



**MEETING MINUTES  
OCTOBER 17, 2023**

**PORT OF ASTORIA**  
WORKSHOP SESSION  
PIER ONE BUILDING  
#10 PIER 1, SUITE 209  
ASTORIA, OR 97103

**Call to Order:**

Chairman Stevens called the Workshop Session to order at 4:00 pm.

**Roll Call:**

Commissioners Present: Robert Stevens; Frank Spence; Jim Campbell; Tim Hill; and Dirk Rohne.

Staff Present: Executive Director Will Isom; Deputy Director Matt McGrath; and Executive Assistant/Administrative Coordinator Stacy Bandy.

Port Counsel: Eileen Eakins was not present.

Also Attending: Rebecca Norden Bright with *The Astorian*.

**Pledge of Allegiance**

**Changes/Additions to the Agenda:**

There were no changes or additions to the agenda.

**Public Comment:**

No public comment was received.

**Action Items:**

**6a. Clatsop County Anaerobic Biodigester Donation**

Commissioner Stevens introduces the topic and adds that the Port has previously donated to the feasibility study for this project. Stevens suggests a \$1,000 good-faith donation.

- Commissioner Rohne notes that the project benefits the entire county and adds that the seafood processors would benefit from the biodigester. Stickwater, a by-product of the seafood processors, could be a major feedstock for the biodigester.
- Executive Director Isom refers to a letter from Assistant County Manager, Monica Steele. Donations for the project will qualify for a 50% match from the Energy Trust of Oregon. This project is a benefit to the Port and to Port tenants.

Commissioner Campbell moved to approve the \$1,000 contribution for the Clatsop County Anaerobic Biodigester. Commissioner Spence seconded. The motion carried 5-0 amongst the Commissioners present.

6b. Executive Director Evaluation Contract – Special Districts Association of Oregon

Commissioner Stevens asks for a motion to approve the contract with the Special Districts Association of Oregon (SDAO) to administer the Executive Director's evaluation. Commission comments will be gathered from each Commissioner and collated.

- Commissioner Rohne notes that the Commission has refined the evaluation process and worked to correct the issues that different commissioners had with the evaluation template; this year's evaluation should be less costly, as the Port receives SDAO services at a discount. Rohne would like to move forward with SDAO and maintain the continuity of the evaluation process with the Executive Director.
- Isom notes that last year the contract was not to exceed \$1,000 and the final charge was \$700. Isom adds that typically for the Executive Director's evaluation, the Commission would specify a Commissioner to reach out to special districts to get this contract completed. Commissioner Stevens agrees to contact SDAO.

*Commissioner Spence moved to approve the Executive Director Evaluation Contract with the Special Districts Association of Oregon. Commissioner Hill seconded. The motion carried 5-0 amongst the Commissioners present.*

6c. Bornstein Seafoods – Utilities Lease Amendments

Executive Director Isom explains that the Bornstein Seafoods lease amendments included in the packet will address anomalies that exist with water re-billing. Isom explains that when Isom first joined the Port, the Port lost roughly \$400,000 annually on utility billings. In 2017, the Port implemented a 5% surcharge on water bills to cover expenses above and beyond normal demand and usage. Isom has been working with Andrew Bornstein and the Bornstein Seafoods finance team to get a resolution in place for the water usage balance as the 5% surcharge has not been paid since its implementation. Bornstein currently has an outstanding balance of approximately \$150,000. Bornstein has agreed to pay the outstanding balance once the lease amendments are put in place. Isom notes that the water utility surcharge is capped at 5%.

*Commissioner Rohne moved to authorize the three Bornstein utility lease amendments: including the Amendment to Commercial Lease Agreement, the Fifth Amendment to Commercial Lease Agreement, and the Seventh Amendment to Commercial Lease Agreement. Commissioner Campbell seconded. The motion carried 5-0 amongst the Commissioners present.*

6d. RFE #0166 Pier 2 West Engineering Services Contract – PND Engineers

Deputy Director McGrath refers to the Request for Expenditure on page nine of the packet and explains that this is a follow-up to the selection of PND Engineers for Pier 2 West Engineering Services that was approved by the Commission in August. The contract includes the scope of the project and the total cost. Bergerson Construction, the Construction Manager/General Contractor for the Rehabilitation of Pier 2 West, has evaluated the materials to ensure that they are within good parameters in terms of cost for design and engineering services.

