

November 20th, 2025, Minutes
Port of Alsea Regular Board of Commissioners Meeting
365 Port Street, Waldport OR 97394

Date: November 20, 2025

Location: Port Office, Waldport, Oregon

Called to Order: 2:00pm by Chair Buster Pankey

Attendees:

- **Buster Pankey** - Board Chair
- **Joe Rohleder** - Vice Chair
- **George Grey** - Commissioner
- **Rob Bishop** - Commissioner
- **John Allen** - Commissioner
- **Dean O'Byrne** - Port Manager
- **Sue Woodruff** - Attendee

Quorum: Established - all commissioners present

1. Call to Order

The meeting was called to order by Buster P. A roll call confirmed a quorum.

2. Approval of Previous Minutes

The minutes from the October 16th regular meeting and the October 30th special meeting, along with the October financials, were reviewed.

A motion was made, seconded, and passed to approve the consent calendar as presented.

3. Swearing-In of New Commissioner

John Allen was sworn in as County Commissioner, Position Four, for a term expiring November 20, 2030. The oath of office was administered by Buster P.

4. Manager's Report

Financials

Dean O. reported that all financials are in order and had been emailed to the commissioners. A hard copy will be provided to Commissioner Allen.

Podcast Equipment

Podcast recording equipment has been purchased and is being tested. Dean O. plans a mock interview with a local Realtor to refine editing and setup. The equipment will operate via iPad or desktop computer.

Slip Occupancy Revenue

- For month of October this year: we booked 76 slips, generating \$5,900, compared to 59 slips for \$3,700 same time last year.
- Year-to-Date: \$21,073, up from \$15,900 the previous year.
Dean attributed increases to improved customer service and his extended hours at the Port.

Projects

Dean is actively working on two to three larger projects, with two nearing their completion.

Overnight Trailer Revenue

Revenue declined with seasonal changes. Despite the operational challenges, the program generated approximately \$1,200 this year. The area may be reevaluated for repurposing in the next season.

Bank Balances

Account balances remain stable. A bond payment is due in December, to be covered by incoming property tax revenue.

5. Old Business

Boat Maintenance

- Dry Dock Options: Dean is working with Oregon Coast Marine on pricing for used dry dock floats to reduce saltwater exposure on boats.

- Current Maintenance: One vessel has been removed for service. Buster noted the *Mary Ann* also requires removal for zinc replacement. Motors are in good condition, reducing repair costs this year.
- Immediate Needs: Priority is zinc replacement. Buster recommended pulling four boats, completing zinc and washing cycles, and rotating others afterward.
- Staffing & Logistics: Flipping boats require two people. Buster offered to assist and noted he could wash boats at his residence to avoid Port drainage issues.
- Budget: Dean will prepare a budget comparison for conventional maintenance versus dry dock options.

6. New Business

Audit Engagement Letter

The Grimstead & Associates audit engagement letter was presented for approval.

- Cost: \$12,600
- Notes: Although expensive, this was the most competitive proposal received. Grimstead has performed the Port's audits for several years. A motion was made and passed to approve and sign the engagement letter.

Commissioner Handbook Development

Rob B. is compiling a comprehensive handbook for new and existing board members. Proposed contents include:

- Mission statement and Port history
- District boundary map
- Railroad deed and articles of formation
- Ordinances and Port rules
- Updated procurement limits (now \$25,000 for routine maintenance/repairs)
- Key dates (fiscal year, tax cycles)
- Overview of agencies and entities the Port interacts with

The mission statement will be reviewed and may incorporate broader community engagement language. John A. requested a copy of the mission statement recommendation from the prior strategic planning cycle.

Dean O. will provide copies of the current strategic business plan and ordinances to commissioners. A draft of the new strategic plan from Roxie Cuellar is expected by December.

License Fee Review - Commercial Crabbers & Guides

- The Port currently charges a \$350 annual fee to commercial crabbers, which is uncommon among Oregon ports.
 - Dean believes this fee discourages some from mooring at the Port, reducing local economic activity.
 - Joe R. discussed public perception and suggested publishing data on commercial crabbers' contributions and coordinating with OSP for enforcement.
 - Winchester Bay charges fishing guides, but not commercial crabbers.
 - Proposal: Rob suggested creating a unified *commercial user fee* for both guides and crabbers, integrated into the annual launch pass for simpler enforcement.
- Commissioners will continue reviewing options for next year. Public outreach will be important for whichever structure is adopted.

Facebook Page Discussion

Dean expressed concerns about managing a Facebook page due to past experiences with misinformation and administrative issues. Alternative outreach methods such as the website and upcoming podcast were discussed.

John noted Facebook's importance for community engagement.

Dean suggested a limited Facebook page linking only to the website and podcast, with comments disabled. Due to account transfer concerns, the issue was tabled for a future work session.

Crab Boundary Sign Maintenance

The sign marking the commercial crabbing boundary was obscured by brush.

- Action: Rob B. will trim the area; John A. offered assistance.
- A recent enforcement incident occurred due to the sign being obscured.

7. Commissioner Comments

Rob B.

- No Wake Zone: Reported a commercial vessel creating a large wake at the boarding floats. Recommended reinstating the no-wake buoy at the point.
- Work Session Proposal: Suggested scheduling a work session after a regular meeting to review commercial ordinances, outreach, mission statement, and facility repairs (front porch, motor building).
- Cormorant Hazing: Discussed using drones. Dean noted his current drone will soon be prohibited due to manufacture restrictions; replacement costs range from \$500-\$1,000. Rob offered to reach out to ODFW.

Joe R.

- December Meeting: Requested moving the December meeting from the 18th to the 11th due to a scheduling conflict. The adjustment was approved.
- Memorial Benches: Shared updates from the City Council, which is reviewing policies for memorial benches. Recommended coordinating with the City to ensure consistent regional practices.

John A.

Thanked commissioners for their support and for providing orientation and property tours.

8. Adjournment

The meeting was adjourned.

The next regular board meeting will be held on December 11th.

ATTESTED TO:

 12-11-25
Buster Pankey, Board Chair Date

 11 DEC 2025
Joe Rohleder, Vice Chair Date