

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

Date: March 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 - Commissioner
- John Allen - Commissioner
- Vacant - Commissioner
- Dean O'Byrne - Port Manager

**Quorum:** Established - all commissioners present

**1. Call to Order**

The meeting was called to order by Rob B. A roll call confirmed a quorum.

**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. Rob B. moved to accept the minutes and financials. Joe R. seconded the motion. The motion passed by unanimous vote.

**4. Manager's Report and Operational Updates**

**Online Systems**

O'Byrne reported that the boat reservation system and annual launch passes are online and functional, with initial bookings already made. He stated he is monitoring them to ensure smooth operation. He highlighted the benefit of 24/7 access for purchases, extending beyond office hours.

**5. Press Release**

O'Byrne drafted a press release for the Lincoln County Register (Lincoln County Chronicle) to announce the new online systems. The board supported this initiative.

**6. Dock of the Bay Payment**

O'Byrne requested the final payment for Robbie, which was previously deferred for Crab Cooker area upgrades. The board agreed to process this payment to close

out the Dock of the Bay purchase. Bishop moved to make the final installment payment for Robbie's Dock of the Bay Ownership. Rohleder seconded the motion. The motion passed.

#### **7. Debris Booms**

O'Byrne reported on discussions with a Washington company regarding repurposed debris booms, with a quote of \$138,000 for a 20-30-year solution. He asked for the board's thoughts on pursuing this long-term fix, possibly through grants. Rohleder suggested a short-term fix with existing boom logs while a grant is sought. O'Byrne mentioned that the Alsea Bay Sportsmen Association reclaimed 30 feet of debris boom, providing 20 feet to the port, with another 15 feet expected, and offered manpower for installation. The board supported exploring a grant for the long-term solution.

#### **8. Coffee Revenue Concept**

O'Byrne presented a concept for a port-operated coffee business and high school student incubator. He offered to donate his coffee van equipment, with no compensation for himself, to avoid conflicts of interest. The port would run the business, with 100% of all revenue going to the Port, with O'Byrne assisting on a limited schedule. This initiative aims to generate revenue and provide real-world learning for students. O'Byrne is not seeking approval but board interest to continue development. He reported discussing the concept with SDAO and attorneys, confirming that a donation is the only viable method. O'Byrne suggested operating the van Wednesday through Friday mornings, with students assisting on Saturdays and Sundays. Allen expressed interest but raised concerns about O'Byrne's time commitment and potential public perception of an unfair advantage. O'Byrne clarified that it would be a 100% donation to the port O'Byrne would retain ownership of the equipment during the timeframe of the donation, and that a press release would inform the public. Bishop moved to pursue the concept further, including discussions with the high school about potential programs. Rohleder seconded the motion. The motion passed by unanimous vote.

#### **9. Dredging Discussion**

O'Byrne presented his view that dredging might not be the best use of port resources due to the recreational nature of the port, small boat drafts, and rapid shifting of sandbars after storms. He suggested directing funds towards revenue-generating projects. Rohleder countered that not dredging limits access during low tide, potentially rendering the port non-functional. Bishop suggested keeping dredging in the strategic business plan but exploring a small, port-owned dredge for maintenance. O'Byrne noted the lengthy permitting process for dredging, which could negate its effectiveness if sandbars shift again. Allen expressed concern about the marina sitting on sand, which impacts revenue streams. O'Byrne emphasized that boat rentals are already tide-dependent and that ongoing dredging discussions without funds or equipment are unproductive. Rohleder highlighted the availability of state dredging funds through the Marine Board, derived from boat fuel taxes. He explained past political barriers to accessing these

funds and mentioned potential future opportunities with new legislators. Rohleder also discussed the changing weather patterns and the potential for Lynt Slough to develop into a natural channel. He stressed the port's commitment to a workable marina. O'Byrne reiterated the absence of dedicated dredging funds, though some Dock of the Bay proceeds are earmarked for it, likely requiring a 20% match. The board decided to keep dredging in the strategic business plan for long-term consideration, and O'Byrne will research Marine Board rules.

#### **10. Budget Timeline**

O'Byrne completed and distributed the budget timeline

#### **11. Budget Committee Vacancies**

O'Byrne reported that Dorothy Revel's term has elapsed. She will not be seeking another term serving on the budget committee. Diana Buckley is interested in re-upping her term.

#### **12. Pothole Update**

O'Byrne reported that the city has no updates on pothole repairs.

