

Port of Umpqua

Budget Meeting Minutes

Wednesday, April 15, 2026, at 6 p.m.

Port of Umpqua Annex

1841 Winchester Ave

Reedsport, OR

THESE MINUTES ARE FINAL and APPROVED.

Commissioners Present:

Vice President Joe Mulkey (arrived at 6:20)

Treasurer Donna Train

Secretary Rhonda Black

Asst. Secretary Tom Black

Vacancy

Budget Committee Members Present:

Linda McCollum

Nadine Hurtado

Zack Francis

Naomie Tanner

Randy DuVal

Port Staff Present :

Port Manager Scott Kent

Sr. Administrative Assistant Karen Halstead

Proceedings:

✓ Call to Order at 6:00 pm: by Port Secretary Rhonda Black

✓ **There was a quorum of Commissioners & Budget Committee members present for this meeting.**

✓ **Elect current year Chair:**

Commissioner Train made a motion to elect Scott Kent as chair of the budget committee meeting and proceedings, 2nd by Budget Committee Member Randy DuVal. The motion was passed by unanimous vote.

PORT BUDGET:

1. Received Budget Document and Budget Message from budget officer, Scott Kent.

Note: The complete Budget Message as presented is at the end of these minutes and all documents are available via public records request

Scott: Thanked everyone for their service to the Port of Umpqua by serving on the Budget Committee. The Commission appreciates your willingness to contribute your time, effort, and expertise by participating in the public process of local government and helping create a responsible budget for the Port.

Scott then explained the Budget Message, comparing it with the actual proposed budget for fiscal year 2026 - 2027, line by line.

The Port Financial structure and budget are in four funds.

- ✓ **The General Fund** is the operating fund where most expenditure is made from and resources deposited.
- ✓ **Maintenance Reserve Fund** was established to save for general maintenance and repairs, including reserving funds to assist Salmon Harbor with dredging costs if it becomes necessary.
- ✓ **Dock Reserve Fund** was established for maintenance, repairs, and capital improvements to docks.
- ✓ **Capital Projects Reserve Fund** was established for capital improvements, acquisitions, investments, and operations

The document titled: Budget Message is presented to describe and explain line items on the budget general fund. Each line number on the budget has a corresponding description in the message document. An additional column is included in the budget document titled Current: Budget at 75% of year through March 2026. This will enable comparison to last year's adopted budget and this year's proposed budget and how each account has performed through the end of March 2026.

Port of Umpqua Recent History and Basis for the Proposed Budget

Tenants at the Port of Umpqua Business Center and Parcel 2 (downtown Reedsport) include Tyree Oil, Grayguns, Daypubs, Hideaway Project, and Reedsport Massage. The total annual lease revenue is more than \$30,000 per year. Additionally, the Port receives monthly payments of \$900 from Northwest Landscape Management from the sale of Parcel 3 (downtown Reedsport). These funds are deposited in the Capital Reserve Fund. The Port leases land located in Winchester Bay, known as the "Umpqua Spit" to Pacific Dream Seafoods in the amount of \$2270/per month. The Port receives 0.03 \$/lb. for fish and crab, 0.01 \$/lb. for squid, and 0.015 \$/lb. for shrimp; these funds are deposited in the General Fund account. Revenue from moorage at the wharf in downtown Reedsport is deposited in the Dock Reserve fund account.

The Port has retained SHN Engineering to provide surveying services in the area of the downtown wharf to determine if there is legal access from the public right of way to the wharf. Legal access is in question due to ambiguous legal descriptions and surveys from the 1991 sale of the Reedsport shipyard. The surveyor and attorney agree that the Port has legal access from the public right of way to the wharf. This opens the opportunity to install electrical upgrades and to replace the distressed gate.

Staffing at the Port has not changed in the last year. Currently there are two employees: Scott Kent (Port Manager, 1.0 FTE) and Karen Halstead (Senior Administrative Assistant, 0.75 FTE).

After covering the budget Scott explained Form LB-1, it is required by the County Assessor and County Clerk. It covers some prior years as well, and all the numbers balance as they should.

