



M E M O R A N D U M

TO: Interested Parties
FROM: Brianna Hanson, President
DATE: August 12, 2024
SUBJECT: Port of Coos Bay Commission Meeting Notice

The **Board of Commissioners** of the Oregon International Port of Coos Bay will hold its Regular Commission Meeting at **11:00 a.m., Tuesday, August 20, 2024**, in the Port’s Commission Chambers located at 125 W Central Avenue, Suite 230, Coos Bay, Oregon 97420, and live on YouTube.

Members of the public are invited to attend the meeting in person or view the meeting live on the Port’s YouTube Channel at the following link: www.youtube.com/portcoos.

Members of the public may provide public comment in person, via Zoom, or in writing. If members of the public would like to provide public comment during the meeting via Zoom, please call the Administrative office at 541-267-7678 by 8:30 a.m. on Tuesday, August 20, 2024. Written comment will be accepted until 8:30 a.m. on Tuesday, August 20, 2024 by sending an email to portcoos@portofcoosbay.com with the subject line ‘Public Comment.’

An **Executive Session** has also been scheduled on **Tuesday, August 20, 2024**, immediately after the Commission Meeting, as authorized under ORS 192.660(2), to:

- (d) conduct deliberations with person designated by the governing body to carry on labor negotiations;
- (e) conduct deliberations with persons designated by the governing body to negotiate real property transactions; and
- (f) consider information or records that are exempt by law from public inspection.

BH/kk

**OREGON INTERNATIONAL PORT OF COOS BAY
REGULAR COMMISSION MEETING**

11:00 a.m., Tuesday, August 20, 2024

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

Watch Live on YouTube: www.youtube.com/portcoos

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10. NEXT MEETING DATE – Tuesday, September 17, 2024, 11:00 a.m.

11. RECESS TO EXECUTIVE SESSION

12. ADJOURN

Consent Items

DRAFT
OREGON INTERNATIONAL PORT OF COOS BAY
Coos Bay, Oregon
SPECIAL COMMISSION MEETING
11:00 a.m., Friday, June 14, 2024

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

ATTENDANCE

Commission:

Brianna Hanson, Vice President; Kyle ViksneHill, Treasurer; Kyle Stevens, Secretary; and Nick Edwards, Commissioner. Eric Farm, President was absent.

Staff:

Lanelle Comstock, Chief Administrative Officer; and Krystal Karcher, Human Resources Generalist.

Media & Guests:

None.

1. CALL MEETING TO ORDER

Vice President Hanson called the meeting to order at 11:03 a.m.

2. INTRODUCTION OF GUESTS AND PORT STAFF

3. RECESS TO EXECUTIVE SESSION

The Board of Commissioners recessed to Executive Session at 11:05 a.m. pursuant to ORS 192.660(2)(f) to consider exempt public records.

4. RETURN TO PUBLIC SESSION

The Board of Commissioners returned to public session at 11:23 a.m. for possible action on material discussed in Executive Session.

Vice President Hanson expressed gratitude for staff who have taken on additional projects and stated this effort will help the Port move forward. Vice President Hanson also expressed gratitude that Mr. Burns has agreed to a consulting agreement after his separation from the Port, which will help with the transition period.

Upon a motion by Commissioner Hanson (second by Commissioner Edwards), the Board of Commissioners voted to authorize the Oregon International Port of Coos Bay to enter into the proposed separation agreement with John Burns as presented, and authorize Kyle Stevens to execute the agreement on behalf of the Port. **Motion Passed Unanimously.** (Ayes: Hanson, ViksneHill, Stevens, and Edwards. Nays: None. Absent: Farm.)

Upon a motion by Commissioner Hanson (second by Commissioner Stevens), the Board of Commissioners voted to appoint Lanelle Comstock as Interim Chief Executive Officer for the International Port of Coos Bay, effective June 15, 2024. Lanelle will assume the full responsibilities of the CEO position until a permanent CEO is hired, at which time Lanelle will return to her present position as Chief Administrative Officer. **Motion Passed Unanimously.** (Ayes: Hanson, ViksneHill, Stevens, and Edwards. Nays: None. Absent: Farm.)

Vice President Hanson stated the position of CEO needs to be posted to prepare for hiring and prior to this posting, the salary range needs to be discussed. There has been analysis via an AAPA salary survey and the Port's internal pay plan, as well as the SDAO HR consulting service. All sources were around the range of \$191K to \$259K. \$259K is the upper most portion of the range and it was recommended to post the salary range using the median, which is about \$225K. The recommended range for posting is \$187K to \$220K. This is in line with ports of similar size and with the established internal pay plan. Vice President Hanson asked if there was any discussion among Commissioners.

Commissioner ViksneHill asked what ports were included in the salary survey and how comparable they are to the Port of Coos Bay. Vice President Hanson stated it was a survey of North Pacific ports. Commissioner Edwards asked if other Oregon ports were included in that group. Vice President Hanson stated the survey will be sent to other Commissioners for review; this was just one of the reference points.

Upon a motion by Commissioner Hanson (second by Commissioner ViksneHill), the Board of Commissioners voted to approve offering a salary range for the CEO position of the Port of Coos Bay of \$187,000 to \$220,000 depending on experience. **Motion Passed Unanimously.** (Ayes: Hanson, ViksneHill, Stevens, and Edwards. Nays: None. Absent: Farm.)

5. **NEXT MEETING DATE** – Tuesday, June 18, 2024, 11:00 a.m.

6. **ADJOURN**

Vice President Hanson adjourned the meeting at 11:34 a.m.

DRAFT
OREGON INTERNATIONAL PORT OF COOS BAY
Coos Bay, Oregon
REGULAR COMMISSION MEETING
11:00 a.m., Tuesday, June 18, 2024

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

ATTENDANCE

Commission:

Eric Farm, President; Brianna Hanson, Vice President; Kyle ViksneHill, Treasurer; Kyle Stevens, Secretary; and Nick Edwards, Commissioner.

Staff:

Lanelle Comstock, Interim Chief Executive Officer / Chief Administrative Officer; Mike Dunning, Chief Port Operations Officer; Megan Richardson, Director of Finance and Accounting; Matt Friesen, Director of External Affairs; Rick Adamek, Director of Asset Management; Ray Dwire, Charleston Marina Manager; Brian Early, CBRL General Manager; and Krystal Karcher, Human Resources Generalist.

Media & Guests:

Anne Donnelly; Cammie Madison; Dean Lundie; Kari Silva; Chrisine Moffitt; Steve Miller; Tanya Rasley; and Lexie Woodward.

1. CALL MEETING TO ORDER

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

2. INTRODUCTION OF GUESTS AND PORT STAFF

3. PUBLIC COMMENT

A. Lexie Woodward is the Executive Director of the South Coast Development Council. SCDC is a non-profit economic development organization serving Curry, Coos, and coastal Douglas and Lane Counties. Ms. Woodward stated she has dedicated more than a decade to economic development in diverse worldwide locations, and is here today to express SCDC's support for the Pacific Coast Intermodal Port project. In six months as SCDC's Executive Director, there has not been another project proposed with the potential impact of the PCIP. There have been inquiries in sectors such as clean energy and wood by-products, but none match the PCIP in terms of job creation and economic catalyst effect. The PCIP promises to replenish high-quality jobs lost since the decline of the natural resources industry, aiming to create 2,500 permanent jobs and 6,900 indirect jobs, including 3,000 union construction jobs over multiple years of development.

Funding for infrastructure and services is crucial, though the public is often reluctant to pay more taxes. This often means that private sector growth must be relied upon to fund these needs. This region has more competitive disadvantages than it does advantages, making it essential for major business prospects to find specific reasons to establish themselves here. Their business model must align with the region's

strengths, such as the deep-draft channel, rail line connecting to the Class I network, available industrial land and the only commercial airport on the Oregon coast. PCIP leverages these competitive advantages while being environmentally friendly. SCDC and their partners are already preparing to complement and leverage PCIP for South Coast development. The incubator project is a \$628,000 initiative laying the foundation for a tech-based entrepreneurial ecosystem, led by SCDC with a strong partnership from the Southwestern Oregon Community College and the Cities of Coos Bay and North Bend. Together with the PCIP, the business incubator and other initiatives will work to transform the economy. Supporting and investing in these initiatives will drive sustainable economic growth, create lasting job opportunities and insure a prosperous future for our communities.

B. Christine Moffitt stated today is an opportunity for change, and to make a connection with the community to move forward. Ms. Moffitt stated many in the community have frequently come before the Board to urge the revision of the strategic plan and engagement with the community in a sustainable development process. Ms. Moffitt urged support for the fishing community in Charleston, as they represent generations of residents who are here to make a difference. Ms. Moffitt urged the Board to connect and communicate in an open transparent fashion with the community, and offered an open invitation to engage with the community by participating in a 46-year tradition of the Oregon Coast Music Festival beginning July 13, 2024.

C. Anne Donnelly shared appreciation for staff including the Charleston Advisory Committee meeting minutes in the Commission packet. Ms. Donnelly stated the Port has exciting opportunities to restate and reaffirm the Port's commitment as a public body to the mission of economic development. Rather than a commitment to an individual project, the mission of economic development is for the overall well-being of the community. This opportunity is in line with the State required strategic planning process. This should be more than a business plan; it is an opportunity to step back and evaluate. There seems to have been a slow drift in recent years, particularly since 2003, towards an operating philosophy that is more parallel to that of a privately held corporation rather than a public body. Ms. Donnelly shared the example of the CEO job announcement that includes no requirement for the person to have any economic development experience. Ms. Donnelly stated the Port is not a business, rather a catalyst for businesses. The financial return to the Port should be considered as well as the potential economic benefit to the community. Ms. Donnelly stated that so long as the Port defines its reason for ownership of the Marina and Shipyard as simply a service to the commercial and recreational fishing fleet, this builds severe limitations on what those properties could be used for, for the economic benefit of the community. Ms. Donnelly urged the Board to consider the Port's interest is the public interest and engagement with the community is key.

D. Karie Silva stated she is the co-owner of the fishing vessel Jeanette Marrie out of Charleston. Ms. Silva thanked Commissioner Hanson for reading her previous public comment into record regarding the unsuccessful attempt to relaunch the Jeanette Marrie. The extra week spent on the rails delayed the first shrimp trip of the year, resulting in a significant financial impact on the business, especially with regards to their crew. Ms. Silva stated she hoped that her previous comments regarding dredging of the Shipyard, necessary repairs of the rails, and buoy markers for safe navigation were carefully considered. Ms. Silva stated she looks forward to an explanation of this occurrence, as Mr. Burns had stated via email that he intended to investigate.

Ms. Silva stated she examined notes from the prior meeting regarding the proposed increase in the price of ice. This proposed increase will place a financial strain on the fishing fleet. ODFW is also considering an increase in fees for fishing licenses and permits for the coming years. The proposed increase for the first year is estimated to be 12-15% with an additional 4-6% increase in the biennial years after that. The

fishing fleet is constantly targeted by others seeking to fulfill their financial requirements while trying to figure out how to survive. In the worst case scenario, the anticipated increase in the total cost of ice, fishing licenses, and permits is 31%. This is occurring during a time when the fishing industry is experiencing a decline in prices and the markets being overrun. Recovery of the fishing industry will take some time. The financial burden of businesses will be expanded by these increasing costs. Ms. Silva asked respectfully for the Board to refrain from raising the price of ice at this time, and stated she has submitted comment to ODFW asking them to do the same.

E. Dean Lundie stated he is the founder of the Divine Nature Academy, who purchased the old Coos Bay Boat Building Center in Empire and own the old Union Oil Terminal dock across from Ace Hardware. Mr. Lundie stated he is looking to make a walking path on the waterfront. He would like to work with and be involved in what the Port is working on. Mr. Lundie stated the Port and Rail don't seem to be transparent and that he would like to be contacted about what is going on.

4. CONSENT ITEMS

- A. Approval of May 20, 2024 Budget Committee Meeting Minutes
- B. Approval of May 21, 2024 Regular Commission Meeting Minutes
- C. Approval of May Invoices
- D. Approval of May Contracts Awarded

Upon a motion by Commissioner Farm (second by Commissioner ViksneHill), the Board of Commissioners voted to approve the May 20, 2024 Budget Committee Meeting Minutes, May 21, 2024 Regular Commission Meeting Minutes, May Invoices and May Contracts Awarded. **Motion Passed Unanimously.** (Ayes: Farm, Hanson, ViksneHill, Stevens, and Edwards. Nays: None).

5. PORT PROJECT UPDATE

Mike Dunning offered an initial update about projects in Charleston. Regarding the Shipyard buoys, notice was received from District 13 that they will not entertain the Port's request to put in federally maintained aides to navigation in the Shipyard. One reason cited was a lack of data to support groundings, as there are no official reports of groundings over the years. The other reason was the utilization and needs of the waterways. The Port provided information regarding the importance of the fishing community locally and the impact on the economy, but there was not enough for the District to approve the request. The next option is private aides to navigation. Mr. Dunning stated he has done some research and there are three classes of aides. A Class III, which is recommended by staff, is where the buoy is placed but not charted. If the shoals shift or change, the buoy can be moved without notifying the Coast Guard. Staff recommends three buoys to start with, at an estimated cost of about \$10,000. This project will require permitting action.

Commissioners Edwards asked about dredging the Shipyard channel. Mr. Dunning stated the surveys done in the last 15 years show the channel has not changed, but it could be cleaned up along the edges. Most areas of the Shipyard, at the lowest low tide are about 11-12' depth and the Port is authorized to 15' depth. Estimates based on the most recent survey show about 12,000 cubic yards of material including at the Distant Water Fleet dock.

Mr. Dunning stated that vessel owners need to be sure and report groundings to the Coast Guard to support the data. Commissioner ViksneHill asked how far back those could be reported and if that would

change the opinion on the need for these navigation aides. The other issue to consider with placing these aides would be the assumption of liability. The Port’s insurance broker of record highly advised against placing the aides. Commissioner Hanson asked if there was a way to place the aides without assuming the risk. Mr. Dunning stated the Port will seek legal advice.

Mr. Dunning stated the project for dredging of Point Adams and the Section 107 study continues on. The Port expects the Tentatively Selected Plan (TSP) to be announced at the end of summer. The Corps will review the feasibility study, engineering and design, and how they will mitigate the shoaling issue to avoid dredging every year. There is money included in the current fiscal year budget, if approved today, to go towards the payment for this feasibility study. The cost share to the Port for this project is 10% up to a maximum project cost of \$10 million if approved.

Mr. Dunning stated regarding the Shipyard capacity project, there have been multiple committee meetings evaluating the projects. Each group focuses on a different aspect of the projects, leading to different rankings between committees. Some groups focus on awarding projects with the highest match or the largest number of jobs created. The Oregon Freight Advisory Committee (OFAC) will make the final recommendation to the Oregon Transportation Committee. The Port had their pre-application meeting with the National Marine Fisheries Services for permitting, and have received preliminary approval for mitigation plans.

Commissioner Edwards asked about mitigation to connect docks 2 and 3, which is Phase II of the project. Mr. Dunning stated that prior to Phase II, it would be prudent to reach out to the prospective Shipyard tenant later this year. Engineering and design work is the next step of the current phase of the project, then estimates will be evaluated and funding streams will be determined.

6. MANAGEMENT REPORTS

All Management Reports were included within the Meeting Packet.

7. SUPPLEMENTAL BUDGET HEARING – FY 2023/24 BUDGET

A. Public Hearing

Vice President Hanson opened the public hearing at 11:40 a.m.

Staff wishes to reallocate department appropriations and contingency in the General Fund as well as an increase in appropriation in the General Fund. In the General Fund, the reallocation of appropriation from the departments and the contingency category is to account for the unforeseen repairs on the rail line bridges expensed in the Rail Operations department. The increase in the General Fund is to account for unexpected revenue in the Rail Operations department for the sale of surplus property.

Staff wishes to amend the 2023/24 budget as follows:

<u>General Fund</u>	<u>Budgeted Amounts</u>	<u>New Amounts</u>	<u>Change</u>
Administration	2,148,636	2,190,785	42,149
Charleston Operations	2,802,089	2,428,845	(373,244)

External Affairs	580,843	444,606	(136,237)
Port Operations	1,140,574	955,728	(184,846)
Rail Operations	1,211,200	1,656,481	445,281
Debt Service	1,271,686	1,536,528,	264,842
Transfers to other funds	-	-	-
Contingency	159,725	-	(159,725)
Special Payments	-	220,479	220,479
General Fund Total	\$ 9,314,753	\$ 9,433,452	\$ 118,699

Under Oregon Budget Law, if a change in expenses to any one fund is greater than 10%, or if allocating contingency to another expense category is greater than 15%, then a budget hearing is required. In the General Fund the increase is less than the threshold and only requires Commission approval.

