

Port of Umpqua

Regular Meeting Minutes
October 16, 2024 at 7 p.m.
Port of Umpqua Annex
1841 Winchester Ave
Reedsport, OR

THESE MINUTES ARE FINAL and APPROVED.

Commissioners Present:

President Carey Jones
Secretary Donna Train
Treasurer Randy DuVal

Commissioners Not Present:

Vice President Joe Mulkey
Assistant Secretary Deborah Yates

Port Staff Present:

Port Manager Scott Kent
Administrative Assistant Karen Halstead

Public Present: Steve Godin (Oregon Coast Anglers)

Online Attendees: Jenee Anderson (Reedsport), Matt Ruwaldt (USWCD) & Rhonda Black (USWCD)

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 Carey Jones.

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:** As presented.
- **APPROVAL OF MINUTES:** Karen noted that there was a correction on Page 10, the name of the store downtown is “Wooden Indian” not “Little Indian” as noted in the September 18, 2024 draft.
- **APPROVAL OF BILLS:** In the amount of \$8,331.20 to be paid from the General Fund.

Commissioner DuVal made a motion to approve the Consent Agenda as amended, 2nd by Commissioner Train. The motion was passed by a unanimous vote.

PUBLIC COMMENT:

Steve Godin, President, Oregon Coast Anglers

He had come to a Port meeting in the past to forewarn The Port about the BOEM wind farms that were considered off the Oregon Coast. He wanted to update the Board on where that stands now. The actual area has decreased to about a third of what BOEM originally had discussed. This was due to The Coast Guard having necessary navigational fairways that would have gone right through the proposed wind area, and the Department of Defense cut also cut a large portion stating that BOEM could not put wind farms in that area. Recently, BOEM went out for bid for the wind energy areas within the scope of area that was left and only one bid responded, BOEM decided one bid was not competitive, and they have delayed the bidding project for now.

Steve also represents all of the anglers on the Oregon Coast on the Pacific Fisheries Management Council (PFMC) that is called "The GAP" (Ground Fish Advisory Panel) and they regulate the ground fishing off our coast. In 2025 ODFW will limit the number of Canary Rock fish to one fish per person. A lot of the guides fish for these types of fish which also include Willow Rock Fish, Yellowtail Rock Fish and Canary Rock Fish. A lot of Canary fish are caught, and this limit will cause problems for various reasons, mainly because a lot of these fish are caught, and catch & release will be damaging to them as they are caught in very deep water and have to be released in deep water.

The Rock Creek Hatchery on the Umpqua River provided a lot of hatchery fish before it burnt down. These fish draw a lot of people to the Umpqua River. Two years ago, the only river that was open to fishing for Fall Chinook in Oregon was the Umpqua River. Hatchery fish are a big part of what has been caught. Now ODFW is trying to figure out what to do with all of the hatcheries in Oregon, there are 14 state run hatcheries. ODFW has no plans right now to rebuild the Rock Creek Hatchery. This may impair fishing on the Umpqua. Steve asked if there was anything The Port of Umpqua could do to help with this situation.

Donna: She heard that the Confederated Tribes were going to sue ODFW over the Rock Creek Hatchery. She asked Steve if he had heard anything about this.

Steve: He reached out to Kelly Coates who is a representative of the Cow Creek Tribe, and he hasn't gotten a reply. He talked the ODFW Watershed Manager for the Umpqua Basin and he didn't mention anything about the lawsuit. Steve is, however, aware that the tribes are interested in what happens to the Rock Creek Hatchery, they don't want to see it go away. All of the tribes have been in support of rebuilding the hatchery. This is an ODFW hatchery though, not owned by the tribes. It is conceivable once all is said and done that the tribes may take over the hatchery.

ODFW has a public process now to get public input on what to do with the 14 hatcheries, they have every intention of shutting down some of the hatcheries. Steve has followed this from the beginning, and he supports all of the hatcheries. The public input period is over but there is a work group going on right now with ten organizations, large groups up and down the coast that will provide input to ODFW on what they think they should do throughout this work group process. Steve doesn't know what that output from the group will be. It all has to

go to the ODFW Commissioners where a decision will be made. Legislation in Oregon can override whatever ODFW says they are going to do; the tribes may have that same ability.

REGULAR BUSINESS:

1. Personal Services Contract with Matt Ruwaldt, Providence Creek:

Scott: This item is for a Personal Services Contract using Matt Ruwaldt as a consultant on the Providence Creek Tidegate project. He has experience and will be very valuable. Matt is the person who secured the \$160,000 grant from Business Oregon. Scott requested to add to the motion that the board would give Scott as Port Manager, the authority to make minor changes to the service agreement as required by Business Oregon which is still being reviewed.

