

Port of Umpqua

Regular Meeting Minutes
February 19, 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
Vice President Joe Mulkey (joined via online at 7:12 p.m.)
Secretary Donna Train
Treasurer Randy DuVal
Assistant Secretary Deborah Yates

Port Staff Present:

Port Manager Scott Kent
Senior Administrative Assistant Karen Halstead

Public Present:

Online Attendees: Rhonda Black (USWCD) & Commissioner Mulkey

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:** January 15, 2025 & January 22, 2025 as presented.
- **APPROVAL OF BILLS:** In the amount of \$39,939.74 to be paid from the General Fund.

Commissioner Train made a motion to approve the Consent Agenda as presented, 2nd by Commissioner DuVal. 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

Kriston: She provided handouts that had been requested at the Special Meeting in January, showing different insurance premiums based on various deductibles. One example showed a savings of \$4,600 if The Port were to raise the deductible to \$25,000 on the Umpqua River Wharf and \$5,000 deductibles on all other properties Port owned by.

- **Commissioner Yates made a motion to approve the insurance policies with \$25,000 deductible on the Umpqua Wharf and \$5,000 deductible on the other properties giving The Port a savings of \$4,600 as presented by Kriston Correll, 2nd by Commissioner Train. The motion passed unanimously.**

After the vote Kriston mentioned there had been questions at the previous meeting regarding liability. Has The Port put up the signage, she had suggested at the Umpqua River Wharf? She also suggested if someone is planning to use the Wharf on a frequent basis, they need to provide The Port with copies of their liability insurance. Especially if someone has employees working there, The Port should have a copy of their workers compensation policy.

2. Insurance agent

Carey: A commissioner was interested in looking to replace our current insurance agent, Juul Insurance. His proposal was Craig Zolezzi of Zolezzi Insurance Agency.

Scott: I met with Mr. Zolezzi during the morning of January 23, 2025. He works with SDAO/SDIS just like Juul. There are three options.

1. Retaining JUUL insurance
2. Move to interview Craig Zolezzi in front of the board at the next meeting, or
3. Choose to retain Craig Zolezzi as The Port's agent of record.

Deb: What is wrong with our current agent?

Scott: Has dropped the ball a couple of times and she doesn't come to the office as much as we would like. With a bit of persuasion Scott thinks he could fix that.

Randy: Craig represents a lot of special districts; he is also on the board for the Port of Siuslaw. The rates won't change, it will be the same underwriters, but Craig feels he could represent The Port of Umpqua better than our current agent. It won't be a dollar difference; it would be a matter of service.

Donna: Kriston does need to turn in the materials she will be presenting at the meeting at least a week before so they can be included in the meeting packets.

The board gave Scott directions to contact Kriston and let her know of their concerns about getting the information to us ahead of the meetings.

The board decided to wait until it's time to renew the insurance in November and they will discuss this topic at that time.

1. Parking on the wharf

Scott: Commissioner DuVal and Scott talked about rules that need to be posted at the wharf. Scott got some wording from Jim Zimmer. He read his proposal for the sign wording to be posted at the Umpqua River Wharf which was also on business item #3.

Randy: Do we plan to charge anything for vehicles parked on the Wharf?

Scott: No.

Randy: As it is right now the guys parked out there are dry camping on the Wharf. We definitely need to get a sign up with the rules.

Donna: Is there trailer that is there for a night watchman?

Scott: There is no night watchman. What triggered this is because the engineer of the vessel moored at the dock would park his van adjacent to the vessel. He sleeps on board the vessel but the trailer that is sitting there is an eyesore.

Randy: One time he went out there they were having a party going on. There were a bunch of people there and they were flying a drone. He feels The Port needs to make the rules stiffer.

Donna: If there was a charge, would it go to Fred Wahl because it's his employee?

Carey: It's not a Fred Wahl employee; it's the engineer of the vessel Aquila that is moored up at the Wharf; they are paying moorage.

Carey: Are you also going to include the weight limit on the sign?

