

Port of Umpqua

Regular Meeting Minutes
August 20, 2025 at 6 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
Secretary Rhonda Black
Treasurer Donna Train
Assistant Secretary Tom Black

Port Staff Present:

Port Manager Scott Kent
Senior Administrative Assistant Karen Halstead

Public Present: Deb Yates (S.T.E.P.), Dana Ferguson (PDS)

Online Attendees:

NOTE: All items handed out at the meeting are available for view by public request.

Proceedings:

The meeting was called to order at 6 p.m. by President Carey Jones.

It is noted that a quorum of Commissioners was present for this meeting.

PLEDGE OF ALLEGIANCE

At this time the Commission went into Executive Session at 6:01pm

EXECUTIVE SESSION ORS 192.660(2)(e), which allows the Board to meet in executive session to deliberate with people designated by the governing body to negotiate real property transactions.

The board came out of Executive Session at 6:35 pm

- ◀ **Commissioner Train made a motion to move forward with the discussion about Pacific Dream Seafoods (PDS) and to give Port Manager Scott Kent directions to provide a letter to PDS regarding the building, the repairs needed at the dock and the rip/rap at Umpqua Bait and discussion on the lease agreement, 2nd by Commissioner Tom Black.**

Motion was passed by a unanimous vote.

There was a brief break, and the regular meeting resumed at 7:00 p.m.

CONSENT AGENDA – All items listed are considered routine and will be enacted by one motion.

- **APPROVAL OF AGENDA:** As presented.
- **APPROVAL OF MINUTES:** July 16, 2025 as presented.
- **APPROVAL OF BILLS:** In the amount of \$5,855.61 to be paid from the General Fund.

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

PUBLIC COMMENT:

There was none.

REGULAR BUSINESS:

1. Elkhorn Electric, improvements at Wharf

Commissioner Train declared a conflict of interest.

Scott: Elkhorn Electric has submitted an estimate for the installation of electrical infrastructure at the Reedsport Wharf. Upgrades include 3-phase power from the existing utility pole, get the dock lights functioning, provide shore power for moored vessels, and facilitate the necessary wiring for the crane. The Elkhorn estimate had been included in the meeting packets. Elkhorn's total estimate was \$21,475.

Joe: Where it talks about shore power for moored boats, is it going to be 110 and 220, and how many outlets will be provided? Joe would like to see 110 and 220 and the other thing that may be a good idea to add to this question concerns the boat that was moored there all summer, that boat may have been hooked to 3-phase. As far as how many outlets, Joe felt that 5 spots would be sufficient.

Carey>Scott: Do you have a breakdown of the plan. Get ahold of Elkhorn and ask what that entails, 220 and 110, and how many docking stations are in these plans.

This item was tabled until Scott can talk to Elkhorn and get a revised bid, and he will bring that to the meeting next month.

2. Structural evaluation of PDS wharf

This item was tabled for now.

3. Gate replacement at Reedsport wharf

Carey: Would like to see that gate brought out to the property line. Right now, it is set to go to the edge of the dock.

Joe: The property line is about 10 feet from the edge of the pavement; The Port needs to make sure that the big trucks will have enough room if they need to back up to the dock.

Joe: If the gate were to go to the property line, would it be a swing gate or a sliding gate?

Carey: Felt there would be enough room for a sliding gate.

Scott: When Randy was on the Commission, he had requested two swinging gates, but it sounds like you are asking for one slider.

Carey: It would be easier with a slider to be operated by one person.

This item was tabled for now until Scott can talk with Jake Hinshaw about the details of this conversation.

4. New copy machine

Scott: Our existing copy machine has reached the end of its useful life. We consulted Pacific Office Automation and found a machine that meets our needs. The terms are leased to own. The monthly cost is \$99.18 for sixty months, after which we will own the machine. The machine will be able to scan and print in color.

Joe: If we bought the machine outright what would the price be?

Scott: It's about \$5,500, and that is an option to buy it outright.

Joe: With a lease, if something were to happen to it, they would completely replace it.

◀ Commissioner Mulkey made a motion for The Port to enter into a lease agreement with Pacific Office Automation for the acquisition of a new copy machine for the Port, 2nd by Commissioner Rhonda Black.

Donna: After the motion she asked if the amount, \$99.18 should have been in the motion itself. It was determined that the amount being in the discussion should be sufficient. **The motion was passed by a unanimous vote.**

5. Rip/rap repair, Umpqua Bait

This item was tabled for now.

6. Staff salaries

Scott: Existing Port Manager and Senior Administrative Assistant compensation is as follows:

Scott Kent	\$67,600 per year
Karen Halstead	\$27.50 per hour

Proposal for a 4 percent cost of living increase. Revised compensation as follows

Scott Kent	\$70,304
Karen Halstead	\$28.60

Carey: Where did you come up with the amount of 4%?

Scott: The Consumer Price Index (CPI). There was a period of really high inflation a year and half ago, and 4% seemed like a round number.

Donna: When the budget was approved for the Port Manager to have \$75,000 instead of what you are asking for.

