

# Port of Umpqua

Regular Meeting Minutes  
December 17, 2025, at 7 p.m.  
Port of Umpqua Annex  
1841 Winchester Ave  
Reedsport, OR

*THESE MINUTES ARE FINAL and APPROVED.*

## **Commissioners Present:**

Vice President Joe Mulkey (attended the meeting via online)  
Secretary Rhonda Black  
Treasurer Donna Train  
Assistant Secretary Tom Black

## **Commissioners Not Present:**

President Carey Jones

## **Port Staff Present:**

Port Manager Scott Kent  
Senior Administrative Assistant Karen Halstead

**Public Present:** Deb Yates (S.T.E.P.)

**Online Attendees:** Lynn Tanner

*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 Secretary Rhonda Black. Neither the President nor Vice-President were in attendance at the meeting, so Commissioner Train made a motion to have Commissioner Rhonda Black to chair the meeting, 2<sup>nd</sup> by Commissioner Tom Black. This motion was passed by a unanimous vote.

**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:** November 19, 2025, as presented.
- **APPROVAL OF BILLS:** In the amount of \$2,064.43, to be paid from the General Fund.

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

**PUBLIC COMMENT:**

There was none.

**REGULAR BUSINESS:**

**1. Audit report – Signe Grimstad (via phone, called in at 7:12 p.m.)**

*(This discussion is best read following along with the draft audit report provided by Grimstad & Associates and is available via public records request)*

Pages 1 and 2 of the Audit report shows the Audit Opinion which Signe stated was a clean opinion.

She started her presentation with the Management Discussion Analysis; this compares the current year to the previous year.

On Page I, the Statement of Net Position, compares 2025 to 2024. Signe noted that at the top 2024 was listed as “restated”. Grimstad & Associates ended up doing a prior period adjustment of \$5,012 after completing 2025 because they found that adjustment belonged in 2024. It was affecting the current liabilities, having to do with payroll withholdings.

In comparing 2025 to 2024, total assets for the year were (in rounded numbers) \$3.5 million in 2025 compared to \$3.4 million in 2024. Assets were up by \$55,600. Cash, shown at the top of the page, is \$1.6 million. Capital Assets are down a bit but that is because there is depreciation/amortization going on. The other assets are comparable to each other over the years.

Current liabilities show payables are down from the previous year by \$13,000. Long term liabilities are showing a steady decline. One of the causes of this is a lease payable to the State of Oregon, that is being amortized. Deferred resources represent the Pacific Dream Seafoods (PDS) lease. The deferred inflows get pro-rated and recognized in revenue throughout the years, so it is depleting as is expected.

Net Investment is the total capital assets; there is no debt against it so it will increase with potential acquisitions or work in progress on capital asset building. It decreases because of the depreciation. In The Port’s case there was a depletion of \$55,000 but the unrestricted had grown to \$126,000. That is very healthy. The ending liabilities and net position equal the assets.

Page II Compares the revenue and expenditures to the year. Overall, the profit was \$70,526. Charges for services went down by \$21,000. Depreciation was not as large as the previous year; it had dropped by \$333. Overall, the profit for the year increased, 2025 shows \$70,526 compared to \$35,828 in 2024.

Page III Economic Outlook, this was prepared by Scott; it discusses the tenants and rentals at the business center as well as the land lease in Winchester Bay. It also discusses the sources

of revenue and economic goals. This is a good way to have a narrative for the public of what is going on and what The Port's opportunities are.

Page 3 – Statement of Net Position this breaks down what the current assets consist of. The year end cash amount is \$1.6 million. The receivables pre-paid expense and the note receivable which is the current portion of a note that The Port is collecting on the land sale. This brings a healthy current asset to \$1.6 million. Overall, The Port's assets are at \$3.5 million.

Signe said this is a healthy balance sheet, the total current assets of \$1.6 million are assets that can be utilized up in a 12-month period going to the current liabilities. The 12-month period obligations are \$8,539. This is extremely healthy and very nice to see.

