Port of Umpqua

Regular Meeting Minutes
September 16, 2026, at 7 p.m.
Port of Umpqua Annex
1841 Winchester Ave
Reedsport, OR

THESE MINUTES ARE FINAL and APPROVED.

Commissioners Present:
President Joe Mulkey
Vice President Cindy Simmons
Secretary Rhonda Black
Treasurer Allen Teitzel
Assistant Secretary Tom Black

Port Staff Present:
Port Manager Scott Kent
Senior Administrative Assistant Karen Halstead

Public Present: Tina Monterozza (Reedsport Machine & Fabrication), Jeff Mulkey (F/V Pearl J)
Online Attendees: None
NOTE: All items handed out at the meeting are available for view by public record's request.

Proceedings:
The meeting was called to order at 7 p.m. by 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:** August 19, 2026, as presented.
- **APPROVAL OF BILLS:** In the amount of $6,487.46 to be paid from the General Fund.

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

PUBLIC COMMENT:

Jeff Mulkey (F/V Pearl J):

Jeff was there to request that The Port get a hoist and electricity on the Umpqua River Wharf so that the fishermen can offload product from the Wharf. Jeff is delivering to a buyer in Seattle named Tyler Besecker. He has told Jeff he is very interested in buying Black Cod and fish from fishermen in this area. He could buy it over the Umpqua River Spit dock but that is a different deal. Andrew Bornstein had left a voice message on Jeff's phone that Jeff played, and he also said he was interested in buying product from the local fishermen. This was all part of Jeff's request that there be electricity installed on the Umpqua River Wharf so they could hook up a fish pump for squid and a hoist to unload. Right now Jeff is having to travel up to Newport to sell to these buyers and he would much prefer it if he could deliver here.

Scott: What type of electrical infrastructure do you need for a squid pump?
Jeff: He was sure 220 with at least 100 amps would work. He thought single phase would work but he could verify that and let Scott know.
Scott: Asked that Jeff come into the office and discuss what was needed, Jeff said he'd find out and get back to him.

Allen: How many pounds a month do you expect to offload?
Jeff: He's delivered over 100 -150,000 pounds a month in Black Cod, Scott Hartzell who owns F/V Ossian is interested in selling to Tyler as well. Combined it would be around 300-400,000 pounds of product a month. They also deliver around 50 tons of squid per offload.

Cindy: The squid is coming across the Winchester Bay dock right now, right?
Jeff: Joe and a California fisherman are delivering there. Pacific Dream Seafoods (PDS) won't unload Jeff because they say they can't handle the amount he has. When they first started squid fishing there were 4 boats that were delivering in Winchester Bay and the buyers were handling them all just fine. There is more to this than how much they can handle.

Andrew Bornstein is ready to bring trucks and unload all their squid here; he would even bring the crew needed. Dana had told Jeff no; he couldn't do it. There are also some licensing issues, with PDS running the dock now the other buyers must go through a lot of paperwork to get a Memorandum of Understanding (MOU) which is required for other buyers to buy products over the Winchester Bay dock now. Previously when The Port ran the dock all that was needed for the buyers to purchase over The Port's dock was to have a buyer's license registered to a pickup truck or a particular person and they could simply unload and buy product.

Cindy: Wasn't it an employee problem, that was the reason that The Port leased out the dock? She wasn't sure how many boats would be interested in coming all the way up into Reedsport? This needs to be thoroughly looked at and consider all the costs.

Scott: He could put together a budget of what the costs would be. When The Port first decided to put electricity on the Wharf a squid pump wasn't in the picture, but a hoist was.

Cindy: Suggested that Scott contact some of these buyers and find out what is the incentive to drive all the way down from Seattle and then The Port could get a better understanding of the whole picture for this. Keeping a thriving fishery here is very important, this deserves to be looked at; Allen voiced his agreement.

Jeff: All the fishermen would love to see the situation in Winchester Bay go back to how it was. Before PDS leased that dock PDS was paying higher prices than they do now.

Cindy said she felt that The Port should investigate this more in depth. She asked if she should make a motion to add this to a future agenda. Rhonda stated that it could be added to the current meeting's agenda.

