

Board of Commissioners

Robert Stevens – Chairman
 Frank Spence – Vice-Chair
 Tim Hill – Secretary
 James Campbell – Treasurer
 Dirk Rohne – Assistant Secretary/Treasurer

422 Gateway Ave, Suite 100
 Astoria, OR 97103
 Phone: (503) 741-3300
 Fax: (503) 741-3345
www.portofastoria.com

Regular Session

February 4, 2025 @ 4:00 PM
 422 Gateway Ave Suite 100, Astoria, OR*

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting by calling the Port of Astoria at (503) 741-3300.

*This meeting will also be accessible via Zoom. Please see page 2 for login instructions.

Agenda

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. CHANGES/ADDITIONS TO THE AGENDA
5. PUBLIC COMMENT – for items on the agenda, when not covered by a public hearing
 This is an opportunity to speak to the Commission for 3 minutes regarding any item on the agenda.
 Public comment received by the deadline will be read aloud at the meeting.
6. CONSENT CALENDAR:
 - a. Meeting Minutes –
 - Regular Session 12/3/2024..... 3
 - Workshop Session 12/17/2024 8
 - Regular Session 1/7/2025..... 11
 - b. Financials – December 2024 14
 - c. Event Calendar – February 2025..... 20
7. ADVISORY
 - a. Pier One Building – Generator Update
 - b. Second Reading, AN ORDINANCE REGULATING ENROACHMENT INTO UNAUTHORIZED AREAS.
8. ACTION
 - a. Approve Spectrum Contracts for Fiber 21
 - b. Pacific Office Automation Service Order 37
 - c. RFE #201 – Commission Chambers Audio Visual..... 40
 - d. RFE #208 – Reseal Hydraulic Center Swivel Assembly on LinkBelt..... 65
9. PUBLIC COMMENT – for non-agenda items
 This is an opportunity to speak to the Commission for 3 minutes regarding Port concerns not on the agenda. Public comment received by the deadline will be read aloud during the meeting.
10. COMMISSION REPORTS
11. EXECUTIVE DIRECTOR COMMENTS
12. UPCOMING MEETING DATES:
 - a. Workshop Session – February 18, 2025 at 4:00 PM
 - b. Regular Session – March 4, 2025 at 4:00 PM
13. ADJOURN

Please Note:

Agenda packets are available online at: <https://www.portofastoria.com/CommissionMeetings/AgendaMinutes.aspx>

Please allow time for the normal posting procedure for agendas and meeting packets.

Board of Commissioners**HOW TO JOIN THE ZOOM MEETING:**

Online: Direct link: <https://us02web.zoom.us/j/86905881635?pwd=amhtTTBFcE9NUElxNy9hYTZFPQTizQT09>
Or go to [Zoom.us/join](https://zoom.us/join) and enter Meeting ID: 869 0588 1635, Passcode: 422

Dial In: (669) 900-6833, Meeting ID: 869 0588 1635, Passcode: 422

This meeting is accessible to persons with disabilities or persons who wish to attend but do not have computer access or cell phone access. If you require special accommodations, please contact the Port of Astoria at least 48 hours prior to the meeting by calling [\(503\) 741-3300](tel:5037413300) or via email at admin@portofastoria.com.

Please Note:

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Please allow time for the normal posting procedure for agendas and meeting packets.

**MEETING MINUTES
DECEMBER 03, 2024**

PORT OF ASTORIA
REGULAR SESSION
COMMISSION CHAMBERS
422 GATEWAY AVE., SUITE 100
ASTORIA, OR 97103

Call to Order

Chairman Stevens called the Regular Session to order at 4:00 PM.

Roll Call

Commissioners Present: Robert Stevens; Jim Campbell; Tim Hill; Dirk Rohne; and Frank Spence via Zoom.
Staff Present: Executive Director Will Isom; Deputy Director Matt McGrath; Finance & HR Director Melanie Howard; Office Manager Dianna Delgado.

Port Counsel: Eileen Eakins was not present at this session.

Also Attending: Julie Fahey of Talbot, Korvola & Warwick, LLP; Mark Popkin of Popkin Real Estate; Mike Oien of Terry's Plumbing; Tom Brownson of City of Astoria; Port Finance Advisory Committee Chairman David Oser, and Olivia Palmer of *The Astorian*.

Pledge of Allegiance

Commission Reports

Commissioner Campbell did not have anything to report.

Commissioner Rohne reported on the following:

Attended the CEDR meeting Tuesday, November 26th.

