

Port of Umpqua

Regular Meeting Minutes
July 19, 2023 at 7 p.m.
Port of Umpqua Annex
1841 Winchester Ave
Reedsport, OR

THESE MINUTES ARE FINAL and APPROVED.

Commissioners Present:

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

Commissioners Not Present:

President Keith Tymchuk

Port Staff Present:

Port Manager Scott Kent
Administrative Assistant Karen Halstead

Public Present: Kevin Ladd

NOTE: All items handed out at the meeting are available for view by public request.

Proceedings:

The meeting was called to order at 7:05 p.m. by Vice President Eric Boe.
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:** No changes were requested to the Agenda.
- **APPROVAL OF MINUTES:** May 17, 2023 and June 21, 2023
- **APPROVAL OF BILLS:** \$4,759.27

Commissioner Jones made a motion to approve the Consent Agenda as submitted, 2nd by Commissioner Mulkey. The motion was passed by unanimous vote.

PUBLIC COMMENT:

There was none.

REGULAR BUSINESS:

1. Insurance update

Scott: Health, vision and worker's compensation insurance renewal was covered by Kriston Correll at the last meeting. Kriston and Scott both felt SDIS is the best option for The Port; rates are actually decreasing by about 3%. One thing that has changed this year is the fact SDIS will no longer provide worker's compensation so for that particular coverage The Port will be switching over to SAIF. It isn't clear what the exact premium will be yet because SAIF is wanting to recategorize Scott and Karen's positions from office workers to property management and this affects the premium rate. Once the classification is figured out The Port will find out exactly what that will cost.

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

2. Enterprise Zone Boundary Change for Lower Umpqua Enterprise Zone

Scott: The enterprise zone issue has come up before and when it did The Port voted to approve it. It expired last month and so there is the need for a resolution to approve it again.

Carey: Did The Port ever hear back from the Douglas County Commissioners or Jim Zimmer why they wanted to include Ork Rock?

A: No, did not get a response.

- Commissioner Jones made a motion to approve the requested changes in the boundary of the Lower Umpqua Enterprise Zone shown in the attached maps and legal descriptions, 2nd by Commissioner Mulkey. The motion was passed by unanimous vote.

3. Staff Salaries

Scott: The approved and adopted 2023-2024 budget provided for pay increases as shown on the attached chart. These increases are based on a Western region CPI of 6% and there is a 2% merit increase for the Administrative Assistant.

- Commissioner Mulkey made a motion to approve an increase in the hourly rate for the administrative assistant to \$22.39 per hour and an annual salary of \$65,000 for the current port manager. Rates to become effective starting July 1, 2023, 2nd by Commissioner Jones. The motion was passed by unanimous vote.

4. Sloan property engineering inspection and evaluation

Scott: Had requested quotes from two engineering companies for the inspection and evaluation of the Sloan property, located at 477 Beach Blvd in Winchester Bay, Oregon. The two engineering companies were Moffatt & Nichol and Norwest Engineering. The inspection would be concentrating on the condition of the piles and wood deck. The pile farm to the West of it was not considered for this inspection.

The two estimates received were \$17,500 and \$11,900 for Norwest Engineering and Moffatt & Nichol, respectively. Both estimates stated that they will follow the procedures of ASTM 130 (Waterfront Facilities Inspection and Assessment). The difference in cost between the two quotes may be largely due to the travel time. Moffatt & Nichol will be coming from Portland; Norwest Engineering will travel from Seattle. Additionally, the inspection proposal from Moffatt & Nichol includes two engineers, rather than the one engineer from Norwest Engineering.

Scott asked the board if they were still interested in this property before spending at least \$11,000 on an inspection?

Carey: He would like for The Port to concentrate all efforts and money moving forward toward the Hallmark property and the additional space that was suggested. After talking to Joe and looking at that property he thinks the Hallmark area would be a better choice for many reasons.