- **Commissioner Teitzel made a motion to add a business item to the current meeting's agenda to discuss this further, 2nd by Commissioner Tom Black. The motion was passed unanimously.**
- **Commissioner Teitzel made a motion to direct the Port Manager to investigate selling fish over the Umpqua River Wharf, but also during the investigation, he needed to work toward a feasibility study on the fish buying situation in Winchester Bay, 2nd by Commissioner Tom Black. After the motion was made there was the following discussion:**

Joe: The squid fishery has gone on long enough now to see the cycle. This year there is a big El Nino, going off history, they are looking at 4-5 years where there will be a lot of squid. After that they expect it to slow down for 2-3 years, then the El Nino cycle will begin again where there will be more squid. Joe is aware of several buyers from California who are very interested. When Oregon has a lot of squid, California does not. These buyers are looking for places to put squid pumps. The goal is to have these in place for next spring. Already this year, there were boats that wanted to fish locally but couldn't because they had nowhere to go sell their product. When he is squid fishing near Charleston it requires he make a 24-hour trip to get to Newport where he can sell them and then return to Charleston. Newport and Astoria are the only ports where they can sell squid as of right now.

- **The motion was passed unanimously.**

The board requested that this topic be added to the October agenda for continuing discussion.

REGULAR BUSINESS:

1. **Ice machine history at the Winchester Bay dock. Discussion.**

Scott: Commissioner Rhonda Black had requested that Scott research the history of the ice machine in Winchester Bay. This was the result of Scott's research:

This narrative contains the history of ice machines, sometimes lack of, at the Winchester Bay dock. In 2002, with the help of some grant money awarded to the Port, the existing wood dock was replaced with concrete and steel beams. The project was titled, "Icehouse and Dock Replacement Project". The new dock was rendered safe and allowed for forklift traffic. The minutes from 2003 indicate that the icehouse was not constructed nor was an ice machine procured. Throughout many of the 2003 meetings, there was discussion by the board on the

idea of purchasing a small ice machine. In April 2004, the Port commissioned a study by Norwest Engineering to determine the cost-benefit of an ice machine. The Port did not purchase an ice machine at that time.

In April 2016, the topic of an ice machine was reexamined by The Port. The Port made three requests for proposals that were sent out to ice machine vendors; however, only one responded and that was Highland Refrigeration. The cost for the ice machine itself was $81,380. There were no grants used for this purchase. The Port also purchased a container and refrigeration unit to store the ice in totes. From the beginning, problems with the new ice machine occurred. Motors, augers, shafts, keys, and variable frequency drives were in constant need of repair or replacement. There was also evidence that moisture had contaminated the refringent as indicated by a yellow-colored fluid observed through an inspection window. The Highland ice machine has never worked right from the beginning and required constant attention and maintenance.

Currently, the ice machine is broken due to a failed compressor. Pacific Dream Seafoods believes that bringing in a new ice machine to replace the existing Highland ice machine is the most prudent and cost-effective route. Currently, Pacific Dream trucks in ice from Newport, which is expensive. It is my understanding that Pacific Dream has given up on the constant maintenance requirements of the existing ice machine and plans to replace it with a different unit, which they will own.

Fortunately, the container with the refrigeration unit seems to be functional.

The question on the table is what should happen to the existing Highland ice machine if Pacific Dream abandons it for a different machine?

There was discussion of whether PDS wants to spend any money for maintenance on the current ice machine. They have been leasing the dock for years and it has become apparent to some that they don't want to invest money in the Umpqua Spit property.

Allen: What does The Port get out of this ice machine?
Nothing, when The Port leased to PDS they in turn took full control of the use of the ice machine, and now that it isn't operating, they don't want to fix it. They want to buy a new ice machine that they will want to take with them when their lease is over. It was pointed out that it does state in the lease that PDS is responsible for all maintenance at Umpqua Spit.

Joe: The ice machine they want to replace the existing one with is a significantly better system than what they were handed. The question that Dana brought up in the past is whether PDS could take the ice machine with them if they ever left.

Allen: From what he has read it appears that PDS wants a bigger machine.
Joe: With just 2 squid boats PDS would still have to truck in ice if the existing machine were being used.

Rhonda: She honestly feels that PDS needs to repair the existing ice machine then set it off to the side and bring in the ice machine that they want. This would keep them in compliance with the lease and there would not be a problem with them taking the new ice machine with them if they go.

Cindy didn't feel it made sense to fix the existing ice machine if they were in turn just going to set it off to the side. Allen pointed out that The Port doesn't know for sure that the existing ice machine doesn't work. The Port hasn't gotten any information from a professional stating that it is broken.

The Commissioners agreed that The Port needs to get a technician out there to check out the existing ice machine and report back what exactly needs to be done to fix it. There are a couple of companies that were mentioned, Comfort Flow or Highland Refrigeration. Jeff Mulkey suggested having Matt Goergen look at it. His expertise is in ice machines and refrigeration, and he would be the person to talk to about this.