The consultant's rate is \$50/hour and \$35/hour for an assistant.

Donna: How long is the contract for?

Scott: It isn't stated in the contract, but he plans on it being year to year. This will be a multi-year task.

Donna: Is it a sure thing that The Port will have to pay all of the expenses for that?

Scott: We will work tirelessly to get grant money for the actual installation of the tidegate. The cost of engineering, surveying, geotechnical evaluations and structural engineering will be covered by the \$160,000 grant that The Port has received and \$40,000 that hopefully will come from a grant from ODFW.

Randy: What is the history of this and why is The Port responsible?

Scott: The Port has always made itself available whenever there are issues with this particular tidegate. It was originally decided by a past Port President that The Port would take this tidegate project on.

Carey: Who is responsible for contacting the property owners above the tidegate and if they are going to benefit from the tidegate, are they going to help pay for this in any way?

Scott: He didn't see Matt being successful at that, but it would be Matt that would make those contacts.

Carey: He thinks that the golf course would really benefit from this.

Scott: What should happen is the development of a local district made up of those involved to get together and help pay for this, but that isn't going to happen.

Carey: Who can do the project to get all of the property owners involved in a local group (district).

Scott: He will talk to Deanna at The City about that and get her thoughts.

Carey: He hopes this is going to be a one-time situation. It's going to be very expensive when we see how much this is going to cost. He doesn't want to see The Port back in the same situation in 5 years.

When time came for the motion Randy asked what the total amount for this contract was. Scott explained it is an hourly rate contract.

Donna suggested having Matt Ruwaldt look at everything and then giving the Commission a report back since The Port has grant funds to pay him to do that.

➤ **Commissioner Train made a motion to approve the personal services contract for Matt Ruwaldt for the Providence Creek tide gate replacement project and allow the Port Manager editorial changes as required by Business Oregon.**

**After the motion Carey asked how much the grant was for? Almost \$200,000. \$160,000 is grant money from Business Oregon and the \$40,000 match would either come from an ODFW grant, or The Port would be responsible. Carey asked if The Port should put a cap on this so all the money wasn't used? Scott said he'd be closely managing the money, so he requested that there not be a cap on it.*

Commissioner DuVal seconded the motion. The motion was passed by a unanimous vote.

After the vote Commissioner Jones asked for a monthly update from Scott on this project.

1. Job descriptions for Administrative Assistant and District Manager:

Scott: The job descriptions for Administrative Assistant and District Manager have been updated and this item is to distribute those updated descriptions to the board. There was no motion requested, this is informational only.

2. Salary increase for the Administrative Assistant:

Scott: Commissioner DuVal requested that the board discuss Karen Halstead's compensation package. Karen Halstead, the Administrative Assistant, has been with the Port of Umpqua for fourteen years. Her current compensation is \$23.29, which is not in alignment with the complexity and scope of her job description and is at the low end of similar advertised Administrative Assistant jobs. Additionally, her title, given the amount of time she has been with the Port, should be Senior Administrative Assistant.

The motion reads "Motion to approve additional compensation for the Administrative Assistant to \$25 per hour, or as deemed appropriate by the board, and to change the title to Senior Administrative Assistant"

Randy: He thought the amount should be more than \$25/hour. Ever since he's been on the Board it appears there is a salary discrepancy. He sees Scott and Karen working more as a team than as an Assistant and Manager. He'd like to see the salary be a little more reflective of this.

Scott: Agreed that yes that is how we work. If anyone is concerned about the budget there is money in the contingency that he can move around to accommodate whatever amount The Board decides on, that is not a problem.

Karen: She has done some research on wages being paid to Senior Administrative Assistants in Oregon. The average from the sites she researched from (Talent.com, Zip Recruiter,

Salary.com and Career Explorer.com) started at \$26.67, and the topped out at \$31.95, although some of those sites had the top salary at \$33.03.

Carey: He did some research as well. He called some of the other ports including Port of Toledo, Port of Siuslaw, Port of Brookings and Port of Port Orford and when he looked at an average it came to around \$27. With all of the work that Karen does, he agrees with Randy, and he thinks \$25 is a little on the light side.

Randy: Anytime he's had a question Karen always had the answer.

Donna: When Karen takes vacation and if she's the Senior Administrative Assistant, is there money available to help train someone to be her backup?

Scott: Hadn't thought about that. She takes her time off strategically, so it hasn't been an issue so far.

- **Commissioner Train made a motion to approve additional compensation for the new Senior Administrative Assistant in the amount of \$27.50 per hour, 2nd by Commissioner DuVal. The motion passed by unanimous vote.**

REPORTS:

STAFF REPORT:

Scott:

Funds

Checking	\$292,462
Savings (main)	\$475,097
Dock Reserve	\$184,983
Capital Reserve	\$454,530
Maintenance Reserve	\$45,569

Pacific Dream

We made \$1,581 from poundage at the Pacific Dream site.