Page 4 – Doesn't elaborate too much more in detail. Operating revenues are bringing in \$109,000. The various costs categorized in the budget show total operating expenses are \$327,000. That looks like there is a lack of operating expenses of \$218,000 but there are property taxes that offset interest coming in that equals almost \$26,000 and that brings The Port up to a net profit of \$70,525. That adds to the net position and there is that adjustment for the prior period of \$5,012 that belonged in 2024. Overall, it brings the net position to \$2.7 million.

Page 5 – In the middle of the page The Port started the year at almost \$1.5 million, and you increased your checkbook by \$117,170 to end the year with \$1.6 million in the bank account.

The reconciliation that is shown below starts with the operating income. That is with all the accruals such as depreciation and amortizing. That is taken because they take The Port on a cash basis. The Operating Position was \$217,000 loss. Accruals were added back in and that is not impacting The Port's cash. Actual Operations were -\$178,000 of cash. Looking back at the top of the page "Cash flows from non-operating activities" is the property taxes. In cash-wise, The Port brought in \$262,000. The interest income from the LGIP, collection on the note, proceeds on the note is the actual collection on the principal, \$10,800 and amortization brings that number down to \$32,889. It brings that up; it is adding it in to offset the loss from operations to bring the cash up to \$117,170 at year end.

There are no new types of disclosures. There was a change in standards, but that does not impact The Port as far as disclosures.

Next, Signe moved to Page 9 – Deposits and Investments where it shows cash on hand and there has been a deposit with Douglas County of \$1,261. This represents the cash/cash equivalents. She explained that our deposits are well secured by FDIC as well as the money that is in with the depository within the State of Oregon recognizes it's ports. Meaning if the bank were to go under your money would still be protected.

Pages 15 - 18 Show the individual budgets, those may be changing next year where the audit will need to show the variance between the original budget and actual and the final budget and actual.

Page 19 summarizes the previous pages that show the individual funds taking it from the budget basis to the full accrual. This then ties it up into one entity.

Oregon Minimum Standards – there were no negative comments concerning internal controls, compliance, compliance going out for contracts, where money is invested, whether The Port has sufficient insurance and being in compliance with budget law.

It was a straight year. The Economic Outlook on page III speaks to what The Port is looking at and looking to consider.

All in all, The Port has a healthy balance sheet, and it allows The Port to have the resources if or when an opportunity comes up.

**Scott:** Thinking back to when Keith was here, what we would get as a “letter” grade.

**Signe:** She would give The Port a good solid A.

- **Commissioner Tom Black made a motion to receive Fiscal Year 2024-2025 Audit prepared by Grimstad & Associates, 2<sup>nd</sup> by Commissioner Train. The motion was passed by a unanimous vote.**

## **2. SDAO trip, Seaside, Scott Kent**

The last time he attended a SDAO conference he learned a very valuable lesson to “stay in our lane”. The Port was considering building storage buildings and coming to find out those are not an approved course of action for a port. SDAO is offering its annual conference in early February 2026 in Seaside, Oregon. Scott would like to attend the conference. The meeting fee is \$295 and this amount does not include lodging and food.

- **Commissioner Train made a motion to support the Port Manager to attend the 2026 SDAO conference, February 6-8, 2026, the meeting fee is \$295 not including lodging and food, 2<sup>nd</sup> by Commissioner Tom Black. The motion was passed by a unanimous vote.**

**Rhonda:** She feels that Scott should be attending these types of meetings and conferences.

## **1. Moorage rates**

The first agreement for moorage was on March 1, 2004. The rate schedule was for 65 feet and shorter vessels, a fee of \$25 per day; for vessels greater than 65 feet, the rate was \$50 per day, \$250 per week, and \$1000 per month. There was a typo on that business item. To correct this, he is asking that the rate be changed for vessels 61’ – 100’ from \$50 to \$75 per day.

The following table incorporates the divisions decided by the boars (<60, 21-100, 100 and higher) that staff recommend.

