to look into is forklift training. Another benefit from SDAO's insurance is pre-loss legal services.

- **Commissioner Yates made a motion to pay for the proposed insurance in the amount of \$22,909 for 2023, 2nd by Commissioner Boe. The motion was passed unanimously.**

2. Budget committee members, 2023-2024 fiscal year cycle - Scott

All five of the budget committee positions are either up for renewal or have been replaced. Scott has already secured 5 volunteers for this year's committee. The Port needs to vote on all 5 positions. The newly proposed budget committee is:

Jamie Swafford with a term end date of December 31, 2023
Zack Francis with a term end date of December 31, 2023
Donna Train with a term end date of December 31, 2025
DeeDee Murphy with a term end date of December 31, 2025
Linda McCollum with a term end date of December 31, 2025

- **Commissioner Boe made a single motion to approve all of the new budget members with their respective term dates, 2nd by Commissioner Yates. The motion was passed unanimously.**

3. Appoint Budget Officer - Keith

This is a housekeeping item, in the past The Port has always appointed the Port Manager as the Budget Officer for each fiscal year.

- **Commissioner Yates made a motion to appoint Port Manager Scott Kent as Budget Officer for preparation of the Port of Umpqua Fiscal Year 2023-2024 Budget, 2nd by Commissioner Boe. The motion was passed unanimously.**

4. Scope of work and information request by Lane Council of Governments (LCOG) related to the Strategic Business Plan – Henry Hearley (via phone)

Scott: We will be calling Henry who will go over a memo he recently sent with some questions about the SBP. Not looking for decisions tonight, mostly going to find out from Henry what information he would like to get from the Commissioners to move forward with the SBP update.

Henry: Introduced himself and said he wanted to go through the Memo the Commissioners previously had received in their meeting packets. He started by giving some history on how LCOG was chosen to enter into an IGA with The Port to work on the SBP update. On October 7, 2022 Henry visited The Port facilities and was given a tour of The Port's sites and properties by Scott and Charmaine.

The Port is required by the State to have a business plan. There are funds set aside by Business Oregon to help pay the majority of the costs for updating this plan, with a small match of funds by The Port.

So far, LCOG has been updating objective data such as charts, population(s), and demographics. Now the time has come to start thinking about the subjective updates. This includes engaging with people who interact with The Port, the stakeholders. Sometime in the spring of 2023 LCOG will get with the Commissioners to provide a "strength, weakness and opportunity" assessment. Sometime this winter, LCOG will propose a strategy to engage with

The Port's stakeholders. Henry's goal for tonight's discussion was for the Commissioners to come up with a list of potential stakeholders. Examples were people from the community, commercial and recreational fishermen, governmental agencies, and those who provide economic development interests. In addition to the stakeholder list, LCOG had proposed the following questions in the memo.

- *What would the Port like to see from the updated SBP?*
- *What does a successful update to the Port's SBP look like?*
- *Any other comments or feedback the Port and Commissioners may have.*

Henry asked that the Commissioners provide some feedback on these questions.

Keith>Henry: Keith has been a commissioner for quite a while and from his perspective the SBP often ends up on a shelf after it's been updated. Keith's main goal from LCOG is to have them prognosticate about what is coming down the road in terms of recommendations for The Port based on LCOG's experiences. Keith is looking for a readily usable document, not just something that will fulfill the State's requirements to update the SBP. That isn't sufficient use of time for The Port, LCOG or Business Oregon's dollars.

Henry: This is where Business Oregon will get involved too. Once the project is complete The Port will enter into an IGA with Business Oregon, then Business Oregon will take the SBP and advertise it to the Governor's office and inform them of The Port's plans. The Governor's office will use this information to help find funding to get the proposed projects completed. Henry stated he plans on coming back at the February meeting with a stakeholder engagement strategy prepared for The Port's review. (Henry left the meeting).

Port Commissioner's SBP Discussion:

Keith: Would like Scott to engage with Oregon Public Ports Association (OPPA) and find out what outreach is happening with the new Governor's office. OPPA should be proactive in that regard.

Stakeholders List: The City Manager, the Mayor, councilors, school district, a representative from Fred Wahl, Lower Umpqua Hospital, The breakfast group, Shaun from SCDC, fishermen, Jim Zimmer, folks from Pacific Dream Seafoods, Douglas County, S.T.E.P., Fire Department, Rob Crocker, the golf course development folks, Oly and the U.S. Coast Guard.