#### **13. Port Manager Job Description Discussion**

The board discussed the draft port manager job description. O'Byrne explained that the template is based on his experience and other port managers' descriptions, reflecting the expanded responsibilities due to modernizing systems. Allen found the description thorough and suggested adding percentage allocations of time for various tasks to aid in evaluations and guide future managers. O'Byrne stated that evaluation metrics and compensation are part of subsequent tiers of discussion. The board agreed that the job description can be updated as needed. Grey and Rohleder found the description thorough. Bishop moved to approve the job description as presented, establishing it as the benchmark for the position, with the understanding that it can be modified as needed. Rohleder seconded the motion. The motion passed by unanimous vote. The board agreed to revisit it annually during evaluations.

#### **14. Capital Improvements Plan (CIP)**

Bishop presented the compiled list of projects for the Capital Improvements Plan (CIP), stressing the need for a resolution for Roxy (strategic business plan).

#### **15. o Dock of the Bay Roof Replacement:** This project remains on the list.

**o Asphalt Repair:** O'Byrne suggested a cheap, temporary fix for potholes now, followed by a Marine Board grant for proper top-coating of the trailer parking area later. The \$12,000 bid for three depressions and the stop sign depression remains in the CIP.

**o Rebuild Dock of the Bay Facility:** This is a high-priority, long-term plan to include additional lease space. Funding sources will be expanded beyond grants to include "additional funding sources."

**o Fish Processing Pavilion:** O'Byrne suggested incorporating a fish processing facility into the Dock of the Bay rebuild to serve sportsmen. This was rated a low priority.

o **Boat Rental Fleet Replacements:** A total replacement of the fleet is estimated at \$120,000. O'Byrne suggested a phased approach, possibly with Marine Board grants for one or two boats per year. Recent repainting has extended the life of existing boats by at least two years. The board agreed to keep this as a phased project.

o **Marina Dredging:** This remains in the strategic business plan. The possibility of purchasing a small dredge for maintenance dredging was mentioned.

o **Storage Container:** O'Byrne proposed a separate building for crab measuring and net-making equipment to avoid monthly rental fees. The city prohibits Connex boxes but allows other structures. This was deemed a low priority.

o **Food Cart Site Development:** Bishop suggested allocating \$10,000-\$15,000 for food cart site development, including infrastructure. O'Byrne believes the coffee van will prove the viability of such a site without initial port cost.

o **Waterfront Property Acquisitions:** The board agreed to rephrase this as "adjacent property acquisitions" or "property acquisitions" with a budget range of \$500,000 to \$3 million, reflecting an ongoing interest in opportunities.

o **Dry Docks for Rental Boats:** Bishop suggested adding dry docks for rental boats (\$30,000 estimate) to protect them and reduce annual maintenance. This was added to the CIP.

o **Tractor:** The acquisition of a tractor for grading, boat pulling, and log moving was discussed but deemed unaffordable at this time, with current rental practices being sufficient.

## 16. Capital Improvement Plan Approval

Bishop moved to approve the Capital Improvement Plan (CIP) with the discussed minor adjustments and to form a resolution for signature and approval. Rohleder seconded the motion. The motion passed by unanimous vote.

## 17. Board Vacancy

The application period for board vacancies has passed without viable candidates. O'Byrne reported that three individuals, plus one known to O'Byrne, have expressed interest. The board discussed publishing an open-ended advertisement in the (Lincoln Chronicle) to attract candidates but decided to hold off to see if the current interested individuals move forward. The board agreed to revisit the advertisement if no viable candidates emerge from this group.

## 18. Beachcomber's Discussion

O'Byrne met with the new Beachcomber's group, who requested the port's participation. He suggested decorating a boat on a trailer for the parade to increase exposure and community engagement. The board supported this, noting prior participation and the potential for a Gilligan's Island theme.

## 19. Mission Statement Review

The board discussed reviewing the existing mission statement to include the word "recreational," reflecting the port's primary function and differentiating it from commercial ports like Astoria and Coos Bay. They also considered modifying the

phrase "Valsley and Yahoots River system" to "within the Port District" or "within the district boundaries." The board will review the existing mission statement.

**20. Commissioner Comments**

- o Joe Rohleder shared updates from the city council meeting, noting public concern about the neglected city gym, the contentious ethics law regarding open meetings, and the lack of city audits. He expressed concern about potential scrutiny on the port's communication practices. O'Byrne advised using email for important communications to ensure records are kept and shared transparently. Rohleder also mentioned the prolonged closure of public bathrooms in town, which impacts port facilities.
- o John Allen submitted his feasibility study on the potential purchase of a potential property to the chair, suggesting a review and discussion in executive session at the next meeting. Allen then announced his immediate resignation as commissioner, stating his skillset may not align with the position and wishing the port well.
- o George Grey had no comments.

**Adjournment**

There being no further comments, the meeting was adjourned.

ATTESTED TO:



Rob Bishop, Board Chair Date



Joe Rohleder, Vice Chair Date