Vice President Hanson asked for any public comment or testimony on the proposed resolution. There being none, Vice President Hanson closed the public hearing at 11:42 a.m.

B. 2024Res03: Adoption of Supplemental Budget for FY 2023/24

Upon a motion by Commissioner ViksneHill (second by Commissioner Edwards), the Board of Commissioners voted to approve resolution 2024Res03 adopting the supplemental budget reallocating and increasing appropriations to incorporate changes in the Port’s General Fund. **Motion Passed Unanimously.** (Ayes: Farm, Hanson, ViksneHill, Stevens, and Edwards. Nays: None).

8. BUDGET HEARING – FY 2024/25 BUDGET

A. Public Hearing

Vice President Hanson opened the public hearing at 11:43 a.m.

The Port’s Budget Committee approved the proposed 2024/25 Fiscal Year Budget after its first budget committee meeting on May 20, 2024. Each year, following the Budget Committee’s approval of the budget, the Commission is required to hold a public hearing. The objective of the public hearing is to receive testimony from any person present.

During the regular Commission meeting, the Commission is allowed to make changes to the budget if the total change in any fund does not exceed \$5,000 or 10%, whichever is greater. Changes in excess of 10% would require the Commission to publish notice of a second budget hearing and a new financial summary and hold the second hearing before the adjusted budget can be adopted.

If no significant changes are made, the Commission should consider approval of the resolution adopting the budget.

Vice President Hanson asked for any public comment or testimony on the proposed resolution.

Mr. Lundie asked if the Port is responsible for the work on the railroad swing bridges. Vice President Hanson confirmed. Mr. Lundie stated he owns the Cushman Marina and RV Park, where the subcontractor for the Port was working, and there was extensive damage done to the concrete docks there. Mr. Lundie inquired who to reach out to regarding repairs. Vice President Hanson asked for Mr. Lundie to ensure Port staff have his contact information to follow up with after the meeting.

There being no additional testimony, Vice President Hanson closed the public hearing at 11:45 a.m.

B. 2024Res04: Adoption of Budget for FY 2024/25

Upon a motion by Commissioner Stevens (second by Commissioner ViksneHill), the Board of Commissioners voted to approve resolution 2024Res04, a resolution adopting a budget, making appropriations, imposing and categorizing taxes – combined for the 2024/25 Fiscal Year. **Motion Passed Unanimously.** (Ayes: Farm, Hanson, ViksneHill, Stevens, and Edwards. Nays: None).

9. ACTION ITEMS/REPORTS

A. Update Signature Authority on Local Government Investment Pool 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.

The Port invests excess cash with the Oregon State Treasury Local Government Investment Pool, which provides a higher rate of return than the Port’s other bank accounts. Funds are transferred between the Local Government Investment Pool (LGIP) and the Umpqua bank accounts as needed for cash flow purposes. LGIP transfers are only permitted to and from bank accounts that are linked to the LGIP account. Changes to the linked bank accounts must be approved by two individuals.

With the resignation of Commission President Eric Farm, and former Chief Executive Officer John Burns, Port staff wishes to update the signature authority documents for the LGIP. Any two of the following individuals are required to initiate bank account information changes for the Local Government Investment Pool account #5347:

Lanelle Comstock	Chief Administrative Officer
Mike Dunning	Chief Port Operations Officer
Megan Richardson	Director of Finance & Accounting
Brianna Hanson	Vice President
Kyle ViksneHill	Treasurer

Upon a motion by Commissioner Edwards (second by Commissioner Stevens), the Board of Commissioners motioned to approve updating signature authority for bank account changes to the Local Government Investment Pool account #5347. **Motion Passed Unanimously.** (Ayes: Farm, Hanson, ViksneHill, Stevens, and Edwards. Nays: None).

B. 2024Res05: 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. With the resignation of Past President Eric Farm, and former Chief Executive Officer John Burns, Port staff wishes to update the signature authority documents for the following bank accounts, to be effective June 18, 2024:

- ZBA Disbursement Checking Account #2511
- ZBA Payroll Checking Account #5360
- Money Market Sweep Account #3394
- General Concentration Sweep Account #3139
- Business Development #0198

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

Lanelle Comstock	Chief Administrative Officer
Mike Dunning	Chief Port Operations Officer
Megan Richardson	Director of Finance & Accounting
Brianna Hanson	Vice President
Kyle ViksneHill	Treasurer

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

Upon a motion by Commissioner ViksneHill (second by Commissioner Stevens), the Board of Commissioners motioned to approve Resolution 2024Res05 updating signature authority for the banking accounts at Umpqua Bank, Coos Bay Branch. **Motion Passed Unanimously.** (Ayes: Farm, Hanson, ViksneHill, Stevens, and Edwards. Nays: None).

C. 2024Res06: 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), Holidays, Leaves of Absence, and Family Medical Leave. Section 14.5: Time Off & Benefits has been revised to reflect the recent changes in legislation made to the Oregon Family Leave Act (OFLA) and Paid Leave Oregon (PLO) protected leave programs and to provide any necessary clarity.

In 2019, the Oregon Legislature established a Paid Family and Medical Leave Insurance program within the Oregon Employment Department, branded as Paid Leave Oregon. This program went into effect on September 3, 2023, offering employees wage replacement benefits when they need to take leave for qualifying family, medical, and safe leave purposes.

In the 2024 legislative session, the Oregon Legislature passed Senate Bills 999 and 1515, which made revisions to OFLA in order to better align OFLA benefits with PLO. Many of the qualifying purposes for leave remain unchanged; however, effective July 1, 2024, leave will either be covered by OFLA or PLO depending on the qualifying purpose but not both.

The red lined tracked version of the changes was included within the meeting packet following the resolution.

Upon a motion by Commissioner Edwards (second by Commissioner ViksneHill), the Board of Commissioners motioned to adopt resolution 2024Res06 amending Port Policy Manual Chapter 14: Personnel Policy, Section 14.5: Time Off & Benefits. **Motion Passed Unanimously.** (Ayes: Farm, Hanson, ViksneHill, Stevens, and Edwards. Nays: None).

D. 2024Res07: FY 2024/25 Port of Coos Bay Rate Schedule

As part of the annual budget process, the Port of Coos Bay and Charleston Marina rates are reviewed each year and may be adjusted by the Consumer Price Index and/or by market analysis (each year staff surveys the rates and schedules of comparable facilities for comparisons).

A 10% increase to the Charleston Marina rates was presented to and discussed at the Port of Coos Bay Budget Committee meeting, and the projected budgeted revenues of the Charleston Marina were based on these revised rates. All services will increase 10%, excluding the Shipyard work docks (2.5%), graveled short term work area (0%), long-term work area (0%), and Environmental Fee (0%). Impound Fees were increased due to the staff time and resources need to process impounds. The daily launch ramp fee increased from \$5 to \$7.

In addition, fees were added to the Rate Schedule for additional hours and no shows at the Boat Lift. Due to the cost of merchant processing fees, a 2.5% credit card processing fee has also been added to the Rate Schedule and will be applied to each credit card transaction, of the total sale amount.

The proposed red lined FY 2024/25 Port of Coos Bay Rate Schedule was included as Exhibit A to the resolution within the meeting packet.

The Rate Schedule may be modified and published by resolution of the Port Commission. Upon approval by the Board, the proposed FY 2024/25 Port of Coos Bay Rate Schedule will become effective July 1, 2024.

A motion was made by Commissioner ViksneHill (second by Commissioner Stevens), for the Board of Commissioners to approve resolution 2024Res07 modifying and publishing the Port of Coos Bay Rate Schedule as presented for Fiscal Year 2024/25.

Commissioner Edwards asked Mr. Dwire about ice sales in May of last year, when only 40 tons of ice were sold. Mr. Dwire stated last year was a poor shrimp season. Commissioner Edwards stated the cannery in Charleston was shut down due to the wastewater requirements, so no shrimp was being processed in Charleston causing vessels to go elsewhere and Charleston to not sell ice during that time. This year in May, there has been 463 tons of ice sold. Commissioner Edwards stated that raising the price of ice right now is a dangerous precedent that will cause other plants on the coast to raise their prices. Community members have expressed the current financial struggle within the industry.

Commissioner Stevens asked what the impact on the budget would be if this item was not approved at this meeting. Megan Richardson stated the numbers are not known. Mr. Dwire stated that current sales are up by volume. The last complete year of data available is FY 2022/23 and it averaged about \$180 cost per ton to produce ice.

Vice President Hanson stated the Commission needs to better understand the impact of raising the price, not just to the Port budget but to the industry and market as a whole. More information is needed, as it appears that sales have decreased over the years, possibly due to the higher prices.

President Farm stated he would recommend continuing to look at whether the ice plant continues to operate, when it is operated at a loss and there are other needs in Charleston. Supplementing the fleet with ice sales could be part of the economic development mission of the Port despite the loss, but needs to be further considered with strategic planning for Charleston.

Vice President Hanson called for a vote on the motion. **Motion Failed 2-3.** (Ayes: Farm and ViksneHill. Nays: Hanson, Stevens, and Edwards.)

Upon a motion by Commissioner ViksneHill (second by Commissioner Edwards), the Board of Commissioners motioned to approve resolution 2024Res07 modifying and publishing the Port of Coos Bay Rate Schedule as presented, excluding the line item for ice, for Fiscal Year 2024/25. **Motion Passed Unanimously.** (Ayes: Farm, Hanson, ViksneHill, Stevens, and Edwards. Nays: None).

E. 2024Res08: Emergency Repairs to North Bend Swing Span Bridge

On Wednesday, May 29, 2024, CBRL staff was notified by the Railroad Bridge Engineer, Stantec, that they had completed a review of the detailed inspection of the North Bend swing span bridge performed in November of 2023, and that there were 9 areas of extreme concern not included in the BUILD grant repairs. Personnel from Stantec arrived on Thursday, May 30, and performed a visual inspection of the identified areas of concern. At this time, it was determined that in an effort to continue rail operations, train traffic could continue to cross the bridge at reduced speed pending a daily inspection from CBRL's Bridge Inspector, but the repairs must immediately be tended to.

The emergency repairs not included in the BUILD grant include:

1. Span 2, L0 to L1 bottom chord west truss line
2. Span 1, L0 to L1 bottom chord west truss line
3. Span 1, L1 to L2 bottom chord west truss line
4. Span 2, L4 to L5 bottom chord west truss line
5. Span 1, L0 to L1 bottom chord east truss line
6. Span 1, L5 to L6 bottom chord east truss line
7. Span 7, L5 to L6 bottom chord west truss line
8. Span 8, M9 to L10 diagonal east truss line
9. Span 11, L4 to L5 stringer west side

During the daily inspection of the bridge on Monday, June 3, it was discovered that a new crack had occurred in span 2, further compromising the integrity of the bridge in spans 1 and 2, and the bridge was immediately taken out of service.

Port staff was notified by the staff of Coos Bay Rail Line that the North Bend swing span bridge had been taken out of service and of an immediate need to repair spans 1 and 2, and until permanent repairs were to be made, rail service would be interrupted. Without timely repairs, CBRL customers would have been without service for an excessive amount of time.

On Monday, June 3, 2024, Chief Executive Officer John Burns declared an emergency and authorized the Port to enter into a sole source contract with Scott Partney Construction to repair spans 1 and 2 to resolve the current emergency condition and to expeditiously perform the additional emergency repairs needed not covered in the BUILD grant.

Scott Partney Construction has extensive construction knowledge of bridge repairs and had the ability and work force to repair the spans in the time frame necessary to limit the rail down time. The contracted total price of the nine location repairs is approximately \$500,000.00 and will be further defined as the engineering for the remainder of the repairs is completed.

Scott Partney Construction performed immediate repairs to span 2 to place the bridge back into service on June 12, 2024. Span 1 will be repaired before the end of the month. The remaining emergency repairs will be completed by the end of August.

Until all emergency repairs are completed, train traffic may continue to cross the bridge at reduced speed pending a daily inspection from CBRL's Bridge Inspector.

Upon a motion by Commissioner Edwards (second by Commissioner ViksneHill), the Board of Commissioners motioned to adopt resolution 2024Res08 ratifying the Declaration of Emergency for emergency repairs to the North Bend swing span bridge. **Motion Passed Unanimously.** (Ayes: Farm, Hanson, ViksneHill, Stevens, and Edwards. Nays: None).

F. DMA Task Order #18

At the March 28, 2016, Board of Commissioners meeting, the Commission authorized Commission President David Kronsteiner to execute an Amendment, Assignment, Assumption and Consent Agreement of the prime contract for consulting services for the Channel Modification Project from David Evans and Associates (DEA) to David Miller & Associates (DMA).

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. As such, the scope of services for the prime contractor, DMA, is being expanded in Task Order #18 to include work associated with environmental baseline studies, permitting, and consultation with engineers to inform NEPA and permitting work.

Task Order DMA #18 in the amount of \$16,722,100 describes the tasks to be undertaken during FY 2024/25, along with projected costs including work on the project's Environmental Impact Statement, environmental baselines studies for the terminal and rail improvements, and permitting.

Funding for this Task Order will be provided by state grant funds, future Federal grant awards, and private partner funds. Funding received from these three sources will ultimately determine the level of expenditure under Task Order #18. If funding is not received, then funds will not be expended.

Upon a motion by Commissioner Stevens (second by Commissioner Edwards), the Board of Commissioners motioned to authorize Commission Vice President Brianna Hanson to execute Task Order DMA #18 for professional services related to the Coos Bay Channel Modification Project and Pacific Coast Intermodal Port in an amount not to exceed \$16,722,100 for work to be performed on the

project during FY 2024/25. **Motion Passed Unanimously.** (Ayes: Farm, Hanson, ViksneHill, Stevens, and Edwards. Nays: None).

10. OTHER

11. COMMISSION COMMENTS

Vice President Hanson thanked Commission President Farm for 11 years of service on the Board. President Farm thanked staff for their effort and time.

12. NEXT MEETING DATE – Tuesday, July 16, 2024, 11:00 a.m. (Tentative)

13. ADJOURN

Vice President Hanson adjourned the meeting at 12:15 p.m. and entered into Executive Session to:

- (a) consider the employment of a public officer, employee, staff member or individual agent;
- (d) conduct deliberations with person designated by the governing body to carry on labor negotiations;
- (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
- (j) carry on negotiations under ORS Chapter 293 with private persons or businesses regarding proposed acquisition, exchange or liquidation of public investments.

DRAFT
OREGON INTERNATIONAL PORT OF COOS BAY
Coos Bay, Oregon
SPECIAL COMMISSION MEETING
1:30 p.m., Thursday, June 27, 2024

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

ATTENDANCE

Commission:

Brianna Hanson, Vice President; Kyle ViksneHill, Treasurer; Kyle Stevens, Secretary; and Nick Edwards, Commissioner.

Staff:

Lanelle Comstock, Interim Chief Executive Officer / Chief Administrative Officer; and Krystal Karcher, Human Resources Generalist.

Media & Guests:

Anne Donnelly; and Christine Moffitt.

1. CALL MEETING TO ORDER

Vice President Hanson called the meeting to order at 1:31 p.m.

2. INTRODUCTION OF COMMISSIONERS, GUESTS AND PORT STAFF

3. ACTION ITEM / PUBLIC COMMENT

- A.** Chief Executive Officer Hiring Standards, Criteria, and Policy Directives with the Board of Commissioners Accepting Public Comment

Vice President Hanson began the discussion with a review of the meeting packet, which included the job description and job announcement for the Chief Executive Officer position. The job announcement includes the compensation range that Commissioners reviewed at the previous special meeting and has been posted. Candidates have begun to apply. Historically, once there is a good pool of candidates, it is narrowed down and finalists are chosen. A community group and the Port leadership team would then be invited to provide input.

Vice President Hanson asked if there were any Commissioner comments on the job description and announcement. Vice President Hanson stated that currently Commissioners have been focused on finding someone with operational and developmental skillsets related to the large future projects. This pool is likely narrow, and perhaps this role could be split so that there is a project manager for the large PCIP project, which would then allow the future CEO to focus on operational duties. The project management role could potentially be paid for with project funds. This could potentially allow the best possible skillsets for project management, as well as for the Port CEO.

