

# Port of Umpqua

Regular Meeting Minutes  
May 17, 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  
Secretary Carey Jones  
Treasurer Joe Mulkey  
Assistant Secretary Deborah Yates

## **Port Staff Present:**

Port Manager Scott Kent  
Administrative Assistant Karen Halstead

**Public Present:** Linda McCollum, DeeDee Murphy, Jim Zimmer & John Chivers

*NOTE: All items handed out at the meeting are available for view by public 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:** Added Item #5 – Chainsaw Championship Sponsorship Request.
- **APPROVAL OF REGULAR MEETING MINUTES:** April 17, 2023
- **APPROVAL OF BUDGET MEETING MINUTES:** April 17, 2023
- **APPROVAL OF BILLS:** \$5,821.11

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

## **PUBLIC COMMENT:**

**Linda:** Tomorrow at 6 p.m. there will be a virtual open house via Zoom to discuss Railroad progress.

**John Chivers:** Wanted to introduce himself, he is the CEO at Lower Umpqua Hospital.

**REGULAR BUSINESS:**

**1. Port of Umpqua 2023-2024 Fiscal Year Budget**

**Scott:** Input from the budget committee meeting on April 19, 2023 were incorporated into the proposed budget presented on May 17, 2023 for the budget hearing. No revisions were made by the budget committee.

Scott, as the Budget Officer recommends approval of Resolution 23-02 adopting the budget, making appropriations, and imposing and categorizing the tax for Fiscal year 2023-2024.

After the budget is approved by the Budget Committee and prior to July 1, 2023, 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, 2023.

Keith opened the meeting for public comment, there was none.

- ◀ **Commissioner Jones made a motion to adopt the 2023-2024 fiscal year budget as presented and approved by the Budget Committee. 2<sup>nd</sup> by Commissioner Mulkey. The motion was passed by unanimous vote.**
- ◀ **Commissioner Jones made a motion to adopt Resolution 23-02, which adopts the budget in the amount of one million, seven hundred forty-five thousand and fourteen dollars (\$1,745,014), 2<sup>nd</sup> by Commissioner Mulkey. The motion was passed by unanimous vote.**

**2. Sediment testing financial assistance for Salmon Harbor Marina – Jim Zimmer:**

PowerPoint presentation (all of which is available for view via public request). Jim had submitted a letter a couple of weeks ago requesting funding assistance from The Port for Salmon Harbor’s Sediment Analysis Plan. He has been working for about 2 years to get the commercial docks dredged and part of the process is to have a sediment analysis of what is on the bottom of the bay.

The project goal(s) is to dredge the end of “A” Dock and Breakwater. Jim’s PowerPoint covered background of the project, the most recent dredging history, an overview of the dredging project, the purpose of the sediment testing and the process used to form this, sampling locations within the harbor and how the funding for the dredging project is being laid out.

The last dredging in the Breakwater area was done in 2007 and only 570 yards was removed. Before that around 35,000 yards were dredged in 2003. On the PP slide it showed, based on a

survey done in 2002, that 75,000 yards of dredging were needed to get to the design depth. Only half of that was removed and now it is 20 years later and about the same needs to be dredged. In the last 2 years, Salmon Harbor went out for bid for this project. Jim had requested dredging 20,000 yards, which isn't half of what needs to be done and the bids came back between \$800,000 and \$1.4 million dollars.

The A.C.O.E. is putting together a clamshell dredging project and Jim is working to piggyback off of that. He would be happy to get 7,000 yards done. Jim showed a slide that projected where the A.C.O.E. areas and depths are located, and what areas are the responsibility of Salmon Harbor.

Jim has secured a 10-year permit that is based on dredging both the east and west basins in the harbor. The goal for this was not to be limited if the opportunity came up that Salmon Harbor could do something. "A" Dock is a high priority because there is only about 8 feet of water there at low tide and that is where the transient dock is located. Most of the boats that moor there require about 13 feet of water when fully loaded. Jim's goal is to get this area dredged down to 15 feet.

The purpose of sediment testing is to assure that the sediment pulled from the bottom is clean enough for specific disposal areas. Sediment testing is required to assure there aren't any contaminants in the harbor that could be disposed of into the ocean, Salmon Harbor's disposal site. Sediment testing has to be done every 5-7 years. Last year Jim was on an extension of the last sediment test, but he wasn't able to get the project done in time.

Originally Jim thought the sampling process would cost \$55,000. This is only for sampling and the paperwork done afterwards. A plan was put together and the A.C.O.E. approved it but they made some changes and these changes resulted in the price going up to \$68,000.

In Jim's letter requesting money from The Port, he had asked for \$25,000 thinking that it would cover about half of the \$55,000 cost. Jim pointed out that the project will benefit the commercial fleet, The Port and Pacific Dream as well as Salmon Harbor.

Jim provided the budget for the process so far. Dredge permitting/engineering and to develop the plan for analysis was \$40,500; that came out of Salmon Harbor's operational budget and that portion is complete. Sediment sampling and reporting is estimated to cost \$68,000, some of this would be covered by the \$25,000 Jim is requesting from The Port. Jim has budgeted \$250,000 for dredging and that will probably allow for about 7,000 yards to be moved.