Commissioner Spence reported on the following:

Will not be available for the next commission meeting.

Commissioner Hill reported on the following:

Will be unable to attend the holiday party and wishes everyone a great time.

Commissioner Stevens reported on the following:

Read in the newspaper that crab fishing has been delayed. Also, reminded everyone that the Port will be holding its annual holiday party on Saturday at 5:30 PM.

Changes/Additions to the Agenda

There were no changes to the agenda.

Public Comment for items on the agenda:

No public comment was received.

Consent Calendar

The Consent Calendar consisted of the following:

- Meeting Minutes – Regular Session 11/5/2024.
- Financials – October 2024
- Event Calendar – December 2024

Commissioner Campbell moved to Approve the Consent Calendar as Presented. Commissioner Hill seconded. The motion carried 5-0 amongst the Commissioners present.

Advisory Items:

8a. Audit Results Presentation – Talbot, Korvola & Warwick, LLP

- Executive Director Will Isom introduced Julie Fahey, Auditor from Talbot, Korvola & Warwick, LLP (TKW), who presented the audit results for the Fiscal Year ending 2024 to the Commission. Key highlights of the audit included:
 - The audit was conducted on-site, with two visits completed in August and September 2024.
 - No single audits were required for Fiscal Year 2024, although they may be necessary in future fiscal years.
 - TKW issued an unmodified opinion on the audit of the financial statements, indicating that the port's financial statements were fairly presented.
 - The Port experienced a \$698,000 increase in net position compared to the previous fiscal year.
 - As a special district, the Port is subject to additional compliance testing. TKW found no issues of non-compliance.
 - The audit included the implementation of GASB Statement No. 100, with the following noted in the required communications to the Port:
 - No auditor-proposed adjusting journal entries.
 - No consultations with other accountants.
 - No uncorrected misstatements.
 - Fahey expressed appreciation to the Port's finance team for their support and cooperation throughout the audit process.
- Port personnel identified previously unrecorded income from prior years. A restatement was issued to reflect the income collected and implemented a corrective action plan to address the findings.
- Finance & HR Director Melanie Howard requested the Commission's approval of the corrective action plan, which will be submitted to the Secretary of State to ensure compliance.

Commissioner Rohne moved to Approve Sending of Letter of Corrective Action from the Port of Astoria to the Secretary of State with the Chairman of the Commission and the Executive Director's Signature. Commissioner Campbell seconded. The motion carried 5-0 amongst the Commissioners present

Action Items:

9a. Terry's Plumbing Proposal

- A draft of the proposed sales agreement was presented to the Commission, including a five-year rental income reference. If approved, the motion would authorize Isom to execute the transaction at a sales price no less than \$950,000.
- Commissioner Jim Campbell expressed opposition to the sale, citing past property transactions by the Port that did not yield positive results. He emphasized the limited availability of Port-owned property and raised concerns that selling the property could forfeit potential lease revenue, which contributes to the Port's overall income.
- Commissioner Rohne acknowledged Campbell's concerns and emphasized that the \$950,000

sale would provide valuable funding for the Port's current projects. He noted that each past sale was unique and referenced the successful sale of Tongue Point as an example. He stated that this sale would be an investment in the community and support Terry's Plumbing's economic growth.

- Commissioner Hill expressed appreciation for Campbell's perspective and references to past sales. He also agreed with Rohne that each sale had its own circumstances and voiced strong support for Terry's Plumbing, stating that it represents the type of business the Port should support. Hill recalled his own experience when he first proposed purchasing land for his business and was declined by the Port Commission. He believes that Terry's Plumbing deserves the opportunity and fully supports the sale.
- Commissioner Robert Stevens stated that this was a difficult decision, as he is generally opposed to selling Port-owned land, particularly given its potential future value with the upcoming projects planned for the Marina and Central Waterfront. He also recognized the significance of Terry's Plumbing as a local business with deep ties to Astoria. Given the company's long-term commitment to the community and plans for growth, he supported the sale and viewed it as a beneficial decision for both the Port and the business.

Commissioner Rohne moved to Authorize the Executive Director to Execute the Agreement Between Mike Oien and the Port of Astoria for an Amount Not Lower Than \$950,000. Commissioner Hill seconded. The motion carried 4-1 amongst the Commissioners present, as follows:

Commissioner Hill - Yes.

Commissioner Spence - Yes.

Commissioner Rohne - Yes.

Commissioner Campbell - No.