Commissioner ViksneHill agreed the separation of roles is a good idea and that community outreach needs to be emphasized within both roles. Commissioner Edwards stated Charlston will be an important piece for the new CEO, as well as the community engagement.

Vice President Hanson asked for any public comment related to the CEO role and the discussion at hand.

Christine Moffitt stated she is concerned the description for the CEO is too narrow. As stated at the previous meeting, there are aspects of the community that seem to be overlooked. Those aspects are not mentioned in the position description. There is no reference to environmental sustainability, community services, or diversity and equity. The focus seems to be on terminal development and railroad operations. Further concerning is that this position description is already posted and being marketed. Ms. Moffitt implored Commissioners to look at the larger community and recognize the extent of the Port district. Wording should be included to ensure transparency in operations and management. Ms. Moffitt asked for a public announcement of the process for selection, including the selection of a community group.

Anne Donnelly stated she shares many of the concerns expressed by Ms. Moffitt. Ms. Donnelly stated the idea of separating the roles of CEO and Project Manager is promising, as this would allow the CEO to focus on big-picture issues rather than on a single project. Ms. Donnelly stated the description should be focused on finding someone who is committed to public service. There is concerning language used that is unnecessarily limiting and may not appeal to someone with a passion for public service. It is important for the announcement to signal that this is an exciting opportunity. Ms. Donnelly shared examples of other job descriptions that contain suggestions and comments which might help to better reflect these ideas.

Ms. Donnelly stated the job description refers to the CEO advancing the goals and objectives of the Port, except that there is not a recent or specific description of what those goals and objectives are. Ms. Donnelly suggested that prior to any hiring decision being made, Commission take a few hours with a facilitator to determine what those goals and objectives are. This would provide a basis for operating more efficiently and transparently, and provide a framework for the potential candidate to follow. This would also provide a tool to ensure accountability for the CEO.

Vice President Hanson stated the language within the announcement can be updated to reflect today's discussion while still moving forward with the process.

Upon a motion by Commissioner Hanson (second by Commissioner ViksneHill), the Board of Commissioners voted to proceed with the CEO hiring process under standards and procedures historically used and as discussed. **Motion Passed Unanimously.** (Ayes: Hanson, ViksneHill, Stevens, and Edwards. Nays: None.)

4. **NEXT MEETING DATE** – Tuesday, July 16, 2024, 11:00 a.m.

5. **ADJOURN**

Vice President Hanson adjourned the meeting at 1:49 p.m. and entered into Executive Session to:

(a) consider the employment of a public officer, employee, staff member or individual agent.

DRAFT
OREGON INTERNATIONAL PORT OF COOS BAY
Coos Bay, Oregon
SPECIAL COMMISSION MEETING
11:00 a.m., Tuesday, July 30, 2024

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

ATTENDANCE

Commission:

Brianna Hanson, President; Kyle ViksneHill, Treasurer; Kyle Stevens, Secretary; and Nick Edwards, Commissioner.

Staff:

Lanelle Comstock, Interim Chief Executive Officer/Chief Administrative Officer; Matt Friesen, Director of External Affairs; and Krystal Karcher, Human Resources Generalist.

Media & Guests:

Christine Moffitt; and Knute Nemeth.

1. CALL MEETING TO ORDER

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

2. INTRODUCTION OF COMMISSIONERS, GUESTS AND PORT STAFF

3. PUBLIC COMMENT

Christine Moffitt stated she is interested in the potential revision of the CEO position description, and emphasized the importance of looking at the whole system to ensure an understanding of the challenges and what type of leadership can be applied.

Lanelle Comstock stated that the job announcement has been revised and a red-line version is ready for Commissioners to review during Executive Session.

4. RECESS TO EXECUTIVE SESSION

The Board of Commissioners recessed to Executive Session at 11:04 a.m. as authorized under ORS 192.660(2)(a), to consider the employment of a public officer, employee, staff member or individual agent. After Executive Session, Commissioners will return to public session for discussion and possible action regarding the Chief Executive Officer position and the Pacific Coast Intermodal Port Project Manager consultant.

5. **RETURN TO PUBLIC SESSION**

The Board of Commissioners returned to public session at 12:23 p.m. for discussion and possible action regarding the Chief Executive Officer position and the Pacific Coast Intermodal Port Project Manager consultant.

6. **PUBLIC COMMENT**

Knute Nemeth stated he is a member of the Charleston Advisory Committee and offered a reminder of upcoming Charleston events. This includes the 100-year anniversary of the Oregon Institute of Marine Biology in the fourth week of August. There is also the 50-year anniversary of the South Slough National Marine Estuarine Reserve. They will be holding their event on September 28 at the historical museum in Coos Bay. On Saturday, October 5 there will be the Octoberfish Festival at the OIMB. The purpose of this event is to build community by bringing people together. This is a family friendly event with live music. There are two major events in Charleston that have been lost in recent years, including the Seafood Festival and the Oyster Feed. This is partly due to the lack of volunteers. Proceeds from the Octoberfish event will be donated to the Charleston Food Bank to support local families who may be struggling. Mr. Nemeth stated more cleanup work in Charleston is needed to keep the community alive. Staff work hard but there could be additional efforts towards cleanup and that would be appreciated.

President Hanson asked if these Charleston events are on the Port's website. Staff stated they can be added.

7. **ACTION ITEM**

Upon a motion by Commissioner Stevens (second by Commissioner Edwards), the Board of Commissioners motioned to authorize the CEO, Board President, and Board Secretary to negotiate a professional services agreement for the Executive Director of the Pacific Coast Intermodal Port (PCIP) project, provided the consultant is funded through project funds. **Motion Passed Unanimously.** (Ayes: Hanson, ViksneHill, Stevens, and Edwards. Nays: None).

8. **NEXT MEETING DATE** – Tuesday, August 20, 2024, 11:00 a.m.

9. **ADJOURN**

President Hanson adjourned the meeting at 12:28 p.m.

DRAFT
OREGON INTERNATIONAL PORT OF COOS BAY
Coos Bay, Oregon
SPECIAL COMMISSION MEETING
9:00 a.m., Thursday, August 8, 2024
Via Zoom

ATTENDANCE

Commission:

Brianna Hanson, President; Kyle ViksneHill, Treasurer; Kyle Stevens, Secretary; and Nick Edwards, Commissioner.

Staff:

Lanelle Comstock, Interim Chief Executive Officer / Chief Administrative Officer; and Krystal Karcher, Human Resources Generalist.

Media & Guests:

None.

1. CALL MEETING TO ORDER

President Hanson called the meeting to order at 9:02 a.m.

2. INTRODUCTION OF COMMISSIONERS, GUESTS AND PORT STAFF

3. ACTION ITEMS

A. Discussion of Chief Executive Officer Position and Recommendation

President Hanson stated the position of Chief Executive Officer was posted in June 2024. There were many resumes received from candidates with great experience. Commissioners interviewed several people including current Interim CEO, Lanelle Comstock, who Commissioners feel would be the best fit for several reasons. This include her current performance in the role, enabling Commissioners to better see how she operates. Feedback has come in from staff and the community regarding increased transparency. President Hanson stated Ms. Comstock cares deeply about the Port and invests herself to ensure its' success, and has proactively provided strategy and business insight to Commissioners.

Ms. Comstock thanked Commissioners for the opportunity and stated she is excited to make a difference for the Port.

Upon a motion by Commissioner Stevens (second by Commissioner Edwards), the Board of Commissioners motioned to authorize Commission President Brianna Hanson to negotiate an employment agreement with Lanelle Comstock for the Chief Executive Officer position. **Motion Passed Unanimously.** (Ayes: Hanson, ViksneHill, Stevens, and Edwards. Nays: None).

B. Board Appointments

President Hanson stated the position of Vice President will be filled by current Commission Secretary Stevens. Commissioner Stevens accepted the nomination.

President Hanson stated the position of Secretary will be filled by Commissioner Edwards, who accepted the nomination.

4. **NEXT MEETING DATE** – Tuesday, August 20, 2024, 11:00 a.m.

5. **ADJOURN**

President Hanson adjourned the meeting at 9:07 a.m.



M E M O R A N D U M

To: Port of Coos Bay Board of Commissioners
From: Amanda Cordova, AP / AR Clerk
Date: August 12, 2024
Subject: Invoices Paid for Commission Approval through June & July 2024

A/P checks issued per NetSuite financial system	1,584,847.30
Payroll disbursement per Umpqua Bank statement	185,782.55
Misc electronic disbursements per Umpqua Bank statement	551,343.40
Total June Disbursements:	<u>\$ 2,321,973.25</u>

A/P checks issued per NetSuite financial system	737,754.98
Payroll disbursement per Umpqua Bank statement	300,896.89
Misc electronic disbursements per Umpqua Bank statement	2,967,146.93
Total July Disbursements:	<u>\$ 4,005,798.80</u>



M E M O R A N D U M

TO: Port of Coos Bay Board of Commissioners

FROM: Megan Richardson, Director of Finance and Accounting

DATE: August 12, 2024

SUBJECT: June and July 2024 Contracts Awarded

The following are bids that were awarded, and contracts authorized and signed by the Chief Executive Officer during the months of June and July. All solicitations comply with the requirements of the Port’s Local Public Contracting Rules.

The following projects are included in the appropriate fiscal year budget:

Contract	Description	Cost
CSA Planning	CBRL Inventory, Mapping & Land Use Assessment	\$40,000.00
Stantec Consulting	On Call Engineering FY 2024 – 2025	\$50,000.00
Scott Partney	Emergency Repairs MP 763.55	\$527,965.00
Total Contracts Awarded for June:		\$617,965.00

Contract	Description	Cost
West Fork Property Maintenance	Marina Landscaping	\$8,200.00
Total Contracts Awarded for July:		\$8,200.00



M E M O R A N D U M

TO: Port of Coos Bay Board of Commissioners

FROM: Lanelle Comstock, Chief Executive Officer

DATE: August 12, 2024

SUBJECT: Lease Renewals & Short Term Lease Agreements

Lease Renewals

The following leases have been previously approved by the Port Commission and have been renewed for another term:

Property Address	Tenant Name	Lease End Date
145 Central Ave. (A)	Shoji Planning / Crystal Shoji	7/31/2025
Dock #37 (Fuel Dock)	Russel Marine	08/31/2029

Lease Renewals in Negotiations

The following leases have been previously approved by the Port Commission and are currently in negotiations before being renewed for another term:

Property Address	Tenant Name	Lease End Date
125 Central Ave. Ste. 400	Waste Connections of Oregon, Inc.	8/31/2025
145 Central Ave. (D)	Bay Area Chamber of Commerce	7/31/2025

Short Term Lease Agreement

T-Mobile – Suite 380: The Port of Coos Bay and T-Mobile executed a Short Term Lease Agreement for T-Mobile to lease Suite 380 in the Hub Building beginning June 17, 2024 and ending July 15, 2024. The office space was rented for \$1,600 for the month. T-Mobile utilized the space as a temporary office and training room until their new building was available for occupancy.



M E M O R A N D U M

TO: Lanelle Comstock, Chief Executive Officer

FROM: Community Giving Committee

DATE: August 12, 2024

SUBJECT: Community Giving Recommendation

In January 2019, the Board of Commissioners approved Resolution 2019Res02, adopting the Port Policy Manual Section 12.5: Community Giving. Each year, the Port of Coos Bay budgets funds for Community Giving in the form of scholarships, community events, and donations to support the Port’s mission of promoting sustainable development that enhances the economy of Southwest Oregon and the State.

The Community Giving Committee met on July 18, 2024 to discuss community donation requests.

Community giving donation requests and event sponsorships are reviewed and awarded as budget funds allow. The Community Giving Committee makes the following recommendations, to be included in the appropriate fiscal year budget:

Community Giving Donations	Amount
Coos Art Museum – Maritime Art Exhibit (Jul 5 – Sep 20, 2024)	\$500
Coos Watershed Association – Birthday Bash Fundraiser (Oct 12, 2024)	\$500
Total:	\$1,000

Management Reports



M E M O R A N D U M

TO: Port of Coos Bay Board of Commissioners
FROM: Lanelle Comstock, Chief Executive Officer
DATE: August 12, 2024
SUBJECT: Administrative Services Management Report

Upcoming Scheduled Meetings and Events:

- August Regular Commission Meeting: Tuesday, August 20, 11:00 am
- Labor Day – Offices Closed: Monday, September 2
- September Regular Commission Meeting: Tuesday, September 17, 11:00 am

ADMINISTRATION

2024 SDIS Best Practices Program – Public Meetings:

Each year, the Port of Coos Bay participates in the Special Districts Insurance Services (SDIS) [Best Practices Program](#) to receive up to a 10% credit on the following year’s contributions for general liability, auto liability, and property insurance. The purpose of the program is to assist districts with implementing best practices to mitigate risk in areas of high exposure. This year, the focus of the program is on Public Meetings. Board member involvement is needed to receive 2% of the 10% credit (2% is more than a \$5,000 credit). All members of the Board must complete a pre-recorded virtual public meeting training offered by SDAO. The training must be completed by October 1. The link and log in information will be emailed to you in the near future.

PCIP Project Update:

- **Executive Director of the PCIP Project:** It is a pleasure to announce that Melissa Cribbins has been contracted to represent the Port on the Pacific Coast Intermodal Project. Melissa will work in collaboration with Port Staff and the project partners and will report directly to the Commission. Responsibilities include direct involvement and oversight of the community engagement process and holistic management of the Port’s aspects of the PCIP project. This consultant position is funded through OIPCB from funds granted by the State of Oregon for the PCIP project.
- **Permits:** As mentioned in Mike Dunning’s Management Report, draft Joint Permit and 408 applications were submitted to the Portland District on August 9, 2024. Three separate applications were submitted, one for each component of the project (Channel Deepening, Rail improvements and Terminal and Rail Yard).
- **Railroad Crossing Elimination Grant:** The Port is in discussions and planning stages with the City of Reedsport to apply as joint applicants for the FRA Railroad Crossing Elimination Grant. The grant funds would be used towards the Reedsport Rail Crossing project that is being planned in anticipation of the increased rail traffic from the PCIP project. Additional information regarding this grant application will be provided once it is determined how to proceed with the application.

Biz Oregon: Port Staff has met with Business Oregon in an effort to secure loans for Charleston projects. A project intake form has been completed to assist with funding the Point Adams dredge project, Section 107 study, and the roof of Building 30.

LEASE MANAGEMENT

Building Leases: Port Staff has been showing building and offices to parties interested in leasing the spaces, as well as renewing existing leases. The August Commission Meeting will bring multiple lease approval action items. Below is a listing of leasable Port property and the status of each space. The leases highlighted in green are either new leases or in the process of renewal.

Property Address	Sq. Ft.	Tenant Name	Lease End Date
HUB:			
101 Central Ave	1,822	H&R Block, Wombly Tax Svc.	4/30/2026
125 Central Ave. Ste. 250	650	Info4HR, Mike & Deborah Will	Monthly
125 Central Ave. Ste. 350	340	Michelle Caspary, CPA	07/01/25
125 Central Ave. Ste. 380	1,140	T-Mobile	07/19/24
125 Central Ave. Ste. 400	3,122	Waste Connections of Oregon, Inc.	Renewal in negotiation
145 Central Ave. (A)	193	Shoji Planning / Crystal Shoji	08/01/2025
145 Central Ave. (D)	764	Bay Area Chamber of Commerce	Renewal in negotiation
145 S. Broadway	1,421	Wild Coast Running Company	10/31/2024
147 S. Broadway	2,366	Vacant (Actively Marketed)	
Charleston:			
Bldg. # 6 & 7	2095	Monkey Business / Jon McUne	3/31/2025
Bldg. # 8	1995	Vacant	
Bldg. # 9, 10, 11 (Sea Basket)	3820	Vacant (Under Maintenance)	
Dock # 13	-	Oregon Seafoods	12/31/2026
Dock # 15	2875	Long Fisheries	4/30/2025
Bldg. # 19	1170	Charleston Fishing Families	Monthly
Bldg. # 20	440	Sharky's Charters	Monthly
Bldg. # 21	313.5	Oregon Trawl Foundation	Monthly
Bldg. # 30	1480	Neptune's Vault	06/01/2025
Bldg. # 32 (Office Space)	320	Vacant	
Bldg. # 33	646	Charleston Post Office	07/31/25
Bldg. # 35	939	Betty Kay Fishing	Monthly
Dock # 36	4200	Bandon Pacific	11/30/2029
Dock # 37	-	Russel Marine	08/31/2029
Bldg. # 38 (Point Adams)	10,000	Vacant (Under Maintenance)	
Bldg. # 41	1,296	Sharky's Charters	3/8/2025
Terminal One:			
Office	3,040	Vacant	



M E M O R A N D U M

TO: Port of Coos Bay Board of Commissioners
FROM: Megan Richardson, Director of Finance
DATE: August 12, 2024
SUBJECT: Accounting & Finance Management Report

We hereby present June and June Year-to-Date (12 months) of financial results for the Port.

