

February 19th, 2025, Minutes
Port of Alsea Regular Board of Commissioners Meeting
365 Port Street, Waldport OR 97394

Date: February 19th, 2025

Location: Port Office, Waldport, Oregon

Called to Order: 2:00pm by Chair Rob Bishop

Attendees:

- Rob Bishop - Board Chair
- Joe Rohleder - Vice Chair
- George Grey - Absent
- John Allen - Commissioner
- Vacant - Commissioner
- Dean O'Byrne - Port Manager
- Sue Woodruff - Public

Quorum: Established - all commissioners present

1. Call to Order

The meeting was called to order by Rob B. A roll call confirmed a quorum. Rob B. noted that Commissioner George Gray was absent.

2. Public Comment

Rob B. asked for any public comments. No public comments were made.

3. Consent Calendar

The previous meeting minutes and financials were reviewed. John A. moved to accept the minutes and financials. Joe R. seconded the motion. The motion passed by unanimous vote.

Manager's Report

Boat Maintenance Progress and Strategy

Dean O. reported that boat maintenance is ahead of schedule, two months ahead of last year. Three boats have been sanded. Paint is expected to arrive tomorrow, with the goal of having these three boats painted and back in the water by Monday, or Tuesday at the latest. Work will continue weekends. Dean O. stated that Mark Reader, a moorage customer, offered to paint and sand boats under Robbie's supervision in exchange for six months of moorage. The boats are stored and painted in his 20x40 storage unit on the hill. Dean views this as a cost-effective solution, noting the port has not had skilled personnel for this task previously. Robbie will supervise Mark daily.

Boat Reservation Software

The boat reservation software created by Dean O. is operational and has successfully processed its first moorage reservation, with revenue received. The second phase of the software, for boat rentals, will be implemented after Dean O.'s next vacation to ensure availability for any issues.

Launch Fees and Boat Trailer Revenue

Dean O. presented data on launch fees and boat trailer revenue from the previous year. September was the busiest month, with 989 launch fees and 37 boats parked. Over the last four years, launch fees have fluctuated:

- 2021: 3,200
- 2022: 4,076 (first year after marina construction)
- 2023: 3,800
- 2024: 3,900
- 2025: 3,800

In 2025, launch fees decreased by 142 from the previous year. However, revenue increased due to boat trailer parking. The average ticket price for a launch fee is \$9, while the average for boat trailer storage is \$17. Boat trailer parking generated \$2,300, increasing total annual revenue by over \$700 despite fewer launches. Total boat launch fees for last year, combined with boat trailer parking, were \$39,187. Dean believes boat trailer parking is valuable, noting that even on its busiest day, there were never more than six trailers. This service offers convenience, and customers appreciate it.

Debris Boom

Dean O. contacted a Washington-based company specializing in debris booms for large dams. The company has a lightly used large debris boom from Colorado and offered to retrofit pieces for the port. They will provide a price for custom-cut 50-foot sections. The current wood log booms are failing due to sinking or lack of buoyancy. These new plastic, highly buoyant booms are expected to last 20-30 years and include all necessary linkage for pilings. Each section between pilings is 30 feet, with two sections at 40 feet and one at 25-30 feet, totaling nine sections. Dean O. estimates the cost to be between \$1,500 and \$2,500 per boom.

Brookings Dredge Observations

Dean O. visited Brookings to observe their dredge operations.

- **Operation:** The dredge operates 8 hours daily (8 AM-5 PM), with 20-30 minutes for setup and 15-20 minutes for breakdown. One person operates the remote dredge. Additional staff are needed for the generator and plug-ups, which can cause hours-long delays.
- **Equipment:** Their 200-kilowatt generator cost over \$100,000 to purchase and would cost over \$20,000 per month to rent. The generator uses \$10,000 in diesel fuel per season.

