



M E M O R A N D U M

TO: Interested Parties

FROM: Kyle Stevens, President

DATE: October 9, 2026

SUBJECT: Port of Coos Bay Special PCIP Commission Meeting Notice

The **Board of Commissioners** of the Oregon International Port of Coos Bay will hold a Special PCIP Commission Meeting at **11:00 a.m., Thursday, October 15, 2026**, 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 Thursday, October 15, 2026. Written comment will be accepted until 8:30 a.m. on Thursday, October 15, 2026 by sending an email to portcoos@portofcoosbay.com with the subject line 'Public Comment'.

KS/cs

**OREGON INTERNATIONAL PORT OF COOS BAY
SPECIAL PCIP COMMISSION MEETING**

11:00 a.m., Thursday, October 15, 2026

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

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

***Mission:** Promoting sustainable development that enhances southwest Oregon and the State in the international economy.*

***ORS 777.065:** The Legislative Assembly recognizes that assistance and encouragement of enhanced world trade opportunities are an important function of the state, and that development of new and expanded overseas markets for commodities exported from the ports of this state has great potential for diversifying and improving the economic base of the state. Therefore, development and improvement of port facilities suitable for use in world maritime trade at the Ports of Umatilla, Morrow, Arlington, The Dalles, Hood River and Cascade Locks and the development of deepwater port facilities at Astoria, **Coos Bay**, Newport, Portland and St. Helens is declared to be a state economic goal of high priority.*

T E N T A T I V E A G E N D A

1. CALL MEETING TO ORDER

2. INTRODUCTION OF COMMISSION, GUESTS AND PORT STAFF

3. PCIP PROJECT UPDATE

A. Project Status.....Melissa Cribbins

4. CONSENT ITEMS

Page

A. Approval of September 1, 2026 Regular PCIP Commission Meeting Minutes 4

B. Approval of September 14, 2026 Special PCIP Commission Meeting Minutes 8

5. ACTION ITEMS

Page

A. Authorization to Engage Kittelson & Associates on the Reedsport Rail Crossing Elimination Project
for Limited Interim Scope.....Melissa Cribbins, 11

6. PUBLIC COMMENT

7. COMMISSION COMMENTS

8. NEXT MEETING DATES

A. Regular PCIP Commission Meeting - Tuesday, November 3, 2026, 8:00 a.m.

B. Regular Commission Meeting - Thursday, November 19, 2026, 11:00 a.m.

9. ADJOURN

Consent Items

DRAFT MINUTES
Oregon International Port of Coos Bay
Regular PCIP Commission Meeting
8:00 a.m., Tuesday, September 1, 2026

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

Meetings are broadcast live on [YouTube](#). Hyperlinks below redirect to the recording.

Attendance

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

Staff: Melissa Cribbins, Executive Director of the PCIP Project; Lanelle Comstock, Chief Executive Officer; Rick Adamek, Director of Asset Management; Brian Early, CBRL, General Manager; Megan Richardson, Director of Finance and Accounting; Matt Friesen, Director of External Affairs; and Christina Sanders, Administrative Assistant.

Guests: Clinton Herold; Tallon Trentz, IUOE; Jonathan Bates, NCS Carpenters; Mike Graybill; Jan Hodder; Colin Madsen, KPFF; Slaven Ljuboja, Mott MacDonald; Nate Meddings, Stantec; Jamie Fereday; Rick Osborn, Blue Ridge Strategies; and Rick Skinner, Superior Construction Consulting Services.

1. [Call Meeting To Order](#)

President Stevens called the meeting to order at 8:00 a.m.

2. Introduction of Commissioners, Guests, and Port Staff

3. PCIP Project Update

A. [Project Status](#)

Melissa Cribbins stated that rail project planning and procurement activities continue to advance, with consultant selections underway for the Reedsport Rail Crossing Elimination project and NEPA lead services. She stated that grant coordination efforts remain focused on ensuring clear project boundaries and proper allocation of expenses among funding sources.

4. [Consent Items](#)

Upon a motion by Commissioner ViksneHill (second by Commissioner Roblan), the Board of Commissioners motioned to approve the August 20, 2026 Special PCIP Commission Meeting Minutes.

Motion Passed Unanimously. (Ayes: Stevens, ViksneHill, Hamner, and Roblan. Nays: None. Absent: Edwards.).

5. Management Reports

All Management Reports were included within the Meeting Packet.

6. Action Items

Commissioner Stevens declared a conflict of interest arising from his private employment within the energy sector. He disclosed an existing business relationship with North Point Development concerning projects outside of the region and unrelated to the business of the Port. Commissioner Stevens recused himself from all deliberations and voting procedures concerning any items pertaining to this disclosed interest and stated he will reaffirm this disclosure whenever such matters arise.

