

**OREGON INTERNATIONAL PORT OF COOS BAY**  
**Coos Bay, Oregon**  
**REGULAR COMMISSION MEETING**  
**11:00 a.m., Tuesday, April 17, 2025**

Port Commission Chambers, 125 Central Avenue, Suite 230, Coos Bay, Oregon 97420

**ATTENDANCE**

**Commission:**

Kyle Stevens, President; Nick Edwards, Vice President; Kyle ViksneHill, Treasurer; Elise Hamner, Secretary; and Arnie Roblan, Commissioner.

**Staff:**

Lanelle Comstock, Chief Executive Officer; Melissa Cribbins, Executive Director of the PCIP Project; Megan Richardson, Director of Finance and Accounting; Rick Adamek, Director of Asset Management; Brian Early, General Manager, Coos Bay Rail Line; Ray Dwire, Charleston Marina Manager; Krystal Karcher, Administrative Services Manager; and Keith Leavitt, PCIP Project.

**Media & Guests:**

Jan Hodder; Tallon Trentz, IUOE 701; Kyle Motley; Aaron Simons, ILWU Local 12; Christine Moffitt; Knute Nemeth; Annie Donnelly; Mike Graybill; and Frank Williams.

**1. CALL MEETING TO ORDER**

President Stevens called the meeting to order at 11:02 a.m.

**2. INTRODUCTION OF COMMISSIONERS, GUESTS AND PORT STAFF**

**3. PORT PROJECT UPDATE**

**A. Charleston Update, Presented by Ray Dwire**

Ray Dwire presented updates on two projects in Charleston. The first project involved replacing two piling that failed in the Shipyard, which was completed with significant savings due to the ability to replace the piling from land. The next project involved improvements to Troller Road, which had been a contentious issue for years, and was the result of collaborative work from the Port, the County Road department, and businesses in Charleston. The road has been resurfaced, with all parties working together to achieve this. Mr. Dwire also mentioned completed maintenance work at the boat ramp docks preparing for summer guests, and the upcoming restriping and resealing of the Marina parking lots. This project is funded by the Oregon State Marine Board and must be completed by June 30. The OSMB Boating Facility Grant Program invests fees and marine fuel taxes paid by motorized boaters.

Additionally, the Port has applied for an additional grant for drainage improvements at the boat rinse station, which would also be funded by the OSMB. The drainage issues have led to the failure of the asphalt in this area.

## **B. Port Financial Update, Presented by Megan Richardson**

In the February 2025 financial review, Megan Richardson highlighted a shortfall of \$88,000 in operating income, with Admin facing a \$3,000 shortfall due to Hub Building vacancies and Port Ops experiencing a \$3,000 surplus from an unplanned lease at the Terminal One dock. Railroad Operations had a budget shortfall of \$65,000, mainly due to lower car movements and unbilled operating fees; year to date this is about a \$354,000 shortfall. Charleston Operations had a \$22,000 shortfall across multiple business lines, although the Shipyard and Ice Plant earned more than planned this month. Year to date, that shortfall is about \$146,000 in Charleston.

Operating expenses were \$40,000 less than budget. All departments were underspent this month except Railroad Operations, which incurred higher engineering and construction costs on the swing span bridge and insurance premiums. Operating Result shows a total net loss was \$263,000, compared to a budget of about \$223,000 or about a \$40,000 greater loss than planned. Other income was \$3,000 higher than budget, and other expenses were \$4,000 less than budget. The total net result showed a loss of \$268,000 compared to a budgeted loss of \$235,000, with a net result of a gain of \$465,000 compared to a budgeted net loss of \$46,000. This is primarily due to the sale of three surplus locomotives for about \$400,000.

## **4. PUBLIC COMMENT**

**A. Jan Hodder** spoke on behalf of the League of Women Voters of Coos County. The League works to increase public understanding of public policy issues. The League also acts to inform the public by taking on extensive studies of issues important to the community. The study team presents to the membership, which then votes on a position and goals for the issue. Since 1960, the League has had several studies on the Port of Coos Bay. The League was pleased to see the Port planning to undertake the recommended strategic planning efforts. The League recognizes the importance of an engaged citizenry and plans to continue studying the Port's activity using available public information. Ms. Hodder stated on April 23, the League will continue their work to increase public understanding with a presentation about the PCIP project. The League has not taken a position for or against the project.

