

**April 17, 2025, Minutes**  
**Port of Alsea Regular Board of Commissioners Meeting**  
**365 Port Street, Waldport OR 97394**

**1. CALL TO ORDER**

- **Board Chair** Jan Power called the meeting to order at 2:00 p.m.
- **Commissioners Present:** Vice-Chair Joe Rohleder, Secretary/Treasurer Buster Pankey, Commissioner George Gray, and Interim Commissioner Rob Bishop. Roll call confirmed a quorum was present.
- **Management and Staff:** Dean O’Byrne, Port Manager
- **Members of Public and Media:** Jim Allen, Sue Woodruff

**1. APPROVAL OF CONSENT CALANDER**

- Approval of Minutes for April 18, 2025: Powers: Made the motion to approve the consent calendar, Rohleder: Moved to approve. Seconded by Gray

**2. MANAGER’S REPORT – DEAN O’BYRNE**

- Phone System Upgrade: Transitioning to a Pioneer IP system; projected savings of \$750/year.
- Budget Work: Intensive work on budget planning; outreach to Budget Committee members for review of FY25-26 Budget.
- Public Complaints: Investigated a complaint about floating crab pot lines—determined to be unfounded.
- Email Services: Ongoing system issues being discussed with provider (service under review).
- Grants: Anticipated grant funding for the Strategic Business Plan by month-end.
- Financial Oversight: Update on reconciliation delay due to tax season with Capps & Hessong regarding QuickBooks.
- FEMA contacted the port to close out storm damage case (2016/2018) as no further claims are pending (rebuild of debris boom due to flood damage). Closing forms will be prepared and submitted to FEMA.

**3. PUBLIC COMMENT**

- Jim Allen – President, Alsea Sportsman Association:
- Offered partnership and support for port projects.
- Requested permission to upgrade fish cleaning station.
- Proposed providing cleanup supplies and safety education programs.
- Announced available funds for collaborative projects.
- Reported salmon hazing and river debris issues.
- Promoted the October Salmon Derby and May 3 membership meeting.

#### **4. BOARD RESPONSES TO PUBLIC COMMENT**

- The board expressed appreciation for Allen's support.
- Referred Allen to O'Byrne for coordination.
- Encouraged submission of any formal funding/support requests for board review.

#### **5. COMMITTEE APPOINTMENTS & BUDGET PLANNING**

- Appointments: Maggie Rivers and Richard Hoffman appointed to the Budget Committee.
- Timeline Presented:
  - - April 21: Budget documents distributed
  - - April 23: Budget Committee meeting
  - - April 28: Budget hearing published
  - - May 15: Official budget hearing
  - - June 30: Budget filing
  - - July 15: Levy appropriation resolution

#### **6. MEETING SUMMARY – BUDGET & OPERATIONS DISCUSSION**

##### **a. Budget Committee Communications:**

- Clarification that members cannot discuss budget outside public meetings.
- First official discussion scheduled for May 15 at 2:00 PM.
- Previous attempts to schedule evening meetings were unsuccessful due to logistical issues.

##### **b. Memorial Bench Policy:**

- Sharon Murphy submitted a request for a memorial bench for Troy Smith.
- O'Byrne drafted updated policy and application process.
- Six-week review process proposed; bench locations and fees discussed.
- Online publication of forms and fee structure suggested.

##### **c. Temporary Trailer Parking Adjacent to Port Office:**

- Plan to stripe parking area using old fire hoses.
- Proposed fee: \$10/day, max one week stay.
- Discussion on space layout and trailer positioning.

##### **d. New Marina Policy Updates (#10–#18):**

- Insurance requirements, waste disposal enforcement, and property responsibility updates.
- Clarification of commercial user definitions; accountability emphasized.

#### **7. PORT MANAGER ROLE**

- O'Byrne is currently working full-time while officially listed at 80% Salary
- Board members voiced support for full-time status due to increased responsibilities and performance.
- Cost-saving measures and operational improvements acknowledged.

**8. FINANCIAL OVERVIEW**

- Financial Summary: \$20,000 variance from previous balances explained by large recent payments.
- Insurance Payments: Deferred to quarterly payments to improve cash flow.

**Upcoming Obligations:**

- Bond payment is due May 31.
- Budget expected to remain tight but manageable.

**9. REVENUE EXPANSION IDEAS**

- Proposal to continue sales of crab rings and crab measures.
- Cost-effective sourcing alternatives to vendors like England’s discussed.
- Emphasis on avoiding excise tax issues by using wholesale channels.

**10. COMMISSIONER’S COMMENTS**

**a. Fishing Seasons & Commercial Impact (season, dates not yet confirmed)**

- Season Updates: Chinook & Coho recreational season (March 15 – July 16).
- Marked Coho-only: June 7 – August 24.
- General Coho: September.
- Commercial closure: July 17 – September 1.
- Recreational opportunities may improve due to commercial closures.

**b. Construction & Shoreline Observations**

- Bishop observed a potential unpermitted path near the mini-golf construction project.

**c. Veteran’s Charter Use of Public Dock:**

- Concerns were raised about charter operators occupying dock space for commercial use without a Port business license.
- O’Byrne will speak with owners about non-profit 501(c)(3) status and report to the Board regarding enforcement of dock usage policy.

**11. ADJOURNMENT**

The meeting concluded with acknowledgments and plans to revisit unresolved topics in the next session. Powers: Made the motion to adjourn, Rohleder: Moved to approve. Seconded by Gray. The meeting adjourned at 3:34 p.m.

**ATTESTED TO:**

*Jan Power* 5/15/2025 *Buster Pankey* 5-15-25

**Jan Power, Board Chair**

**Date**

**Buster Pankey, Secretary/Treasurer**

**Date**