

February 20, 2025, Minutes

Port of Alsea Regular Board of Commissioners Meeting

365 Port Street, Waldport OR 97394

1. CALL TO ORDER

Board President Jan Power called the meeting to order at 2:00 p.m.

Commissioners Present: Board President Jan Power, Vice-President Joe Rohleder, Secretary/Treasurer Buster Pankey, Commissioner George Gray, and Interim Commissioner Rob Bishop

Management and Staff: Dean O'Byrne, Port Manager

Members of Public and Media: Heide Lambert (City of Waldport Mayor), Sue Woodriff

2. APPROVAL OF CONSENT CALENDER

Rohleder moved to approve the consent calendar of February 20, 2025, Regular Meeting Minutes and the February Financials. Gray seconded the motion, The motion passed 5-0.

3. MANAGER'S REPORT

a). O'Byrne provided a brief update on his daily activities and observations during his first month at the port. He mentioned contacting suppliers for the Dock of the Bay and arranging for them to re-purchase the old inventory. Additionally, O'Byrne secured credits from Bigfoot and Oregon Paper Products. He also initiated the process of expanding the existing Square POS to include the Dock of the Bay. O'Byrne expressed his intention to gradually begin tracking all inventories to avoid overwhelming Robbie. Robbie has demonstrated eagerness to learn and has been receptive to change, which O'Byrne had not anticipated.

b). O'Byrne also mentioned adding new signage for the boat launch area at the port facilities and collaborating with Newport Signs for some updated and necessary signs by the Dock of the Bay. Additionally, O'Byrne collected all the materials for Robbie to begin constructing the awning attached to the Dock of the Bay over the crab cooking area. At this point, the cost was under \$400. Furthermore, O'Byrne successfully restored the old security cameras in front of the Dock of the Bay and the Port Office.

c). O'Byrne also assessed the boats, identified the maintenance needs, and discussed the requirements with Pankey and Rohleder. He approved the necessary repairs, including paint and supplies, to get the boats back in operation. The port will be working with Alsea Bay Power for scheduled motor maintenance.

d). O'Byrne discussed his conversation with Nashberg and Huggins Insurance regarding their SDIS invoice. They offered the Port the option to pay 25% of the bill now and make staggered payments over the following year.

e). O'Byrne also informed the board of his intention to transition from QuickBooks Desktop to the newer online version. This potential move could save the port over \$2,200 annually, as the new desktop version requires renewal on March 10, necessitating a swift migration of all transactions to the new online version.

f). O'Byrne also shared information about utilizing Molo, (the reservation moorage software company), to its fullest potential. Currently, it is only used for taking reservations. However, there are many more features available, and the port is paying for features that are not being utilized. Such as maintenance calendars, rentals, and online booking of the Slips.

g). O'Byrne and Robbie Henson completed the ODFW license training online course, enabling them to sell the licenses at the port office and the Dock of the Bay. O'Byrne had kindly donated some of the necessary equipment for this initiative.

h). O'Byrne expressed the need for assistance in creating the budget. O'Byrne shared his productive meeting with Dan Cutter, the City Manager, and emphasized the need to envision the ports plans over the next decade. He highlighted his own experience and ability to help develop these plans.

i). O'Byrne concluded by discussing that even though he has made some strides forward to accomplishing some goals, cautioned that he's still relatively new to the job has a lot to learn and absorb, still has many training hours ahead of him for SDAO compliance and his main focus is on generating revenue for the Dock of the Bay this year.

4. PUBLIC COMMENT

Introduction of City of Waldport Mayor; Heide Lambert, Public comment consisted of general introductions with no one else speaking.

5. OLD BUSINESS.

a). Debris Boom Repair

O'Byrne opened the floor for discussion on debris boom maintenance, and the possibility of conducting a short-term in-house repair. Rohleder introduced a potential grant opportunity with the Siletz Tribal reservation to help with repair, Lambert also explained her experience and simplicity compared to other grants.

b). Surplus Property - Update

O'Byrne also introduced a list of surplus property including the ring camera and security system, which Dan Cutter, the city manager, expressed interest in purchasing. He also informed the board about selling a boat, title transfer, and bill of sale

6. NEW BUSINESS

a). Roof replacement, Dock of the Bay

Included reviewing the conversation about replacing the roof for the Dock of the Bay. Instead of replacing the roof immediately (as those funds had already been approved), a decision was made to re-allocate those funds for renovating the boats and patching the roof. O'Byrne will get bids for the repair.

b). Capital Improvements

The board discussed getting a bid to repair the front porch and possibly paving the parking lot behind the Dock of the Bay. However, they decided to consider postponing these projects until next year's budget. O'Byrne received branding iron numbers to permanently number all moorage slips.

7. COMMISSIONERS' COMMENTS

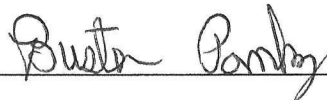
No commissioner comments were made.

The meeting was adjourned at 3:05.

ATTESTED TO:



Jan Power, President



Buster Pankey, Secretary / Treasurer