Randy: He doesn't like the way that new sign is worded. It should be a straight weight limit and not state "tractor trailers".

Donna: She wanted to address the fact that the engineer is parking his vehicle at the Wharf. Anytime a contract engineer works on a job and she knows this because her husband did this job, he would have to pay for a motel, or he used his RV and parked it in an RV Park, then paid for the spot.

Scott: This is the boat engineer, and he would sleep on the boat, but he had his motor home parked adjacent to the vessel.

Donna: Does Fred Wahl cover him being there with his insurance?

Scott: In the policy he will add vessels and vehicles must be licensed and insured. It would be hard to keep track of what vessels are moored there at any given time unless Scott or Karen went down to the dock a couple of times throughout the day.

Scott: Do we want to add a provision to charge for parked vehicles?

Randy: Yes, he thought we should.

Carey, Donna, Deb & Joe did not see a need to charge for vehicles parked there.

Joe: Karen asked what should be printed on the sign, he thought it should be word for word from the policy that Scott just read out loud. Have a sign made and post it on the Wharf.

Carey: Instead of listing the vehicle type for the weight limit he would like to see just the weight limit posted.

Deb: Could they park on the asphalt instead of on the Wharf and if they can, could we put a yellow line showing the mark they cannot pass.

Scott: It's pretty obvious when you are on the Wharf.

It was decided to change the current sign and put a flat weight limit without the description of the vehicle type.

- **3) Commissioner DuVal made a motion to adopt the above rules as amended for parking on the wharf, 2nd by Commissioner Train. The motion was passed unanimously.**

REPORTS:

STAFF REPORT:

Scott:

Funds

Checking	\$482,246
Savings (main)	\$478,480
Dock Reserve	\$191,927
Capital Reserve	\$461,379
Maintenance Reserve	\$45,894

Pacific Dream

We made \$9,345 from poundage at the Pacific Dream site.

Salmon Harbor

Per Jim Zimmer emailed report: Salmon Harbor approved a \$27,087.32 repair project to install HDPE pipe wear sleeves on four pilings at the breakwater dock. Since Billeter Marine was already on-site for the crab dock repair, they saved on mobilization costs. Initially, Salmon Harbor had considered replacing the pilings, but without an emergency designation, permitting delays made that unfeasible. Moving forward, Jim plans to explore securing a maintenance permit for piling repairs.

Salmon Harbor is currently rebuilding Dock One's fingers, including replacing walers, fascia boards, and bumpers. The main dock was overhauled a couple of years ago, and this phase of the project is expected to take six weeks with a four-person crew. They have been rebuilding one dock per year and aim to extend their lifespans by 10 to 15 years.

Salmon Harbor secured a \$270,000 grant from the Oregon State Marine Board (OSMB) to replace the 180-foot dock at the West Basin boat launch. Salmon Harbor's contribution to this \$360,000 project is \$90,000; covered through a mix of cash and in-house labor.

Office Equipment Upgrades

We have retained Shannon Sheets to assist us with the upgrade of two computers and a copy machine. She will be drafting a proposal which I will bring to the board for review at a later date. After thinking about this project, Scott has decided to postpone it until after the next budget cycle so there will be plenty of funds to pay for this.

Reedsport Wharf

Commissioner Jones and I met with our surveyors from SHN Engineering and an attorney, Mr. Gould, in Coos Bay to discuss the issue of legal access to the wharf. The surveyor will perform a historical title search to see 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. I recently received a phone call from SHN. The research is on-going and complicated.

The sink holes have been filled. I asked Fred Wahl and another contractor, Mark Chudy, for a quote to fill the holes with concrete. I went to the Wharf on Feb 11th and found out that Fred Wahl went ahead and filled the holes with crushed rock.

Tyree Survey

The Tyree property survey is complete, and the map is filed with the county surveyor. One of Scott's projects will be obtaining some metal stakes to place them at the property corners.

Urban Renewal Advisory Committee

We need to select a representative from the Port to be on the Urban Renewal Advisory Committee. Donna is already the designated Port representative on that committee.