Scott: The budget is always a little higher in case of unforeseen expenses.

Carey: Asked for the numbers if the raises were 2.5% and at 3%. There was discussion of the different numbers. Carey asked how much the insurance rates increase this year? Insurance increased by 8% this year.

Rhonda: Had no problem with the 4%, she felt the staff was worth it.

◀ **Commissioner Rhonda Black made a motion to approve the Port Manager and Senior Administrative Assistant compensation at a rate of 4 percent increase, 2nd by Commissioner Train. The motion was passed by a unanimous vote.**

7. Cameras

Karen: Was asked to research new security cameras around the Winchester Buildings. During this research there were a lot of people who mentioned the company Oregon Alarm. They are out of Coos Bay and everyone I spoke to was very happy with the product and service.

There were 3 bids included in the Commissioner packets.

First bid was from Oregon Alarm that would include 5 outdoors cameras, a hard drive to store the video footage onsite and would remove the subscription we currently pay for storage. These cameras would be hardwired, no longer needing wi-fi signals to operate.

Our current cameras are Ring, and they are operated through our wi-fi. All 3 cameras are located at the back of the Winchester Building. We are using 2 wi-fi extenders, and we are not able to get a consistent signal to the cameras all the time so there are incidents where the RING dashboard will say a person was detected on the camera, but it was not able to take video of them. That is the reason I requested hardwired cameras and why I wanted the hard drive located on site. There would be no question if the wi-fi was able to reach the cameras or not.

The new plans will also add 2 new cameras, one on the front of the Winchester building looking toward the entrance to the Annex and another that would look down the alley between the Annex and the motel.

Oregon Alarm includes a one-year warranty. If there is an issue they will come and either fix or replace a camera.

The second bid came from a company called Lorex. In my research Lorex was listed as one of the best. I went to the Lorex website and the only way to reach them was to fill out an inquiry form. I got a reply which is the bid. This bid is only for 4 cameras and a hard drive, no labor. It was obvious their bid had an error as it listed 4 cameras for a total of \$379; that is about the price for them individually.

Deb: They use Lorex at S.T.E.P. and they haven't had a problem. She thinks Spectrum did their installation and there is an app on her phone.

Karen: The last bid came from Security Monster, a company out of Eugene. They use a cloud system instead of having a hard drive onsite. This would also require that we pay \$179 per camera for a "license fee" annually. They also charged separately for a service agreement that would be \$89 per month to come out and fix anything that may have an issue.

Security Monster is used by the Port of Newport. I don't know of any ports using Lorex. Oregon Alarm services Port of Bandon, Port of Coos Bay including their marina and the Port of Brookings. In talking to the Port of Bandon about their experience with Oregon Alarm they said they have been great for both the product and the service.

Donna: Who does Salmon Harbor use?

Karen: I don't know.

Carey: Doesn't understand the need to spend money on security cameras. What do we have is so important that we need security cameras to watch over.

Donna: There has been graffiti on the outside walls.

Karen: We are having a lot of graffiti issues; there was one guy who dumped a bucket of crab guts in our garbage can in the back and someone else who tried to start a fire in the entry to the Annex.

Carey: Is that worth security cameras to you?

Karen: Having tenants, I think it's important. There are more issues than you'd realize.

Carey: How are the security cameras going to help solve any of these?

Karen: If the board is happy with what we have that is fine. Scott has budgeted for new security cameras but if you don't feel we need to replace them, that is an option.

Rhonda: What if something happened to one of the tenants, we would have it caught on camera. If it's on camera then the incident would be caught and that footage could be passed on to the police.

Karen: I have had footage that I was able to pass along to the police, and they have been able to identify those in the video and handle the situations.

There was discussion about whether new cameras were actually needed or not.

Joe: He can see the need for an upgrade, but it's a big bill to do so. He asked if it would be possible to put another router in the back area of the building so the existing cameras could pick up the wi-fi signal consistently.

Karen: Did not know if another router located more towards the back of the building would make a difference.

Joe: Would we be able to add more of the RING cameras around the building?

Karen: It's a good thought but I'm not sure about whether it is an option or not. I hadn't thought of that. I would still want a camera going down the alley between the Annex and motel and a camera located at the front door of the Winchester Building. The Annex has it's own wi-fi so a camera located on the outside of the Annex shouldn't be a problem. The Annex wi-fi reaches outside of the Annex. That is a good idea to look into.

The board gave Karen directions to look into getting another router for the Winchester Building cameras and adding more RING cameras to the front of the Winchester Building and down the Annex alley.

This item was tabled for now.

REPORTS:

PORT MANAGER REPORT:

Funds

Checking	\$381,173
Savings (main)	\$483,271
Dock Reserve	\$201,796
Capital Reserve	\$471,426
Maintenance Reserve	\$46,353

Pacific Dream

We made \$8,895 from poundage at the Pacific Dream site this last month.

