

## Port of Umpqua

Regular Meeting Minutes  
January 15, 2025 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  
Assistant Secretary Deborah Yates

### **Commissioners Not Present:**

Vice President Joe Mulkey

### **Port Staff Present:**

Port Manager Scott Kent  
Senior Administrative Assistant Karen Halstead

### **Public Present:**

**Online Attendees:** 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 7:02 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:** December 18, 2024 as presented.
- **APPROVAL OF BILLS:** In the amount of \$8,202.27 to be paid from the General Fund.

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

### **PUBLIC COMMENT:**

There was none.

**REGULAR BUSINESS:**

**1. Insurance premiums update by Kriston Collier of Juul Insurance**

**Scott:** Kriston was supposed to be at the meeting but couldn't come because she has pneumonia. There is a deadline for The Port to get payment to SDAO for the liability insurance. There are a couple of options; give Scott and Commissioner Jones authority to review the documents and approve them or schedule a special meeting next week when Kriston can come and give her presentation.

The amount of this insurance last year was \$25,000.

**Carey:** Is the amount close to that this year?

Scott had not received any information from Kriston, so he didn't know. She had said she was going to send the documents but as of now he hasn't received any information.

There was discussion of when and what time the special meeting would happen.

Scott will find out when Kriston will be available next week and will reschedule her presentation. The board requested that she send the information before the meeting for their review.

There was no motion at this time.

**2. Appointing budget officer**

**Scott:** The Port shall designate a budget officer for the Port of Umpqua 2025-2026 fiscal year budget.

**ORS 294.331:** The governing body of each municipal corporation shall, unless otherwise provided by county or city charter, designate one person to serve as budget officer. The budget officer, or the person or department designated by charter and acting as budget officer, shall prepare or supervise the preparation of the budget document. The budget officer shall act under the direction of the executive officer of the municipal corporation, or where no executive officer exists, under the direction of the governing body. [1963 c.576 §5]

➤ **Commissioner Train made a motion to appoint Port Manager Scott Kent as Budget Officer for preparation of the Port of Umpqua Fiscal Year 2025-2026 Budget, 2<sup>nd</sup> by Commissioner Yates. The motion was passed by a unanimous vote.**

After the vote, Scott added that since he received the audit from Signe he has been working on the new budget and it is looking good, the numbers are all balancing out. He is making provisions for future expenses such as new computers and the new copy machine.

**Carey:** Asked Scott to keep in mind some potential projects that may be coming up. If he can put the numbers in with those projects in mind it may save the Commission from having to re-do sections of the budget.

### **3. Budget committee members, 2025-2026 fiscal year cycle**

**Scott:** Had provided the Commissioners with the list of Budget Committee Members who have agreed to be on the Port of Umpqua Budget Committee this year.

The list consisted of the following:

Jamie Swafford, Zack Francis, Naomie Tanner, Cindy Simmons and Linda McCollum.

- **Commissioner Yates made a motion to adopt the budget committee members as presented, 2<sup>nd</sup> by Commissioner DuVal. The motion was passed by a unanimous vote.**

## **REPORTS:**

### **STAFF REPORT:**

**Scott:**

#### **Funds**

Checking	\$477,000
Savings (main)	\$481,533
Dock Reserve	\$190,010
Capital Reserve	\$459,654
Maintenance Reserve	\$45,812

#### **Pacific Dream**

We made \$8,161 from poundage at the Pacific Dream site last month.

#### **Salmon Harbor**

No report

#### **Office Equipment Upgrades**

We have retained Shannon Sheets to assist us with the upgrade of two computers and the copy machine. She will be drafting a proposal which I will bring to the board for review at a later date. The proposal should be completed by February 2025. He is considering postponing the purchase of the office equipment until after the new budget cycle.

#### **Reedsport Wharf**

Commissioner Jones and I met with our surveyors from SHN Engineering and attorney, Mr. Gould, from Coos Bay, to discuss the issue of legal access to the wharf. The surveyor will perform a historical title search to figure out how the present situation happened and will get back to us with the results. Currently, it looks like we have access to the wharf on the north side of the existing gravel driveway. There is also property to the south of the wharf that will be investigated.

### **Real Estate Loan**

I contacted Umpqua Bank regarding a real estate loan. The interest rate varies from 4 to 18 percent depending on various factors. To lock in a rate, they need to have more information about the property we are interested in purchasing. I also contacted Ag West Farm Credit, but they do not make the type of loans we need.