Commissioner Stevens - Yes.

9b. SLR International – Byproduct Recovery Center Treatability Study Agreement

- Deputy Director Matt McGrath presented the action item to the Commission, referencing the Commission workshop session held on September 17, 2024. He introduced the Byproduct Recovery Center (BRC) grant agreement with Business Oregon for approval. The grant agreement would fund \$60,000 for the \$80,000 feasibility study being conducted on the south end of Pier 2. The agreement presented to the Commission was for a contract with SLR International to conduct the feasibility study at a cost of \$80,000. The feasibility study will assess constructability, permitting requirements, and the quality of water transferred between facilities, among other considerations.
- Executive Director Isom clarified that this agreement had previously been presented to the Commission in September when the grant was accepted and designated for a feasibility study. While the grant and study were approved at that time, the contract with Steve Hammer of SLR International was not. The agreement was now being presented for approval.
- Commissioner Campbell asked McGrath whether the BRC would ultimately be operated by the Port. McGrath confirmed that the Port would construct and manage the facility.
- Isom explained that the Port envisions the BRC as a self-sustaining operation, with operational costs offset by contributions from those utilizing the facility.
- Commissioner Rohne asked whether the BRC would simplify the permitting process for seafood processors. Isom confirmed that it would and described it as a long-term solution to the ongoing challenges faced by both the Port and seafood processors.

Commissioner Rohne moved to Approve the Contract with SLR International to Conduct a Feasibility Study. Commissioner Hill seconded. The motion carried 5-0 amongst the Commissioners present.

9c. Public Meeting Policies

Isom explained that the Public Meeting Policy is intended to serve as a standalone document that references Port's bylaws, allowing for future changes without requiring updates to multiple documents. Additionally, the Special Districts Association of Oregon (SDAO) offers a program that provides a 2% discount on the Port's insurance premium for the year if a Public Meeting Policy is formally adopted.

Howard informed the Commission that the proposed policy incorporates language from the bylaws and is based on a template provided by SDAO. Adopting the policy would ensure compliance with updated rules. In the event of any conflict between the policy and the bylaws, the bylaws would take precedence.

Commissioner Rohne moved to Approve the Port of Astoria Public Meeting Policies as Presented. Commissioner Campbell seconded. The motion carried 5-0 amongst the Commissioners present.

Public Comment for items not on the agenda:

There were no public comments.

Executive Director Comments:

- A week and a half ago, Isom and McGrath met with Wes Cochran from the Economic Development Administration (EDA). The EDA offers grant programs to various regions and the local area has not recently been a recipient of these funds. To explore potential opportunities, a meeting was coordinated with Cochran, Melanie Olson from Business Oregon and Sara Lu Heath from the Columbia Pacific Economic Development District to discuss the Port's current projects and funding needs. Cochran expressed interest in the BRC, as it aligns with some of the EDA grant guidelines. The Port will pursue grant applications for potential funding.
- The Port leadership team drafted a letter to the Department of State Lands (DSL) regarding the application for mitigation for the Pier 2 project. Last week, two permit applications for the mitigation plan were submitted to the City of Warrenton—one for the originally proposed site at Skipanon, and another for a general site that would need to be purchased from DSL. Isom hopes that the letter to DSL will encourage their support for the application, allowing the Port to move forward with the Pier 2 West Rehabilitation project.
- Commissioner Hill asked Isom whether there has been any progress on the mitigation matter with Warrenton. Isom responded that he believes the city is interested in reaching a resolution. The Port remains hopeful that the application for mitigation on Port-owned property will be approved, as the alternative would require purchasing land from DSL to proceed with the Pier 2 repairs.

Upcoming Meeting Dates:

- Port Holiday Party – December 7, 2024 at 5:30 PM
- Workshop Session – December 17, 2024 at 4:00 PM
- Regular Session – January 7, 2025 at 4:00 PM

Adjourned:

Chairman Stevens adjourned the meeting at 4:51 PM.

APPROVED:

ATTEST:

Robert Stevens, Board Chairman
Board of Commissioners

Tim Hill, Secretary
Board of Commissioners

Respectfully submitted by:
Dianna Delgado
Office Manager

February 4, 2025
Date Approved by Commission

DRAFT

**MEETING MINUTES
DECEMBER 17, 2024**

**PORT OF ASTORIA
WORKSHOP SESSION
COMMISSION CHAMBERS
422 GATEWAY AVE., SUITE 100
ASTORIA, OR 97103**

Call to Order:

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

Roll Call:

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

Staff Present: Executive Director Will Isom; Deputy Director Matt McGrath; Head of Maintenance Joe Tadei; Office Manager Dianna Delgado.

