

OREGON INTERNATIONAL PORT OF COOS BAY
Coos Bay, Oregon
REGULAR COMMISSION MEETING
11:00 a.m., Thursday, March 20, 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; Mike Dunning, Chief Port Operations Officer; Matt Friesen, Director of External Affairs; 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 Jennifer Sierra, Administrative Assistant.

Media & Guests:

Jonathan Bates, UBC; Mike Graybill; Jan Hodder; Aaron Simons, ILWU; Chris Hansen, ILWU; Patrick Momsen; Christine Moffitt; Al Hobson; Jamie Fereday; and Dan McCay.

1. CALL MEETING TO ORDER

President Stevens called the meeting to order at 11:00 a.m.

2. INTRODUCTION OF COMMISSIONERS, GUESTS AND PORT STAFF

3. PUBLIC COMMENT

A. Jamie Fereday, read from his testimony, which is attached to the end of these minutes. Mr. Fereday added that he had attended the Coos Watershed annual meeting the night before, where he met a gentleman who owns some of the converted wetlands primarily used for agriculture. This landowner recognizes the value of restoring portions of the wetlands to the estuary. Mr. Fereday found this particularly encouraging, as it suggests a positive shift in the community's perspective on wetland restoration.

4. CONSENT ITEMS

- A. Approval of February 20, 2025 Regular Commission Meeting Minutes
- B. Approval of February Invoices
- C. Approval of February Contracts Awarded

Upon a motion by Commissioner Roblan (second by Commissioner Edwards), the Board of Commissioners voted to approve the February 20, 2025 Regular Commission Meeting Minutes,

February Invoices and February Contracts Awarded. **Motion Passed Unanimously.** (Ayes: Stevens, Edwards, ViksneHill, Hamner, and Roblan. Nays: None.)

5. MANAGEMENT REPORTS

All Management Reports were included within the Meeting Packet.

6. ACTION ITEMS/REPORTS

A. 2025Res02: Update Signature Authority on Umpqua Bank Account

Port Policy Chapter 12 outlines the internal controls and authorization for financial management of the Port of Coos Bay. All Port bank accounts must be authorized and approved by the Board of Commissioners. Port staff wishes to add Kyle Stevens, Commission President, and update the signature authority documents for the following bank accounts, to be effective March 20, 2025:

ZBA Disbursement Checking Account #2511
ZBA Payroll Checking Account #5360
Money Market Sweep Account #3394
General Concentration Sweep Account #3139

The following individuals will be authorized signatories on these Umpqua Bank accounts:

Lanelle Comstock	Chief Executive Officer
Mike Dunning	Chief Port Operations Officer
Megan Richardson	Director of Finance & Accounting
Kyle Stevens	President
Kyle ViksneHill	Treasurer

A resolution is required for signature authorization for the bank accounts.

Upon a motion by Commissioner Edwards (second by Commissioner Roblan), the Board of Commissioners motioned to adopt resolution 2025Res02 updating signature authority for the banking accounts at Umpqua Bank, Coos Bay Branch. **Motion Passed 4-0-1.** (Ayes: Edwards, ViksneHill, Hamner, and Roblan. Nays: None. Abstain: Stevens.)

B. Coos County Urban Renewal Agency Appointment

Coos County assigns two representatives from the City of Coos Bay, the City of North Bend, the County, the Port of Coos Bay and two at-large members to serve on the Coos County Urban Renewal Agency Board (CCURA).

Commissioner Kyle Stevens currently holds one of the seats on the Board. Former Port Commissioner Eric Farm was previously assigned as the other Port representative.

One Commissioner is needed to fulfill the Port of Coos Bay representation on the CCURA Board.

President Stevens mentioned that Commissioner Hamner had expressed interest in this position.

Commissioner Hamner inquired about the current members of the CCURA Board. In response, Krystal Karcher provided the following names and information: Kyle Stevens, two representatives from the City of North Bend, two from the City of Coos Bay, two County Commissioners, and two at-large positions, one of which is currently filled by Todd Goergen, while the other remains vacant.

Upon a motion by Commissioner ViksneHill (second by Commissioner Edwards), the Board of Commissioners motioned to appoint Commissioner Elise Hamner as the second Port representative on the Coos County Urban Renewal Agency Board. **Motion Passed 4-0-1.** (Ayes: Stevens, Edwards, ViksneHill, and Roblan. Nays: None. Abstain: Hamner.)

C. Budget Committee Member Appointments

The Port of Coos Bay's Budget Committee is made up of the five Port Commissioners and five citizen members who serve for a term of three years. The current citizen members include Lou Leberti, Shane McGowne, and George Wales.