Carey: When does the Tyree lease renew?

Scott: Will need to look that up.

S.T.E.P. Deb Yates:

There aren't a whole lot of baby fish, still developing from the eggs. There are some pre-smolts. There are so few that they are able to keep them all in one rearing pond.

COMMISSIONERS:

Deb: The Pub Crawl & Trivia Contest will be held on March 15th.

Deb had a personal request:

There is a massive tree by her office in the quad. It's root-bound and needs to be repotted. She asked the board for \$35 from petty cash to buy the supplies to re-pot the plant.

Carey: He has a bunch of large tubs at the ranch. He would be happy to donate one as a pot and it wouldn't cost The Port anything.

Deb: She will still need to buy soil and it's \$8.99/bag; she will probably need 2 bags.

Scott: He'd prefer to put this on The Port credit card instead of using petty cash.

Donna: She and Deb attended the last Reedsport City Council meeting. She encouraged everyone to go to a meeting to see what is happening at The City. There was a lot of public comment that was interesting. She plans on attending the next meeting.

The Urban Renewal Meeting is tomorrow at 4 p.m. It was supposed to be last week but there wasn't a quorum present, so it was rescheduled. There are some interesting items in the meeting packet. She is going to suggest that anyone applying for a grant downtown should be required to have an actual business in the building to qualify. There are several requests in the packet.

What is happening is people are buying the buildings downtown, getting grant money to do remodeling while they live there and then since there is no business open in the building, they end up selling the building at a big profit and it was grant money that was used to do all of the upgrades. It doesn't seem right.

Deb: That is in violation of the grant rules. You are supposed to have an active business to be allowed to live in the building.

Randy: Down at the Tyree property he noticed that the Landscape businesspeople are parking on The Port's Tyree property.

Scott: He has called them about that.

Randy: They are still parking there, and they shouldn't be. When Scott is ready to put out the stakes on the Tyree property Randy asked to go and help. He thinks it would be a good idea to put a fence on the property.

Karen: I had arranged to have OGEC do a personal webinar covering the new public meeting law regulations. The plan was to have all of the Commissioners attend the webinar class in the Annex where it would be projected on the big screen. OGEC has let me know that even though everyone will be in attendance watching the class on the screen; to be eligible to receive individual certificates each Commissioner will need to have a web accessible device to be able to take the polling questions throughout the class. I canceled the webinar training we were going to have on March 10th. On June 25th at 2 p.m. The City of Reedsport is having in-person training and they have said The Port Commissioners are welcome to come take the course with them. When OGEC does the training in-person they don't require individuals to take the polling tests on their own devices. I have the link for the Commissioners to register for this training that I will send out.

Carey: When he took it through the Oregon Department of Education, he asked for a certificate to show his credentials for The Port, and he was told that the certificate was available online. Karen said she would contact OGEC and get his certificate.

Joe: He's online because he is sick and whatever he has is very contagious.

Carey: Bill Karcher's celebration of life will be March 8th at the Pacific Auditorium at 1 p.m.

Karen: The total poundage from PDS coming over the dock in January 2025 was 311,400 lbs.

The meeting was adjourned at 8:14 p.m.

The next Port of Umpqua Regular Meeting will be held March 19, 2025 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:**

1/31/25:

Commissioner questions from check signing at end of the month to be included in the February 19, 2025 minutes:

Donna: Not really a question but I did go through and show her the process we do for balancing before, after payroll and after writing regular checks.

Checks were signed by Commissioners Train and Yates.

Commissioner Questions regarding bills from the February 19, 2025 meeting:

Randy: What are the checks to SDAO?

A: One is for the Property/Casualty Ins. And the other are our health benefits.

Randy: Who is Matt Ruwaldt?

A: He was the consultant that was working on the Providence Tide gate project. Since The Port dropped that project, he sent a bill for the work he had done. This probably would've been paid with the ODFW grant if The Port had received it.

Carey: No questions.

Checks were signed by Commissioners DuVal and Jones.

Carey Jones, President

Karen Halstead, Senior Admin. Assistant