

Port of Umpqua

Regular Meeting Minutes
May 21, 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 (via online)
Vice President Joe Mulkey
Secretary Donna Train
Treasurer Randy DuVal
Assistant Secretary Deborah Yates

Port Staff Present:

Port Manager Scott Kent
Senior Administrative Assistant Karen Halstead (via online)

Public Present: Kevin Ladd

Online Attendees: Lynn DuVal, Carey Jones, Karen Halstead & Steve Godin

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 Vice-President Joe Mulkey.

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:** April 16, 2025 Budget Meeting & April 16, 2025 Regular Meeting minutes.
- **APPROVAL OF BILLS:** In the amount of \$7,102.98 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. Employee handbook

Scott: The employee handbook has been updated to reflect the Paid Leave Oregon laws and for general edits. Spent a lot of time in the office on this update and recommend that the Commissioners approve the updated version.

- **Commissioner DuVal made a motion to approve the Employee Handbook as updated and presented, 2nd by Commissioner Yates. The motion was passed unanimously.**

2. Karen PTO

Discussion of senior administrative assistant use of PTO during upcoming medical leave.

Karen has applied for Paid Leave Oregon benefits for her time off. She has been notified that she will receive \$689 per week. She currently makes \$825 per week.

Deb: What is the difference?

Joe: \$136 per week. He felt that Karen does such a good job for The Port and Scott has made multiple comments on her importance in the office. He wanted to see if the board would agree to help pay her wages while she is out dealing with these hard times.

- **Commissioner Yates made a motion to approve that The Port pay the difference between Karen's regular pay and what PTO is going to pay which is \$136 per week to cover wages during her absence, 2nd by Commissioner Train. The motion was passed unanimously.**

After the vote Donna asked if there was any idea of how long Karen will be out, Scott told her it was expected to be less than a month.

3. Port of Umpqua 2025-2026 Budget Resolution

Scott: This is the resolution to adopt the budget that was discussed at the Budget Meeting last month.

- **Commissioner Yates made a motion that the Board of Commissioners of the Port of Umpqua hereby adopts the budget for the Fiscal Year 2025-2026 in the amount of \$2,071,221 and imposes the taxes provided for in the adopted budget at the rate of \$0.3441 per \$ 1,000 of assessed value for operations; and that these taxes are hereby imposed and categorized for the tax year 2025-2026 upon the assessed value of all taxable property within the district, 2nd by Commissioner Train. The motion was passed unanimously.**

4. Chamber of Commerce chainsaw carving championship donation

Scott: The Chamber of Commerce has requested The Port donate to help support the Oregon Divisional Chainsaw Carving Competition. It's not a line item in the budget but he can make it work by moving money around to accommodate a donation. There are different levels of

sponsorship to choose from and a handout was provided showing what each level of sponsorship entails.

Randy: The Port supported this last year, Donna agreed. Last year The Port donated \$500.

- **Commissioner DuVal made a motion to donate \$500 (Bronze Level) to the Chamber of Commerce in support of the Oregon Divisional Chainsaw Carving Championship, June 12-15, 2025, 2nd by Commissioner Yates. The motion was passed unanimously.**

5. STEP support

Kevin Ladd (S.T.E.P.): He was at the meeting representing S.T.E.P. to request that The Port donate \$2,000 to help with the purchase of raffle prizes for the Annual S.T.E.P. Labor Day Derby. Unfortunately, people can't fish for Chinook Salmon anytime over Labor Day weekend this year so the raffle will be the main event. The Derby is the largest fund raiser that S.T.E.P. has during the year so they will make the best of what they can work with and that is the raffle.

Joe: Would it be possible to have a Striper Derby?

Kevin: That has been discussed, Stripers are red hot right now so that may be an option.

Kevin: S.T.E.P. is also looking to buy a used tractor with a loader bucket and a mowing deck. He was requesting a donation of \$3,000 to go towards the purchase of the tractor.

- **Commissioner Train made a motion to donate \$5,000 which is in The Port's budget to the S.T.E.P. program, 2nd by Commissioner DuVal. Motion passed with all yeas votes from Commissioners Train, Mulkey, Jones and DuVal. Commissioner Yates declared a conflict of interest and abstained from voting.**

After the vote there was discussion from Joe that he has a small tractor with a brush hog on it that he'd be willing to loan S.T.E.P. until they can purchase the new tractor. Donna suggested approaching The City to see if they could help either with a donation or by having staff go out to S.T.E.P. and mow when they're mowing around town. Carey suggested that S.T.E.P. also think about looking at the State Surplus listings to see if there are any tractors for sale.