McGrath explains the various project tasks included in the contract. The contract is for \$963,000 to bring the project to 60% design, which is expected to be completed in the spring of 2024. Based on the engineering estimates, it will be an additional \$350,000 to bring the project to 100% design. McGrath notes that this project is fully funded by the Emerging Opportunity Program grant received from Business Oregon.

- Commissioner Campbell expresses concerns about PND Engineers' open cell design. Campbell inquires how the building will be stabilized while pile driving. McGrath answers that the building will be underpinned before any pile driving begins; helical piles

will be utilized. There are currently eight helical piles on the west side of Pier 2; the intent of the design is to use the helical piles on the remainder of the west side. The pinning will be permanent. The entire lateral bearing load will be taken off the soil.

- Isom notes that initially, Business Oregon granted the Port \$600,000 for pre-construction costs before awarding the Port the full \$1.2 million that was initially requested. The Port is still waiting to hear from Congresswoman Bonamici about the \$2.5 million dollar congressional spending request. Isom adds that he has received correspondence from Mark Landauer stating that the next round of Connect Oregon grant funding is estimated to be \$46 million dollars. The Port will be applying for funding through this program for Pier 2 West.
- Rohne notes his appreciation of Business Oregon's assistance and their investment in the Port.

Commissioner Rohne moved to authorize Request for Expenditure #0166 and the contract between the Port of Astoria and PND Engineers for design and engineering services for Pier 2 West with the estimated amount of \$963,000. Commissioner Spence seconded. The motion carried 5-0 amongst the Commissioners present.

#### 6e. RFE #0165 Tide Gate Feasibility Study – Porior Engineering Contract

Deputy Director McGrath provides background for the expenditure. Last year, the Port received \$99,000 through the Business Oregon Astoria Tide Gate Study, with the intention to study the Vera Slough tide gate. The feasibility study uncovered that Vera Slough was not the problem. The issue is Tide Gate 22, which is at the end, or the east side, of Runway 26. Tide Gate 22 has completely failed. The contract with Porior Engineering is to start the design and engineering services for Tide Gate 22. McGrath notes that the costs will be reimbursed under the Business Oregon Astoria Tide Gate Study grant.

Commissioner Rohne moved to approve the contract with Porior Engineering in the amount of \$33,731.00. Commissioner Campbell seconded. The motion carried 5-0 amongst the Commissioners present.

#### **Commission Comments:**

Commissioner Campbell commented on the following:

- Darryl Bergerson, founder of Bergerson Construction, has passed away. He was a good ally to the Port, and he will be missed.

Commissioner Rohne did not have any comments.

Commissioner Spence commented on the following:

- The last two cruise ships of the fall season are expected next week; there was one cancellation last week due to the weather.

Commissioner Hill did not have any comments.

Commissioner Stevens commented on the following:

- After the recent storm, there were concerns that the storm caused structural damage to the Riverwalk Inn. The Port contacted an engineer to inspect the condition of the hotel to ensure that it was safe; it was found that the structural condition remained the same.
- The Boatyard Master Plan is still in progress. There is discussion concerning tying the Pier 2 West rehabilitation project and the AOC 4 cleanup project together.
- Thanks to staff for the Commission meeting lobby sign on the first floor.

**Executive Director Comments:**

- Happy to see that the next round of Connect Oregon funding has been announced. The Port may request funding for several different projects.
- Due to the rough weather, there was one cruise ship cancellation last week. The Koningsdam is scheduled for October 25<sup>th</sup>, and the Norwegian Sun on October 31<sup>st</sup>.
- The dredging in water work window opens on November 1<sup>st</sup>. The Port has brought on an additional maintenance staff member to assist this dredge season.
- Thank the Commission for their patience with Port staff out of the office.
- There is an article that will be coming out from the Daily Journal of Commerce regarding the process for the Astoria Waterfront Master Plan. Isom will share the article when it is published.

**Upcoming Meeting Dates:**

- Regular Session – November 7, 2023 at 4:00 PM
- Workshop Session – November 21, 2023 at 4:00 PM


**Adjourned:**

Chairman Stevens adjourned the meeting at 4:43 PM.

**APPROVED:**

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Robert Stevens, Board Chairman  
Board of Commissioners

**ATTEST:**

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Tim Hill, Secretary  
Board of Commissioners

Respectfully submitted by:  
Stacy Bandy  
Executive Assistant / Administrative Coordinator

December 5, 2023

Date Approved by Commission