Operating Revenue:

Total operating revenues were \$221K, which was \$1.28 million less than the budget. All departments, except Charleston Ops, reported revenues that fell short of budget. In the Admin department we have had vacant space in the Hub building for the last several months. Port Ops' revenue shortfall was due to a budgeting error. They had an annual lease that was incorrectly calculated as a monthly lease, which overstated the budgeted revenue for the year. Rail Ops car movements fell far short of the annual projection therefore the excess revenue anticipated from CBRL, Inc. was not earned to transfer to the Port at the end of the year. This month, rail had 420 total car movements for June compared to a budget projection of 1,400 cars. Charleston's gain was due mostly to more activity in the Shipyard than expected, higher than projected ice sales, and less than anticipated write-offs of bad debt.

Operating Expense:

Operating expenses totaled \$735K, which was \$158K greater than the budget. All departments overspent their budgets this month with the exception of Port Ops. Admin, External Affairs, and Charleston's overspending are within the period, and year to date are within budget. The overage this month has to do with year-end audit adjustments for payroll reporting. Rail Ops overspending is due to emergency swing-span bridge repairs that were unplanned and exceed budget.

Operating Result:

The Port ended June with a net loss of \$414K against a planned net gain of \$925K, which is less than planned by \$1.4 million. All departments performed less than planned except for Charleston Ops. The unfavorable operating result is due to lower than projected revenues and unforeseen major repairs on the rail bridge.

Other Income & Expense:

Other revenues totaled \$473K, which is greater than the budget by \$304K. The tax collected this period for Oregon State Tax Credit for rail is greater than anticipated for the period but was anticipated for the year. Other Expenses are underspent by \$550K. This underspending is due to the timing of transfers and debt Service. Debt service was paid in the prior period, and the original budget anticipated that the debt service would be paid in June.

Net Result & Year to Date:

June had a net loss of \$94K compared to a budgeted net gain of \$491K resulting in a \$585K negative variance. This greater loss, combined with the year-to-date losses, put the Port at a net loss of \$2.14 million for the fiscal year. This variance underscores the importance of achieving a strong topline, in addition to managing operating expenses well.

Other Comments:

July Total Cash Balance	Unrestricted OIPCB Funds	Total Restricted	Restricted Detail		
			Project Crafty	State Dredge Funds	IFA Channel Mod
4,899,462.80	1,465,661.80	3,433,801.00	947.94	267,319.12	3,165,533.94

The total cash balances in all bank accounts for the July month end were \$ 4,899,462.80 which is a decrease from June of \$1.3 million. Restricted funds are detailed in the table above. Total interest earnings totaled \$11,682.12. with \$0 of that interest earned on unrestricted funds. Interest earned on restricted funds goes to the restricted fund balance and interest earned on the unrestricted funds is earned by the General Fund. No interest was earned in the money market account because the balance has been managed to meet the required minimum for banking fees and cashflow needs. The Local Government Investment Pool (LGIP) interest rate increased to 5.27% pa. This is an increase in the pool interest rate of 0.07% from last month.

Financial Report - Actual vs. Budget
For Period Ending Jun 2024

amounts in \$US dollars

Fund: General Fund Department: Administration Location: All Budget: Supplemental 1



Administration	Current Period				Same Month Last Year			Year to Date				Year End					
	Jun 2024				Jun 2023			Jul 2023 - Jun 2024				Prior FYTD vs Current FYTD					
	Actual	Budget	\$ Diff	% Diff	Actual	\$ Diff	% Diff	Actual	Budget	\$ Diff	% Diff	Last FY	\$ Diff	% Diff	Projected	Budget	% Diff
Operating Income																	
4005 Building & Dock Leases	12,028	16,273	(4,245)	-26%	9,472	2,556	27%	121,361	195,284	(73,923)	-38%	138,261	(16,900)	-12%	121,361	195,284	-38%
4245 CCURA	1,250	1,250	0	0%	1,000	250	25%	15,000	15,000	0	0%	12,000	3,000	25%	15,000	15,000	0%
4290 Other	0	0	0	-	0	0	-	25	0	25	-	720	(695)	-97%	25	0	-
Total Operating Income	13,278	17,523	(4,245)	-24%	10,472	2,806	27%	136,386	210,284	(73,898)	-35%	150,981	(14,595)	-10%	136,386	210,284	-35%
Expenses																	
Personnel Services																	
5005 Salaries	162,286	122,529	(39,757)	-32%	99,727	(62,559)	-63%	957,381	984,580	27,199	3%	803,359	(154,022)	-19%	957,381	984,580	3%
5010 Other compensation	0	663	663	100%	0	0	-	0	8,619	8,619	100%	0	0	-	0	8,619	100%
5015 Overtime	0	0	0	-	0	0	-	47	0	(47)	-	13	(35)	-271%	47	0	-
5050 Merit Pool	0	20,000	20,000	100%	0	0	-	0	20,000	20,000	100%	0	0	-	0	20,000	100%
Total Compensation	162,286	143,192	(19,095)	-13%	99,727	(62,559)	-63%	957,428	1,013,200	55,772	6%	803,372	(154,056)	-19%	957,428	1,013,200	6%
5100 Federal Payroll taxes	10,309	5,178	(5,131)	-99%	7,386	(2,923)	-40%	63,957	67,337	3,380	5%	54,118	(9,839)	-18%	63,957	67,337	5%
5105 State Payroll taxes	516	0	(516)	-	386	(130)	-34%	3,139	0	(3,139)	-	1,790	(1,349)	-75%	3,139	0	-
5110 Unemployment Insurance	1,348	1,354	5	0%	1,416	67	5%	14,033	17,604	3,571	20%	12,241	(1,792)	-15%	14,033	17,604	20%
5115 Workers compensation	(5,319)	283	5,602	1980%	242	5,562	2295%	(3,341)	3,680	7,021	191%	2,222	5,563	250%	(3,341)	3,680	191%
Total Payroll Taxes	6,854	6,815	(39)	-1%	9,430	2,576	27%	77,788	88,621	10,833	12%	70,371	(7,417)	-11%	77,788	88,621	12%
5200 Medical insurance	8,973	14,789	5,816	39%	12,949	3,976	31%	139,517	177,466	37,949	21%	109,848	(29,669)	-27%	139,517	177,466	21%
5205 Dental insurance	791	1,341	549	41%	1,368	577	42%	11,845	16,091	4,246	26%	13,203	1,358	10%	11,845	16,091	26%
5215 Term life insurance	83	138	54	40%	146	63	43%	1,354	1,650	296	18%	1,335	(19)	-1%	1,354	1,650	18%
5220 Long Term Disability insurance	326	438	112	25%	422	96	23%	4,695	5,697	1,001	18%	4,340	(355)	-8%	4,695	5,697	18%
5225 PERS Employer Contributions	14,820	15,907	1,086	7%	21,570	6,749	31%	181,156	206,847	25,691	12%	160,367	(20,789)	-13%	181,156	206,847	12%
5230 PERS Employee Contributions	3,951	4,246	295	7%	5,739	1,788	31%	47,870	55,212	7,342	13%	44,299	(3,570)	-8%	47,870	55,212	13%
5295 Allocations	0	(165)	(165)	100%	0	0	-	0	(2,143)	(2,143)	100%	0	0	-	0	(2,143)	100%
Total Insured Benefits	28,945	36,693	7,748	21%	42,194	13,249	31%	386,438	460,819	74,382	16%	333,393	(53,045)	-16%	386,438	460,819	16%
Total Personnel Services	198,085	186,699	(11,386)	-6%	151,351	(46,734)	-31%	1,421,654	1,562,640	140,986	9%	1,207,136	(214,518)	-18%	1,421,654	1,562,640	9%
Goods & Services																	
6005 Seminars & training	0	1,340	1,340	100%	0	0	-	13,932	16,075	2,143	13%	9,550	(4,382)	-46%	13,932	16,075	13%
6010 Educational reimbursement	0	83	83	100%	0	0	-	1,104	1,000	(104)	-10%	1,187	83	7%	1,104	1,000	-10%
Total Staff Training	0	1,423	1,423	100%	0	0	-	15,036	17,075	2,039	12%	10,737	(4,299)	-40%	15,036	17,075	12%
6020 Travel - airfare	0	83	83	100%	0	0	-	0	1,000	1,000	100%	3,964	3,964	100%	0	1,000	100%
6025 Travel - lodging & transportation	0	167	167	100%	458	458	100%	1,644	2,000	356	18%	1,832	189	10%	1,644	2,000	18%
6030 Travel - Per Diem & mileage reimbursement	23	250	227	91%	385	362	94%	1,409	3,000	1,591	53%	1,813	404	22%	1,409	3,000	53%
6035 Meals & Entertainment	137	146	8	6%	38	(100)	-266%	1,624	1,750	126	7%	1,957	333	17%	1,624	1,750	7%
Total Travel & Entertainment	160	646	486	75%	881	721	82%	4,676	7,750	3,074	40%	9,566	4,890	51%	4,676	7,750	40%

Financial Report - Actual vs. Budget
For Period Ending Jun 2024

amounts in \$US dollars

Fund: General Fund

Department: Administration

Location: All

Budget: Supplemental 1

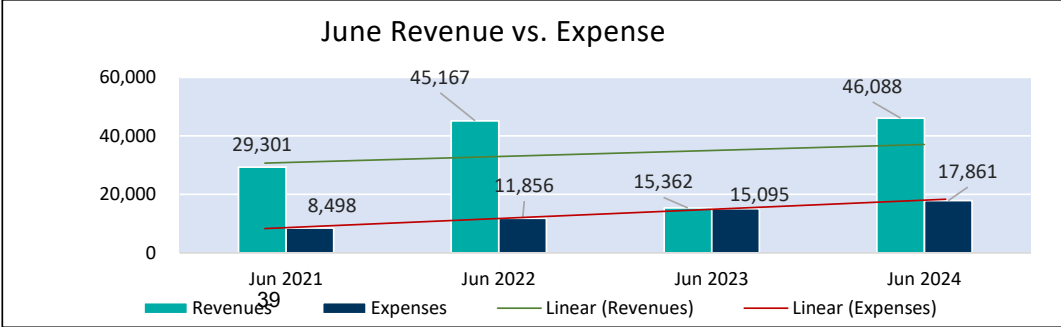
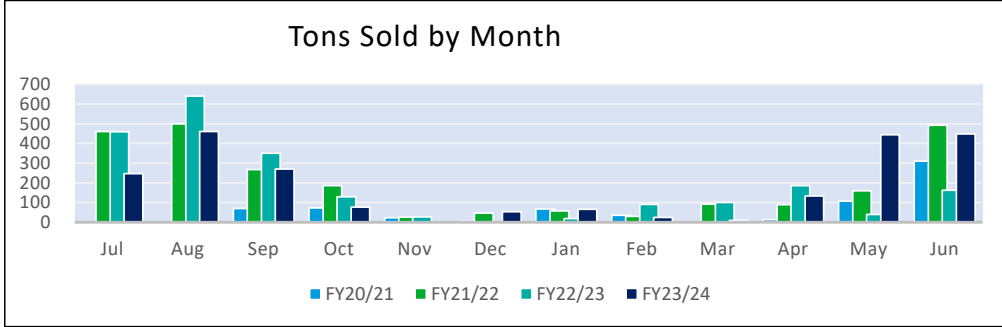
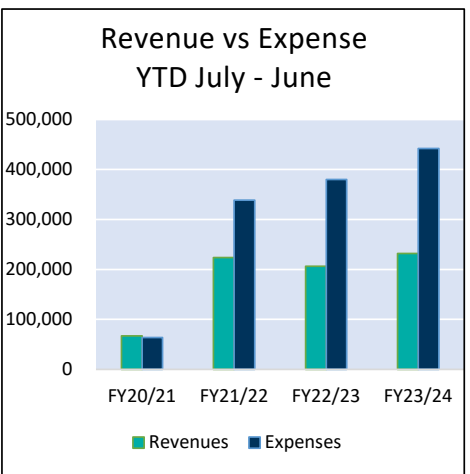
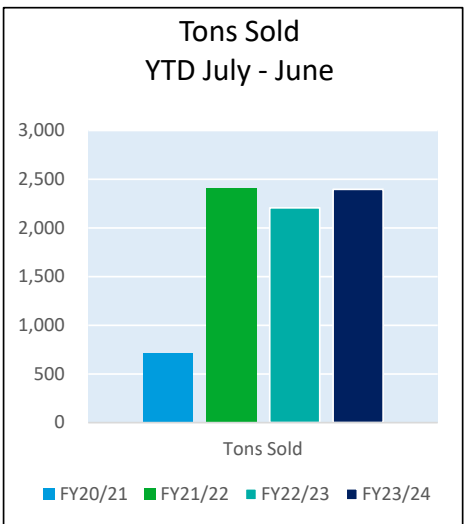
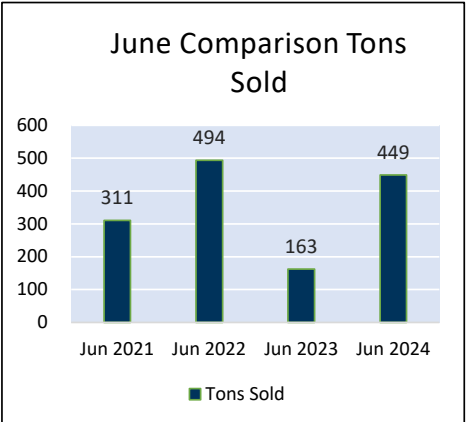