Port Counsel: Eileen Eakins was not present.

Pledge of Allegiance

Changes/Additions to the Agenda:

Executive Director Will Isom presented a copy of the invitation to the 2025 Pacific Northwest Waterways Association (PNWA) Mission to Washington, D.C.. Both Isom and Deputy Director Matt McGrath have attended the conference for the past two years, finding it to be highly beneficial to the Port. This item was presented to the Commission to approve registration and travel arrangements.

Public Comment:

No public comment was received.

Action Items:

6a. Additional Update to Personnel Policies

This action item proposes an update to the Personnel Policy's bereavement definition for family. The revised policy aligns the definition of "family member" with the Oregon Family Leave Act (OFLA) to ensure that any future changes to OFLA's definition will automatically apply, eliminating the need for policy revisions. The update also adds two additional days of paid leave in the event of the death of an employee's spouse/partner, parent, or child.

Commissioner Rohne moved to Approve the Change of the Personnel Policy's Bereavement Leave. Commissioner Campbell seconded. The motion carried 4-0 amongst the Commissioners present.

7b. RFE #0205 – T-Dock Power Upgrade Extension

- This Request for Expenditure (RFE) seeks approval for Wells Electric to complete the T-Dock

power upgrade extension, which will finalize the power upgrade project. Wells Electric previously completed the first phase of the project, and a Request for Bid was not issued, as it was determined to be most efficient for the same contractor to complete the extension.

- The total project cost exceeds Isom’s spending authority, requiring Commission approval.
- Head of Maintenance Joe Tadei informed the Commission that the project began in September 2024 but has experienced delays. As a result, material costs have increased, particularly copper. Weather permitting, the project is expected to be completed in early 2025.

Commissioner Campbell moved to Approve the \$110,000 Expense to Complete the T-Dock Power Upgrade Extension. Commissioner Hill seconded. The motion carried 4-0 amongst the Commissioners present.

7c. RFE #0206 – East Mooring Basin Dredging

McGrath prefaced the action item by explaining that the Port will not be dredging this year due to permitting challenges with the City of Astoria and the Department of Land Conservation and Development. Earlier this year, the Port issued an Intent to Bid for dredging at the East Mooring Basin, and the project was awarded to Bergerson Construction.

The Port is able to enter into a contract with Bergerson Construction for dredging next year while maintaining this year’s bid price of \$762,745.00. The project is expected to begin on November 1, 2025.

Commissioner Rohne moved to Approve the Bid for Dredging for \$762,745. Commissioner Hill seconded. The motion carried 4-0 amongst the Commissioners present.

7d. 2025 Mission to D.C.

Commissioner Campbell recalled that in previous years, the Port and the City collaborated to create a basket of local Astoria food items to share at the event. Isom agreed that this would be a good idea and suggested preparing a basket from the Port.

Commissioner Hill asked how many people would be attending. Isom confirmed that two representatives—McGrath and himself—would attend. He explained that it is common for agencies to send more than one representative, as sessions often overlap, allowing them to cover multiple discussions. Meetings are already being scheduled between the Port and other agencies to collaborate on current projects and challenges.

Commissioner Hill moved to Approve for the Executive Director Plus One to Attend the 2025 Mission to D.C. with the Pacific Northwest Waterways Association. Commissioner Campbell seconded. The motion carried 4-0 amongst the Commissioners present.

Commission Comments:

Commissioner Campbell commented on the following:

It’s windy out.

Commissioner Rohne did not have any comments.

Commissioner Hill commented on the following:

Missed the Holiday party this year.

Commissioner Stevens commented on the following:

Commercial crabbing season is now open.

Executive Director Comments:

- Met with Dena Horton from PNWA to discuss ongoing Customs and Border Protection (CBP) issues. The Port requested Horton’s assistance in coordinating a meeting with Senators

Ron Wyden and Jeff Merkley's offices. Espen Swanson from Representative Suzanne Bonamici's office attended the meeting at the Port. A packet of information detailing the CBP challenges and related correspondence was prepared and shared. Swanson, who has been working with the Port on this issue for months, is currently investigating whether other Ports are experiencing similar challenges.