A. Approval of Subrecipient Agreement for CRISI Grant

Upon a motion by Commissioner Roblan (second by Commissioner ViksneHill), the Board of Commissioners motioned to approve the Port to enter into a subrecipient agreement with Oregon EcoTerminals, LLC, an Oregon limited liability company ("OET"), and NorthPoint Development, LLC, a Missouri limited liability company ("NorthPoint," and together with OET, the "NorthPoint Parties") for CRISI grant administration and execution for the planning and design of the CBRL Improvements and authorize Commission Vice President Nick Edwards to execute all documents needed to give this motion full force and effect. **Motion Passed 3-0-1-1.** (Ayes: ViksneHill, Hamner, and Roblan. Nays: None. Abstain: Stevens. Absent: Edwards.).

Commissioner Hamner asked for clarification regarding the key personnel identified in the subrecipient agreement and requested that staff identify the individuals currently serving in those roles. Ms. Cribbins stated that earlier drafts of the subrecipient agreement specifically identified her and Tiffany Bohlin as key personnel, but because the project will extend over multiple years specific names were removed from the agreement and instead provided that each party will designate its own key personnel. Ms. Cribbins is currently serving as the Port's key representative and Ms. Bohlin is currently serving as the key representative for NorthPoint/OET.

B. Approval of Subrecipient Agreement for INFRA Grant

Upon a motion by Commissioner ViksneHill (second by Commissioner Roblan), the Board of Commissioners motioned to approve the Port to enter into a subrecipient agreement with Oregon EcoTerminals, LLC, an Oregon limited liability company ("OET"), and NorthPoint Development, LLC, a Missouri limited liability company ("NorthPoint," and together with OET, the "NorthPoint Parties") for INFRA grant administration and execution for the planning and design of the terminal and authorize Vice President Nick Edwards to execute all documents needed to give this motion full force and effect.

Commissioner Hamner stated she would abstain from voting because she had not had sufficient time to review the agreement. Following discussion regarding the lack of a voting quorum due to Commissioner Stevens' recusal and Commissioner Edwards' absence, the Board agreed to table the INFRA Grant Subrecipient Agreement until the next Commission meeting.

Commissioner ViksneHill asked whether the channel modification, container terminal, and railroad improvement components of the project are being advanced under a single NEPA process. He also inquired about how costs associated with the environmental review would be allocated among the various grant funding sources supporting the project. Ms. Cribbins confirmed that, excluding activities

funded through the Railroad Crossing Elimination Grant, the project is proceeding under a single NEPA process that includes all three major components. She stated that the Port is receiving technical assistance from the U.S. Department of Transportation (USDOT) regarding the allocation of shared project costs among multiple grants. Ms. Cribbins explained that the project's complexity makes cost allocation more challenging than a simple proportional distribution. She reported that USDOT is currently evaluating allocation methodologies and plans to meet with the Port to discuss an appropriate approach.

C. Approval of Subrecipient Agreement for RCE Grant

Upon a motion by Commissioner ViksneHill (second by Commissioner Hamner), the Board of Commissioners motioned to approve the Port to enter into a subrecipient agreement with Oregon EcoTerminals, LLC, an Oregon limited liability company ("OET"), and NorthPoint Development, LLC, a Missouri limited liability company ("NorthPoint," and together with OET, the "NorthPoint Parties") for RCE grant administration and execution for the planning and design of the Reedsport rail crossing elimination and authorize Vice President Nick Edwards to execute all documents needed to give this motion full force and effect. **Motion Passed 3-0-1-1.** (Ayes: ViksneHill, Hamner, and Roblan. Nays: None. Abstain: Stevens. Absent: Edwards.).

D. Approval of Amendment #4 to Agreement with Confluence Strategies

Upon a motion by Commissioner ViksneHill (second by Commissioner Hamner), the Board of Commissioners motioned to approve the fourth amendment to Professional Services Agreement between the Port of Coos Bay and Confluence Strategies, LLC and authorize Commission Vice President Nick Edwards to sign. **Motion Passed 3-0-1-1.** (Ayes: ViksneHill, Hamner, and Roblan. Nays: None. Abstain: Stevens. Absent: Edwards.).

7. Information Items

A. PCIP July Financials

Commissioner ViksneHill requested that future project reports include additional funding detail as the project advances with multiple federal grants and matching fund requirements. He suggested identifying the specific grant source associated with each project component and distinguishing between Port and NorthPoint contributions to the required match funding.

8. Public Comment

A. Clinton Herold commented on the Proposed Section 204(f)/408 Channel Modification Project, which he stated contains significant engineering, environmental, and regulatory deficiencies. The project would require substantially more dredging than currently disclosed to accommodate fully laden vessels, raising concerns regarding disposal capacity, long-term maintenance costs, environmental impacts, and compliance with applicable federal permitting requirements. Mr. Herold also provided written comment concerning the project cost and the age and condition of railroad infrastructure.

B. Jamie Fereday thanked the Port Commissioners for considering the rails-to-trails option for the rail line south of Coos Bay and expressed appreciation for staff's responsiveness to a recent public records request related to the Marine Terminal Lease and INFRA Grant Agreement. Mr. Fereday

requested that finalized agreements be made available to the public as soon as they are completed, and recommended the Board review the book *Silt, Sand, and Slurry* by the Dredge Research Collaborative.