Scott: He had been asked to see if The County would be willing to sell that property and so far, they haven't had the chance to discuss it yet.

Joe: His thought was to do something similar to what was done in Blaine, WA. They have created an actual storage area for their fishermen to use with storage units for fishermen to store gear, and work areas right outside of the storage buildings that are covered so the fishermen can work on gear and be protected from the weather.

There was no motion.

5. Grant to STEP (Moved up on the agenda per Deb Yate's request)

Kevin Ladd, S.T.E.P. Board Member: This year S.T.E.P. will be having their 30th Annual Labor Day Fishing Derby. This event is the main fundraiser for S.T.E.P. and all the monies raised are used to finance the hatchery for the following year. In the past S.T.E.P. reached out to members of the community requesting donations for items to be raffled off at the Fishing Derby. Over the last 10 years there were a lot of sporting goods stores who would sponsor the derby, including Cabela's. Cabela's is now "Bass Pro Shops", and their philosophy has changed, they will no longer donate to organizations stating, "they are in business to make money not hand it out". Another big sponsor in the past was Sportsman's Warehouse but unfortunately this year they aren't able to donate. In the past each store would donate about \$1,300 in merchandise to be raffled off. S.T.E.P. doesn't have the money to buy raffle prizes in their budget so they were requesting a donation of \$1,000 from The Port to purchase raffle prizes.

Joe: Have you asked England Marine?

Deb: Checking with them now, don't have an answer yet.

Eric: Will you provide receipts to The Port of what is bought?

Deb: Yes, we can do that.

Carey: Will The Port receive some type of promotion on your banners and flyers?

Deb: Absolutely.

- Commissioner Mulkey made a motion to approve a donation to the STEP program of \$1,000 to facilitate their fundraising efforts to be paid out of the general fund, 2nd by Commissioner Jones. Motion was passed by three yes votes (Mulkey, Jones & Boe), Commissioner Yates abstained from voting, citing a conflict of interest due to her involvement with S.T.E.P.

6. Lane Council of Governments, Memorandum No. 4 – Henry Hearley via phone

Henry: Was there to report to the Commissioners the results from Memo #4 – The Port of Umpqua Stakeholder Engagement Report. (This document is available via public records request).

Back in May LCOG worked with the board to figure out The Port's Strengths, Weaknesses, Opportunities, and Threats (SWOT).

Henry started on page 5 of the SWOT report which was the section discussing the results of that work session.

Next Henry covered the results of the conversations held with The Port's stakeholders. The stakeholders were broken into 3 individual focus groups, Community & Public Service, Commercial Fishermen and Economic Interests. LCOG met individually with each group. The discussions included a focus group outreach with 6 individuals, a one-on-one interview with Reedsport's City Manager Deanna Schafer and the online survey that was made available to the public.

Henry summarized the outcomes of those stakeholder discussions and survey results. Each group were asked these questions.

- **What do you see as the primary role of the Port of Umpqua?**
- **What do you think are the Port's strengths?**
- **What do you think could be improved?**
- **What do you see as the Port's main challenges to achieving those improvements?**
- **What opportunities should the Port explore? What are the top 3 projects or initiatives that the Port should prioritize?**
- **Should any initiatives or projects not be pursued?**
- **Are there certain Port-related goods or services that you think are missing in the Reedsport area today?**
- **In the next 10-20 years, what do you see as the future of the Port? What is your vision or hope for the Port?**

(The following questions were specific to the Economic Interest Group)

- **How would you summarize the economic climate?**
- **What is missing?**
- **What type of industrial uses are missing?**

Next, Henry went over the results from the online survey including individual comments and summarized answers. It was noted that the majority of those who responded to the survey were full-time residents.