### **Storage Building**

I contacted Keizer Steel Buildings regarding kits for storage buildings but have not heard back. Scott called and sent them emails. The property we are looking at is zoned commercial and that may require having the property re-zoned to industrial for storage buildings. I will confirm that with the city manager.

### **Port Dock Wharf**

There is a motorhome parked on the dock adjacent to the F/V Aquila which is moored at the Wharf. Is this acceptable to the Commissioners? It has been there for a while. We don't know what the motorhome is being used for.

**Randy:** The Port needs a policy about allowing people to park there. It looks like destruction down there. He's seen multiple vehicles parked down there at the same time; he doesn't know what they are all doing down there.

**Scott:** Offered to draft up a policy for the Commissioners to review.

**Carey:** Spoke to one of the guys that are down there, and he said he was there for security. Randy pointed out if that is the case he needs to close the gate when he leaves the property.

**Donna:** Are they paying moorage?

Yes.

**Donna:** She thinks they should be responsible for their security trailer as well.

**Carey:** Thinks it should be in writing what is or is not allowed down there.

**Donna:** Asked whether the person parked there has insurance.

**Scott:** That is an issue that's been brought up. The Port doesn't get any liability insurance certificates from the boats that moor at the Wharf so that is part of The Port's liability insurance if someone is to get hurt on our Wharf.

**Randy:** Brought up the fact there are potholes on the Wharf that need to be fixed.

**Scott:** Will work on getting that taken care of.

**Carey:** These insurance questions are something The Port should ask Kriston about so they can be addressed. Carey also asked how much actual poundage came over the PDS dock.

**Karen:** Didn't have the number with her, but in the future will bring that information for him.

**Karen Report:**

Have been working on getting The Port training on the updated Public Meeting Laws. I have arranged for a webinar that the Commissioners can all attend in the Annex on March 10, 2025 at 1 p.m.

Carey had asked at last month's meeting if he were to take this training with The Port would the certification also be valid for other boards he is on. The answer is yes, it will be valid for all other boards, he will receive a certificate of completion from the March 10<sup>th</sup> class.

**Karen:** Sent an email to the Commissioners whose terms will end at the end of June 2025. For those who want to run for another term, this email contained the form they need to fill out and the instructions of where to send the completed form.

**Deb:** Requested to have that email resent to her.

**S.T.E.P. Deb Yates:**

Things have been pretty slow at S.T.E.P., waiting for the eggs to become fry. There are 40,000 eggs here and 70,000 at Elk River Hatchery.

The annual dinner will be Saturday night, January 25<sup>th</sup> at 5 pm at Bedrocks on the Bay.

**Carey:** With all of the new regulations for Salmon on the Umpqua River, will any of those affect the S.T.E.P. Salmon Derby?

**Deb:** Not sure, the regulations are always changing.

**COMMISSIONERS:**

**Donna:** She has continued to read about the possible hatchery closures. She would really like The Port to be notified whenever there is a meeting on this. There was a meeting held at the MAC in Winchester Bay, yet no one knew anything about it.

**Deb:** Last Thursday there was a meeting about it in Port Orford.

**Donna:** Frustrated, they say these are public meetings, yet they are choosing who knows about them.

**Deb:** OCA has a petition for people who are against closing the hatcheries to sign. She will forward the information to Donna.

**Randy:** Asked Scott if he'd had any feedback since The Port cancelled the Providence Creek tidegates?

**Scott:** He hasn't heard anything. He has been trying to contact Mark Holiday, the property owner. He's called both numbers and left voice messages but hasn't heard back from him.

**Randy:** When the surveyor gets done with his work at the Wharf, he wants to do a walk through with the surveyor. Randy wants to physically know where the points are. He has some good marks out there now, but someone has already knocked one of the stakes down. He wants some

pins in and to have it done right. He wants to get the gates fixed and maybe extend the fence a bit and put some real gates in.

He wants to have a fiscal study done on the property they have been talking about to see how it will pencil out, do a prospectus.

**The meeting was adjourned at 7:40 p.m.**

The next Port of Umpqua Regular Meeting will be held February 19, 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:**

**12/31/24:**

**Commissioner questions from check signing at end of the month to be included in January 15, 2025 minutes:**

There were no questions.

Checks were signed by Commissioners DuVal and Jones.

**Questions from check signing at the January 15, 2025 meeting:**

**Randy DuVal:** Is Grimstad the auditor?

**A:** Yes

Checks were signed by Commissioners DuVal and Yates.

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Carey Jones, President

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Karen Halstead, Senior Admin. Assistant