REPORTS:

STAFF REPORT:

Funds

Checking	\$426,485
Savings (main)	\$480,860
Dock Reserve	\$197,014
Capital Reserve	\$465,480
Maintenance Reserve	\$46,122

Pacific Dream

We made \$1,056 from poundage at the Pacific Dream site.

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. My plan is to wait until the next budget cycle to invest in new equipment.

Salmon Harbor

Here's a quick update from Jim Zimmer on a few projects Salmon Harbor has in the works:

1. West Basin Launch Ramp Dock Replacement

- The replacement docks are being fabricated now, with expected delivery in late June and installation planned for the in-water work window this November.
- The new docks will have aluminum hulls and plastic decking, replacing the older, wood-based sections, which should significantly improve durability and reduce long-term maintenance.
- This project required a JPA to secure a Letter of Permission, despite being a straightforward replacement with no new pilings. The process is simple: unbolt the old docks, float them to the ramp for disposal, then float the new sections into place and bolt them together.
- Total project cost is \$331,239, with the Oregon State Marine Board contributing \$270,000 and Salmon Harbor covering the rest.

2. Security Camera Upgrades

- Salmon Harbor is replacing all the security cameras around the harbor and adding several new ones, including new locations at A-Dock and along the middle spit.
- They are also installing a publicly viewable webcam at the hilltop in the RV resort, providing a live view of the river and harbor.

PDS

I contacted Pacific Dream Seafoods regarding their new building. The design is done, and they are applying for permits.

Port Parking Lot

The existing utility pole light has been upgraded to include a larger mast and increased the wattage for better visibility in the parking lot. Additionally, the utility poles have been wrapped with reflective tape to increase nighttime visibility.

Umpqua Bait

I received a phone call from Umpqua Bait and the rip/rap around much of the Spit by Umpqua Bait is starting to show wear and needs repair. We will need to do a study and see how much of the rip/rap needs to be added and will investigate and pursue permits to get this done above the high tide line.

Joe: With the PDS lease is that still The Port's responsibility to maintain?

Scott: Yes.

Reedsport Fire Department

The fire marshal stopped by a few weeks ago for a surprise inspection. His recommendations included removing the curtains from the annex as they are not listed as fire rated.

Additionally, some doors in the main hallway have trouble closing on their own. Finally, we may need to install exit signs at both main doors in the main office. The big issue was the curtains. Deb found a provider in Woodenville, Washington that emersion treats curtains.

Deb has gotten a quote for the process, Scott will get a quote for shipping and by the next meeting in June he will have the information to present to the board. If we decide not to have them treated, the Annex will remain as it is now. It's going to be at least \$2,000 for cleaning, the service and a certificate for the Fire Marshall.

Deb: She also found out from the company that to replace these curtains would be very expensive.

Donna: They used to put fire retardant on baby clothing, and they found that the product used was very caustic. If they are going to put that retardant layer after layer on the curtains, and the board is sitting here breathing it, that wouldn't be healthy. It would be expensive, and Donna doesn't feel it would be healthy to be around.

Joe: He doesn't feel it would be worth the cost.

S.T.E.P. Deb Yates:

-On the Chamber sign as you come into town, they have added a post asking for help with fin clipping. Fin clipping will start at 8:00 am on May 31st, there are 15,000 fish to clip.

-Will have a booth at the Chainsaw Competition.

-S.T.E.P. will participate at Lake Marie for the free fishing day on June 9th and their fund-raising event will be August 31st.

COMMISSIONERS:

Randy: Who got the scholarships?

Scott: Can't remember their names but they went to two deserving kids, one boy and one girl. A group of us all looked through all of the applications and Carey made the final choice from the applications that were selected by the group.

The meeting was adjourned at 7:36 p.m.

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

4/30/25:

Commissioner questions about check signing at end of the month to be included in May 21, 2025 minutes:

There were no questions.

Checks were signed by Commissioners Yates and Jones.

Questions about checks signed at the May 21, 2025 meeting:

There were no questions.

Checks were signed by Commissioners Yates and Mulkey.

Carey Jones, President

Karen Halstead, Sr. Admin. Assistant