Ms. Hodder further commented as an individual, stating that on March 30, she had sent an email requesting to see copies of Sub Appendices that are referenced in the May report submitted to the US Army Corps of Engineers. These documents are not on the Port's website, although these documents were paid for with public funds, initiated by a public body and sent to another public body.

**B. Tallon Trentz** spoke on behalf of the International Union of Operating Engineers, Local 701, and expressed support for the PCIP project which will provide job and apprenticeship opportunities for members.

**C. Mike Graybill** raised concerns about state funding for the Coos Bay Navigation Channel. Specifically, in the 2023 Legislative Session HB 5030 was passed addressing the funding that was initially appropriated in 2006. This bill provided for two \$20 million allocations to the Port, first in 2023 and then in 2025. Mr. Graybill stated he would like to know if the 2023 allocation has been spent and what it was spent on. In the current session of the Legislature there is another bill that has been introduced, HB 5024, which has a provision to provide \$10 million from the State general fund. Port Staff and Commissioners have suggested this is a portion of the lottery bond fund already allocated in 2023 under HB 5030, which are typically budgeted separately from general funds. Mr. Graybill stated he is seeking clarification on the origin and intended use of the \$10 million of general funds in HB 5024

and the legislative action required for the second allocation of \$20 million of lottery bond funding, and asked for a written response.

**D. Frank Williams** stated he is a retired longshoreman, and provided some history of the Coos Bay Railroad and the role he played in helping former CEO Jeff Bishop obtain funding. Mr. Williams stated the lobbyists stress the importance of big numbers in negotiations, and PEG-TV was instrumental in the citing of the mill on the North Spit and the Port's acquisition of the railroad.

**E. Annie Donnelly** suggested the need to adjust the meeting schedule of the Charleston Advisory Committee to ensure timely sharing of information. Ms. Donnelly also expressed concern about the statute at the top of the agenda, suggesting that it could imply the Board is a State Agency or otherwise bound to the Legislature. Ms. Donnelly suggested the inclusion of the statute which states the power and authority given to the Port is vested in the Board. Ms. Donnelly encouraged the Board to approach strategic planning with a more ambitious and useful approach, focusing on priorities, action steps, and communication, and emphasized the need for a fresh look at the Shipyard and Marina properties for strategic planning purposes.

## **5. CONSENT ITEMS**

- A. Approval of March 20, 2025 Regular Commission Meeting Minutes
- B. Approval of March Invoices
- C. Approval of Lease Agreements

Upon a motion by Commissioner ViksneHill (second by Commissioner Roblan), the Board of Commissioners voted to approve the March 20, 2025 Regular Commission Meeting Minutes with corrections, March Invoices and Lease Agreements. **Motion Passed Unanimously.** (Ayes: Stevens, Edwards, ViksneHill, Hamner, and Roblan. Nays: None).

## **6. MANAGEMENT REPORTS**

All Management Reports were included within the Meeting Packet.

## **7. ACTION ITEMS/REPORTS**

### **A. Select Strategic Business Plan Consultant**

In February 2025, Port staff prepared and released a Request for Proposals (RFP) for the Port's 2025 Strategic Business Plan Update. The RFP was published on the Port's website and sent directly to multiple consulting firms.

The Port received four (4) proposals by the deadline. Each firm/team described the depth and quality of their knowledge and experience as it relates to strategic business planning services. A copy of the four proposals has been provided to Commissioners for their review.

An evaluation team consisting of Port staff from multiple departments reviewed and rated each proposal. The evaluation team consisted of Krystal Karcher, Lanelle Comstock, Mike Dunning, Megan Richardson, and Matt Friesen. The evaluation team then recommended the top two firms for the

Commission to consider and make a final selection. Those top two firms were Moss Adams and Points Consulting. Both Moss Adams and Points Consulting will be able to meet the project deadline for completion and both proposals include community outreach within their project plan. Moss Adams' price came in the highest of the four, at \$106,000 and Points Consulting came in the lowest at \$73,480. The other two proposers came in at \$80,000 and \$85,000.

President Stevens opened the discussion by stating due to the price difference he was leaning towards the less expensive option. Commissioner Roblan stated he read the proposals for content then looked at the price, stating he appreciates Moss Adams having a prior relationship with the Port but also felt that a new set of eyes could be advantageous. The price difference is significant and agreed with President Stevens in leaning towards the less expensive option. Commissioner Hamner stated it is important to stay within budget. Commissioner Edwards stated he liked the idea of a fresh set of eyes at a lower cost. Commissioner ViksneHill stated that Moss Adams has experience with the audit but may not be looking at the same aspects as business planning; even so the proposal from Points was a better proposal.