Administration	Current Period				Same Month Last Year			Year to Date				Year End					
	Jun 2024				Jun 2023			Jul 2023 - Jun 2024				Prior FYTD vs Current FYTD					
	Actual	Budget	\$ Diff	% Diff	Actual	\$ Diff	% Diff	Actual	Budget	\$ Diff	% Diff	Last FY	\$ Diff	% Diff	Projected	Budget	% Diff
6050 Office supplies	606	779	173	22%	738	131	18%	7,147	9,350	2,203	24%	9,578	2,430	25%	7,147	9,350	24%
6055 Kitchen supplies	99	279	181	65%	214	116	54%	1,876	3,348	1,472	44%	1,892	16	1%	1,876	3,348	44%
6060 IT supplies	0	1,000	1,000	100%	0	0	-	3,109	12,000	8,891	74%	12,142	9,033	74%	3,109	12,000	74%
6070 Postage & courier services	0	333	333	100%	405	405	100%	2,802	4,000	1,198	30%	4,465	1,663	37%	2,802	4,000	30%
6077 Subscriptions	99	0	(99)	-	0	(99)	-	99	0	(99)	-	0	(99)	-	99	0	-
6085 Office equipment lease	462	154	(308)	-200%	462	0	0%	1,847	1,847	0	0%	1,993	146	7%	1,847	1,847	0%
6087 Office equipment repairs & maintenance	163	375	212	57%	235	72	31%	2,594	4,500	1,906	42%	2,924	330	11%	2,594	4,500	42%
6090 IT SW subscriptions & licenses	15,929	13,764	(2,166)	-16%	17,438	1,508	9%	203,459	165,167	(38,292)	-23%	159,116	(44,343)	-28%	203,459	165,167	-23%
6095 Commission expenses	0	640	640	100%	0	0	-	378	7,680	7,302	95%	3,004	2,626	87%	378	7,680	95%
Total Office Expense	17,358	17,324	(34)	0%	19,492	2,134	11%	223,311	207,892	(15,419)	-7%	195,114	(28,197)	-14%	223,311	207,892	-7%
6100 Telephone - landline	457	460	3	1%	433	(24)	-6%	5,410	5,520	110	2%	5,819	409	7%	5,410	5,520	2%
6105 Telephone - mobile	741	625	(116)	-19%	792	50	6%	9,515	7,500	(2,015)	-27%	7,298	(2,217)	-30%	9,515	7,500	-27%
6110 Internet services	633	637	4	1%	619	(14)	-2%	7,549	7,640	91	1%	7,395	(154)	-2%	7,549	7,640	1%
6130 Electricity	983	921	(62)	-7%	943	(40)	-4%	13,608	14,400	792	6%	14,122	514	4%	13,608	14,400	6%
6135 Water/Sewer	240	250	10	4%	182	(58)	-32%	2,705	3,000	295	10%	2,407	(297)	-12%	2,705	3,000	10%
6140 Garbage/Sanitation Collection	622	300	(322)	-107%	287	(335)	-117%	3,711	3,600	(111)	-3%	3,404	(307)	-9%	3,711	3,600	-3%
Total Utilities	3,676	3,193	(483)	-15%	3,254	(422)	-13%	42,498	41,660	(838)	-2%	40,445	(2,052)	-5%	42,498	41,660	-2%
6205 Janitorial services	882	857	(25)	-3%	1,324	442	33%	10,332	10,280	(52)	-1%	16,552	6,220	38%	10,332	10,280	-1%
6215 Payroll services	1,155	703	(453)	-64%	1,101	(54)	-5%	8,527	8,430	(97)	-1%	9,276	749	8%	8,527	8,430	-1%
6245 Legal advertising	989	167	(822)	-493%	810	(178)	-22%	1,096	2,000	904	45%	1,168	72	6%	1,096	2,000	45%
6250 Legal services	12,831	8,333	(4,498)	-54%	8,707	(4,124)	-47%	78,298	100,000	21,702	22%	46,710	(31,588)	-68%	78,298	100,000	22%
6255 Auditing	0	6,250	6,250	100%	0	0	-	66,600	75,000	8,400	11%	66,950	350	1%	66,600	75,000	11%
6260 Consulting services	0	67	67	100%	0	0	-	146	800	654	82%	10,770	10,624	99%	146	800	82%
6265 Recruiting services	0	0	0	-	222	222	100%	0	0	0	-	2,373	2,373	100%	0	0	-
6290 Commercial insurance	6,114	3,129	(2,985)	-95%	2,484	(3,630)	-146%	52,567	37,543	(15,024)	-40%	30,300	(22,267)	-73%	52,567	37,543	-40%
Total Professional Services	21,971	19,504	(2,466)	-13%	14,648	(7,323)	-50%	217,566	234,053	16,487	7%	184,098	(33,467)	-18%	217,566	234,053	7%
6351 Awards & Recognitions	0	446	446	100%	0	0	-	3,975	5,350	1,375	26%	3,985	9	0%	3,975	5,350	26%
Total Marketing Expense	0	446	446	100%	0	0	-	3,975	5,350	1,375	26%	3,985	9	0%	3,975	5,350	26%
6400 Small equipment & tools	0	63	63	100%	0	0	-	1,481	750	(731)	-98%	4,526	3,045	67%	1,481	750	-98%
6405 Safety/hazardous materials	0	0	0	-	0	0	-	676	0	(676)	-	0	(676)	-	676	0	-
6420 Janitorial supplies	0	125	125	100%	145	145	100%	1,792	1,500	(292)	-19%	1,421	(371)	-26%	1,792	1,500	-19%
6425 Operational supplies	0	0	0	-	0	0	-	312	0	(312)	-	33	(279)	-851%	312	0	-
6430 Equipment Rental	0	0	0	-	138	138	100%	0	0	0	-	232	232	100%	0	0	-
6450 Fuel - Gas	0	0	0	-	129	129	100%	0	0	0	-	3,630	3,630	100%	0	0	-
Total Operational Expense	0	188	188	100%	412	412	100%	4,261	2,250	(2,011)	-89%	9,841	5,580	57%	4,261	2,250	-89%

Ice Plant	Current Period		Same Month Prior Years			Year to Date					Year End		
	Jun 2024		Jun 2023	Jun 2022	Jun 2021	Jul 2023 - Jun 2024		Prior FYTD vs Current FYTD			Jul 2023 - Jun 2024		
	Actual	Budget	Actual	Actual	Actual	Actual	Budget	Last FY	\$ Diff	% Diff	Projected	Budget	% Diff
Tons Sold	449	189	163	494	311	2,234	2,967	2,207	28	1.25%	2,234.0	2,967	-24.71%
Revenues													
Ice Sales	46,088	18,900	15,362	45,167	29,301	231,739	270,000	206,391	25,348	12.28%	231,738.5	270,000.0	-14.17%
Insurance Reimbursement	-	-	-	643,309	46,473	0	0	18,500	(18,500)	-100.00%	0.0	0.0	-
Total Revenues	46,088	18,900	15,362	45,167	29,301	231,739	270,000	206,391	25,348	12.28%	231,738.5	270,000.0	-14.17%
Operating Expenses													
Personnel Services	4,757	-	1,936	4,882	1,493	27,140	0	17,902	9,238	51.60%	27,139.9	0.0	-
Utilities	8,304	5,460	3,311	4,966	5,044	69,542	80,720	62,495	7,047	11.28%	69,541.7	80,720.0	-13.85%
Repairs & Maintenance	2,552	2,292	7,515	11	19	23,897	27,500	49,478	(25,581)	-51.70%	23,896.5	27,500.0	-13.10%
Operational Supplies & Service	2,247	160	2,333	1,997	1,942	32,721	2,120	29,893	2,828	9.46%	32,721.5	2,120.0	1443.47%
Insurance Claims	-	-	-	-	-	168	0	0	168	-	168.0	0.0	-
Capital Outlay	-	-	-	-	-	48,363	50,000	0	48,363	-	48,363.4	50,000.0	-3.27%
Total Expenses	17,861	7,912	15,095	11,856	8,498	201,831	160,340	159,768	42,063	26.33%	201,831.0	160,340.0	25.88%
Operating Net Result	28,227	10,988	267	33,311	20,803	29,908	109,660	46,623	(16,716)	0	29,907.5	109,660.0	-73%
Other Expenses													
Debt Services	-	-	-	-	-	240,000	240,000	220,000	20,000	9.09%	240,000.0	240,000.0	0.00%
Other Net Result	-	-	-	-	-	(240,000)	(240,000)	(220,000)	(20,000)	9.09%	(240,000.0)	(240,000.0)	0.00%
Total Net Result	28,227	10,988	267	33,311	20,803	(210,092)	(130,340)	(173,377)	(36,716)	21.18%	(210,092.5)	(130,340.0)	61.19%
Gain (loss) Per Ton	63	58	2	67	67	(94)	(44)	(79)	(15)	20%	(94)	(44)	

Fisheries	Current Period		Same Month Prior Years			Year to Date					Prior FYTD vs Current FYTD			
	Jun 2024		Jun 2023	Jun 2022	Jun 2021	FY23/24					Last FY	Ton Diff	% Diff	
Albacore Tuna (Oregon) MT	0.0		0.0	0.0	0.0						1,091.0	2,840.6	(1,750)	-61.59%
Pink Shrimp (Oregon) MT	4,173.3		4,375.0	3,876.9	4,477.3						19,591.2	20,689.6	(1,098)	-5.31%
Dungeness Crab (Coos Bay) MT	3.6		71.3	6.0	9.3						2,003.5	3,615.1	(1,612)	-44.58%

Monthly Cost Per Ton	Jul 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024	Jun 2024	Average
Operating Expense Per Ton	96	47	32	150	7,980	356	508	1,055	1,167	59	31	40	90
Debt Service Per Ton (allocated)	81	43	74	261	20,000	377	305	816	2,105	149	45	45	107
Total Expense Per Ton	177	90	106	411	27,980	734	813	1,871	3,272	208	76	84	198
Gain (Loss) per ton	11	60	71	(49)	0	(252)	(408)	(946)	(1,067)	43	71	63	(94)



Financial Report - Actual vs. Budget
For Period Ending Jun 2024

amounts in \$US dollars

Fund: General Fund

Department: External Affairs

Location: All

Budget: Supplemental 1



External Affairs	Current Period				Same Month Last Year			Year to Date				Year End					
	Jun 2024				Jun 2023			Jul 2023 - Jun 2024				Prior FYTD vs Current FYTD					
	Actual	Budget	\$ Diff	% Diff	Actual	\$ Diff	% Diff	Actual	Budget	\$ Diff	% Diff	Last FY	\$ Diff	% Diff	Projected	Budget	% Diff
Operating Income																	
4180 Merchandise	0	0	0	-	0	0	-	16	0	16	-	4	12	300%	16	0	-
4290 Other	(174,950)	10,029	(184,979)	-1844%	15,025	(189,975)	-1264%	(74,825)	120,350	(195,175)	-162%	180,170	(254,995)	-142%	(74,825)	120,350	-162%
Total Operating Income	(174,950)	10,029	(184,979)	-1844%	15,025	(189,975)	-1264%	(74,809)	120,350	(195,159)	-162%	180,174	(254,983)	-142%	(74,809)	120,350	-162%
Expenses																	
Personnel Services																	
5005 Salaries	11,308	7,356	(3,952)	-54%	11,214	(94)	-1%	95,660	95,530	(130)	0%	99,843	4,183	4%	95,660	95,530	0%
5010 Other compensation	0	122	122	100%	0	0	-	0	1,592	1,592	100%	0	0	-	0	1,592	100%
Total Compensation	11,308	7,478	(3,830)	-51%	11,214	(94)	-1%	95,660	97,121	1,461	2%	99,843	4,183	4%	95,660	97,121	2%
5100 Federal Payroll taxes	847	983	136	14%	852	5	1%	7,221	12,785	5,563	44%	7,592	371	5%	7,221	12,785	44%
5105 State Payroll taxes	44	0	(44)	-	45	0	1%	378	0	(378)	-	222	(155)	-70%	378	0	-
5110 Unemployment Insurance	321	201	(120)	-59%	241	(80)	-33%	2,009	2,417	408	17%	1,380	(630)	-46%	2,009	2,417	17%
5115 Workers compensation	80	65	(15)	-23%	81	1	1%	662	846	184	22%	878	216	25%	662	846	22%
Total Payroll Taxes	1,293	1,250	(43)	-3%	1,218	(74)	-6%	10,270	16,048	5,777	36%	10,072	(198)	-2%	10,270	16,048	36%
5200 Medical insurance	707	967	261	27%	1,277	570	45%	8,118	11,609	3,491	30%	14,069	5,951	42%	8,118	11,609	30%
5205 Dental insurance	45	86	41	48%	108	63	59%	558	1,032	473	46%	1,291	733	57%	558	1,032	46%
5215 Term life insurance	13	25	13	50%	13	0	0%	125	300	175	58%	150	25	17%	125	300	58%
5220 Long Term Disability insurance	50	84	34	41%	51	1	2%	510	1,010	500	50%	607	98	16%	510	1,010	50%
5225 PERS Employer Contributions	1,667	1,800	133	7%	2,359	693	29%	20,035	21,599	1,564	7%	21,007	972	5%	20,035	21,599	7%
5230 PERS Employee Contributions	452	494	42	8%	673	221	33%	5,427	5,932	505	9%	5,991	564	9%	5,427	5,932	9%
Total Insured Benefits	2,932	3,457	524	15%	4,480	1,547	35%	34,772	41,480	6,708	16%	43,116	8,343	19%	34,772	41,480	16%
Total Personnel Services	15,533	12,184	(3,349)	-27%	16,912	1,379	8%	140,703	154,649	13,946	9%	153,031	12,327	8%	140,703	154,649	9%
Goods & Services																	
6025 Travel - lodging & transportation	0	75	75	100%	0	0	-	289	900	611	68%	630	341	54%	289	900	68%
6030 Travel - Per Diem & mileage reimbursement	169	25	(144)	-575%	0	(169)	-	169	300	131	44%	0	(169)	-	169	300	44%
6035 Meals & Entertainment	0	104	104	100%	0	0	-	90	1,250	1,160	93%	4,101	4,012	98%	90	1,250	93%
Total Travel & Entertainment	169	204	35	17%	0	(169)	-	547	2,450	1,903	78%	4,731	4,184	88%	547	2,450	78%
6075 Memberships & dues	3,097	3,410	312	9%	3,253	156	5%	37,081	40,918	3,837	9%	39,214	2,133	5%	37,081	40,918	9%
Total Office Expense	3,097	3,410	312	9%	3,253	156	5%	37,081	40,918	3,837	9%	39,214	2,133	5%	37,081	40,918	9%
6260 Consulting services	43	82	40	48%	0	(43)	-	148	989	841	85%	4,871	4,723	97%	148	989	85%
Total Professional Services	43	82	40	48%	0	(43)	-	148	989	841	85%	4,871	4,723	97%	148	989	85%

Financial Report - Actual vs. Budget
For Period Ending Jun 2024

amounts in \$US dollars

Fund: General Fund

Department: External Affairs

Location: All

Budget: Supplemental 1



External Affairs	Current Period				Same Month Last Year			Year to Date					Year End				
	Jun 2024				Jun 2023			Jul 2023 - Jun 2024				Prior FYTD vs Current FYTD			Jul 2023 - Jun 2024		
	Actual	Budget	\$ Diff	% Diff	Actual	\$ Diff	% Diff	Actual	Budget	\$ Diff	% Diff	Last FY	\$ Diff	% Diff	Projected	Budget	% Diff
6310 Marketing supplies	0	17	17	100%	0	0	-	0	200	200	100%	20	20	100%	0	200	100%
6315 Advertising	0	92	92	100%	0	0	-	515	1,100	585	53%	1,361	846	62%	515	1,100	53%
6340 Legislative support	20,891	15,775	(5,116)	-32%	20,950	59	0%	254,049	244,300	(9,749)	-4%	235,594	(18,455)	-8%	254,049	244,300	-4%
6345 Community affairs	0	0	0	-	0	0	-	500	0	(500)	-	2,358	1,858	79%	500	0	-
Total Marketing Expense	20,891	15,883	(5,008)	-32%	20,950	59	0%	255,064	245,600	(9,464)	-4%	239,333	(15,731)	-7%	255,064	245,600	-4%
Total Goods & Services	24,200	19,580	(4,620)	-24%	24,204	4	0%	292,840	289,957	(2,883)	-1%	288,150	(4,690)	-2%	292,840	289,957	-1%
Total Expenses	39,733	31,764	(7,969)	-25%	41,116	1,383	3%	433,543	444,606	11,063	2%	441,180	7,637	2%	433,543	444,606	2%
Operating Results	(214,683)	(21,735)	(192,948)	888%	(26,091)	(188,592)	723%	(508,352)	(324,256)	(184,096)	57%	(261,006)	(247,346)	95%	(508,352)	(324,256)	57%
Net Result	(214,683)	(21,735)	(192,948)	888%	(26,091)	(188,592)	723%	(508,352)	(324,256)	(184,096)	57%	(261,006)	(247,346)	95%	(508,352)	(324,256)	57%