Elise Hamner, who was also a citizen member of the Budget Committee, has since been appointed to the Port's Board of Commissioners, and Maeora Mosieur has resigned as a citizen member, leaving two vacancies on the Budget Committee. George Wales's term expired last year, but he has agreed to renew his term.

Port Staff is recommending appointing Dax Davidson and Lexie Woodward to the Port of Coos Bay and Coos Bay Rail Line Budget Committees. Dax Davidson is currently the "Controller" at Day Ship Supply (previously an Operations Manager at Knutson Towboat) and has extensive financial and budgeting experience. Lexie Woodward is the Executive Director of the South Coast Development Council and is a key player in economic development on the Southern Oregon Coast.

Commissioner Edwards thanked past and present Budget Committee members for their dedication and service. He highlighted that he, along with previous Commissioner Jerry Hampel and Commissioner Hamner, had previously served on the Budget Committee before becoming Commissioners. He emphasized the significance of their contributions and expressed his sincere appreciation.

Upon a motion by Commissioner Roblan (second by Commissioner ViksneHill), the Board of Commissioners motioned to appoint Dax Davidson and Lexie Woodward, and to reappoint George Wales, to the Port's Budget Committee with terms expiring June 30, 2027. **Motion Passed Unanimously.** (Ayes: Stevens, Edwards, ViksneHill, Hamner, and Roblan. Nays: None.)

7. OTHER

A. Russell Marine Fuel & Supply Lease Discussion

Russell Marine Fuel & Supply renewed their lease of the fuel dock in the Charleston Marina in August 2024. This renewal was the second of three, five-year term renewal options.

Tricia Houck, the current owner of Russell Marine Fuel & Supply, would like to retire and sell the business to her son, Curtis Green. In order to receive a loan for the purchase, the loaning entity is requiring a 30-year lease on the property, thus Mr. Green is requesting the lease agreement be modified to a 30-year lease.

In 1996, a lease agreement was executed with Russell Marine for a period of 15 years with an option to renew the same terms and conditions for three additional terms of five years (equaling to 30 years). The lease agreement was renegotiated in 2019, which was within the second renewal term, resulting in the current lease.

Since 2019, Russell Marine has invested over \$687,000 in the property with replacement of fuel tanks, upgrades to the docks, and dredging near their facility, and are seeking a long-term commitment because of their investments.

Due to their request of a 30-year lease being outside of the Port's standard leasing terms, staff is requesting the Commission discuss their request and consider the appropriate terms for this lease.

President Stevens acknowledged the tenant's long-term reliability but recommended keeping a five-year term with the two renewal options. Commissioner Hamner inquired about exit clauses in the renewal terms, to which Ms. Comstock confirmed the terms follow standard lease agreements. Commissioner Hamner supported Commissioner Stevens' approach but emphasized flexibility for both the business and the Port. Commissioner ViksneHill stated he supported the lease term as long as annual CPI adjustments were included, citing the business's role in critical infrastructure. Commissioner Roblan noted that similar long leases exist, and Ms. Comstock confirmed.

Commissioner Roblan asked whether the relationship remained in good standing, to which Mike Dunning confirmed it was, highlighting the \$687,000 investment made by the business. Commissioner Hamner inquired whether a business representative was present, but none were in attendance. Commissioner Edwards expressed support for the six five-year lease renewal terms, emphasizing the business's significance to the community. Ms. Comstock noted that the lease termination clause could be strengthened if necessary. Commissioner Roblan agreed with Commissioner Edwards' encouragement of local businesses continuing as family businesses being good for the community.

Upon a motion by Commissioner Roblan (second by Commissioner ViksneHill), the Board of Commissioners motioned to extend the current lease to reflect six 5-year lease terms for a total of thirty years to Russell Marine Fuel & Supply. **Motion Passed Unanimously.** (Ayes: Stevens, Edwards, ViksneHill, Hamner, and Roblan. Nays: None).

B. Strategic Plan Update

Ms. Comstock provided an update on the Strategic Business Plan proposals. The Port received four proposals before the deadline. Staff are currently reviewing and scoring the proposals. At the next meeting, staff will present the proposals for the final review by the Board of Commissioners to make a final selection on a consultant.

8. COMMISSION COMMENTS

9. **NEXT MEETING DATE** – Thursday, April 17, 2025, 11:00 a.m.

10. **ADJOURN**

President Stevens adjourned the meeting at 11:25 a.m. and entered into Executive Session, as authorized under ORS 192.660(2), to:

- (a) consider the employment of a public officer, employee, staff member or individual agent;
- (e) conduct deliberations with persons designated by the governing body to negotiate real property transactions;
- (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.