Providence Creek Tide Gate

We received notice of our successful application for a grant in the amount of \$160,000 from Business Oregon. We will be pursuing an additional \$40,000 from ODFW for the matching funds required. A recent phone conversation between ODFW and our consultant, Matt Ruwaldt, looks promising to obtain the \$40,000 matching funds. The purpose of the grant is to fund a preliminary study, fieldwork, and design work for replacement of the existing tidegate with a fish-friendly tide gate. The existing gate is failing.

I have emailed our attorney asking for the procedure to hire an engineer. We have one in mind, but we need to make sure we follow all the rules and provide an opportunity for other engineers to submit a proposal for review. We will need to work closely with our attorney to make sure we follow all the procurement rules due to the size of the project. The attorney has drafted a request for proposals that will be sent to at least three engineers.

Meeting with Army Corps of Engineers

I had an on-site meeting with representatives of the Army Corps of Engineers on October 1, 2024. The purpose of the meeting was to introduce, in person, Sam Lynch the Coastal Project Manager. They provided bathymetric maps of the Lower Umpqua River from the mouth to the harbor. I impressed upon her the importance of dredging.

Salmon Harbor

I attended a zoom meeting with Salmon Harbor on October 9, 2024. The purpose of the meeting was to discuss the proposed improvements in Salmon Harbor. Their architect is HGE Engineers, and they have come up with a plan that I really like, with the exception of parking the boats and trailers at the east basin boat launch, which I brought to the groups attention. They have come up with a beautiful plan. It can't be done all at once, but they are working to make it more pedestrian friendly.

Reedsport Wharf

The surveyors from SHN have been to the site to conduct the field work. They reported to me that their supervisor has ordered title reports for the area. I will keep you updated on this project.

Wind Energy

The leasing process for the two offshore lease areas was scheduled to be bid on or around October 15, 2024. BOEM has chosen to postpone the bid date due to lack of interest (only one bidder). No revised bid date is available at this time.

Emergency Operations Group

The emergency operations group will be conducting a live simulation on October 22, 2024. The purpose of the simulation is to determine how well the various departments and agencies cooperate during an emergency. The simulation will occur at the old shipyard from 9:00 am to noon.

Highway 38 Grade Change to Accommodate Train Traffic

The City of Reedsport requested that we draft a letter of support to the Transportation Secretary in support of the Highway 38 grade change project. At our previous meeting, the board directed me to draft a letter of non-support. That letter has been sent to the Transportation Secretary.

IP Property

The property is under contract with New Sun Energy. The purpose is to speculate about future wind power development, which they plan on bidding on a lease. Governor Kotek sent a letter to BOEM to ask them to suspend the site lease that they have at this point. The State will continue to assess the project and complete a "road map" for wind energy development in the future. Scott will be involved in that road map development.

Whit Industries

Whit Industries is a hydraulic firm out of Coos Bay/North Bend. Due to political views that are incompatible with the values of the Port of Umpqua, we will no longer use Whit Industries, out of Coos Bay, for hydraulic work.

COMMISSIONERS:

Donna: She had heard about ODFW closing the Rock Creek Hatchery. She has heard that the tribes are trying to work with ODFW, the tribes wanted to take over the hatchery, but they can't. If ODFW doesn't open Rock Creek Hatchery there is rumor that the tribes are considering suing ODFW.

Carey: Has heard the same thing stemming from Three Rivers. The Siletz and the Chiloquin Tribe regarding the removal of the dams on the Klamath River. He too has heard that the tribes are considering suing the State of Oregon and ODFW.

Carey: There is an opportunity for The Port to purchase some land. He would like to have Scott look into this. It is buildable land. It would behoove The Port to look into purchasing some land. Carey would like the board to have a work session and come up with ideas on potential land available and to talk about funding to make it happen.

It was decided that there will be a work session starting at 5:30 on November 20, 2024 and the regular meeting will follow.

The meeting was adjourned at 7:54 p.m.

The next Port of Umpqua Regular Meeting will be held November 20, 2024 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:**

9/30/24:

Commissioner questions from check signing at end of the month to be included in the October 16, 2024 minutes:

There were no questions.

Checks were signed by Commissioners DuVal and Yates.

Questions about check signing at the October 16, 2024 meeting:

There were no questions.

Checks were signed by Commissioners DuVal, Jones & Train.

*****Note:** There was a mileage reimbursement check for Commissioner DuVal, so Commissioner Train signed it. That was the only check she signed.

Carey Jones, President

Karen Halstead, Admin. Assistant