Commissioner Hamner stated that, in line with Ms. Donnelly's comment, that Points Consulting could help the Port deliver a strategic plan with deliverables for Chalreton, the Upper Bay and the North Spit, in a way that meets the needs of the Port and Business Oregon. Commissioner ViksneHill asked what was budgeted for this project. Lanelle Comstock stated there is \$75,000 and the Port expects to receive \$50,000 from Business Oregon.

Upon a motion by Commissioner ViksneHill (second by Commissioner Edwards), the Board of Commissioners motioned to select Points Consulting as the vendor for the strategic business plan. **Motion Passed Unanimously.** (Ayes: Stevens, Edwards, ViksneHill, Hamner, and Roblan. Nays: None).

## **B. 2025Res03: Locomotive Lease Agreement**

The Port of Coos Bay currently leases six locomotives from Wells Fargo Rail Corporation. The current lease for two of the locomotives expired April 1, 2025.

Wells Fargo Rail Corporation provided a proposal to renew the lease of two GP38-2 locomotives for a term of 60 months at the rental rate of \$100.00 per unit per day. During the term of the agreement, Port/Rail is responsible for the maintenance, service, and repair of each unit. Upon expiration of the agreement, the term shall continue on a month-to-month basis.

Due to the length and dollar value of the lease, the Port's Board of Commissioners must authorize spending authority and execution of the lease agreement to the Chief Executive Officer.

President Stevens asked if the terms of the lease agreement being 60 month provided better terms. Brian Early confirmed. President Stevens asked if the Port covers the maintenance and repair. Mr. Early confirmed, unless it is a major repair.

Commissioner Hamner asked the current cost for these locomotives. Mr. Early confirmed they are \$110.00 per day per unit for these two, and the other four are \$130.00 per unit per day.

Upon a motion by Commissioner Edwards (second by Commissioner ViksneHill), the Board of Commissioners motioned to approve Resolution 2025Res03 authorizing Oregon International Port of

Coos Bay Chief Executive Officer Lanelle Comstock to execute a 60 month lease agreement for two locomotives at the rental rate of \$100.00 per unit per day with Wells Fargo Rail Corporation. **Motion Passed Unanimously.** (Ayes: Stevens, Edwards, ViksneHill, Hamner, and Roblan. Nays: None).

### C. **Pacific Coast Intermodal Port Project Lottery Bond Funds**

In April of 2024, the Oregon Governor signed House Bill 5201, which revised language to the allowable use of lottery bond funds set in place by section 15, chapter 746, of Oregon Laws 2007. This change in language allows funds to be used for the design, engineering, permitting, and land acquisition efforts related to the Pacific Coast Intermodal Port.

For the biennium beginning July 1, 2023, at the request of the Oregon Department of Administrative Services, the State Treasurer is authorized to issue lottery bonds pursuant to ORS 286A.560 to 286A.585 in an amount that produces \$20 million in net proceeds for the purposes of supporting the PCIP Project. Bonds are being sold for these funds in the Spring of 2025. In order to receive these funds, the Port will be required to enter into a contract with Business Oregon. This funding will be used as match for the federal CRISI grant and other authorized project related expenses.

Upon a motion by Commissioner Roblan (second by Commissioner ViksneHill), the Board of Commissioners motioned to authorize Commission President Kyle Stevens to enter into a contract with Business Oregon to receive lottery bond funds for the Pacific Coast Intermodal Port Project, in the amount of \$20,000,000. **Motion Passed Unanimously.** (Ayes: Stevens, Edwards, ViksneHill, Hamner, and Roblan. Nays: None).

### 8. **OTHER**

### 9. **COMMISSION COMMENTS**

### 10. **NEXT MEETING DATE** – Thursday, May 22, 2025 at 11:00 a.m.

### 11. **ADJOURN**

President Stevens adjourned the meeting at 11:55 a.m. and entered into Executive Session, as authorized under ORS 192.660(2), to:

- (f) consider information or records that are exempt by law from public inspection; and
- (g) consider preliminary negotiations involving matters of trade or commerce in which the governing body is in competition with governing bodies in other states or nations.