- **Commissioner Tom Black made a motion to have Scott contact Matt Goergen and have him assess the existing ice machine and report back to The Port what needs to be done to it, 2nd by Commissioner Teitzel. The motion was passed unanimously.**

2. **Resolution 26-2, Public Meeting Policy. A document that describes the progress of a board meeting.**

Scott: To qualify for a two percent reduction in our insurance premium from SDIS, one of the requirements is to update the Public Meeting Policy, which describes the rules and procedures for conducting The Port meetings. The current Public Meeting Policy is from 2012. SDIS provided a template for the Public Meeting Policy document, which I referenced. I also cross-referenced our bylaws, as some information is included in both documents, to make sure that there were no conflicts between the two. Scott recommended that the board adopt this resolution 26-2, Public Meeting Policy. If this passes The Port will qualify for the full 10% credit from SDIS on our insurance.

Cindy: She isn't accustomed to seeing agendas laid out that don't have "New Business" and "Old Business" listed separately. The Port's agendas just list Business Items. Her reasoning for preferring the separate business listings is because when you label items "Old Business" it is carrying over items. It's disconcerting to her to see items just disappear from the agenda that were discussed. With separate listings items will only disappear after they have been completed. Why are the agendas now listing all business in the same category?

Scott: This was how the agenda system was set up when he started.
Karen: The current style is how it was set up when she started 16 years ago.
Rhonda: She preceded Karen and it was set up in this manner when she was working for The Port. She added that 20 years ago when she started at USWCD the agendas did break business items down between old and new business. To clean things up and bring them up to speed they now have just business items. What she does on continuing business items is she will leave it under business and move it further down on the list where they stay until it is

resolved. If it would help, The Port could consider doing this so items wouldn't disappear until they have been resolved.

Scott: He would like that. From now on, The Port will leave items that have not been resolved on the following agendas until they have been resolved.

Allen: Had a question on the new policy document where it was referring to the "conduct of executive sessions". His question was regarding page 7 of the proposed policy. The last sentence states "Board members, staff and other persons present shall not discuss or disclose executive session proceedings outside of the executive session without prior authorization of the Board as a whole".

His understanding is that State Law says you cannot discuss whether the board approved it or not. He wants to make sure this statement isn't violating State Law. When he was oriented to the City Council he was told there were State Laws that prohibited discussion of topics outside of executive sessions.

Scott: That would be a good question for the SDAO attorney.

Cindy: Questioned the section discussing agendas. The proposed policy says when the agenda is created, staff will have it approved by the President, the President can add agenda items, or 3 members of the board can add an agenda item. Does that mean if we want to add something it would have to be at the meeting, because 3 members discussing an item outside of the meeting would qualify as a quorum. She doesn't understand why anyone can't just add an agenda item.

Karen: That wording is in The Port's Bylaws, if there is an issue with that, the board would need to change it in the bylaws.

Joe: If anyone has something they want added to the agenda just call him and he will make sure it is added.

Allen: He thought it may be worded that way in the case where someone wants an item added and the President refuses to add it, then the board members could get together and have it added that way.

Joe: We will hold off on approving this until Scott checks on Allen's concern regarding executive sessions with the SDAO attorney.

3. **Resolution 26-3. Declaration of limit of liability for maintenance and repair of dikes, levees, and tide gates in the Port District.**

Scott: Our attorneys drafted a resolution that states that the Port of Umpqua cannot be responsible for maintenance of the dikes in the port district. At the July 2026 meeting, the commissioners asked that the resolution be tempered with the Port stating that it will be available for assistance and advice for a repair project. To that end, I forwarded our July 2026

minutes to our attorney for her reference. The revised resolution was provided in the meeting packets.

Scott directed the Commissioners to look at section 3 on the last page where it says, "The Port remains willing to help owners with their project maintenance obligations by participating in efforts to secure grants and other private and public funding for project repair and maintenance".

Rhonda: Likes this version better but there is still an issue with dike and tide gates that The Port is responsible for. Is that listed in this resolution?
Scott: No, it is silent on that.

Rhonda: The Port is legally bound in writing in the title report and that makes it hard for it to be included in this resolution.

Allen: When he read the resolution, he got the impression that The Port can't spend any Port money on dikes or tide gates which means we can't help anybody.