5. Public contracting rules adoption, replacing AG model rules, public hearing.

There was no prior public comment, this item was tabled for vote at the February 15th meeting.

REPORTS:

STAFF REPORT:

Scott: The courtyard fence damage from the recent winds has been repaired by contractor Mark Chudy at a cost of \$800.

Scott got a call from the ACOE who informed him about an issue with a dike on the Glover property up Smith River. The question came up on whether or not The Port was the

sponsoring agency when the dike was originally built and if The Port is responsible for the repair costs?

Keith: This issue has come up before and from what he remembers there is no record of The Port ever claiming responsibility for any of the levees up Smith River. The Port did help with a couple of tide gate replacements on Providence Creek, but it was made clear at that time that it wasn't a Port project. In the 30 years Keith has been a part of The Port its always been consistently the case that The Port claims no liability for repairs to the dikes out Smith River.

Keith and Eric suggested that Scott contact The Port's legal counsel to see what they suggest. Scott has also scheduled to meet with Charmaine next week to discuss the history of this subject.

SALMON HARBOR MANAGER:

Jim Zimmer: Salmon Harbor got their permit and are ready to dredge with offshore disposal and have been working on a plan to piggyback off the ACOE's next clamshell project. During the process of doing this Jim received a call from Greg Speer who'd spoken with the Coast Guard and heard they are planning on doing a dredging project too. The dredging area Salmon Harbor is planning actually overlaps a little at the end of "A" Dock with the area that the Coast Guard is planning to dredge. Jim, the ACOE and the Coast Guard are working on a plan to get this dredging done in the most cost-effective way.

The Water Resources Development Act included language for up to \$5 million dollars of Harbor Maintenance Trust Funds (HMTF) to be available for emerging harbors. 10 projects will be chosen nationwide to use those \$5 million dollars. The problem is there is currently no program in place for the ACOE to release these funds so at this time that means there is no way for Salmon Harbor to apply. All of the ports are planning on asking for some of this funding. Oregon Ports are really working to get the program developed. Jim sent a letter stating that Salmon Harbor intends on applying for this and he asked if The Port of Umpqua would send a letter of support for his request.

ACOE currently has money for a clamshell project in the federal channel in Winchester Bay. Originally Jim thought the dredging would happen this summer but after talking to Greg Speer, it's not clear if the ACOE will have the staffing resources available to complete all of this year's projects.

During a brainstorming session the question came up, what would be the implication if the ACOE postponed the intended clamshell dredging for a year? The upside to this would be allowing time to get a program in place to use the HMTF money and if that happened it could possibly allow The County to pay the ACOE to do the job. Since the program has not actually been set up this is all speculation, but it would be huge for Salmon Harbor. The way the Coast Guard gets dredging is by doing a government-to-government transfer with the ACOE doing the actual dredging. There currently is not a way to do this with a county government but the potential is there. Jim has a follow-up meeting scheduled in a couple of weeks. The Port Commissioners agreed by consensus to provide Salmon Harbor with a letter of support.

Other news in Salmon Harbor:

The “fee” machines for the boat launches have been installed but are not up and running yet. Once they are up and running it will help get away from cash handling.

Salmon Harbor has hired a couple of new people, one who starts on the 30th will work at the marina counter. Brandy Sullivan, who previously had that position, will move up to take over Renee’s place in the office and Jodi Morrow was hired to fill a brand-new position of “Event Coordinator”, her focus will be representing and promoting the Coastal Parks.

COMMISSIONERS:

Keith: The Oregon Historical Society received a donated photo album labeled “Construction of the Umpqua South Jetty 1934-1935”. Keith viewed the album and realized the album was mis-labeled. It actually shows pictures of the North Jetty and after sharing it with Eric, they both believe the pictures are of the Jetty’s rehab which happened in 1947. The photos were shared via a projector connected to the Oregon Historical Society’s website. To view this album, follow this link:

<https://digitalcollections.ohs.org/org-lot-1424-album-453>

The meeting was adjourned at 8:27 p.m.

The next Port of Umpqua Regular Meeting will be held February 15, 2023 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:**

12/30/22:

Commissioner questions from check signing at end of the month to be included in the January,2023 minutes:

There were no questions.

Checks were signed by Commissioners Yates and Mulkey.

Questions from check signing at the January 18, 2023 meeting:

There were no questions.

Checks were signed by Commissioners Yates and Tymchuk.

Keith Tymchuk, President

Karen Halstead, Admin. Assistant