Financial Report - Actual vs. Budget
For Period Ending Jun 2024

amounts in \$US dollars

Fund: Dredge Fund

Department: Dredge Ops

Location: All

Budget: Adopted



Dredge Ops	Current Period				Same Month Last Year			Year to Date				Year End					
	Jun 2024				Jun 2023			Jul 2023 - Jun 2024				Prior FYTD vs Current FYTD					
	Actual	Budget	\$ Diff	% Diff	Actual	\$ Diff	% Diff	Actual	Budget	\$ Diff	% Diff	Last FY	\$ Diff	% Diff	Projected	Budget	% Diff
Operating Income																	
4287 Dredging Services	0	0	0	-	514	(514)	-100%	0	0	0	-	190,709	(190,709)	-100%	0	0	-
4290 Other	47,389	36,667	10,722	29%	128,541	(81,152)	-63%	354,565	440,000	(85,435)	-19%	204,614	149,951	73%	354,565	440,000	-19%
Total Operating Income	47,389	36,667	10,722	29%	129,055	(81,666)	-63%	354,565	440,000	(85,435)	-19%	395,323	(40,758)	-10%	354,565	440,000	-19%
Expenses																	
Personnel Services																	
5005 Salaries	513	1,298	785	60%	657	144	22%	6,201	16,878	10,677	63%	61,532	55,331	90%	6,201	16,878	63%
5015 Overtime	0	0	0	-	0	0	-	119	0	(119)	-	10,142	10,023	99%	119	0	-
Total Compensation	513	1,298	785	60%	657	144	22%	6,320	16,878	10,558	63%	71,674	65,354	91%	6,320	16,878	63%
5100 Federal Payroll taxes	39	99	60	61%	50	11	22%	482	1,291	809	63%	5,395	4,913	91%	482	1,291	63%
5105 State Payroll taxes	2	0	(2)	-	3	1	22%	25	0	(25)	-	72	47	65%	25	0	-
5110 Unemployment Insurance	15	40	25	63%	18	3	16%	181	523	342	65%	1,876	1,694	90%	181	523	65%
5115 Workers compensation	0	99	99	100%	0	0	42%	2	1,291	1,289	100%	3	1	27%	2	1,291	100%
Total Payroll Taxes	56	239	183	77%	71	15	21%	690	3,105	2,415	78%	7,345	6,655	91%	690	3,105	78%
5200 Medical insurance	217	548	331	60%	128	(89)	-69%	1,840	6,572	4,732	72%	5,686	3,846	68%	1,840	6,572	72%
5205 Dental insurance	0	41	41	100%	0	0	-	103	488	385	79%	380	277	73%	103	488	79%
5215 Term life insurance	2	4	3	62%	1	(0)	-34%	15	52	36	70%	69	54	78%	15	52	70%
5220 Long Term Disability insurance	3	9	6	68%	2	(1)	-52%	26	103	77	75%	121	95	79%	26	103	75%
5225 PERS Employer Contributions	113	287	174	60%	72	(42)	-58%	1,324	3,732	2,407	65%	9,893	8,569	87%	1,324	3,732	65%
5230 PERS Employee Contributions	31	78	47	60%	20	(10)	-50%	359	1,013	653	65%	2,812	2,452	87%	359	1,013	65%
Total Insured Benefits	365	966	601	62%	223	(142)	-64%	3,668	11,959	8,291	69%	18,961	15,293	81%	3,668	11,959	69%
Total Personnel Services	934	2,503	1,568	63%	951	17	2%	10,678	31,943	21,264	67%	97,980	87,301	89%	10,678	31,943	67%
Goods & Services																	
6005 Seminars & training	0	42	42	100%	0	0	-	0	500	500	100%	4,000	4,000	100%	0	500	100%
Total Staff Training	0	42	42	100%	0	0	-	0	500	500	100%	4,000	4,000	100%	0	500	100%
6090 IT SW subscriptions & licenses	0	0	0	-	0	0	-	5,460	0	(5,460)	-	0	(5,460)	-	5,460	0	-
Total Office Expense	0	0	0	-	0	0	-	5,460	0	(5,460)	-	0	(5,460)	-	5,460	0	-
6105 Telephone - mobile	53	60	7	12%	53	(0)	0%	635	720	85	12%	626	(9)	-1%	635	720	12%
Total Utilities	53	60	7	12%	53	(0)	0%	635	720	85	12%	626	(9)	-1%	635	720	12%
6260 Consulting services	5,894	0	(5,894)	-	22,517	16,622	74%	40,118	0	(40,118)	-	64,161	24,043	37%	40,118	0	-
6290 Commercial insurance	5,950	5,792	(157)	-3%	5,300	(650)	-12%	67,501	69,510	2,009	3%	59,727	(7,774)	-13%	67,501	69,510	3%
Total Professional Services	11,844	5,792	(6,052)	-104%	27,817	15,973	57%	107,619	69,510	(38,109)	-55%	123,887	16,269	13%	107,619	69,510	-55%

Financial Report - Actual vs. Budget
For Period Ending Jun 2024

amounts in \$US dollars

Fund: Dredge Fund

Department: Dredge Ops

Location: All

Budget: Adopted



Dredge Ops	Current Period				Same Month Last Year			Year to Date					Year End				
	Jun 2024				Jun 2023			Jul 2023 - Jun 2024				Prior FYTD vs Current FYTD			Jul 2023 - Jun 2024		
	Actual	Budget	\$ Diff	% Diff	Actual	\$ Diff	% Diff	Actual	Budget	\$ Diff	% Diff	Last FY	\$ Diff	% Diff	Projected	Budget	% Diff
6400 Small equipment & tools	0	83	83	100%	12	12	100%	494	1,000	506	51%	19,441	18,947	97%	494	1,000	51%
6405 Safety/hazardous materials	0	17	17	100%	0	0	-	0	200	200	100%	0	0	-	0	200	100%
6420 Janitorial supplies	0	17	17	100%	0	0	-	0	200	200	100%	0	0	-	0	200	100%
6425 Operational supplies	0	17	17	100%	0	0	-	986	200	(786)	-393%	103,420	102,434	99%	986	200	-393%
6430 Equipment Rental	0	0	0	-	0	0	-	0	0	0	-	1,054	1,054	100%	0	0	-
6450 Fuel - Gas	0	33	33	100%	0	0	-	160	400	240	60%	2,065	1,905	92%	160	400	60%
6455 Fuel - Diesel	0	33	33	100%	0	0	-	0	400	400	100%	7,405	7,405	100%	0	400	100%
Total Operational Expense	0	200	200	100%	12	12	100%	1,640	2,400	760	32%	133,385	131,744	99%	1,640	2,400	32%
6500 Repairs & maintenance equipment	1,651	13,750	12,099	88%	1,198	(452)	-38%	112,683	165,000	52,317	32%	10,991	(101,692)	-925%	112,683	165,000	32%
6505 Repairs & maintenance vehicles	0	7,125	7,125	100%	46,141	46,141	100%	74,486	85,500	11,014	13%	65,489	(8,997)	-14%	74,486	85,500	13%
Total Repair and Maintenance	1,651	20,875	19,224	92%	47,340	45,689	97%	187,169	250,500	63,331	25%	76,480	(110,689)	-145%	187,169	250,500	25%
Total Goods & Services	13,548	26,969	13,421	50%	75,221	61,673	82%	302,523	323,630	21,107	7%	338,378	35,855	11%	302,523	323,630	7%
Total Expenses	14,482	29,472	14,990	51%	76,173	61,690	81%	313,201	355,573	42,372	12%	436,357	123,157	28%	313,201	355,573	12%
Operating Results	32,907	7,195	25,712	357%	52,883	(19,976)	-38%	41,364	84,427	(43,063)	-51%	(41,035)	82,399	-201%	41,364	84,427	-51%
Other Income & Expenses																	
Other Income																	
4505 Interest - Bank	1,395	0	1,395	-	1,983	(587)	-30%	21,491	0	21,491	-	17,614	3,877	22%	21,491	0	-
Total Other Income	1,395	0	1,395	-	1,983	(587)	-30%	21,491	0	21,491	-	17,614	3,877	22%	21,491	0	-
Net Other Income	1,395	0	1,395	-	1,983	(587)	-30%	21,491	0	21,491	-	17,614	3,877	22%	21,491	0	-
Net Result	34,302	7,195	27,107	377%	54,865	(20,563)	-37%	62,855	84,427	(21,572)	-26%	(23,421)	86,276	-368%	62,855	84,427	-26%



M E M O R A N D U M

TO: Port of Coos Bay Board of Commissioners
FROM: Matt Friesen, Director of External Affairs
DATE: August 12, 2024
SUBJECT: External Affairs Management Report

Communications, Media, and Outreach:

The Oregon Legislature’s Joint Committee on Transportation came to Coos Bay this month as part of their Transportation Safety and Sustainability Tour. The Port contributed significantly to each element of the days scheduled activities, which was a rare opportunity to have powerful legislative leaders in the region focusing on the transportation sector. The Port participated in the Committee’s bus tour where key transportation issues were viewed and discussed and participated in the Round Table and public testimony portion of the schedule. After the hearing, three legislators requested a tour of the PCIP site, so Port staff provided a tour.

Prior to the legislative visit, the Port gave a briefing to the Chairs of the Joint Transportation Committee and key legislative staff on the Pacific Coast Intermodal Port project.

Members of the Port and PCIP project team attended Legislative and Congressional Town halls in the area by state Senator Anderson, Rep. Wright, Rep Boice and Senator Wyden that included stops in Reedsport, Charleston, Coos Bay, Florence and Lakeside.

Staff met with OPB for a story they are developing on abandoned and derelict vessels.

The Southwest Oregon Workforce Investment Board invited the Port to attend the Trucking Good Jobs Prosperity Challenge event. Federal officials visited from the Department of Commerce to discuss the recent grant award and its impact on the transportation sector.

Staff is working with the state legislative delegation to keep them updated on the Connect Oregon Grant for the Charleston Shipyard and assisting them with opportunities where they might testify or advocate in support of the funding request.

Staff is continuing to proactively meet with community groups and local leaders to build inroads and find opportunities for collaboration, this month that included meeting with the Ford Foundation, the Carpenters Union, CTCLUSI and Coos Hispanic Alliance.

Staff met and provided briefings with key team members from ODOT, the Governors Regional Solutions office and Legislative Committee Services.

In ongoing efforts to connect Port staff and develop internal communications, a new weekly internal newsletter is being rolled out. The communications will come from Port leadership and include important updates, events to be aware of or success stories to share.

Staff participated in SCDC, CCD and Chamber Board meetings.

As part of the Port's community giving program, the Port contributed to the Coos Art Museum's Maritime Exhibit and selected a piece of artwork for recognition.

Relevant Stories:

- [Oregon anti-highway activists file federal lawsuit to block Portland Rose Quarter project • Oregon Capital Chronicle](#)
- [Oregon Joint Transportation Committee makes 6th stop in statewide tour - KOB-TV NBC5 / KOTI-TV NBC2 \(kobi5.com\)](#)
- [Oregon transportation leaders say they may cut 1,000 jobs if Legislature doesn't approve more money - WorldNews \(wn.com\)](#)
- [Transportation committee statewide tour goes to Southern Oregon | Local News | theworldlink.com](#)
- [Interstate 5 Columbia River Bridge Project Secures \\$1.5B Federal Grant | Engineering News-Record \(enr.com\)](#)
- [The world's first wind-powered electric ship-charging station is here \(goodgoodgood.co\)](#)
- [Supply Chain Latest: US Port Strike and Labor Talks - Bloomberg](#)
- [UN confirms continuing work "tirelessly" to resolve Red Sea crisis - Time News](#)
- [Report finds US container imports could approach monthly record - FreightWaves](#)



M E M O R A N D U M

TO: Port of Coos Bay Board of Commissioners
FROM: Mike Dunning, Chief Port Operations Officer
DATE: August 12, 2024
SUBJECT: Port Operations/Asset Management Report

Channel Modification Project/PCIP:

The project team continues to work on project deliverables. Draft Joint Permit and 408 applications were submitted to the Portland District on August 9, 2024. Three separate applications were submitted, one for each component of the project (Channel Deepening, Rail improvements and Terminal and Rail Yard).

The team will be in Portland for meetings the week of August 12. These meeting will focus on permitting and the 204(f)/408 review. The team is also working on permitting for Geotechnical work at the terminal location. These borings will drive the engineering and design for the new dock.

Rail Bridge Rehabilitation Project:

Steel Swing Bridges: The contractor continues to make repairs to existing bridge members, and prep for the installation of new support members.

PIDP Grant (Tie and Resurfacing Project):

All work for this project is substantially complete. The contractor is removing the last remaining spent ties for disposal and the project will be complete. The final walk through with the Port's engineer of record is complete and the close out report is being drafted.

Dredging:

River mile 12-15 contract has been awarded to Manson Construction. Manson will be mobilizing to Coos Bay the week of August 12. The scope of work includes up to 1 million cubic yards of material to be disposed of at the Offshore Dredge Material Disposal Site (Site H).

The Section 107 CAP project (Pt. Adams) continues to move forward. The Corps expects to have the Tentatively Selected Plan selected late summer or early fall.

We are still waiting to hear about the Coastal contract which will be essential for the Port to dredge the shoal at point Adams. Once we receive word from the Corps, we will reach out to the contractor to discuss dredging the Port's area of responsibility.



MEMORANDUM

TO: Port of Coos Bay Board of Commissioners
FROM: Raymond Dwire, Charleston Marina Complex Manager
DATE: August 12, 2024
SUBJECT: Charleston Operations Management Report

Monthly Statistics:

Of the 525 moorage slips, there were 123 annuals (23.43%), 70 semi-annuals (13.33%), 38 monthlies (7.24%), and 433 transient nights, for a total occupancy of 46.75% for the month.

The RV Park had an average capacity of 56.95% in July. Out of 104 RV Park spaces, we had 80 new check-ins with total sales of \$61,036.31. Occupancy in July 2023 was 62.28% with sales of \$68,592.23.

There were 623 tons of ice sold in the month of July for a total of \$62,357.00. In comparison, July 2023, 263 tons of ice sold for a total of \$26,389.50. Ice sales have increased from normal due to local fish processors having problems with their ice plants and having to rely on the Charleston Ice Plant to meet their needs.

Charleston Marina Staff:

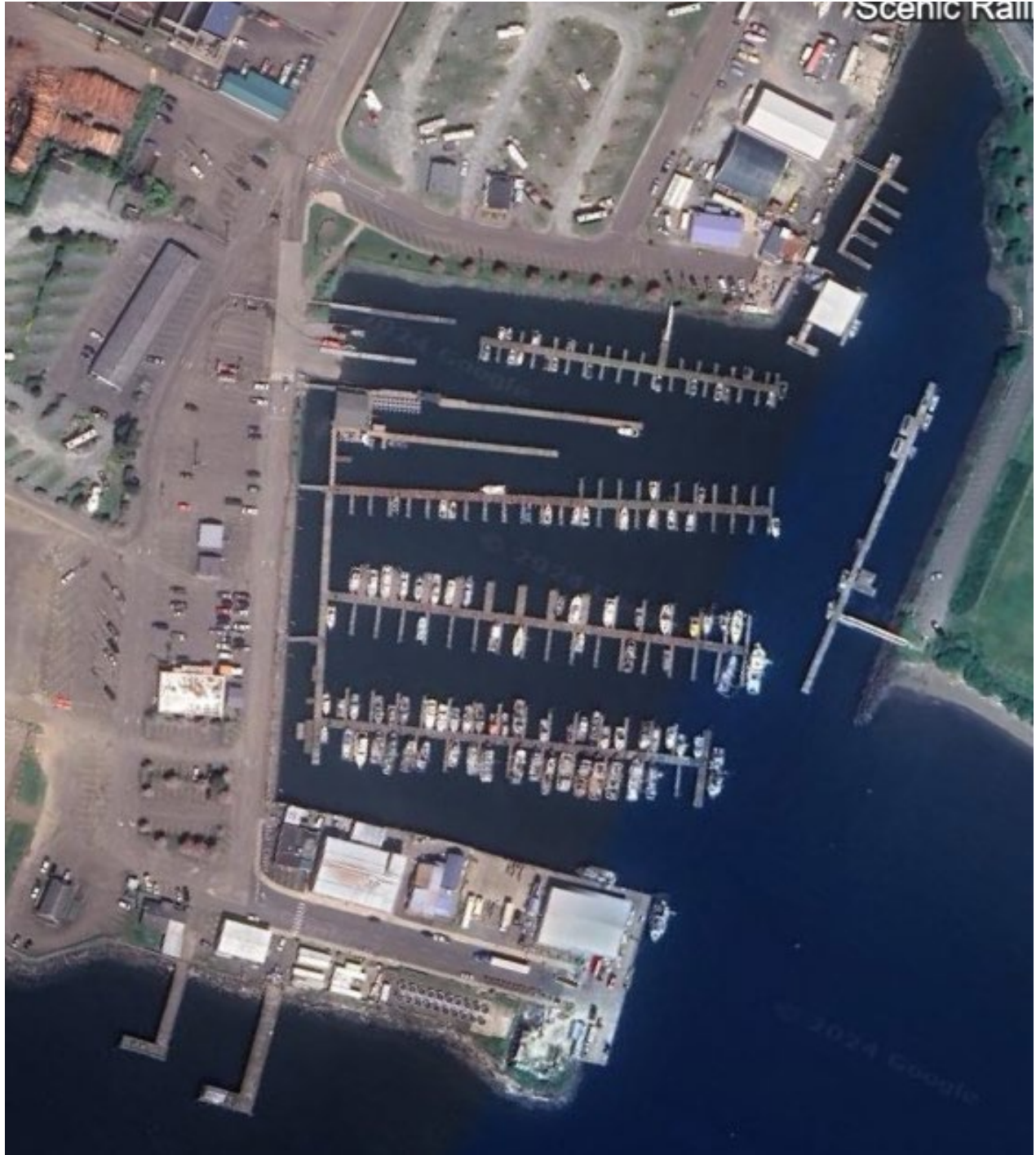
- Marina’s Maintenance Staff remains fully staffed with eight full-time employees.
- Port Security will be welcoming Josh Maggard to our security team later this month. Josh comes to us from a local security company and is excited to become our newest member. This will bring the Charleston Security Department back to five full-time employees.
- Charleston Marina RV Park Camp Host, Jennifer Anderson, is getting settled into her new role very well. Our RV Park has not seen a Camp Host for over five years, and it is sure nice to add Jennifer to our team. Thank you, Jennifer.