Salmon Harbor

1. FLAP Project – Umpqua Dunes Access Improvements (US DOT Federal Highway Administration Project- Federal Lands Access Program)

The FLAP project (OR FLAP DOUGLAS 251(1)) is expected to begin any day and run through December 10, 2025. It includes roadway improvements along Salmon Harbor Drive, with repaving, drainage upgrades, guardrail installation, erosion control, and traffic control. One key component is relocating the ATV access lane to the west side of the road, improving traffic separation and safety.

2. PCC Conference – September 16–18 in Seaside

Jim will be attending the Fall PCC Conference. Key agenda items include:

- Infrastructure: Modern marina electrical systems, contracting, and funding strategy
- Operations: Guest moorage, cruise ship integration, and marina safety
- Planning: “Where Wheels Meet Water” – RV parks as economic drivers (I'm listed as a potential panelist)

– Development: Marina activation strategies, tourism alignment, and national legislative updates

3. Kool Coastal Nights – This Weekend

Kool Coastal Nights is this weekend in Winchester Bay.

- Friday: Registration 3–6pm at Phillip Boe Memorial Park
 - Saturday:
 - 8–11am registration; 11–4pm Show-n-Shine on Beach Blvd.
 - 8–4pm vendors in the park
 - 4:30pm trophy announcements; 5–6pm Harbor Cruise
- Event limited to 1979 or older vehicles. Up to 300 entries; first 200 get goody bags.

We’re expecting a strong turnout for the event and some traffic congestion around Beach Blvd.

S.T.E.P. Deb Yates:

Getting about 43,000 smolts in the next week from Elk River.

The S.T.E.P. fundraiser will be on August 31st at The Blue Box at 2:30 p.m.

Carey: Is S.T.E.P. following the lawsuit that the Ko-Kwel tribe is pursuing against ODFW?

Deb: Not sure if S.T.E.P. will benefit from that lawsuit but S.T.E.P. did have a meeting last month to discuss how to get associated with the tribes. They were able to come up with a basic outline with advice from one of the recovering attorneys for one of the tribes. S.T.E.P. is working on a proposal that will be presented at September’s board meeting. When everyone agrees with the proposal they will take it to the next step. Being associated with one of the tribes is absolutely necessary for S.T.E.P. to move forward.

COMMISSIONERS:

Donna: There was an article in The World newspaper about the Ko-Kwel tribes working with ODFW, and Donna wondered if there was something that The Port could do to work with the tribes to help with the fishing issues on the Umpqua River. There haven’t been any good fisheries on the Umpqua in 4 years and now there will be an event that will be done working with the tribe.

Donna: There was an article saluting the Coast Guard Stations up and down the coast and Station Umpqua River wasn’t even mentioned. She called The World to ask why Station Umpqua River wasn’t recognized by the others. She left a message, and no one returned her call. She wants to know what is going on with The World newspaper. There are announcements for Soil & Water, but The Port is never mentioned or any other Reedsport meetings.

Karen: There should be notices for The Port meetings because I moved up the date that the agenda and notifications go out to specifically meet The World’s deadline.

Donna: There are no notifications for The Port meetings.

Karen: I will call them and find out why since we changed our schedule for releasing the meeting notice & agendas specifically so they would make The World's deadlines, and I was told our meetings would be in there.

Donna: She would like to see a proposal for all of the ports to meet together to try and get a hunting season for the seals. It could just be one week out of the year. The carcasses could feed the crab and other sea life.

Deb: You'd have to talk to the Feds about something like that.

Donna: If all of the ports were to get together and bring up the fact that the seals are eating all of the fish right off fishing lines.

Carey: Port of Newport spent over \$60,000 to build a special dock for the sea lions to get them off of the other docks that are in use, but the seals aren't using it.

Donna: It could be suggested at a conference where there is multiple port representatives present.

Dana: You'd have to identify the specific seals you are wanting to get. You're never going to be allowed to touch a Stellar Sea Lion, they are endangered and that is what is here. There are a lot of different kinds of seals, California Seals, Stellar Seals, Stellar Sea Lions and just regular Seals.

Rhonda: Soil & Water is going to have a Coastal Crops workshop on September 13th at 11 a.m. at the Winchester Bay Community Building. It'll be presented by a Master Gardener from OSU.

Joe: His new boat is scheduled to be launched in the water in October.

Carey: School starts next Monday in Reedsport and the Superintendent is working to start a big networking program, to get a strategic planning committee that will include Lower Umpqua Hospital, and they are trying to get The City involved to work on getting kids into the local schools. He would like to see a representative from The Port be involved. Joe would be interested; his kids go to school outside of the Reedsport school district now because he feels there are better options for his kids right now. He would like to see them go to school in Reedsport.

The meeting was adjourned at 8:03 p.m.

The next Port of Umpqua Regular Meeting will be held September 17, 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:**

7/31/25:

Commissioner questions from check signing at end of the month to be included in the August 20, 2025 minutes:

There were no questions.

Checks were signed by Commissioners Train and Jones.

Questions about checks signed at the August 20, 2025 meeting:

There were no questions.

Checks were signed by Commissioners Jones and Mulkey.

Carey Jones, President

Karen Halstead, Senior Admin. Asst.