

# OREGON INTERNATIONAL PORT OF COOS BAY

Coos Bay, Oregon

## REGULAR COMMISSION MEETING

11:00 a.m., Thursday, November 20, 2025

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

This is not an exact transcript. To watch a live stream of this meeting, go to [www.portofcoosbay.com](http://www.portofcoosbay.com).

### ATTENDANCE

#### Commission:

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

#### Staff:

Lanelle Comstock, Chief Executive Officer; Melissa Cribbins, Executive Director of the PCIP Project; Megan Richardson, Director of Finance and Accounting; Matt Friesen, Director of External Affairs; Rick Adamek, Director of Asset Management; Ray Dwire, Charleston Marina Manager; Krystal Karcher, Administrative Services Manager; and Christina Sanders, Administrative Assistant.

#### Media & Guests:

Jan Hodder; Mike Graybill; Steve Miller; Christine Moffitt; Pat Momson; Nicole Rutherford, City of Coos Bay City Manager; Nigel Jaquiss, Oregon Journalism Project; Chad Derstine; Steve Skinner; Aaron Simons, Local 12; Tallon Trentz, Local 701; Dean Lundie; and Caddy McKeown, PCIP.

### 1. CALL MEETING TO ORDER

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

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

### 3. PORT PROJECT UPDATE

A. Megan Richardson presented the September financials, noting that total operating revenue was \$362,000, exceeding the budget by \$25,000. Port Operations performed slightly above expectations due to a short-term property agreement, while Rail Operations fell short because of reduced carloads and lost surcharge revenue. Charleston Marina surpassed its budget by \$62,000, largely due to strong ice sales during peak fishing season. Overall expenses were \$177,000 under budget, and the net loss of \$173,000 was significantly better than the planned \$412,000 loss. Ms. Richardson emphasized that while cost control is positive, it also reflects deferred projects caused by limited cash flow.

B. Ray Dwire reported on extensive illegal dumping along Trans-Pacific Parkway and the North Spit. Following a report from Coos County Road Department, staff identified significant dumping in the areas like the outlook parking lot, paved roads bordering Southport Forest Products and BLM land, and sand camping spots. Cleanup involved 86 staff hours over a week, removing four truckloads of trash to Marina dumpsters and three dump trailer loads to Beaver Hill (with waived fees from the county). Equipment used included tractors, trucks, and trailers. Commissioners praised the effort, discussed

challenges like ongoing transients and illegal shooting, and explored solutions such as video surveillance for deterrence. Suggestions included partnering with youth groups like Alternative Youth Activities for future cleanups and establishing a baseline to track annual dumping volumes.

#### 4. PUBLIC COMMENT

A. **Jan Hodder** thanked the Port for cleanup efforts on Trans-Pacific Parkway and noted similar issues at other Port owned locations. Ms. Hodder suggested moving public comment later in meetings for relevance and thanked the Commission for scheduling PCIP meetings to allow more time for discussion.

B. **Dean Lundie** requested assistance replacing damaged concrete docks at Cushman Marina, stating damage was caused by a subcontractor of the Port. Mr. Lundie offered to source surplus concrete docks if the Port would help with logistics.

C. **Christine Moffitt** praised cleanup efforts and encouraged partnerships with local organizations for ongoing maintenance. Ms. Moffitt highlighted recent Sea Grant meetings and recommended adopting outreach models that involve going to community groups rather than expecting them to attend Port meetings.

D. **Steve Skinner** proposed forming a community advisory board to support the Port's strategic planning and increase stakeholder engagement. Mr. Skinner emphasized the need for diverse economic development strategies and cited the Port of Humboldt as an example of successful community outreach.

#### 5. CONSENT ITEMS

- A. Approval of September 18, 2025 Regular Commission Meeting Minutes
- B. Approval of September and October Invoices
- C. Approval of SDIS Best Management Practices

Upon a motion by Commissioner Roblan (second by Commissioner Edwards), the Board of Commissioners voted to approve the September 18, 2025 Regular Commission Meeting Minutes with correction, September and October Invoices and SDIS Best Management Practices. **Motion Passed Unanimously.** (Ayes: Stevens, Edwards, Hamner, and Roblan. Nays: None. Absent: ViksneHill).

#### 6. MANAGEMENT REPORTS

All Management Reports were included within the Meeting Packet.

#### 7. ACTION ITEMS/REPORTS

##### A. **Systech Lease Agreement**

Systech Consulting LLC and the Oregon International Port of Coos Bay signed a one-year Commercial Lease Agreement, for Systech to lease Suite 290 in the Hub Building, to use as a professional office space. The effective date of the agreement was October 16, 2025.

Suite 290 is approximately 2,674 square feet of office space and includes 462 square feet of common space (hallways, shared restrooms, etc.). The negotiated rate for the one-year agreement is \$2,665.60 per month. Each year the lease is renewed, the rent will incur a CPI increase.

Upon a motion by Commissioner Roblan (second by Commissioner Edwards), the Board of Commissioners voted to ratify the execution of a one-year lease agreement with Systech Consulting LLC to lease Suite 290 in the Hub Building. **Motion Passed Unanimously.** (Ayes: Stevens, Edwards, Hamner, and Roblan. Nays: None. Absent: ViksneHill).

