

January 16, 2025 Minutes

Port of Alsea Regular Board of Commissioners Meeting

365 Port Street, Waldport OR 97394

I. 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 and Commissioner George Gray. Commissioner Chuck Pavlik was absent.

Management and Staff: Roxie Cuellar, Port Manager

Members of Public and Media: Dean O’Byrne, Rob Bishop, Sue Woodruff

II. APPROVAL OF CONSENT CALENDER

Rohleder moved to approve the consent calendar of October 17th, 2024, Regular Meeting Minutes and the October Financials. Gray seconded the motion, The motion passed 4-0.

III. MANAGER’S REPORT

O’Byrne discussed the LGIP rate going down from 4.85% to 4.7%, comments were made that the rate remains favorable, and we get a good return. O’Byrne also stated that he had filed the Grant application for the Strategic Business Plan. An update was given about the condition and state of repair of the Boats and the Motors with input from Buster Pankey. 7 boats should be repaired and working by the month’s end. A plan for preventative maintenance was discussed by O’Byrne and will be implemented starting as soon as the boats have been placed back in service. Also discussed was a field trip to Alsea Bay Power with Robbie and Buster to learn what proper maintenance should be for Motors.

IV. PUBLIC COMMENT

City Councilor Sue Woodruff introduced herself and explained that the city councilors were reaching out to stakeholders in the community for the council members to become more familiar with local entities. She chose to select the Port and plans to attend monthly meetings.

V. OLD BUSINESS.

A. Consulting Contract for Cuellar

Included in the Boards Minutes was a copy of the Contract for Roxie Cuellar to act as a consultant if needed for assistance to Dean O’Byrne, also in the contract was her proposed rate of \$50.00 per hour weighted against taxes and benefits. Rohleder Moved to approve the Contract, Gray Seconded the motion. Motion passed unanimously.

B. Audit

Cuellar discussed the Audit and informed the commissioners that Grimstad and Associates had filed the audit with the Secretary of State’s Audit Division. The audit found no issues with the 2023-2024 financials.

C. Capital Improvement Plan

O’Byrne opened a discussion about Capital Improvements needed for the next budget and or for inclusion into the Strategic Business Plan – Discussed improvements included; replacing or repairing the front entrance stoop to the main Port Office, paving the parking lot behind the Dock of the Bay and repairing or rebuilding the Debris Booms.

VI. NEW BUSINESS

A. Contract for Dean O’Byrne

Cuellar brought the contract for O’Byrne and suggested 80% of Dean’s Salary until July, as the budget will be tight and we will have large expenditures during the next few months like insurance, the board discussed this option, Jan Powers suggested it should be moved up until May as the seasonal workers would need to be hired and Dean will be busy. Rohleder Moved to approve the Contract and Gray Seconded the motion.

B. Election & Temporary election for filling Chuck Pavlik’s seat

Rob Bishop initiated his suggestion to temporarily fill the vacated seat of Chuck Pavlik, the board agreed with Bishop and Rohleder moved to accept Bishop for the position, Gray seconded the motion. And Bishop was welcomed to the board.

C. New Lease for Froth Coffee Van

Dean O’Byrne proposed a short-term lease to store his company’s coffee van in one of the ports extra storage garages, he suggested a 3-month temporary lease at \$100 per month. The lease was reviewed and accepted by the board, a motion to accept the Lease was made by Rohleder, the motion was seconded by Pankey.

VII. COMMISSIONERS’ COMMENTS

Pankey recommended that the Port have a maintenance plan for repairing the boats

VIII. The meeting was adjourned at 3:00.

ATTESTED TO:

Jan Power, President

Buster Pankey, Secretary / Treasurer