

OREGON INTERNATIONAL PORT OF COOS BAY

Coos Bay, Oregon

REGULAR COMMISSION MEETING

11:00 a.m., Thursday, September 18, 2025

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

This is not an exact transcript. To watch a live stream of this meeting, go to www.portofcoosbay.com.

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; 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 Christina Sanders, Administrative Assistant.

Media & Guests:

Brian Points, Points Consulting; Carson Valley, Points Consulting; Robyn Player, Points Consulting; Tallon Trentz, IUOE 701; Abigail Bok; Mike Graybill; Don Ford; Knute Nemeth; Jan Hodder; Ken Willsey; Patrick Momsen; Christine Moffitt; Ashley Audycki; and Kyle Elder.

1. CALL MEETING TO ORDER

President Stevens called the meeting to order at 11:01 a.m.

2. INTRODUCTION OF COMMISSIONERS, GUESTS AND PORT STAFF

3. PORT PROJECT UPDATE

Megan Richardson presented the July 2025 financials, providing a comprehensive overview of the Port's fiscal performance.

4. PUBLIC COMMENT

A. Tallon Trentz expressed support for the Pacific Coast Intermodal Port Project (PCIP), and announced outreach events with simulators on September 29, 2025 in Canyonville, and October 15, 2025 at the Ko-Kwel Casino.

B. Christine Moffitt read from her written testimony, which is attached to the end of these minutes.

C. **Ashley Audycki** asked about the timeline for public information on the PCIP permit process and outreach efforts, noting community interest.

5. **CONSENT ITEMS**

- A. Approval of August 21, 2025 Regular Commission Meeting Minutes
- B. Approval of August Invoices
- C. Approval of New Month-to-Month Lease Agreement

Upon a motion by Commissioner Edwards (second by Commissioner Roblan), the Board of Commissioners voted to approve the August 21, 2025 Regular Commission Meeting Minutes, August Invoices and New Month-to-Month Lease Agreement. **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. **2025Res11: Amendment to Port Personnel Policy 14.5**

Port Policy Manual Chapter 14: Personnel Policy, Section 14.5: Time Off & Benefits, outlines employee benefits including, but not limited to, the accrual and use of Paid Time Off (PTO), Insurance, and Leaves of Absence.

Section 14.5: Time Off & Benefits has been revised to provide necessary clarity and updated best practices, and to reflect recent changes in the structure of employee benefits offered by the Port.

The Port of Coos Bay provides a very generous Paid Time Off (PTO) benefit for Port employees. Employees accrue (and rollover) a significant number of PTO days each year (25-35 days based on years of service), and can accrue up to a maximum of 75 days. Currently, if an employee's PTO balance exceeds 40 days at the time of their anniversary date of hire, the employee may cash out PTO hours in excess of 40 days at 50% of its value.

This generous payout option is highly affecting the Port's budget. In an effort to reduce expenses in the current budget, and to promote use of PTO for rest, relaxation, and recovery away from work, or for unexpected or serious illnesses and emergencies, Port Staff is proposing to revise the current PTO policy to eliminate PTO cashouts. Employees who have a high balance of PTO will be encouraged to take time off. All accrued and unused PTO would still be paid out at 50% value upon termination of employment.

In addition to the change in the PTO cashout policy, other revisions include:

- Eliminating the requirement for employees to submit written documentation of Paid Leave Oregon benefits.
- Eliminating references to Long-Term Disability insurance, as this benefit is no longer offered due to budget constraints in the current fiscal year.

The red lined tracked version of the changes was included within the packet as Exhibit A following the resolution.

Upon a motion by Commissioner Hamner (second by Commissioner Edwards), the Board of Commissioners motioned to adopt resolution 2025Res11 amending Port Policy Manual Chapter 14: Personnel Policy, Section 14.5: Time Off & Benefits. **Motion Passed Unanimously.** (Ayes: Stevens, Edwards, ViksneHill, Hamner, and Roblan. Nays: None).

8. OTHER

A. **Strategic Business Plan Update with Goals and Objectives Planning**

Brian Points presented an update on the Port's 10-year strategic plan, designed to boost the Port's role in the community. A survey of 900 locals showed strong support, with 91% saying the Port is vital to the economy and 55% backing new commercial or industrial projects. The community wants investment in docks, the shipyard, rail, and Port upgrades. Economic data highlighted ups and downs in exports and untapped tourism potential compared to nearby counties. Financially, Charleton seems stable, but \$13 million in special projects hides real costs, therefor clearer public reports are recommended.

Commissioners reviewed an updated SWOT analysis, reviewed a proposed revision to the Port mission and vision statements to focus on infrastructure, and started assessing assets to prioritize needs and opportunities. Feedback is due back to Points Consulting by September 30, 2025, to shape the final plan by November 1, 2025.

9. COMMISSION COMMENTS

The Commissioners appreciated the financial gains and staff efforts. The Commissioners also stated that community perception of Port finances may differ from reality.

10. NEXT MEETING DATE – Thursday, October 16, 2025, 11:00 a.m.

11. ADJOURN

President Stevens adjourned the meeting at 12:40 p.m. and entered into Executive Session, as authorized under ORS 192.660(2), to:

- (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;
- (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;
- (j) carry on negotiations under ORS Chapter 293 with private persons or businesses regarding proposed acquisition, exchange or liquidation of public investments; and
- (n) discuss information about review or approval of programs relating to the security of a number of specified structures, activities and materials relevant to the operation of the state's infrastructure.