## **B. Vacation of S. 15<sup>th</sup> Street**

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

The City of Coos Bay is requesting to vacate a portion of the S. 15th Street right of way between Illinois Avenue and Pennsylvania Avenue. This vacation, if approved, will promote a housing development at the old Englewood Elementary School site. See Map A.

This right of way not only falls within 1000 feet of the harbor, requiring Port Commission consent to vacate. Port staff 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 in the waterway.

Per maps obtained by the City (See Map B), a “Terminal Railroad Right of Way” also runs through this portion of S 15th Street. The Port of Coos Bay and Coos Bay Rail Line is not an owner of any rail easements in this area, as this right of way does not connect with the existing Coos Bay Rail Line or any Port owned property in any manner. The “Terminal Railroad Right of Way” is not associated with the existing Coos Bay rail line and is believed to be from a logging or mining railroad from the early 1900s.

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

Upon a motion by Commissioner Hamner (second by Commissioner Roblan), the Board of Commissioners voted to approve the request for consent from the City of Coos Bay to vacate the street Right of Way on 15th Street between Illinois Avenue and Pennsylvania Avenue to the City of Coos Bay. **Motion Passed Unanimously.** (Ayes: Stevens, Edwards, Hamner, and Roblan. Nays: None. Absent: ViksneHill).

## **C. Insurance Broker of Record**

In June Port Staff were informed by the Port’s Insurance Broker of Record, Jordan Sweet from USI Insurance Services, that he had left USI for another insurance company and was in a non-compete that prohibited him the ability to serve the Port in the immediate future. The Port of Coos Bay has been working with Jordan Sweet and USI since 2020 when the Port’s previous Insurance Broker of Record, Ed Ellingsen, retired from Nasburg-Huggins Insurance.

Since Jordan’s departure, Port Staff feel that service from USI has greatly diminished and the much needed insurance broker/client relationship no longer exists.

Considering the Port's desire for better service, and the fact that the Port of Coos Bay insurance policy renewal period has arrived, Port Staff believe it is pertinent to explore opportunities and services provided by other insurance providers.

Per the Port's Local Public Contracting Rules, Insurance Consultants fall under Personal Service Contracts. Due to the fact that the Port's Insurance Broker of Record is not compensated by the Port (their compensation and fees are set by the individual insurance companies and are incorporated into the premiums), this personal service contract may be awarded following a solicitation of offers made by the Chief Executive Officer in any manner deemed to be practical or convenient (such as direct negotiation and selection, obtaining oral quotes or obtaining written quotes, Request for Qualifications or bids).

Since September, Port staff met in person with USI Insurance Services, Hub International, Abel Insurance, and WHA Insurance to further discuss their business structures and the services they could provide the Port and Rail.

Of the four insurance companies, Abel Insurance and WHA Insurance were Staff's top choices. Both Abel Insurance and WHA Insurance have extensive experience with Special District Insurance Services, ports, and local (Coos County) entities, and both received raving reviews from their clients that were contacted for references. Staff is confident that either company would provide the outstanding service and partnership that the Port is looking for and is accustomed to.

Port Staff is recommending WHA Insurance as the Port of Coos Bay and Coos Bay Rail Line, Inc.'s Insurance Broker of Record for commercial and employee benefit insurance policies.

WHA Insurance was also interviewed and a top contender when the Port switched to USI in 2020. WHA Insurance, which was established in 1950, is located in Eugene, Oregon, and will provide brokerage for property and liability insurance as well as employee benefits. WHA has an extensive team of about 85 employees with vast knowledge in bonds and insurance for construction, manufacturing, public entities, and transportation industries, and who provide risk management consulting and trainings. Having a broker knowledgeable with the Eugene medical network will also be beneficial with obtaining and administering medical benefits that work best for CBRL employees located in Lane County.

Port Staff are excited for the new relationship with WHA Insurance and are excited to see how they can enrich Risk Management and Employee Benefit programs as well as provide outstanding service with claims and contract management.

Upon a motion by Commissioner Edwards (second by Commissioner Roblan), the Board of Commissioners motioned to award WHA Insurance as the Port of Coos Bay and Coos Bay Rail Line, Inc.'s Insurance Broker of Record for commercial and employee benefit insurance policies. **Motion Passed Unanimously.** (Ayes: Stevens, Edwards, Hamner, and Roblan. Nays: None. Absent: ViksneHill).

## **8. COMMISSION COMMENTS**

Commissioners discussed public comment timing, weighing convenience for attendees against relevance to agenda items. Commissioners recommended initiating a CEO evaluation and Board self-assessment through SDAO. Additional comments emphasized continued collaboration with community partners and recognition of staff efforts.

**9. NEXT MEETING DATES**

- A. PCIP Commission Meeting - Tuesday, December 2, 2025, 8:00 a.m.
- B. Regular Commission Meeting - Thursday, December 18, 2025, 11:00 a.m.

**10. ADJOURN**

President Stevens adjourned the meeting at 12:14 p.m. and entered into Executive Session, as authorized under ORS 192.660(2), to:

- (e) conduct deliberations with persons designated by the governing body to negotiate real property transactions;
- (f) consider information or records that are exempt by law from public inspection;
- (g) consider preliminary negotiations involving matters of trade or commerce in which the governing body is in competition with governing bodies in other states or nations; and
- (j) carry on negotiations under ORS Chapter 293 with private persons or businesses regarding proposed acquisition, exchange or liquidation of public investments.