

Port of Umpqua

Regular Meeting Minutes
December 21, 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
Treasurer Joe Mulkey
Assistant Secretary Deborah Yates

Commissioners Not Present:

Vice President Eric Boe
Secretary Carey Jones

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 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:** One addition was made, Item #4 – SDAO & OPPA Membership Dues.
- **APPROVAL OF MINUTES:** October 19, 2022
- **APPROVAL OF BILLS:** \$9,365.34

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

PUBLIC COMMENT:

There was none.

REGULAR BUSINESS:

1. FY 2021-2022 Audit – Signe Grimstad (Via phone)

(The Commissioners had each been provided a copy of the audit)

Signe: This was quite a year with changes that have happened, which are apparent in the audit report she is about to present.

Starting on page 1, the independent auditor’s report has changed. Signe pointed out that The Port of Umpqua did receive a clean opinion.

Keith: He noticed the changes; it took him a while to figure out where the opinion was located.

Signe: Covid had postponed a lot of the GASB (Governmental Accounting Standards Board) rules that had been adopted. Now they are applicable and were adopted in June 2022.

One highlight she brought up was GASB 68. This is the adoption of operating leases. In prior years that was reported only in the notes to the financial statement. It was not incorporated in the “statement of net position”, but now it is, and it is retroactive. What is applicable to this GASB are leases; normally there are 2 types of leases. One is where The Port is the lessee, in this particular instance The Port is leasing submerged land from the State of Oregon. In the past this was reported in a note stating the obligation over the life of the lease. Now the numbers are included in the “statement of net position”. Also new this year was The Port signing a lease with Pacific Dream Seafoods; it’s a 40-year lease where PDS is leasing the Umpqua Spit for a monetary return. This number is also shown on the “statement of net position”.

Signe gave an overview explaining the changes of reporting on the audit based on the rules of GASB 87, on page 7.

Another new item in the audit was noted on page 3, the sale of the Parcel 3 property for \$135,000 to Northwest Landscape Management. This is an installment sale and has increased the current assets.

On page 4 Signe noted that she found an error in the addition on the operating expenses. The correct total operating income loss from operations is \$227,168. The report had the wrong number, and this will be corrected before the final audit is submitted.

Signe felt The Port had a good year by selling one of its assets (Parcel 3 to Northwest Landscape Management) and getting the new PDS lease in place.

On page 9 in the cash holdings breakout, The Port shows \$1.256 million in cash holdings.

Pages 15 through 18 show the budget schedules and there were no overages, this enabled The Port of Umpqua to have a clean Oregon Minimum Comments section.

There were no negative comments on the compliance section, it was a good year for The Port. Signe has had the chance to have a few conversations with Scott and has found he is very attentive and helpful. There was some frustration in trying to track down the deed related to the land sale. This deed was nowhere to be found. Signe felt that Scott did do his due diligence in searching for it. Signe pointed out that it was possible the property was donated and therefore it wasn't ever booked.

There was discussion on the number of GASB rules there are now and how hard it is on auditors trying to comply with them all.

Keith: Will you give us a grade for the year in terms of how carefully The Port managed the budget, the numbers and overall financial health.

Signe: This year the grade is an A, it was a very smooth transition from the previous Port Manager to the takeover by Scott. Signe was satisfied that all efforts were made to track down the deed to the land and The Port made some good financial moves as well. The Port was in a good position before and still is. Moving forward looks positive knowing you have good people in the office plus The Port is in a better position by having that Umpqua Spit leased out.

Keith: Thanked Signe and told her how much The Port appreciates all she does.

Signe: She is going to get a clean audit ready and will send it out in .pdf. If all looks good then she will go ahead and file it, the deadline to file is 12/31/22.

After Signe was done Keith explained that the deed that had been discussed was the deed for Parcel 3, the land sold to Northwest Landscape Management. The deed was needed to give Signe an initial value of the property when The Port first obtained it so she would be able to show a net figure for the sale. In searching it was discovered that The County doesn't have it and The Port's records only go back so far; files before 1964 were mostly lost to the flood. Many hours were spent looking for that deed.

- **Commissioner Yates made a motion to receive the Fiscal Year 2021-2022 Audit prepared by Grimstad & Associates with the proposed corrections, 2nd by Commissioner Mulkey. The motion was passed unanimously.**

2. Paid Leave Oregon – Scott Kent

Paid Leave Oregon is a new program that ensures individuals, employers, and families of every kind have the time and support they need to care for themselves and their loved ones when life's important moments affect their health and safety. Basically, this provides paid time off for life and family events. It is funded by a new tax that will start in January 2023. Due to the size of the Port of Umpqua, only the employees will contribute. The amount will be 0.6% of their gross wages; benefits for PLO will be available starting September 3, 2023. Anyone who qualifies for PLO can take as much as 12 weeks off and their job must be available to them upon their return.

No action was needed, this was just an informational item. Scott has arranged for an accountant to come to the office and properly set this new tax up in QuickBooks.

Deb: Is this new tax mandatory by the State?

A: Yes.