- **Timeline:** The dredge operates from October 1st to February 15th.
- **Personnel:** Travis, who operated the port's previous dredge, works in Brookings, and their staff has prior experience.
- **Logistics:** The dredge is tied to the dock nightly and adjusts with tides. It can operate at various depths.
- **Piping:** They purchased 300 feet of flexible pipe and 1,500 feet of rigid pipe, with a recommendation for an additional 200 feet of flexible pipe. The dredge can pump up to 3,000 feet without a transfer pump. Clogging occurs due to their non-sandy bottom.
- **Maintenance:** Annual maintenance costs are about \$15,000.
- **Cost & Funding:** The dredge cost \$1.2-1.3 million, funded by a \$2.4 million FEMA grant received after a fire and tsunami runoff.
- **Comparison to State Dredge:** The state-owned dredge costs \$30,000-\$40,000 per swing and is an \$800,000 machine. The Brookings dredge is more user-friendly. The manager would consider an Elcott dredge (same manufacturer as the state dredge) if buying again due to international dealing complexities.
- **FEMA Claims:** It is important to document everything pre-storm and conduct surveys before and after storms to support FEMA disaster claims.

Dredge Timeline

John A. asked about the timeline for a dredge decision. John A. stated that dredging would not be possible for at least five years. The Brookings dredge would not be available until their operations are complete, which is estimated to be three to four years. Moving it would be expensive, as it requires tractor-trailers. John A. highlighted that external grant funding for dredging would take significant time, suggesting the process for FEMA grants alone could take multiple years. This small dredge cost \$1.5 million. Joe R. recalled that a portion of gas tax money for marine use goes into a dredging fund. Changes to procedures and a new committee for the dredge were established in the last session. Dean O. noted that budget instability affects funding. Rob B. suggested investigating the cost of using the state dredge, which is intended for small ports. Dean O. emphasized the labor cost savings of the one-person operated Brookings dredge compared to the previous port dredge. Rob B. mentioned other dredge types seen in Florida that use a small barge and dump trailer system, which might be feasible for a small dredge purchase. Dean O. noted that Brookings spends \$20,000-\$30,000 per month removing debris, unlike the port, which rebuilds its shoreline.

4. Old Business

Road Repair Discussion

Dean O. reported no new progress on road repair. Dan Cutter indicated that his team is busy with other projects. The most cost-effective option is to wait for the city. Any temporary fixes require better weather conditions. No timeline was provided by Dan Cutter.

Port Manager Review and Job Description

Dean O. distributed a draft job description and his original contract. He requested comments from the commissioners, noting the port has never had a detailed job description. This draft incorporates insights from Travis and other port managers. Dean suggested taking the next year to finalize the job description, compensation, and annual review process for implementation next fiscal year, for himself or a future manager. John A. recommended commissioners thoroughly review the document for discussion at an upcoming meeting. Sue W. suggested that a cost-of-living increase should be considered as part of the compensation review. Dean O. agreed to prioritize discussion of the job description and compensation before the upcoming fiscal year.

A motion was made to review and finalize the job description at the next meeting, and to finalize salary negotiations before the budget process. Joe R. seconded the motion. The motion passed.

5. New Business

Agenda Changes

Rob B. presented a draft of a revised agenda structure.

- **Order:** Call to order and roll call, followed by recognition of guests and public comments, then changes/additions to the agenda. This allows guests to speak early and then leave if they wish.
- **Consent Agenda:** Approval of minutes and financial report, followed by action items for urgent matters.
- **Agenda Additions:** Dean O. questioned the process for adding items to the agenda between meetings. Sue W. raised concerns about public transparency if the agenda is changed at the meeting, as it would not allow for public awareness and attendance. Rob B. noted that approximately 80% of other ports allow additions to the agenda at the meeting. After discussion, it was agreed to maintain the current practice where two commissioners can request agenda items before the agenda is posted, but not at the meeting.
- **Executive Session:** The proposed agenda includes an executive session placeholder with specific ORS codes. This allows for executive sessions on short notice. Sue W. advised using the correct ORS and noted that changes to executive session practices have been scrutinized by the Ethics Commission. It was suggested to list a couple of frequently used ORS examples or a general placeholder for executive sessions.
- **Next Meeting Date/Events:** Adding a mention of the next meeting date and upcoming events at the end of the meeting was suggested and approved.