- The group also discussed potential legislative solutions, as CBP's recent letter indicated that due to conflicting schedules and mandatory requirements, CBP cannot guarantee agents will be available to process passengers at the Port, despite the Port's participation in CBP's Reimbursable Services Program.
- The deadline for the Request for Expressions of Interest for the rehabilitation of the Central Waterfront passed two weeks ago. The Port received nine responses, and the selection committee is currently evaluating proposals and scheduling interviews.
- Received a letter from the National Oceanic and Atmospheric Administration (NOAA) commending the Airport staff for their exceptional service during NOAA's visit.
- Thanked Commissioner Frank Spence for the holiday gifts brought for the Port's leadership team.

Upcoming Meeting Dates:

- Regular Meeting – January 7, 2025, at 4:00 PM
- Workshop Session – January 21, 2025, at 4:00 PM

Adjourned:

Chairman Stevens adjourned the meeting at 4:34 PM.

APPROVED:

ATTEST:

Robert Stevens, Board Chairman
Board of Commissioners

Tim Hill, Secretary
Board of Commissioners

Respectfully submitted by:
Dianna Delgado
Office Manager

February 4, 2025
Date Approved by Commission

**MEETING MINUTES
JANUARY 07, 2025**

PORT OF ASTORIA
REGULAR SESSION
COMMISSION CHAMBERS
422 GATEWAY AVE., SUITE 100
ASTORIA, OR 97103

Call to Order

Chairman Stevens called the Regular Session to order at 4:00 PM.

Roll Call

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

Staff Present: Executive Director Will Isom; Deputy Director Matt McGrath; Head of Maintenance Joe Tadei; Finance & HR Director Melanie Howard; Office Manager Dianna Delgado.

Port Counsel: Eileen Eakins was not present at this session.

Also Attending: Tom Brownson of City of Astoria via zoom; Port Finance Advisory Committee Chairman David Oser, Port Finance Advisory Committee member Steve Kraske, and Olivia Palmer of *The Astorian*.

Pledge of Allegiance

Commission Reports

Commissioner Campbell did not have anything to report.

Commissioner Spence reported the following:

Recently experienced a fall that caused an equilibrium issue, which is why he has joined the meeting via Zoom.

Commissioner Hill did not have anything to report.

Commissioner Stevens did not have anything to report.

Changes/Additions to the Agenda

There were no changes to the agenda.

Public Comment for items on the agenda:

No public comment was received.

Consent Calendar

The Consent Calendar consisted of the following:

- Meeting Minutes – Workshop Session 11/19/2024
- Financials – November 2024
- Event Calendar – January 2025

Commissioner Campbell moved to Approve the Consent Calendar as Presented. Commissioner Hill seconded. The motion carried 4-0 amongst the Commissioners present.

Action Items:

8a. Surplus Dredge “S. Felkins” for Auction

This action seeks approval to designate the S. Felkins as a surplus and proceed with the sale through auction.

Isom stated that the dredge is no longer safe for operation. The Port is currently exploring alternative options for future dredging operations.

Commissioner Campbell moved to Approve the Sale of the Dredge S. Felkins. Commissioner Hill seconded. The motion carried 4-0 amongst the Commissioners present.

8b. Surplus “Sentinel” Workboat for Auction

This action item seeks approval to designate the Sentinel workboat as surplus and proceed with the sale through auction.

Head of Maintenance Joe Tadei explained that the Port has not yet conducted an appraisal, and the vessel’s value will remain unknown until discussion with auction sites takes place.

The Port has smaller boats available for use in the meantime and plans to purchase a replacement of a similar size in the future.

Commissioner Hill moved to Approve the Sale of the Sentinel Workboat. Commissioner Campbell seconded. The motion carried 4-0 amongst the Commissioners present.

8c. ODOT – Statewide UCP Agreement

The action item is a Unified Communication Program agreement, which is a requirement set by the Federal Government for the Port of Astoria to continue to receive grant funding from the Department of Transportation.

Commissioner Campbell moved to Approve the Staff Going Forward with the Agreement for the Unified Communication Program. Commissioner Hill seconded. The motion carried 4-0 amongst the Commissioners present.

Public Comment for items not on the agenda:

There were no public comments.