Carey asked Jim what he would do if he didn't get money from The Port.

**Jim:** The permits are in place, the sediment testing is being done. He has back up plans, but they would only allow a little dredging here and there.

**Carey:** Does The Port have \$25,000 available in the budget?

**Scott:** Yes, it would specifically come out of "Grant Funding" within the General Fund.

**Keith:** Jim originally thought he had a \$50,000 bill and he requested half of that. It's now at \$68,000; Keith suggested that The Port do half and donate \$34,000.

- **Commissioner Jones made a motion recommending that the Port of Umpqua grant \$34,000 to Salmon Harbor for assistance with sediment testing, 2<sup>nd</sup> by Commissioner Mulkey. The motion was passed by unanimous vote.**

**3. STEP request for funding for a trimmer mower – Deb Yates:**

Deb said she wanted to pull the request from the agenda. There was no discussion or motion.

**4. Transfer of Funds, Professional Services to Facilities Maintenance and Services – Scott Kent:**

The budget line for Facilities Maintenance and Services is getting close to its limit. This is all within the General Fund and it isn't enough to require a supplemental budget. Technically Scott didn't need the board to approve the transfer, but he wants the board to be included in all of his financial decisions.

- **Commissioner Jones made a motion recommending that the Port of Umpqua transfer funds in the amount of \$10,000 from Professional Services to Facilities Maintenance and Services, 2<sup>nd</sup> by Commissioner Mulkey. The motion was passed by unanimous vote.**

**5. Oregon Divisional Chainsaw Carving Championship Sponsorship request – Scott:**

Received a request for funding from The Port to help sponsor the June 2023 Chainsaw Championship event. There are different levels of sponsorship to choose from and some sponsorships include advertising.

- **Commissioner Boe made a motion recommending that the Port of Umpqua grant a donation to the Annual Oregon Divisional Chainsaw Carving Championship in the amount of \$1,000. 2<sup>nd</sup> by Commissioner Jones. The motion was passed by unanimous vote.**

**REPORTS:**

**STAFF REPORT:**

This month The Port received over \$6,000 from PDS for crab poundage coming across the dock.

Scott pointed out that he has been The Port Manager for almost a year. He had provided each commissioner with a Manager evaluation and requested that they fill them out and return them to Deb who will calculate the scores.

**S.T.E.P. Deb Yates:** The fish will be placed in a vivarium next Wednesday where they will sit for a week before fin-clipping, then S.T.E.P. will be ready to put them in the net pens in Winchester Bay. The fish, both here and at Elk River, are doing really well.

**COMMISSIONERS:**

**Carey:** Will the new hoist that PDS is putting in function with keycards like the existing hoist?

**Scott:** Doesn't think so, it will probably be operated by a switch.

**Carey:** Is still interested in The Port purchasing the Sloan property. Do some remodeling and make it available for the commercial and possibly recreational fishermen. He is concerned if The Port waits too long that property will get purchased before The Port can buy it.

**Keith:** May want to consider beforehand having an engineering study done to determine what the total cost would be including acquisition, dredging and all of the additional work needed.

**Scott:** He will bring in proposals for that to the meeting next month.

**Joe:** He has been talking to some of the fishermen and one downside he can see with the Sloan property is that the majority of the fleet have all of their gear on the side where the dock is now. One potential idea that Joe proposed was that The Port purchase the property where the fleet currently stores their gear and build a dock where Hallmark's dock used to be. Another idea he had would involve the "C" Camp peninsula. That point is squared off and a 90-degree dock could possibly be built there on the corner. That could provide the potential for 2 hoists on the dock. The downside to this is the water depth and dredging that would be needed.

**Jim:** The zoning at "C" camp does not fit in with what The Port is looking for. In Jim's opinion the area where the old Hallmark dock was located would be ideal, plus it's on the federal channel.

**Joe:** The downside to the old Hallmark location is the lack of real estate right behind where the dock would be located.

**Jim:** The end of Ork Rock and along the side there is zoned industrial which is ideal. Utilities would be pretty easy to get in there. Jim offered to talk to the County Commissioners and see if they would be open to selling that property and then report back to The Port.

**Carey:** If you compare what it could cost to rehab the Sloan property vs. putting in a new structure where Joe is talking about it may be worthwhile to do that instead.

Keith said he won't be at the June meeting. Eric said he would not be there either.

**The meeting was adjourned at 8:02 p.m.**

The next Port of Umpqua Regular Meeting will be held June 21, 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:**

**4/30/23:**

**Commissioner questions from check signing at end of the month to be included in the May 17, 2023 minutes:**

There were no questions.

Checks were signed by Commissioners Yates and Jones.

**Questions from check signing at the May 17, 2023 meeting:**

There were no questions.

Checks were signed by Commissioners Boe and Jones.

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Keith Tymchuk, President

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Karen Halstead, Admin. Assistant