

# **September 18th, 2025, Minutes**

## **Port of Alsea Regular Board of Commissioners Meeting**

### **365 Port Street, Waldport OR 97394**

**Date:** September 16, 2025

**Location:** Port Office, Waldport, Oregon

**Called to Order:** 3:01pm by Chair Jan Power

**Quorum:** Established - all commissioners present

#### **Attendees:**

- Jan Power - Board Chair
- Joe Rohleder - Vice Chair
- Buster Pankey - Commissioner
- George Grey - Commissioner
- Rob Bishop - Commissioner
- Dean O'Byrne - Port Manager

#### **1. Call to Order**

Chair Jan Power called the regular board meeting to order. Roll call confirmed all members were present, establishing a quorum.

#### **2. Consent Calendar**

**Motion:** Commissioner Joe Rohleder moved to accept the consent calendar as presented.

**Vote:** Motion passed unanimously.

#### **3. Strategic Business Plan Update**

Port Manager Dean O'Byrne reported that contracts for the Strategic Business Plan have been executed, and work has begun under project lead Roxie Cuellar.

- Commissioners Buster Pankey and Joe Rohleder have completed interviews.
- Remaining interviews are scheduled for Monday and Tuesday.

## 4. Manager's Report and Operational Updates

### **OPPA Conference Attendance**

Dean O'Byrne plans to attend the OPPA Conference in Astoria next Thursday. The event itself is free, with one night's lodging costing \$339. Due to predicted bad weather, O'Byrne is considering extending the trip to visit other ports for market research and networking.

### **Overnight Trailer Sales**

O'Byrne presented data showing \$580 in overnight trailer sales with \$150 in related **costs**, yielding a positive net. Some confusion persists as visitors continue to park trailers with boats despite signage. Future reports will include monthly usage comparisons.

### **Account Balance Review**

Graphs indicated a dip in account balances for 2024 compared to 2023, prompting review of expenditure timing and bond payment impacts.

### **Financial Report Access**

Chair Jan Power raised concerns about accessibility of monthly reconciliation reports. O'Byrne confirmed they are emailed monthly. Commissioners Joe Rohleder and Buster Pankey reported difficulties accessing email; O'Byrne will coordinate IT assistance. Printed copies will be made available upon request.

### **Student Boat Rental Inquiry**

Students from Virginia Tech studying tsunami zones requested to rent two boats for a week. The board expressed concerns about liability, shallow bay conditions, and lack of local navigation experience. The consensus was to decline the request and recommend the students contact local guides or Oregon State University for alternatives.

### **Moorage Software Performance**

O'Byrne reported that moorage occupancy is currently 87%, with 13 days remaining in the month—showing roughly \$1,000 more revenue than the previous year. However, the Molo software (\$2,500 annual cost) was noted to be better suited for larger marinas and difficult to manage for smaller ports. Alternative reservation systems will be evaluated for the next season.

### **Restroom and Water Main Repairs**

A recent water main leak near the Port Office was repaired at an approximate cost of \$1,200. Sediment in the lines damaged restroom flush valves; repairs are 95% complete. The City has agreed to review potential water bill forgiveness related to the issue.

### **Golf Cart Deployment**

The new golf cart is now in use by staff. It is restricted to Port property and cannot operate on public roads. The cart can tow boats up to 2,500 pounds.

### **Surplus Sales Registration**

The Port has registered with Gov Deals for the sale of surplus property, providing a more legitimate platform than Craigslist or Facebook.

### **Donation Letters**

O'Byrne drafted donation acknowledgment letters, confirming the Port's ability to issue tax-deductible receipts for qualified donations, letters were sent out for Debris Boom materials.

### **Retirement Plan Mandate**

O'Byrne reported receiving notice from QuickBooks indicating the Port's non-compliance with Oregon's state-mandated retirement plan for employers. The requirement applies to entities with at least one employee. O'Byrne will research compliance pathways for special districts and report findings at the next meeting.

### **Podcast Project Proposal**

O'Byrne proposed developing a Port of Alsea podcast (Port-Cast) featuring local figures such as guides, crabbers, and community members to promote Port operations and tourism. A portable recording setup would allow field interviews.

### **Fish Market Feasibility Study**

O'Byrne continues to explore the feasibility of establishing a local fish market at the Port. Discussions with area fishermen suggest strong community support for direct seafood sales.

## **5. Capital Improvement Planning**

O'Byrne distributed Capital Improvement Project (CIP) forms for commissioners to propose ideas ranging from small repairs to long-term developments.

Chair Jan Power encouraged members to include all ideas, even those not immediately feasible, to assist in long-range planning. Submissions will be reviewed at an upcoming meeting.

## **6. Debris Boom Project**

The debris boom installation was completed for under \$2,500, covering equipment rental, cabling, and transport. Two old logs remain floating but pose no safety hazard. Commissioners expressed appreciation for the work completed, especially to Buster Pankey and those assisting with installation.

## **7. Board Officer Elections**

Commissioner Rob Bishop clarified that officer elections occur after each general election, retroactive to July 1.

Sue suggested all commissioners be added as bank signatories to avoid frequent administrative changes.

Motion: Commissioner Joe Rohleder moved to authorize all board members as check signatories.

Vote: Motion passed unanimously.

### **Elections for 2025-2027 Officers:**

- **President:** Buster Pankey
- **Vice Chair:** Jan Power
- **Secretary/Treasurer:** George Grey

All nominations were approved unanimously.

## **8. Commissioner Remarks & Concerns**

### **Floating Logs**

Commissioner Buster Pankey noted two logs remain floating near the boom site but pose no threat to navigation.

### **Kayak Launch Feedback**

Chair Jan Power reported negative public feedback on the current kayak launch, citing difficulty with ramp rails and design.

Discussion followed regarding potential redesign or relocation to Lindley Park. Commissioners Joe Rohleder and Rob Bishop suggested evaluating usage data and exploring a simpler, more accessible layout.

### Lint Slough

Commissioners discussed the potential for improving Lint Slough access for recreation while noting that prior modifications affected mud levels and salmon migration.

### Illegal Crabbing

Reports of illegal night crabbing and poaching continue. O'Byrne advised that staff contact the Lincoln County Sheriff's Office instead of intervening directly.

## 9. Adjournment

**Motion:** To adjourn the meeting.

**Vote:** Passed unanimously.

**Adjourned:** 4:19pm

**Next Regular Meeting:** October 16, 2025

ATTESTED TO:

  
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Buster Pankey, Board Chair

  
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George Grey, Secretary/Treasurer