3. Reedsport Highschool Clay Target Shooting Club – Dan Smith, Co-Coach, Clay Target Shooting Club Coach

Dan Smith is the Co-Coach for the Clay Target Shooting Club with Tosh Tipton. This sport is a nationally recognized league; it has also been adopted as an official sport within the Reedsport School District. Last year there were 20 kids signed up and 14 participated consistently. Reedsport's team competes against other teams throughout Oregon and teams from other states. They also attend tournaments.

When the team first started there was a lot of support. The school district provided about \$12-\$14,000 worth of equipment including ammunition, clay pigeons and the target thrower. There have been other sponsors, Jeremy's Automotive has funded some weapons, Snowy River has supplied weapon locks to ensure safe storage and transport and Casey Hunter worked on uniform vests for the team.

There was a misunderstanding about which account donations to the team would go into. The team officials met on June 3rd with the superintendent to discuss the fact that the team was under the impression there would be a separate account for donations made directly for the team. The superintendent agreed and assured the coaches that the team will have their own account.

Now that this has been straightened out the team is moving forward. Some of the items currently needed are a gun safe, that is dry and secure for storing the weapons. There is also the need for money to help cover participation fees for kids who otherwise wouldn't be able to participate in the program and scholarships to help them cover ammunition and other gear that is needed. Since this is a national program there is mandatory training required that is all about safety, including hunter safety. Everyone who participates, including coaches and any volunteers are required to take the same training courses which costs \$55/person. The team needs funding to help cover the costs for these training programs for those who cannot cover the fees themselves.

Keith: Last year The Port was all excited about the program. Can't promise how long The Port would continue to donate but he feels this is a great way to teach young people how to handle guns who may not have that opportunity at home.

If The Port does support this cause, he and the Commissioners would like feedback letting them know exactly what the money went to.

Dan: Absolutely, he has videos from last year's season showing how the kids interact when they compete and how well they work as a team. He really likes seeing the comradery and how respectful the kids are to each other. Dan said he would be happy to return and bring

some of the team members with him to a future Port meeting. The 2023 season starts in February, contingent upon the weather, he invited anyone who was interested to contact them and come see the kids in action.

- **Commissioner Mulkey made a motion to approve a donation to the Reedsport High School Clay Target Shooting Club in the amount of \$2,000, 2nd by Commissioner Yates. The motion was passed unanimously.**

4. Membership with SDAO and OPPA – Scott Kent

- **Commissioner Yates made a motion to approve payment of \$1,895.98 for membership with SDAO and OPPA, 2nd by Commissioner Mulkey. The motion was passed unanimously.**

REPORTS:

STAFF REPORT:

Scott: The Tyree Oil lease is scheduled to increase by 6%, making their monthly lease amount \$636.

The large pothole previously reported that was in front of one of the lanes at Pacific Pride (Tyree Oil) has been repaired.

The bathroom faucet in the men's room was fixed for \$125 by Joe's Plumbing.

Holly Hinshaw has indicated that Fred Wahl is still interested in purchasing the Umpqua Wharf.

In October The Port received \$2,688 for poundage coming over the dock. In November the poundage was down to \$209.

An accountant is going to come setup the new PLO tax in our QuickBooks as previously discussed.

Scott has registered to attend an SDAO conference in the Bend area in early February.

One of our tenants had a non-injury slip and fall on the back steps at the Winchester Building. Scott & Karen placed high friction grip tape on the stairs to prevent it from happening again.

S.T.E.P. Deb Yates:

Everything at S.T.E.P. is going really well.

COMMISSIONERS:

Deb:

Noted that in the checks signed tonight was a check to Deb for \$50. She wanted the Commissioners to know that this was for a Christmas Tree that was decorated and donated

from the Port of Umpqua to REEF (Reedsport Educational Enrichment Foundation) for their annual tree auction. She had planned on paying for it herself, but Scott felt she should be reimbursed. She stated that she personally feels The Port needs to be more involved with being seen in the community.

Joe: He attended a meeting last night at which he was asked about The Umpqua River Wharf and if The Port would be interested or willing to put a crane on there for unloading product. Joe wasn't sure if the easement to that wharf had ever been figured out.

Scott: That topic has been investigated and still remains in question.

Joe: His answer at that meeting was "he was not sure if that was an option" and he invited those who were asking about it to attend a Port meeting and bring the topic up.

Keith: You were absolutely right in your answer.

Keith: In the last week he has had about 3 conversations with the folks interested in doing the recreational development on the other side of the river. They are moving forward with trying to acquire the property from the current property owners.

The meeting was adjourned at 8:09 p.m.

The next Port of Umpqua Regular Meeting will be held January 18, 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:**

11/30/22:

Commissioner questions from check signing at end of the month to be included in the December 21, 2022 minutes:

There were no questions.

Checks were signed by Commissioners Boe and Mulkey.

Questions from check signing at the December 21, 2022 meeting:

There were no questions.

Checks were signed by Commissioners Yates and Mulkey.

Keith Tymchuk, President

Karen Halstead, Admin. Assistant