Executive Director Comments:

- Last month, the deadline passed for the Port’s Request for Expressions of Interest (RFEI) for the redevelopment of the Central Waterfront, as part of the Waterfront Master Plan. The Port received nine well-prepared responses.
 - Four respondents submitted proposals covering all or most of the redevelopment scope. These were larger, full-service firms capable of managing comprehensive development projects.
 - The remaining proposals focused on specific components of the redevelopment, such as small retail spaces and restaurants.
- The Port plans to interview the four larger developers on Monday, January 13, and Tuesday, January 14. The interview committee will include Commissioner Hill, Commissioner Rohne, Director of the Chamber of Commerce David Reid, and Port staff. Additionally, consultant John Southgate and Popkin Real Estate will be involved in the process. The committee will provide final reports with recommendations based on their findings.
- Representatives from Denmark will visit next week to discuss industrial symbiosis processes and tour Port properties and other locations. McGrath outlined the group’s itinerary, which

includes a brainstorming session to explore potential solutions.

- Bergerson is currently working at the east end mooring basin, conducting demolition on the East Basin Causeway.
- The next meeting agenda will include a presentation on the Airport Master Plan.

Upcoming Meeting Dates:

- Workshop Session – January 21, 2025 at 4:00 PM
- Regular Session – February 4, 2025 at 4:00 PM

Adjourned:

Chairman Stevens adjourned the meeting at 4:25 PM.

APPROVED:

ATTEST:

Robert Stevens, Board Chairman
Board of Commissioners

Tim Hill, Secretary
Board of Commissioners

Respectfully submitted by:
Katie Brown and Dianna Delgado
Office Manager

February 4, 2025
Date Approved by Commission



DECEMBER 2024 FINANCIALS NARRATIVE*

Summary

From July to December 2024, the Port reported an operating gain of \$1,454,700—\$99,700 below budget but \$579,900 ahead of last year. Year-to-date (YTD) operating revenue is at 86% of budget with expenses at 83%. Non-operating income is 91% of budget, and non-operating expense is 101%. The total YTD net loss is \$199,300, falling \$294,900 short of budget expectations and \$972,700 behind prior-year.

Revenue

Dockage revenues were nearly \$300,000 below budget expectations and \$80,000 lower than the prior fiscal year. The budget was based on confirmed reservations plus contingencies for unexpected dockage. Last year's vessel activity included several last-minute visits, including the Carnival Panorama, which alone contributed over \$150,000 in dockage revenues. The budget also included over \$100,000 in dockage revenue from Princess cruise ships, which were later cancelled. These same factors also impacted rebilled expenses (e.g., tenant utilities, longshore labor), which were \$181,800 under budget.

Lease and rental income fell short of budget by \$15,500. While regular property rental income exceeded expectations by \$13,800, Lease Income - % Revenue (from Param's hotel activity), Storage Rental Income, and Equipment Rental Income underperformed. Total lease and rental income was \$167,600 higher than the prior year due to new and amended lease agreements.

Gross marina revenue was close to budget and prior-year. Boatyard revenue significantly outperformed, reaching 145% and 139% of budget and prior year, respectively, primarily a result of expansions to active storage spaces and related haulout activity. Net profits from marina fuel sales totaled \$154,000, under budget \$31,400 and down \$9,400 from last year. While airport fuel profits were short of budget by \$56,700, there was a year-over-year increase of \$19,300, bringing total fuel profit to \$186,300.

Expense

Personnel services were close to budget expectations while materials and services were \$855,500 under budget. In major expense categories, fuel cost of sales was under budget by \$477,000, mostly due to built-in budget contingencies for fuel volume and price variances. Utilities expenses came in nearly \$200,000 lower than expected, primarily due to reduced water billing, which varies based on tenant activity. In September, the marina and boatyard recorded \$30,200 in bad debt expense for previously recognized revenue now deemed uncollectible.

Capita Spending

December's capital investments focused on the Pier 2 West project, byproduct recovery center study, T-Dock power upgrades at the marina, and a replacement engine for the Snorkelift. After grant reimbursements, net capital spending increased by \$1,490,000 compared to the prior year.

*Numbers have been rounded to the nearest hundredth value.