6. Commissioner's Comments

Budget Timeline

Rob B. requested a clear timeline for the budget process, including dates for

budget committee meetings, public hearings, and budget adoption. Dean O. agreed to provide this for the next meeting.

New Commissioner Appointment

Rob B. asked about the timeline for appointing a new commissioner. John A. reported that a letter was to be published in the Yachats's News and on the website seeking applicants. However, a highly qualified individual expressed interest in the last two days. Dean O. met the candidate for an hour and found him to be an excellent candidate. This applicant was scheduled to submit his application and meet the board today but had to cancel. John A. suggested waiting until tomorrow to see if he still intends to apply. If so, two commissioners and the manager could interview him without a quorum.

Joe R. raised concerns about transparency, as previous appointments involved advertising and interviews. He emphasized the need to fill the vacant commissioner position (position five) quickly, as being without a full commission for multiple meetings could create issues, especially if one commissioner is absent, preventing a quorum.

A motion was made by Joe R. to advertise the commissioner vacancy in the Lincoln Chronicle and on the port's website by February 25th. This allows for a two-week application period, with interviews scheduled between March 13th and March 19th. The subcommittee will have recommendations ready before the March 19th meeting. John A. seconded the motion. The motion passed.

Recreational Immunity Act

Rob B. asked if the port needs to opt into the reinstated Recreational Immunity Act, which provides immunity for injuries on state land. Sue W. believes this is required for smaller entities and it needs to be addressed if not already done.

City Council Meetings

Joe R. expressed willingness to continue attending city council meetings and reporting back to the commission. He suggested changing the agenda item from "commissioner comments" to "commissioner reports" to formalize this process and ensure notes are taken. Rob B. agreed, believing this could also shorten meetings. Joe R. plans to include notes on the street report and city manager's updates in his reports.

Oyster Cultivation in the Bay

John A. provided an update on the viability of oyster cultivation in the bay, noting that the industry is vertically integrated with a few major players, but a niche market exists, as seen in Newport and Garibaldi. This initiative would focus on economic development, potentially creating two to three jobs and a small revenue stream for the port. Resources are available through the University of Washington, Oregon State, and SARE. John A. proposed creating a subcommittee to study its viability but decided to postpone it until the new board

member, who has expertise in this area, is appointed. Previous attempts at oyster cultivation in the area were successful in growing seeds but faced issues with marketing and sales. Concerns about disease, red tides, and water acidity would need to be addressed.

Property Acquisition (1260 Blue House)

John A. raised the possibility of purchasing the blue modular property at 1260, located west of the port office. Rough estimates suggest it is only viable as a short-term rental. At an estimated market price of \$400,000, payments would be around \$2,600-\$2,900. If rented as a short-term rental with a dock, it appears economically viable for the port. This property is expected to sell quickly as a short-term rental when it enters the market. The city of Waldport currently has no limitations on short-term rentals, but permits are required. John A. questioned whether the port wants to pursue this or let someone else purchase it.

Rob B. asked about managing the property and potential additional compensation for Dean O. if he were to manage it. John A. stated that a rental agency would likely be used. Rob B. raised concerns about funding for the purchase. John A. suggested conducting a feasibility study to determine if a short-term rental would cover loan payments. If feasible, the port could seek a loan (e.g., through SDAO). Rob B. offered to help with the feasibility study. John A. noted that there are substantial repairs and necessary repairs due to prior water damage (drywall, flooring, decking), which would need to be included in any loan. Flood insurance costs would also need to be factored in. John A. suggested that this project represents a "low-hanging fruit" opportunity for revenue. Discussion on specific details would be best held in an executive session.

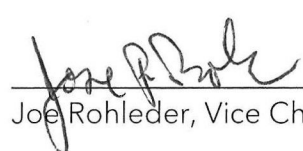
7. Adjournment:

Rob Bishop Adjourned the meeting at 3:06pm

ATTESTED TO:



Rob Bishop, Board Chair Date

 3-18-2026

Joe Rohleder, Vice Chair Date