Charleston Maintenance Staff:

As dredge season is quickly approaching, Charleston Maintenance Staff have shifted gears into Dredge Preparation for the upcoming Dredge Season at Port of Garibaldi Marina.

State Dredge:

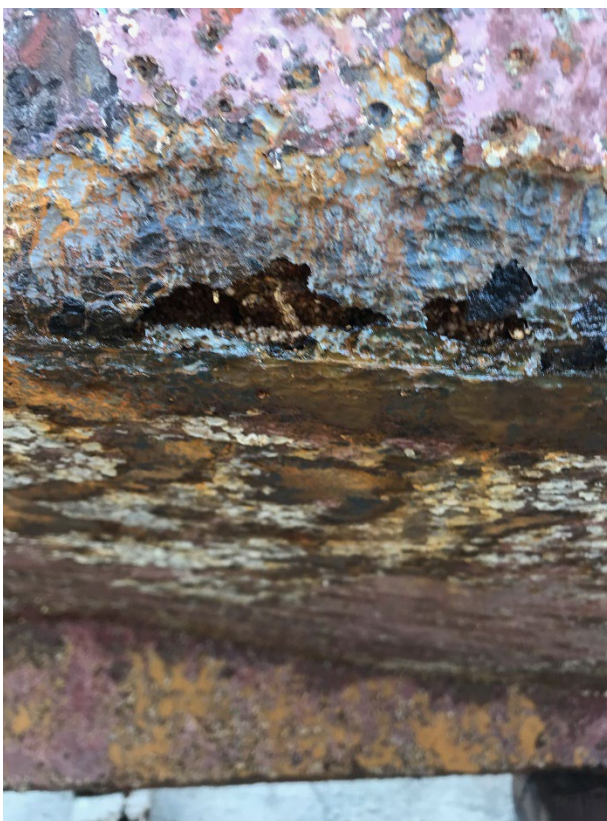
Port of Coos Bay Staff had a site visit at Port of Garibaldi. In preparation for the upcoming dredging project later this year, Rick Adamek, Trent Walker and I took a drive to meet up with Port of Garibaldi Staff. This year, Port of Garibaldi would like 45,000 cubic yards of material removed from their marina. This site visit is part of the Pre-Planning that goes into the project.



Aerial View of Port of Garibaldi Marina in Tillamook Bay

The Charleston Marina and Shipyard assists the Oregon Department of State Lands with the removal of the abandoned F/V Miss Stacey:

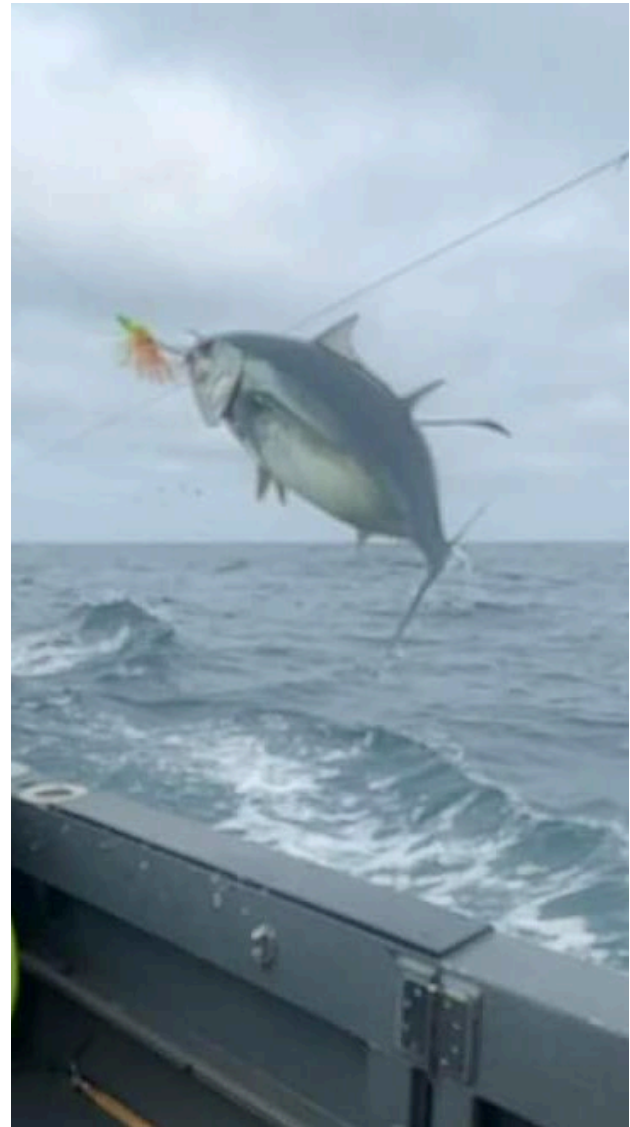
On August 1, 2024, at 1:00AM, the Department of State Lands seized the vessel *Miss Stacey* which was illegally moored in the Coos River near the area of Empire. DSL contracted with Billeter Marine to tow *Miss Stacey* to the Charleston Shipyard where Port Staff removed the vessel from the water with our Marine Travel Lift. The vessel hull was scraped, pressure washed, and set on the tear-down pad. The vessel is scheduled to be surveyed this week so a determination of its future can be determined. After a 30-day time, DSL will decide whether the vessel will be restored or destroyed.



Starboard side leaking diesel fuel after having the vessel hull scraped and pressure washed. This confirms the risks these ADV's have on our waters and why this partnership is so important.

Tuna, Tuna, Tuna:

The Charleston Marina has come alive! The excitement of Albacore Tuna Season is here. Commercial, Charter, and Sport vessels have bombarded our marina with this exciting time of the year. Shown below are a few photos from Sharkey's Charters.





MEMORANDUM

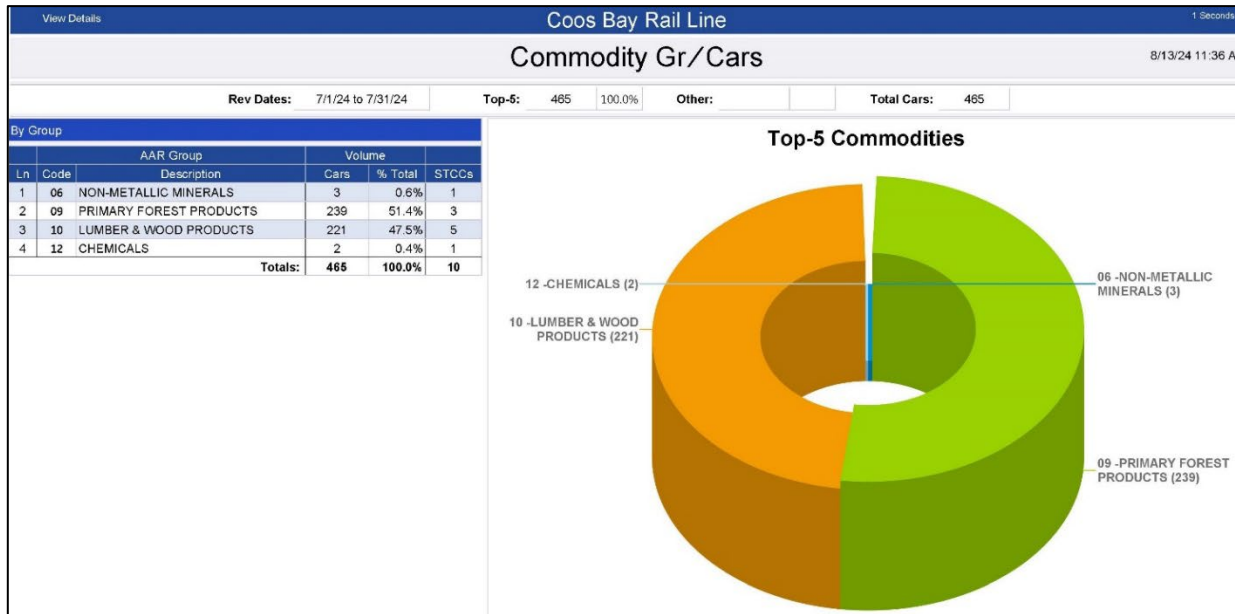
TO: Port of Coos Bay Board of Commissioners
 FROM: Brian Early, General Manager, CBRL
 DATE: August 12, 2024
 SUBJECT: Railroad Department Management Report

Operations:

CBRL Carloads: July 2024 = 465
 Prior month, June 2024 = 420
 Prior Year, July 2023 = 473
 2024/2025 Forecasted Monthly Average = 640

Car loadings were up slightly for the month of July compared to the previous month but forecasted levels were not met due to the ongoing repairs to the North Bend Swing Span bridge and tightening fire restrictions on the commercial forest lands.

Staff expect the supply of export logs to continue to tighten as summer progresses, despite a commitment from the shipper to substantially increase volume. The “green lumber” market is ever volatile as usual, but we expect all other lines to remain steady.



Historically, the export log shipper contracted through the trans loader in Eugene. Initially, this arrangement worked sufficiently but CBRL had no direct line of communication to the shipper. CBRL and Port staff met with the shipper in July and will now be dealing directly with them as well as the transload facility. This will streamline communications and give CBRL a better line of sight into the expected quantities and the timing of log volumes.

Mechanical (Locomotive):

Columbia Rail was onsite the week of July 15, performing two periodic inspections and affecting other mechanical repairs on the balance of the fleet. On a disappointing note, sometime during the weekend of July 13, copper thieves gained access to locomotive HLCX 1044 and stole all the electrical leads from the newly installed alternator to the traction motors. This has completely disabled the locomotive again, keeping it out of service, and will cost several thousand dollars to repair.

Mechanical (Car):

The car supply from Union Pacific was good for the month. There were no large “dumps” or interruptions in availability of cars and interchanges went smoothly. Overall, a much-improved experience over previous months.

CBRL’s carmen continue to see increasing numbers of needed repairs and are taking advantage of the opportunity to generate increased revenue from these repairs.

Maintenance of Way (MOW):

CBRL submitted an updated Bridge Management Plan to the FRA in July. The previous plan had not been revised for a few years and was updated to reflect changes in staff and to comply with recently enacted changes to the Code of Federal Regulations (CFR).

This department is continuing to refocus on their “normal” duties after spending the last several months supervising the PIDP track work. The Cushman Swing Span bridge was one of the areas of focus for this department in July, as well as a continued increase in repairs to crossing devices due to vehicle strikes. Sand mitigation in the Cordes area is ongoing, but so far this summer, is much more manageable. This is due in large part to the removal of several thousand yards of sand by both CBRL and neighboring property owners ahead of the summer months, as well as increased community outreach and education.

ODOT/FRA:

CBRL had no visits from the regulatory agencies in July.

Coos Bay Rail Line:

As of July 31st, 2024, CBRL has worked 217 days injury free. Currently, CBRL has 23 employees and 10 locomotives on property.

Action Items

**OREGON INTERNATIONAL PORT OF COOS BAY
BOARD OF COMMISSIONERS
ACTION/DECISION REQUEST**

DATE: August 12, 2024

PROJECT TITLE: Coos Bay Estuary Joint Steering Committee

ACTION REQUESTED: Appointment of Mike Dunning as Port representative to the Coos Bay Estuary Joint Steering Committee

BACKGROUND:

The Coos Bay Estuary Joint Steering Committee is a committee developed as part of the ongoing efforts to maintain and enhance the Coos Bay Estuary Management Plan (CBEMP). As required by the CBEMP, each City, Port representative, and Tribal representative shall be appointed by their organizations/governments. The requirements for the committee members are as follows:

- a. One elected official or their appointed representative from the City of Coos Bay and one elected official or their appointed representative from the City of North Bend. Each city shall send an appointment order to the Board of Commissioners for formal appointment.
- b. One representative from the International Port of Coos Bay. The Port of Coos Bay shall provide an appointment order to the Board of Commissioners for formal appointment.
- c. One Tribal representative (from each Tribe) appointed by the Tribal Council of each Tribal council
- d. The Chair of the Coos Estuary Citizen Advisory Committee.
- e. The Chair of the Coos Estuary Technical Advisory Committee.

Mike Dunning has extensive knowledge of the CBEMP and also participated in the Phase I revisions of the plan as the Port representative for the Partnership for Coastal Watersheds.

RECOMMENDED MOTION:

Appoint Mike Dunning as the Port representative to the Coos Bay Estuary Joint Steering Committee.

**OREGON INTERNATIONAL PORT OF COOS BAY
BOARD OF COMMISSIONERS
ACTION/DECISION REQUEST**

DATE: August 12, 2024

PROJECT TITLE: Suite 350 Lease Agreement with Michelle Caspary, CPA

ACTION REQUESTED: Ratify the execution of a one-year lease agreement with Michelle Caspary to lease Suite 350 in the Hub Building

BACKGROUND:

Michelle Caspary, CPA, and the Oregon International Port of Coos Bay signed a one-year Commercial Lease Agreement, for Michelle Caspary to lease Suite 350 in the Hub Building, beginning July 1, 2024 to use as an office for her CPA business.

Suite 350 is approximately 200 square feet of office space and includes 36 square feet of common space (hallways, shared restrooms, etc.). The negotiated rate for the one-year agreement is \$400.00 per month. If the lease is renewed, the rent will incur a CPI increase.

RECOMMENDED MOTION:

Ratify the execution of a one-year lease agreement with Michelle Caspary to lease Suite 350 in the Hub Building.

**OREGON INTERNATIONAL PORT OF COOS BAY
BOARD OF COMMISSIONERS
ACTION/DECISION REQUEST**

DATE: August 12, 2024

PROJECT TITLE: Building 33 (Charleston Post Office) Lease Agreement with Michelle Ambrosini

ACTION REQUESTED: Ratify the execution of a one-year lease agreement with Michelle Ambrosini to lease Building 33 also known as the Post Office in the Charleston Marina

BACKGROUND:

Charleston Marina Postmaster Thomas Mitchell retired at the beginning of July, vacating the Charleston Marina Post Office. The Charleston Marina Post Office operation is privately contracted by the US Postal Service and the building lease is held by the private contractor.

Michelle Ambrosini was awarded the contract by the US Postal Service to operate the Charleston Marina upon Tom's retirement. Upon award, Michelle Ambrosini and the Oregon International Port of Coos Bay signed a one-year Commercial Lease Agreement for Michelle Ambrosini to lease Building 33, also known as the Post Office, in the Charleston Marina.

Building 33 is approximately 646 square feet. The negotiated rate for the one-year agreement is \$478.00 per month.

The term of this lease commences July 17, 2024 and continues for one year, terminating July 31, 2025. If the lease is not in default when the renewal term is to commence, Tenant shall have the option to renew this lease for four (4) additional one (1) year terms, with CPI increases each July 1.

RECOMMENDED MOTION:

Ratify the execution of a one-year lease agreement with Michelle Ambrosini to lease Building 33 also known as the Post Office in the Charleston Marina.

**OREGON INTERNATIONAL PORT OF COOS BAY
BOARD OF COMMISSIONERS
ACTION/DECISION REQUEST**

DATE: August 12, 2024

PROJECT TITLE: Disposal of Surplus Locomotives via Public Auction

ACTION REQUESTED: Authorize Port Chief Executive Officer to dispose of three surplus locomotives via a sealed bid public auction and award to the highest bidders.

BACKGROUND:

In 2018 & 2019, the Port of Coos Bay purchased multiple locomotives from Western Rail, Inc. Three of the locomotives purchased were:

Locomotive No.	Make & Model	Purchase Price
1916	General Motors EMD GP 38-3	\$348,450
2018	General Motors EMD GP 38-3	\$317,210
2020	General Motors EMD GP 38-3	\$380,950

These locomotives are currently not being used and are in need of significant repair. In the marketplace, these locomotive models are being purchased for conversions.

Per Port Policy 6.6: Disposition of Surplus Personal Property, to dispose of surplus personal property greater than \$50,000, the Chief Executive Officer shall make a recommendation to the Board of Commissioners, acting as the Local Contract Review Board, identifying the property determined to be surplus and the means of disposal. Section 6.4.2 of the policy states that surplus property greater than \$50,000 shall be sold at public auction.