Port of Astoria
Profit & Loss Actual vs. Budget
December 2024

	Actuals Jul 2024 - Dec 2024	Actuals Jul 2023 - Dec 2023	Budget Jul 2024 - Dec 2024	Budget Variance Through Dec	% of Budget Through Dec	Full '24-'25 Budget
<u>Operating Revenues</u>						
Dockage & Vessel Service	514,015	594,048	813,724	-299,709	63%	1,861,299
Lease & Rental Income	1,748,307	1,580,728	1,763,831	-15,524	99%	3,504,146
Rebilled Expenses	1,509,469	1,127,592	1,691,305	-181,836	89%	3,295,733
Boat Haulout	482,381	346,457	331,770	150,611	145%	720,000
Marina Revenues	340,323	336,027	337,303	3,020	101%	667,820
Fuel Sales	975,909	1,179,342	1,541,158	-565,249	63%	2,366,984
Ticket Revenues	1,860	1,710	2,125	-265	88%	2,500
Other Income	37,431	42,741	53,016	-15,585	71%	98,450
Total Operating Revenues	5,609,695	5,208,646	6,534,232	-924,537	86%	12,516,932
<u>Operating Expenses</u>						
Personnel Services	1,575,755	1,439,052	1,577,121	-1,366	100%	3,283,196
Materials and Services	2,547,265	2,893,892	3,402,717	-855,452	75%	5,993,483
Bad Debt Expense	31,982	0	0	31,982		0
Total Operating Expenses	4,155,002	4,332,944	4,979,838	-824,836	83%	9,276,679
Income from Operations	1,454,693	875,702	1,554,394	-99,701	94%	3,240,253
<u>Non-Operating Revenues</u>						
Property Tax Revenues-Genl Fund	873,037	874,567	1,015,495	-142,458	86%	1,112,850
Timber Tax Revenues	100,106	71,574	100,106	0	100%	192,580
Other County Revenues	4,156	7,740	38,996	-34,840	11%	39,500
Grants*	796,085	581,931	796,085	0	100%	2,082,400
Settlement	0	0	0	0	0%	0
Interest Income	12,157	16,064	6,600	5,557	184%	13,200
Total Non-Operating Revenues	1,785,542	1,551,876	1,957,282	-171,741	91%	3,440,530
<u>Total Non-Operating Expenses</u>						
Capital Outlay*	2,409,597	704,199	2,409,597	0	100%	5,177,230
Interest Expense	267,224	292,327	266,883	341	100%	430,567
Principal Expense	762,712	657,677	739,640	23,072	103%	1,252,832
Total Non-Operating Expenses	3,439,534	1,654,204	3,416,120	23,413	101%	6,860,629
Net Income (Loss)	-199,299	773,374	95,556	-294,855	-209%	-179,846

**Capital Outlay/Grants year-to-date budget set to match Revenue/Expense, not seasonally adjusted.

Port of Astoria

Balance Sheet

as of December 2024

December 31, 2024

ASSETS

Current Assets

Cash & Cash Equivalents

Cash Funds	745
Operating Account #1442	1,185,037
Payroll Account #5344	109,244
Bornstein MMA #0004	0
Money Market #1259	778,772
Restricted AOC4 MMA #0760	258,729