9. Commission Comments

There were no comments made by the Commissioners.

10. Next Meeting Dates

- A. Regular Commission Meeting – Thursday, September 17, 2026, 11:00 a.m.
- B. PCIP Commission Meeting – Tuesday, October 6, 2026, 8:00 a.m.

11. Adjourn

President Stevens adjourned the meeting at 8:34 a.m. and entered into Executive Session, as authorized under ORS 192.660(2), to:

- (e) conduct deliberations with persons designated by the governing body to negotiate real property transactions;
- (f) consider information or records that are exempt by law from public inspection; and
- (g) consider preliminary negotiations involving matters of trade or commerce in which the governing body is in competition with governing bodies in other states or nations.

DRAFT MINUTES
Oregon International Port of Coos Bay
Special PCIP Commission Meeting
9:00 a.m., Monday, September 14, 2026
Virtual

Meetings are broadcast live on [YouTube](#). Hyperlinks below redirect to the recording.

Attendance

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

Staff: Melissa Cribbins, Executive Director of the PCIP Project; Lanelle Comstock, Chief Executive Officer; Ray Dwire, Charleston Marina Manager; and Krystal Karcher, Administrative Services Manager.

Guests: None

1. [Call Meeting To Order](#)

President Stevens called the meeting to order at 9:00 a.m.

2. [Introduction of Commissioners, Guests, and Port Staff](#)

3. [Action Items](#)

Commissioner Stevens declared a conflict of interest arising from his private employment within the energy sector. He disclosed an existing business relationship with North Point Development concerning projects outside of the region and unrelated to the business of the Port. Commissioner Stevens recused himself from all deliberations and voting procedures concerning any items pertaining to this disclosed interest and stated he will reaffirm this disclosure whenever such matters arise.

A. [Approval of Subrecipient Agreement for INFRA Grant](#)

Commissioner Hamner asked who the key people are for NorthPoint and the Port. Melissa Cribbins stated she is currently the designated key person for the Port, and Tiffany Bohlin is the designated key person for NorthPoint/OET. The current language allows the flexibility for one party to notify the other party of a designation change.

Upon a motion by Commissioner ViksneHill (second by Commissioner Roblan), the Board of Commissioners motioned to approve the Port to enter into a subrecipient agreement with Oregon EcoTerminals, LLC, an Oregon limited liability company ("OET"), and NorthPoint Development, LLC, a Missouri limited liability company ("NorthPoint," and together with OET, the "NorthPoint Parties") for INFRA grant administration and execution for the planning and design of the terminal and authorize Vice President Nick Edwards to execute all documents needed to give this motion full force

and effect. **Motion Passed 4-0-1.** (Ayes: Edwards, ViksneHill, Hamner, and Roblan. Nays: None. Abstain: Stevens.).

4. Next Meeting Dates

- A. Regular Commission Meeting – Thursday, September 17, 2026, 11:00 a.m.
- B. PCIP Commission Meeting – Tuesday, October 6, 2026, 8:00 a.m.

5. Adjourn

President Stevens adjourned the meeting at 9:04 a.m.

Action Items

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

DATE: October 9, 2026

PROJECT TITLE: Authorization to engage Kittelson & Associates on the Reedsport Rail Crossing Elimination project for limited interim scope

ACTION REQUESTED: Approval to engage Kittelson & Associates on the Reedsport rail crossing elimination (RCE) project for a limited interim scope including survey, wetland delineation, geotechnical investigation, and project management

BACKGROUND:

The Port issued a Request for Proposals for the Reedsport Rail Crossing Elimination design and engineering services. The Notice of Intent to Award was issued to Kittelson & Associates on September 9, 2026 for design of the OR 38/CBRL overcrossing and safety improvements to the Winchester Avenue/CBRL intersection. We are actively working with Kittleson to finalize their full scope and fee for the project, but there are a limited number of items that we would like to get underway in the short term to advance the project and accelerate design. These items will be paid for through the RCE grant agreement executed August 1, 2025, with an 80/20 cost split between the Federal Railroad Administration (FRA) and the Port of Coos Bay. A summary of the proposed limited scope and fee is below.

Item	RCE Grant Reimbursement (80%)	Port of Coos Bay Match Contribution (20%)	Total Cost
Survey	\$152,756.43	\$38,189.11	\$190,945.54
Wetland delineation	\$16,939.32	\$4,234.83	\$21,174.15
Geotechnical investigation	\$319,436.53	\$79,859.13	\$399,295.66
Project management	\$28,903.17	\$7,225.79	\$36,128.96
Total	\$518,035.45	\$129,508.86	\$647,544.31

RECOMMENDED MOTION:

Approve NorthPoint/OET entering into an agreement with Kittelson and Associates for a limited interim scope including survey, wetland delineation, geotechnical investigation, and project management, for an amount not to exceed \$675,000 for the PCIP project.