Following this backgrounder is a draft version of the Notice of Auction to sell the three surplus locomotives via a sealed bid process. Staff recommends immediately soliciting the notice via the Tuesday, October 1, allowing ample time for interested bidders to inspect and view the locomotives and submit sealed bids. A reserve will be placed for each locomotive. The locomotives will be sold as is, without any warranty, either express or implied.

RECOMMENDED MOTION:

Authorize Port Chief Executive Officer to dispose of three surplus locomotives via a sealed bid public auction and award to the highest bidders.



Notice of Public Auction - DRAFT

Notice is hereby given that the Oregon International Port of Coos Bay will conduct a public auction at 4:00 pm Pacific Time on Tuesday, October 1, 2024, for the following two locomotives (auctioned separately):

Locomotive 1916 - General Motors EMD GP 38 -3
Locomotive 2018 - General Motors EMD GP 38 -3
Locomotive 2020 - General Motors EMD GP 38 -3

Bidding:

- The bid must clearly define the locomotive being bid upon (1916, 2018 or 2020).
- Sealed bids will be date and time stamped upon receipt.
- Submit sealed bids to:

Oregon International Port of Coos Bay
Attn: Locomotive Auction
125 Central Avenue, Suite 300
Coos Bay, Oregon

- Sealed bids for the auction items will be received no later than 4:00 pm Pacific Time on Tuesday, October 1, 2024, at the Port of Coos Bay Administrative Office, at which time the sealed bids will be opened and publicly awarded to the highest bidder.

Inspection:

- The locomotives will be available for inspection and viewing in the railyard at 115 Hall Avenue, in Coos Bay, Oregon, Monday through Friday, between the hours of 8:00 am and 4:00 pm, by scheduled appointment only.
- To submit questions, request additional information, or to schedule an inspection, please email solicitations@portofcoosbay.com
- PPE must be worn by all individuals while on the track.

Terms & Conditions:

- The seller will apply a reserve to each locomotive.
- Locomotives must be removed from the Coos Bay Rail Line by Monday, December 2, 2024. Locomotives left on site after December 2 will incur a charge of \$50 per day for storage.
- Locomotives are sold as is, where is, without any warranty, either expressed or implied, of any kind. Winning bidder assumes all risk and liability at the time of sale.
- Any requirements by the UP to transfer the locomotives (i.e. fees, etc.) are the responsibility of the winning bidder.
- Fuel and oil will be removed by the seller prior to transfer.
- Cash (check or cashier's check) sale only. Only unconditional bids will be accepted. Trade offers will not be accepted.
- All bids must be accompanied with a refundable cashier's check in the amount of ten thousand dollars (\$10,000).
- All bids are final. Submission of a bid is bidder's consent to close the transaction by execution of a purchase agreement and bill of sale. Seller will accept the highest bid that exceeds the reserve.

**OREGON INTERNATIONAL PORT OF COOS BAY
BOARD OF COMMISSIONERS
ACTION/DECISION REQUEST**

DATE: August 12, 2024

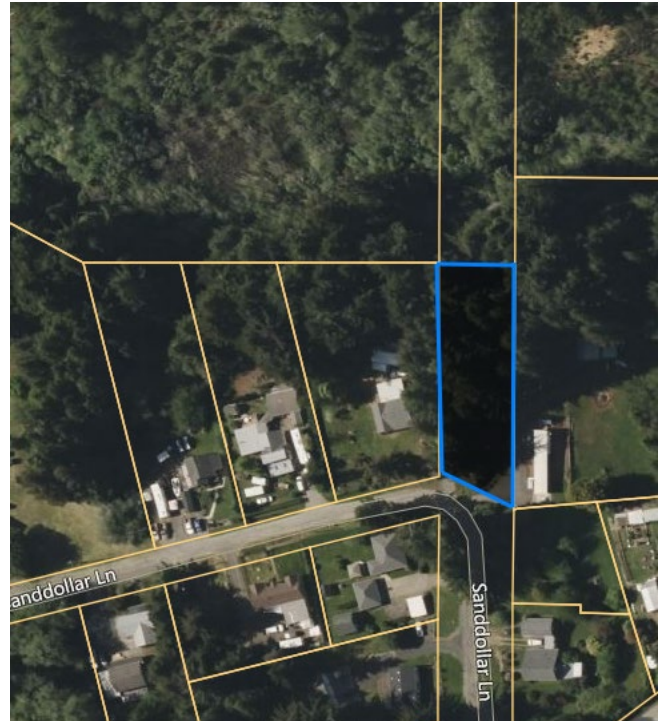
PROJECT TITLE: Vacation of Sand Dollar Lane

ACTION REQUESTED: Approval of request for Oregon International Port of Coos Bay’s consent for a street vacation of Sand Dollar Lane

BACKGROUND:

Per Oregon Revised Statutes 271.180 and 271.190, municipalities are required to seek approval from Ports and other adjoining property owners for proposed vacation of streets, alleys, and common public places within 5,000 feet of the harbor or pier headlines of the Port.

Roy Manry and Julie Manry of 90821 and 90823 Sand Dollar Lane, Coos Bay are requesting the vacation of the southern portion of South Barview Road. Mr. and Mrs. Manry own both tax lots on each side of the section of Sand Dollar Lane that is being requested for vacation. The petition states “land maintenance” as the reason for the vacation petition.



Port staff have reviewed the area of the proposed vacation and believe the street right of way vacation action will not create a negative impact on Port activities, or the Port owned Barview Dredge disposal site.

Prior to Coos County taking any formal action on the proposed right-of-way, the Port’s Board of Commissioners must approve the vacation.

RECOMMENDED MOTION:

Approve the request for consent from Coos County Planning Department to vacate the southern portion of South Barview Road to the adjacent property owners.

Other

Informational Items



Coos Bay Rail Line Serving Western Lane, Western Douglas and Coos Counties in Southwest Oregon

Owned by the Oregon International Port of Coos Bay

Operations by Coos Bay Rail Line, Inc. (CBRL) began on November 1, 2018.

Monthly Revenue Car Loads and Equivalent Highway Truck Loads / 2020-2024

One (1) revenue car load = 3.3 highway truck loads

	2020		2021		2022		2023		2024	
	Railcar Loads	Truck Loads	Railcar Loads	Truck Loads	Railcar Loads	Truck Loads	Railcar Loads	Truck Loads	Railcar Loads	Truck Loads
Jan	409	1,349.7	346	1,141.8	445	1,468.5	473	1,560.9	363	1,197.9
Feb	400	1,320.0	390	1,287.0	502	1,656.6	393	1,296.9	598	1,973.4
Mar	432	1,425.6	566	1,867.8	694	2,290.2	498	1,643.4	488	1,610.4
Apr	350	1,155.0	621	2,049.3	668	2,204.4	407	1,343.1	456	1,504.8
May	394	1,300.2	599	1,976.7	707	2,333.1	454	1,498.2	548	1,808.4
Jun	534	1,762.2	625	2,062.5	595	1,963.5	468	1,544.4	420	1,386.0
Jul	485	1,600.5	503	1,659.9	530	1,749.0	473	1,560.9	0	0.0
Aug	467	1,541.1	485	1,600.5	597	1,970.1	388	1,280.4	0	0.0
Sep	378	1,247.4	556	1,834.8	524	1,729.2	372	1,227.6	0	0.0
Oct	431	1,422.3	521	1,719.3	488	1,610.4	393	1,296.9	0	0.0
Nov	349	1,151.7	548	1,808.4	512	1,689.6	409	1,349.7	0	0.0
Dec	499	1,646.7	453	1,494.9	493	1,626.9	440	1,452.0	0	0.0
Total	5,128	16,922.4	6,213	20,502.9	6,755	22,291.5	5,168	17,054.4	2,873	9,480.9

Coos Bay Rail Line-CBRL operates at the U.S. shortline railroad industry standard of 286,000 lbs/143 short tons (weight of car plus commodity weight) per loaded revenue car. The majority of cars currently moving on the rail line weigh 66,000 to 86,000 lbs/33 to 43 short tons, resulting in a carrying capacity of 200,000 to 220,000 lbs/100 to 110 short tons.

Using 200,000 lbs/100 short tons as an average weight of commodity per rail car, the tonnage figures for the years 2011 through year to date 2024 are as follows:

*2011:	194	rail carloads =	19,400	short tons =	640.2	highway truck loads
2012:	2,480	rail carloads =	248,000	short tons =	8,184.0	highway truck loads
2013:	4,850	rail carloads =	485,000	short tons =	16,005.0	highway truck loads
2014:	7,509	rail carloads =	750,900	short tons =	24,779.7	highway truck loads
2015:	7,341	rail carloads =	734,100	short tons =	24,225.3	highway truck loads
2016:	7,434	rail carloads =	743,400	short tons =	24,532.2	highway truck loads
2017:	7,172	rail carloads =	717,200	short tons =	23,667.6	highway truck loads
2018:	6,428	rail carloads =	642,800	short tons =	21,212.4	highway truck loads
2019:	4,950	rail carloads =	495,000	short tons =	16,335.0	highway truck loads
2020:	5,128	rail carloads =	512,800	short tons =	16,922.4	highway truck loads
2021:	6,213	rail carloads =	621,300	short tons =	20,502.9	highway truck loads
2022:	6,755	rail carloads =	675,500	short tons =	22,291.5	highway truck loads
2023:	5,168	rail carloads =	516,800	short tons =	17,054.4	highway truck loads
2024:	2,873	rail carloads =	287,300	short tons =	9,480.9	highway truck loads

*Start up in 2011, Data includes 4th Quarter / Oct – Dec.

The Coos Bay rail line was embargoed by the previous owner/operator in September 2007. The Port acquired the 111-miles of the line owned by RailAmerica, Inc. in spring 2009 through an order from the U.S. Surface Transportation Board at the completion of a Feeder Line Application process initiated in July 2008. The Port acquired the Union Pacific (UP) Railroad owned 23-mile section of the line through a negotiated agreement with UP in late December 2010.

**SUMMARY OF
CHARLESTON MARINA ADVISORY COMMITTEE MEETING
12:00 p.m., Wednesday, July 17, 2024**

Five of the seven Advisory Committee members and six public guests were present.

The Marina Manager provided an update on current marina projects and reviewed the 2024/25 budgeted and not budgeted projects of the Charleston Marina and Charleston Shipyard. Mr. Dwire handed out a survey to the Committee members and guests asking for a ranking of the projects based on their opinion of project importance. The results will be tallied for the next Committee meeting and will be provided to the Port Commission for project priority planning.

Public guests voiced concerns about the low occupancy and poor conditions of the RV Park and offered ideas on how to attract more guests. A public comment asked if debt service of the ice plant should be removed from consideration of the cost of ice.

Committee member Knute Nemeth announced that Octoberfish, a community gathering, is scheduled for October 5 at OIMB.

**OREGON INTERNATIONAL PORT OF COOS BAY
CHARLESTON MARINA ADVISORY COMMITTEE MEETING
12:00 p.m., Wednesday, July 17, 2024
Charleston Marina RV Park, Recreation Room**

DRAFT MINUTES

ATTENDANCE

Advisory Members:

Lou Leberti; Kyle Cox; Kathleen Hornstuen; Knute Nemeth; and John Blanchard. Nick Nylander, Chair; and Tyler Long; were absent.

Port Staff:

Lanelle Comstock, Interim Chief Executive Officer / Chief Administrative Officer; Mike Dunning, Chief Port Operations Officer; Ray Dwire, Charleston Marina Manager; Cheryl Charitar, Charleston Office Administrator; Julie Williams; Charleston Office Assistant; and Krystal Karcher, Human Resources Generalist.

Guests:

Dave Stiefvater; Ron & Debbie Lown; Jennifer Anderson, RV Park Camp Host; Ed Fleming; and Susan Dodge.

1. CALL MEETING TO ORDER

Lou Leberti called the meeting to order at 12:00 p.m.

2. INTRODUCTION OF GUESTS

3. REVIEW AND APPROVAL OF MEETING MINUTES

A. Approval of January 17, 2024 and May 8, 2024 Meeting Minutes.

Upon a motion by Knute Nemeth (Second by John Blanchard), the Charleston Advisory Committee Members voted to approve the January 17, 2024 and May 8, 2024 Meeting Minutes. **Motion Passed.**

4. FINANCIAL DATA REVIEW

Ray Dwire reviewed the financial data for Charleston Operation.

Information included in the meeting packet were the year-to-date financials for July through June. Operating income was about \$2.3 million compared to the budget of about \$2.55 million. Personnel expenses were a little under budget at \$843K. Operating expenses were under budget at \$1.1 million. Total expenses were about \$1.975 million compared to the budget of about \$2 million. Charleston

Marina showed an operating result of a \$332K gain compared to a budgeted gain of \$475K, which was \$142K less than plan. This is due, in part, to the following factors:

- Year to date revenues fell short of budget by 9%. Revenue shortfalls impacted most lines of business in the Marina including building leases, moorage, RV park and ice sales.
- Year to date expenses were underspent by about 5%. Operating expenses were underspent due to lower than projected revenues to date. Labor expense for security and Marina office staff were not budgeted in the Marina department, but the revenues earned by the Marina are necessary to cover their cost.
- Other Revenues include small grants and charges to customers for damage done to Marina facilities.
- Other Expenses include \$261K in capital projects for Marina facilities including buildings, docks, piling projects and ice plant equipment. The remaining \$410K is for annual debt service payments for the ice plant, travel lift, stormwater system, B Dock, and Marina vehicles.

Mr. Blanchard asked where the money comes from when there is a budget shortfall. Mr. Dwire and Mr. Dunning said tax revenues and revenues from other departments are used to subsidize the shortfall.

5. CURRENT PROJECTS UPDATE

Mr. Dwire provided an update on projects in the Charleston Marina. Building #30 is nearly complete with replaced siding and new paint. Repairs continue on the docks. The ice plant is currently running well. Mr. Dwire introduced the new volunteer RV Park Camp Host, Jennifer Anderson.

6. ROUNDTABLE DISCUSSION ON FACILITIES MAINTENANCE NEEDS

Mr. Dwire reviewed the 2024/25 budgeted and non-budgeted projects of the Charleston Marina and Charleston Shipyard. Mr. Dunning provided updates and additional information regarding dredging of Point Adams, the Section 107 study, the ConnectOregon grant status, Shipyard channel marking, paving of Troller Road, and the Port's upland dredge disposal site. Mr. Dwire handed out a survey to the Committee members and guests asking for a ranking of the projects based on their opinion of project importance. The results will be tallied for the next Committee meeting and will be provided to the Port Commission for project priority planning. Mr. Dwire read a public comment from Whit stating his opinion of the importance of the marine ways in the Charleston Shipyard.

7. PUBLIC COMMENT

Ron Lown, a long time guest of the Charleston Marina RV Park, stated concerns about the low occupancy of the RV Park and said the poor conditions of the RV Park could be contributing factors, including lack of lawn maintenance, faded mural and signage on the fence, rotten picnic tables, and trash overflowing.

Dave Stiefvater, an RV Park customer, said in an effort to entice more guests, the RV Park could be used as a base and starting point for fishing and educational tours, a meet and greet or a seafood boil could be planned, and aging infrastructure needs to be better maintained.

Mr. Fleming asked if the debt service of the ice plant is incorporated into the cost of ice and wondered if the debt service should be absorbed elsewhere. Port Staff confirmed debt service of the ice plant is currently incorporated into the cost of ice.

8. COMMITTEE COMMENT

Mr. Blanchard said it appears the Charleston Marina, being a public facility, subsidizes the infrastructure, goods, and services, with tax dollars and revenues from operations and can't be compared to, or operate like, a private facility.

Mr. Nemeth said the Oyster Feed and Charleston Seafood Festival are no longer happening largely in part due to lack of volunteers. He said community members need to step up and volunteer to clean up and be part the community. Mr. Nemeth explained the history of Octoberfish and announced that Octoberfish, a community gathering, will be occurring October 5 at OIMB.

Ms. Hornstuen said the Charleston Merchant's Association has decided to replace the banners on Boat Basin road.

Mr. Leberti thanked the public for attending the meeting and voicing their concerns.

9. NEXT MEETING DATE

The next meeting is scheduled for Wednesday, October 16, 2024 at 12:00 p.m.

10. ADJOURN

Lou Leberti adjourned the meeting at 1:10 p.m.