

PORT OF PORT ORFORD PORT COMMISSION

REGULAR MEETING

Minutes

FOR THE REGULAR MEETING TO BE HELD ON
Monday, September 15, 2025 @ 6:00 PM

Port Orford City Hall Council Chambers, 555 W. 20th St., Port Orford & Via Teleconference (Google Meet):

1. Call to Order - The meeting was called to order at 6:01 PM.

a. Roll Call

Commissioners present in-person:

Aaron Ashdown, Vice President

Pat Cox, Secretary/Treasurer

Scott Mecum, Commissioner

Brett Webb, Commissioner

Guests present in-person:

Catherine Scobby, Port Administrator

Faith Townsend, Port Communications Coordinator

Tom Calvanese, Revitalization Committee Chair

- b. Declaration of potential conflicts of interest - Commissioner Ashdown declared potential conflicts of interest with the maximum vessel size, dockage rates and agreements as a user of the Port facilities.

2. Approval of Agenda

- a. Commissioner **Mecum** moved to approve the agenda with item 6B removed and a consensus-based 20-minute time limit on the discussion of item 7B. The motion was seconded by Commissioner **Cox**, and the vote passed unanimously.

3. Public Comment

- a. *Phillip Russum (F/V Crystal Sea)* urged the Port to secure workspace on the dock and install a public product hoist before the start of crab season.
- b. *Kim Swiggs (F/V MyGirl)* echoed what Phillip said.
- c. *Nick Bordelon (F/V/ Lacy Belle)* supported the Seafood Co-op leasing proposal and expressed concern about ongoing ice shortages affecting fishing operations and Port revenue.
- d. *Wilson Thompson (F/V Fantasy)* reiterated the critical need for ice and emphasized the poor condition of the current fisherman's product hoist.
- e. *Bud Shoemake (Revitalization Committee Member)* supports the Seafood Co-op hoist proposal as beneficial to all users.
- f. *Jessica Newburg (F/V Alice Faye)* provided a written comment that stated that the current fisherman's hoist slips frequently and poses a serious safety hazard and liability for the Port.

4. Oral Reports

- a. Manager's Report – Catherine Scobby, Port Administrator
- b. Redevelopment Report – Tom Calvanese, Redevelopment Committee Chair
- i. An update was provided that the Seafood Hub proposal was submitted on time with strong state and federal coordination, and letters of support are being collected. It was noted that the RFPs for the Supplemental Seawater System and the Dock Road Stabilization Project are open until

mid-October, and that the ETIPP program is finalizing a strategic energy plan to be integrated into the Port's long-term revitalization strategy. Work continues on Site Plan 1.5, which refines the dock layout and coordinates with upcoming projects.

5. Consent Agenda/Routine Business

- a. Financial Reports for August 2025
- b. Minutes for August 19, 2025 Regular Meeting
 - i. Commissioner Webb moved to approve the consent agenda, and was seconded by Commissioner Cox. Vote passed unanimously.

6. Unfinished Business

- a. Resolution for Rate Increase
 - i. Commissioner Cox moved to approve the resolution, authorizing a 3% cost-of-living adjustment for all users, and an 18% increase for leases not previously adjusted. Motion was seconded by Commissioner , and vote passed unanimously.
- b. Annual Payment Discount - Removed from agenda.
- c. Line of Credit - Commitment Letter
 - i. Commission discussed a 250,000 dollar line of credit from Rogue Credit Union. Commissioner Cox moved to approve the commitment letter, Commissioner Mecum seconded the motion, and vote passed unanimously.

7. Action or Discussion Items/New Business (Action May Occur)

- a. Crane Replacement Project - Change Order 004 version 2 - Electrical
 - i. After review, Commissioner Cox moved to deny Change Order 004 Version 2, and was seconded by Commissioner Webb. Vote passed unanimously.
- b. Approval of Moorage License Agreement
 - i. Commission discussed item; no action was taken.
- c. Approval of Lease Agreement - Tom Calvanese
 - i. ORKA Kelp Alliance Lease - Commissioner Ashdown moved to approve the lease, motion seconded by Commissioner Webb. Vote passed unanimously.
 - ii. Seafood Co-op Hut Lease - Commissioner Webb moved to approve the lease, motion seconded by Commissioner Mecum. Vote passed unanimously.
 - iii. Seafood Co-op Market Hoist Lease - Commissioner Webb moved to approve the lease, motion seconded by Commissioner Mecum. Vote passed unanimously.
- d. Determination of Maximum Vessel Size
 - i. Item tabled for future discussion; no action was taken.

8. Commissioner Updates - none

9. Correspondence

- a. Written correspondence was provided during public comment from Jessica (F/V Alice Faye).

10. Public Comment - none

11. Future Agenda Items

- a. OSHA Variance Workshop
- b. Maximum Vessel Length Policy
- c. Facility Use Agreement Revisions

12. Executive Session - none

13. Adjournment and Confirmation of Next Regular Meeting – Tuesday, October 21, at 6:00 PM. The meeting adjourned at 9:54 PM.

Submitted by

Name: Catherine Scobby

Port Administrator

Date: 10/21/2025

Signature: 

Approved by

Name: 

Date: 12-11-2025