Rhonda: Technically, The Port is the legal sponsor for the first 8 miles of dikes and tide gates on Smith River, 2 miles in the Gardiner area and a few on the Umpqua, this technically means The Port couldn't go out and sign the paperwork for someone else to do work on the tide gates. The Port is the legal sponsor which means they would have to sign off on the paper before any work can be done, or any grants be applied for by someone else. Or if The Port did want to do work and assist with a project, for example if a "match" were involved, and match does not have to be actual cash. That would kill a lot of options. This is basically The Port stating even if people wanted to do work on a tide gate themselves, they can't because The Port is the sponsor.

Tom: That is why we had to come to The Port to get an MOU to get a grant in the first place.

Scott: What I'm hearing is that this document does not describe what The Port does.

Rhonda: It's going to tie hands.

There was discussion about whether the resolution was feasible or if The Port should take the stance of looking at each project on a case-by-case basis.

It was the decision of the board not to approve this resolution and to address dikes and tide gates on a case-by-case basis.

- **Commissioner Rhonda Black made a motion to accept the revised stance where The Port will address dikes and tide gates on a case-by-case basis, 2nd by Commissioner Teitzel. The motion was passed unanimously.**

REPORTS:

STAFF REPORT:

1. I contacted Florence Glass to look at back door crash bar, which locks itself at random due to vibration of opening and closing. A technician arrived and adjusted, and the door is working better but it's not perfect.
2. We cut a check for one of our Port of Umpqua scholarship applicants for $1,000.
3. Started to perform research on the history of the Winchester Bay dock. Learned about the 2002 repairs and the 2016 ice machine from the files.
4. Our side door has failed. We contacted Florence Glass to inspect it. The technician arrived and parts are on order. They are expected to fix the door in about two weeks.
5. Completed reconciliation of checking and savings and all balanced.
6. During Karen's vacation, I completed the meeting packets and financials for the commissioners. Posted the information outside of the office for pickup.
7. Researched IP property history and distributed my findings to the commissioners. I would like more directions on what the board would like me to do with the topic of the IP property once the research is completed.
8. I participated in a two-hour SWACT meeting. I am the port representative alternate. The discussion focused on land projects. Ports did not come up.
9. Met with representatives from the Pacific Northwest Waterways Association on site. Expressed our desire for continued dredging.
10. Attended two Chamber of Commerce meetings. The administration assistant has taken another job, leaving the chamber with an important decision of replacing her. The Commerce is struggling financially because they no longer get the fees from Winchester Bay.
11. Tomorrow I will be meeting with Matt Ruwalt to discuss mitigation possibilities at Steamboat Island.
12. I registered for a cyber security training program on November 12, 2026.
13. The electricians are finishing the wiring and light replacement at the Reedsport Wharf today, however this afternoon I got a phone call saying that one of the conduits has gone bad and they are going to have to re-do the conduit. A couple of the lights are functional. With permission from ODFW they removed the Osprey nest.

SALMON HARBOR MANAGER (via email):

We're looking at limited, small-scale maintenance dredging around the A-Dock and Breakwater Dock ramp landing floats to maintain adequate flotation at low tide. The work would be limited to no more than 50 cubic yards at each location. We are checking permit requirements and whether the material can be placed on nearby County owned upland property rather than disposed of offshore. This is separate from the larger basin-fill concept previously discussed. It is still being evaluated, with no work scheduled yet.

We have revised our approach to the Breakwater Dock ramp replacement by separating the design and construction phases. Jim met with engineers today to discuss the design scope. This will add time and expense, but it should give us a better-defined project before construction goes out to bid. Since the ramp serves the commercial dock, once they have the engineering scope and cost, they would like to discuss with you whether Port participation in the project might make sense.

On July 28, the approximately 76-foot vessel "Dolphin" sank at A-Dock, creating a fuel-spill concern and putting the dock at risk of serious damage. Harbor staff secured the area, deployed containment boom, removed dock floats, and helped refloat the vessel, with an environmental contractor assisting with containment and cleanup.
The vessel was subsequently towed to Fred Wahl Marine Construction and hauled out. Since then, they have been working through contractor billing, cost recovery, and final disposal arrangements.

Separately, they are coordinating with Reedsport Machine & Fabrication on the demolition of two other derelict vessels. These demolitions remain on hold pending the required DEQ approval. In the past, this requirement was not widely understood by the yards handling these vessels. However, DEQ approval must be in place to receive state funding assistance. State contacts and local yards indicate that similar projects around Oregon have funding identified but cannot move forward while the required approvals are pending. Local haul-out and disposal services are important, and the yards need a workable permitting path to get these vessels handled.