**60' and under**

\$50 per day  
\$125 per week  
\$500 per month

**61' – 100'**

\$50 per day (recommend change from \$50 to 75)  
\$250 per week  
\$1000 per month

**100' and higher**

\$100 per day  
\$500 per week  
\$1500 per month

- **Commissioner Train made a motion to adopt the revised moorage fees based on the above schedule, changing the rate from \$50/day to \$75/day for the 61' to 100' vessels, 2<sup>nd</sup> by Commissioner Tom Black. The motion was passed by a unanimous vote.**

**REPORTS:**

**STAFF REPORT:**

**Scott:**

Main Savings Account	\$510,000
Main Checking Account	\$486,325
Dock Reserve Account	\$207,268
Capital Reserve Project Account	\$477,118
Maintenance Reserve Account	\$46,664

The biggest project this month was the replacement of our computers. We hired Shannon Sheets, an IT professional. She ordered the computers, got everything set up, transferred our email, made our desktops look just like the previous computer's desktops. She helped us today with internet service and a wi-fi issue. She is an outstanding IT person and has both Karen & I up to date on the new computers.

One of Scott's tasks from last month was to come up with a commercial dock design based on the Salmon Harbor template. Scott contacted PDS Engineering who specializes in this area. They provided 6 layout options. Scott presented them to Jim Zimmer and then emailed copies to the Commissioners. Now The Port Commission needs to select 2 that they like and then the engineers will do a cost analysis to see what it would cost to remove the existing piles and drive new piles and build a dock.

At the next Port meeting there will be 2 Executive Sessions prior to the Regular Meeting.

There was no poundage from PDS coming over the dock at Umpqua Spit in this last month. We anticipate there will be more in December after crabbing season starts.

**Karen's Report:**

It had been suggested that The Port send flowers for Carey's service, another alternative would be to donate money in his name to either the Reedsport Booster's Club or Smith River Range. If that is something the board would be interested in, how much would you want to donate and to which organization?

**Tom Black:** He was very involved with The Booster's.

- Commissioner Tom Black made a motion that The Port donate \$500 to the Booster's Club in memory of Carey Jones, 2<sup>nd</sup> by Commissioner Train. Motion was passed by unanimous vote.

**Karen:** The Port gives out 2 scholarship's every year. Carey was always very involved in the entire process of selecting from the pool of applicants every year plus he would also go to Senior Night at the high school and present The Port's scholarships. I wondered if The Port would want to make one of those scholarships in Memory of Carey, yet it would still be from The Port of Umpqua.

**Donna:** It would be presented as "from The Port of Umpqua in memory of Carey Jones".

- Commissioner Train made a motion that The Port offer a \$500 scholarship in memory of Carey Jones from The Port of Umpqua, 2<sup>nd</sup> by Commissioner Tom Black. Motion was passed by unanimous vote.

**Joe:** Volunteered to present the scholarships at the Senior night.

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

S.T.E.P. delivered 47,500 eggs to Elk River Hatchery today, they will raise them until they are smolts and they expect to get them back in September/October. S.T.E.P. kept 7-8 thousand eggs from the first female that they spawned. She was a small female with very small eggs. Any egg losses that did occur were due to human error, but they were able to deliver some very healthy eggs to Elk River.

**Donna:** She heard that up by Bonneville Dam after trying everything they could to take care of the seal issue, they were given permission to take out some of the seals. Why can't we do that down here? She feels if all the Port Commissions along the coast were to speak up as a group that the seals are a real problem everywhere, maybe we could get permission to eliminate some.

**Deb:** S.T.E.P. has talked to ODFW and they couldn't get anywhere.

**Scott:** He has a mailing list for all the ports, maybe he could send out an email asking that question.

**Karen:** Suggested contacting Bonneville and ask them how they were able to get permission.

**COMMISSIONERS:**

**Donna:** Wants to see The Port complete that gate project and electrical project on the Umpqua River Wharf.

Carey's service will be January 3<sup>rd</sup> at Pacific Auditorium starting at 1 p.m. I would like to see everyone there.

**The meeting was adjourned at 7:55 p.m.**

The next Port of Umpqua Regular Meeting will be held January 21, 2026, 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:**

**12/1/25:**

**Commissioner questions from check signing at end of the month to be included in the December 17, 2025, minutes:**

There were no questions.

Checks were signed by Commissioners Train and Mulkey.

**Questions about checks signed at the December 17, 2025, meeting:**

There were no questions.

Checks were signed by Commissioners Train and Rhonda Black.

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Rhonda Black, Secretary

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Karen Halstead, Sr. Admin. Assistant