Next, is Form LB-50, this is Property Tax and Certification of Intent to Impose a Tax, Fee, Assessment or Charge on Property. The Port of Umpqua receives 0.3441 cents per thousand dollars of assessed values.

The final page is a resolution required by the governing agencies. This lists all the general funds, administration, special payments, Contingency, Capital Outlay for the reserve funds. This is the resolution culminating this budget process together.

Questions:

The General Fund>Requirements for Operations>Personnel Services>Questions:

Donna: What about a CPI raise for staff?

Scott: That will be discussed in July, if necessary, he will move money from one fund to another. That decision hasn't been made yet.

The Dock Reserve Fund>Resources and Requirements:

Randy: Where is the income from the Reedsport Wharf moorage?

Karen: Those checks received from moorage are deposited into the Dock Reserve and years ago there was a motion that stated that money is specifically to be used for any dock inspections or dock repairs.

Receive Public Comment (6:19 p.m.):

Deb Yates: Wanted to insert that The Port rents the office space to businesses and people, but they have to pay the property taxes on the specific spaces that they rent.

Scott: That is true, all tenants get a tax bill in November. Each year the county sends a bill that includes their office space and parking lot use.

Deb: Undesignated parking lot use.

Linda McCollum: Who figures out how much that is, the County or The Port?

Scott: The County does.

Cindy Simmons: It is the same in Salmon Harbor. Any government lease like that does that. She pays taxes on the building she owns, and she pays taxes on the land that she uses as well.

Scott: Every year he sends the lease agreements for the tenants to government along with how much they owe for their leases each month. Somehow, they come up with the tax amount.

- **Budget Committee Member Randy DuVal made a motion that the budget committee of the Port of Umpqua district approve the fiscal year 2026-2027 budget in the amount of \$2,166,059 and approve the permanent tax levy rate of \$0.3441 per \$1,000.00 of the district assessed value, 2nd by Budget Committee Member Linda McCollum. The motion was passed unanimously.**

The budget meeting was adjourned at 6:35 p.m.

Joe Mulkey, Vice-President

Karen Halstead, Admin. Assistant

BUDGET MESSAGE

Fiscal Year 2025-2026

(TIP: The format of the budget message is such that it is best
Understood by simultaneously referencing the budget document)

The Port of Umpqua budget for Fiscal Year 2025-2026, as proposed by the Budget Officer, has been prepared as directed by the Board of Commissioners and in accordance with Oregon Budget Law.

The Budget Officer prepared the proposed Fiscal Year 2025-2026 budget based on the following

➤ GENERAL FUND RESOURCES

BEGINNING FUND BALANCE:

1. Available cash on hand*(cash): Anticipated beginning balance based on audit numbers
2. Net working capital*(accrual): The Port operates on a cash basis, therefore this line item is zero
3. Previously levied taxes: Delinquent past taxes paid late and dispersed
4. Interest: Interest earned from delinquent tax payments
5. Transfers IN from other funds: Transfer from Reserve Funds

OTHER RESOURCES:

6. Industrial Park lease parcel 3: Income from Northwest Landscape Maintenance lease ended due to their purchase of the property. The mortgage payment is deposited in the Capital Project Reserve Fund
7. Industrial Park lease parcel 2: Lease income from Tyree Oil
8. Lease/Rent income Business Center: The Port currently has five businesses leasing office space in the Business Center. Current leases included: Grayguns, STEP / DayPubs, Reedsport Massage, Hideaway Project.
9. Miscellaneous: Most revenue should be identified as other resources.
10. Poundage: Pacific Dream pays poundage of 0.03 dollars per pound for product coming across the commercial dock at Salmon Harbor, except for squid and shrimp, which is 0.01 and 0.015 dollars per pound, respectively.
11. Keycard/Hoist Receipts: Use of the hoist at the commercial fish dock at Salmon Harbor is no longer charged for by the Port. Hoist