These are the questions that were on the survey:

- **Where the resident(s) lived and whether they were full- or part-time residents of the area.**
- **What is the Lower Umpqua (Reedsport, Winchester Bay, and Gardiner) area's primary market service area, and its advantage within the state and central/south coast region with regard to attracting jobs?**
- **What do you see as the primary role of the Port in Douglas County? What do you think the Port does best?**
- **What do you think could be improved?**
- **What opportunities could the Port explore?**
- **What is your vision for the Port of Umpqua?**
- **In your opinion, what are the top 3 strategic projects or initiatives that the Port should prioritize? Should any initiatives or projects not be pursued?**
- **Are there certain goods or services that you think are missing in the Reedsport area today?**
- **Is there anything else you'd like to add?**

(All responses and more details of this information are available for view by public request.)

Henry mentioned "Memo #5" which is the last phase of the SBP; it covers the Capital Improvement Plan. This is The Port's opportunity to compile the future projects they can foresee because these need to be written into the SBP. Henry will be coming to The Port for a work session in August with the goal to review the plan, discussing projects that may be outdated or no longer feasible and what new plans and projects should be added.

Henry left the meeting at 7:35 p.m.

Joe: He doesn't understand one of the issues that was brought up; that is there aren't enough family wage jobs in the area, yet no one can find employees.

REPORTS:

SALMON HARBOR MANAGER:

Scott: Jim Zimmer had sent Scott a letter to cover his Salmon Harbor report since he wasn't able to be at the meeting.

The Oregon/Washington dredging contract has been awarded to HME by the A.C.O.E. They have sub-contracted McAmis to handle the dredging of the Winchester Bay in-harbor federal channels. Dredging is scheduled to start August 13th and if all goes well, they should be able to do some dredging for the marina afterward, most likely the 3rd week of August. Due to equipment size limitations they won't be able to dredge A-Dock this time. They will be able

to focus on getting Breakwater Dock done. Salmon Harbor plans to have A-Dock dredged next year when the Coast Guard completes their dredging project.

Regarding the potential purchase of Salmon Harbor (Old Hallmark) property: Haven't received any updates and Jim wasn't sure if Keith and Chris had gotten a chance to discuss it.

There was a boat fire incident. On the night of July 17th there was a fire reported at Dock 4 in Salmon Harbor Marina. It involved a 21' fiberglass Arimas sport boat. Here is a summary of the damage caused:

- The whalers on the main dock and slip finger suffered significant charring damage.
- One power pedestal was completely destroyed.
- Another power pedestal sustained heat damage.
- There was minor rub rail damage on a boat located across the dock.
- The Arimas sport boat capsized and sank.
- A slight oil spill occurred into the water.

The boat owner's insurance company has hired an environmental crew to handle the situation. They have implemented containment measures and plan to float and haul the boat off tomorrow.

COMMISSIONERS:

Carey: He sees a lot of flaws in the report from LCOG, he doesn't believe they have done The Port justice because some of the questions are so broad and wide open it makes The Port look bad in the way they are reporting it. That isn't fair to The Port.

Scott: He will be closely reviewing the final report to make sure that doesn't happen.

Carey: Another thing is where it talks about supporting the Port of Coos Bay for the rail system. The Port of Umpqua has provided letters of support to them 3 different times and the one time we requested support from them, we were ignored. He just hopes LCOG will investigate that before something is published.

Scott pointed out that they just aren't really familiar with the individual ports, they are a consulting firm. Scott is prepared to make sure it is right.

The meeting was adjourned at 7:51 p.m.

The next Port of Umpqua Regular Meeting will be held August 16, 2023 beginning with a work session at 5:30 p.m. and the Regular meeting will follow at 7 p.m., all will be 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:**

6/30/23:

Commissioner questions from check signing at end of the month to be included in the July 19, 2023 minutes:

There were no questions.

Checks were signed by Commissioners Yates and Jones.

Questions from check signing at the July 19, 2023 meeting:

There were no questions.

Checks were signed by Commissioners Jones and Mulkey.

Keith Tymchuk, President

Karen Halstead, Admin. Assistant