They are still waiting for Dyer Engineering's proposal for the Beach Boulevard promenade project. Once received, they can begin putting together an engineering contract for project development. The overall concept came from the Salmon Harbor Master Plan and the public input gathered during its development. The current engineering work is intended to determine what can realistically fit within the existing corridor; no final design has been selected. Any additional public process required during design, permitting, or project approval will occur as the project moves forward.

Summer is winding down. Overall, dry camping was a little slower than usual, while resort visitation was about average. From what we observed, Beach Boulevard businesses appeared to have a pretty good season, and the events brought to Winchester Bay generated activity beyond just the dunes.

Cindy: He didn't explain what he meant by "upland".
Scott: Will send Jim an email requesting an explanation and will forward that information on to the board when he gets it.

Joe: As far as the IP Property is concerned, Scott was asked to do some research and he wasn't sure what Allen had in mind when he requested it.

Allen: He knows that The City has a large file on the history of that property and he would like to know how big is the property, what all is included with it, what is the zoning on it, what is the current asking price, there are several different questions he had in mind so that The Port could take a look at it and see if it's something The Port may be interested in pursuing or not.

Rhonda: Feels The Port should be seriously looking at it. Currently, The Port has the Umpqua Spit that is being leased, and the Umpqua River Wharf which is not very big. Do we want to help The Port grow and help improve our area?

Scott: Will meet with Deanna Schafer and request the box of history that they have. The history Scott was able to find was what he found available online.

There was discussion of areas The Commissioners would like more information on. Water rights will be a big issue.

Allen: There is a lot to look at, there isn't just the property but there is an F1 line that goes down Sparrow Park Road, there is water rights for Tahkenitch Lake and Siltcoos, there is a pipeline that runs from Tahkenitch over the hill into the property, there are 2 dams, a storage tank up on the hill, there is a powerplant there and he's been told that the powerplant is obsolete but he doesn't know that for sure.

Cindy: Is the outfall permitted?
Allen: People have been talking about using the outfall for access to the ocean, not necessarily as an outfall. All this needs to be known. Another important fact to know is what is the zoning? Can the property be divided? If it's industrial, he doesn't know if it can be, so Scott will need to talk to planning. Allen also suggested getting some survey maps and GIS from The County.

Allen brought up the golf course project that is being planned for the Sparrow Park Road area, and stated the plans aren't just a golf course but also a residential area. They have talked about putting a 12-inch water line under the river to access that property.

Allen: One thing he has heard is that part of the problem with that property is the electricity. Bonneville will not allow enough electricity for one big company building. If a company were to buy that entire property and try to build something on it, Bonneville will not allow electricity for it. We need to check on the possibility of dividing the property to allow smaller companies to build on it, and to see if electricity would still be an issue.

Cindy: When Bolon Island was developed, The Port did the master plan for it. The County bought the land and had The Port do the master plan. Shortly after that American Bridge came in.

Rhonda: Added that Scott's research needed to find out if the railroad spur is still available or if it's a part of that property.

- **Commissioner Simmons made a motion that the board direct the Port Manager to continue investigating possibilities for The Port on the IP Property, 2nd by Commissioner Rhonda Black. The motion was passed unanimously.**

COMMISSIONERS:

Tom > Scott: Is there power on the Umpqua River Wharf now?
Scott: Yes, they are still working on it but there is power there, the breakers are on and there is some conduit that needs to be replaced.
Tom: What's it going to cost for a hoist?
Scott: Hasn't gotten an estimate from the electricians. Just to get the boom itself upgraded will be $25-$30,000 and that does not include setting up a control system using key cards. That will be in addition to that amount.

Allen: The city awarded the levee dike project to Laskey-Clifton. They have been sent a notice of award. The next step will be setting up a pre-construction meeting. They will be working on it through the winter. There will be some in-water work required as they will be redoing the pumps and out falls on the tidal lands.

There will be a lot of trucks coming through town, they will be bringing in fill soil for the earth part of the dike. The dirt will be coming from the dump, and they will have soil that will come from an area The City owns right off of Schofield Road.

Joe: Thursday he will attend his first meeting for the Urban Renewal District

The meeting was adjourned at 8:22 pm.

The next Port of Umpqua Regular Meeting will be held October 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:**

8/31/26:
Commissioner questions from check signing at end of the month to be included in the September 16, 2026, minutes:
There were no questions.
Checks were signed by Commissioners Simmons and Mulkey.

Questions about checks signed at the September 16, 2026, meeting:
There were no questions.
Checks were signed by Commissioners Tom Black and Rhonda Black.

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President – Joe Mulkey Karen Halstead, Sr. Admin. Assistant