- operations are managed by Pacific Dream Seafoods
12. Ice Machine Revenue: Revenue from the ice machine is being managed by Pacific Dream. The Port no longer receives payments for ice, neither does the port pay for its maintenance, though it is not specifically noted in the lease agreement
 13. Annex Rental: Anticipated revenue from the rental of the Port Annex
 14. Deposits: Cleaning deposit account for use of the annex
 15. Winchester Bay Lease: For Umpqua Bait. No further revenue after PDS lease will be received from the Umpqua Bait lease
 16. Umpqua Spit revenue (PDS): New property in Winchester Bay, leased to Pacific Dream Seafoods. This line item is for their lease payments
 17. Property Insurance Proceeds: Insurance proceeds as applicable
 18. Coos Bay Wagon Road funds: A pass through from Douglas County to Salmon Harbor. No longer receiving Wagon Road Funds
 19. Sale of Forest Products: Funds from the county if there is sale of Forest Products. This is uncertain and difficult to anticipate
 20. Grants: Possible grants received
 21. Total resources, except taxes to be levied: Total Revenue minus levied taxes
 22. Taxes expected to be received: Anticipated tax revenue from County Assessor's office
 23. Taxes collected in year levied: N/A
 24. **TOTAL RESOURCES:** Total Taxes and other revenue

➤ **GENERAL FUND ALLOCATED REQUIREMENTS**

PERSONAL SERVICES

- | | |
|-------------------------------------|---|
| 1. <u>Manager:</u> | <u>Manager Salary</u> |
| 2. <u>Administrative Assistant:</u> | <u>Sr. Administrative Assistant wages (0.75 FTE)</u> |
| 3. <u>Other Personnel:</u> | <u>Covers any additional employees hired</u> |
| 4. <u>Payroll Liabilities:</u> | <u>Employer portion of Payroll liability expenses, health insurance premiums and retirement compensation.</u> |
| 5. TOTAL PERSONAL SERVICES | <u>The total of lines 1 - 4</u> |
| 6. Total FTE | <u>1.75</u> |

MATERIALS AND SERVICES

- | | |
|---|--|
| 7. <u>Accounting:</u> | <u>It is the intent to provide adequate funds to ensure the Port books stay current and provide for accounting assistance as the need may arise.</u> |
| 8. <u>Professional Services:</u> | <u>Engineering, Consultants</u> |
| 9. <u>Executive expenses, Travel, Training:</u> | <u>Travel, lodging, training, and conferences. SDAO conferences, other conference and seminars, ongoing education for Port staff and Commissioners</u> |
| 10. <u>Audit:</u> | <u>Annual audit, a contracted price</u> |
| 11. <u>Office machine upgrades:</u> | <u>Upgrade of office equipment as necessary</u> |
| 12. <u>Office supplies:</u> | <u>Port Office supplies.</u> |
| 13. <u>Building supplies:</u> | <u>Building and grounds supplies (lights, etc).</u> |
| 14. <u>Dock maintenance:</u> | <u>Ongoing maintenance of commercial docks</u> |
| 15. <u>Facilities Maintenance/Services:</u> | <u>Building and Grounds upkeep and repair</u> |
| 16. <u>Forklift Maintenance:</u> | <u>Maintenance on the forklifts at Port Dock at Salmon Harbor. Both forklifts have been deemed surplus property and have been sold</u> |
| 17. <u>Ice Machine Maintenance:</u> | <u>Maintenance on the ice machine at Salmon Harbor. Pacific Dream Seafoods is operating the ice machine. This line item will be kept in case necessary</u> |
| 18. <u>Telephone:</u> | <u>Landline, internet</u> |
| 19. <u>Utilities:</u> | <u>Electricity, city water and sewer, trash pickup fees</u> |
| 20. <u>Business Support Services:</u> | <u>Information Technology for Port office operations support services, internet, computers etc.</u> |
| 21. <u>Insurance:</u> | <u>Property and Liability insurance coverage through Special Districts Assoc of Oregon</u> |
| 22. <u>Election expense & legal ads:</u> | <u>Legal notifications, election fees</u> |
| 23. <u>Lobbying:</u> | <u>Funds to help facilitate lobbying efforts for Port interests</u> |
| 24. <u>Membership Dues and subscriptions:</u> | <u>Annual membership dues and subscriptions</u> |
| 25. <u>Permit fees:</u> | <u>For construction as applicable</u> |
| 26. <u>Legal Services:</u> | <u>Attorney fees. The Port uses Local Government Law Group for legal services at \$270 per hour as needed.</u> |