Total Clatsop Community Bank 2,331,782

Total Cash & Cash Equivalents 2,332,527

Accounts Receivable 177,938

Other Current Assets 3,847,112

Total Current Assets 6,357,576

Fixed Assets 35,496,980

Other Assets

Long-term Receivables 15,782,921

TOTAL ASSETS 57,637,477

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable 787,938

Other Current Liabilities 13,928,551

Total Current Liabilities 14,716,489

Long Term Liabilities

Accrued Vacation Payable 182,761

Accrued Sick Leave 220,885

Notes Payable 11,904,297

Net Pension Liability 1,415,332

OPEB Liability 730,145

Lease Liability 925,064

Pollution Remediation AOC 4 Liability 3,030,610

Less Current Portion LT Debt -1,465,897

Total Long Term Liabilities 16,943,198

Total Liabilities 31,659,687

Equity

Retained Earnings 26,177,090

Net Income -199,299

Total Equity 25,977,791

TOTAL LIABILITIES & EQUITY 57,637,477



Capital Projects
December 2024
Budget to Actual

DEPARTMENT AND PROJECT		CAPITAL SPENDING & GRANTS			CAPITAL PROJECTS & GRANTS				
Department	Description	Adopted Capital Expenditure	Adopted Grant Funding	Adopted POA Expense	Expenses through 12/31/2024	Grants Received through 12/31/2024	through 12/31/2024 NET OF GRANTS	Estimate of Remaining POA Expense	Priority (1-10)
WFW	Pier 2 West NEPA Requirements	80,630	30,000	50,630	43,505	31,566	11,938	38,692	1
WFW	Pier 2 West Appraisals	10,800	-	10,800	4,965	-	4,965	5,835	1
WFW	Pier 2 West Wetlands Mitigation Bank Study	26,500	23,850	2,650	44,272	19,055	25,217	(22,567)	1
Airport	Airport Industrial Park	250,000	-	250,000	33,220	-	33,220	216,780	2
Airport	Tide Gate Feasibility Study	40,000	40,000	-	5,365	-	5,365	(5,365)	2
WFW	2023-24 Security Upgrades: Pier 1 Generator; Pier 1 Booth; Cyber Security	90,000	31,500	58,500	62,551	13,363	49,188	9,312	2
Airport	Airport Land Improvements	30,000	-	30,000	6,404	-	6,404	23,596	3
WFW	422 Gateway Building - Repairs/Upgrades	200,000	-	200,000	16,515	-	16,515	183,485	3
WFW	Pier 1 Face - Replace Yokohamas	40,000	-	40,000	-	-	-	40,000	4
WFW	Pier 2 East - Repairs based on ODOT reports	550,000	-	550,000	24,555	-	24,555	525,445	4
WFW - Boatyard	Boatyard Equipment	1,377,000	1,032,750	344,250	10,262	11,800	(1,538)	345,788	4
WFW - Boatyard	Boatyard Upgrades	25,000	-	25,000	5,034	-	5,034	19,966	4
Administration	2024-25 IT Upgrades	30,000	-	30,000	-	-	-	30,000	5
Airport	Hangar Maintenance	300,000	300,000	-	-	-	-	-	6
WFE - Marinas	2024-25 Security Upgrades: Trident Equipment, Misc.	50,000	37,500	12,500	-	-	-	12,500	6
WFW	Pier 1 Building - Repairs/Upgrades	35,000	-	35,000	28,642	-	28,642	6,358	7
Airport	Terminal Building - Remodel/Upgrades	50,000	-	50,000	7,481	-	7,481	42,519	7
WFW	413 Gateway Building - Repairs/Upgrades	55,000	-	55,000	31,940	-	31,940	23,060	7
WFW	Gateway Avenue Repair / Restripe	27,500	-	27,500	-	-	-	27,500	7
WFE - Marinas	East Mooring Basin Dredging	400,000	-	400,000	6,140	-	6,140	-	9
WFW	Pier 2 West Engineering - 90% Design	834,800	584,400	250,400	694,271	445,305	248,966	1,434	10
WFE - Marinas	Fender Pile Replacement (25) West Basin Marina	250,000	-	250,000	251,706	125,000	126,706	123,294	10
WFE - Marinas	West Basin T-Dock Power	85,000	-	85,000	110,081	-	110,081	(25,081)	10
Airport	Airport Tractor and Mower	60,000	-	60,000	61,498	-	61,498	-	10
Airport	Backfill and Site Prep Behind Recology	250,000	-	250,000	298,523	-	298,523	-	10
WFW	Wayfinding Signage	30,000	-	30,000	2,317	-	2,317	-	10
	Misc	-	-	-	660,350	83,047	577,303	329,047	
TOTALS		5,177,230	2,080,000	3,097,230	2,409,597	729,137	1,680,460	1,951,598	

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01/06/25

Accrual Basis

Port of Astoria
Vouchers Paid -- Operating Acct

Type	Date	Num	Name	Memo	Credit
102-00 · Cash					
102-02 · CCB Operating #1442					
Check	01/06/2025	84656	Terry Rennie	Hangar E-4 - REFUND	38.65
Bill Pmt -Check	01/06/2025	84657	Advanced Remediation Technologi...		4,157.50
Bill Pmt -Check	01/06/2025	84658	ALS Environmental	Cust # 207691-01 Inv# 36-51-667869-0	500.00
Bill Pmt -Check	01/06/2025	84659	Amazon	Acct#: A3O230TH9VG0U	83.49
Bill Pmt -Check	01/06/2025	84660	America's Phone Guys	Acct# 31377 - Inv# IN-IN-800111164068 Jan ...	411.34
Bill Pmt -Check	01/06/2025	84661	AT&T	Acct # 019 295 1870 001 - Dec24	25.71
Bill Pmt -Check	01/06/2025	84662	AVH Consulting, LLC	PoA_040824	12,465.00
Bill Pmt -Check	01/06/2025	84663	Business Oregon	Acct # 1230000433-Loan#X08002- Lektro Ha...	14,626.82
Bill Pmt -Check	01/06/2025	84664	Business Oregon	Acct # 1230000473-Loan#252193 -T-Hangar...	8,501.36
Bill Pmt -Check	01/06/2025	84665	Campbell Environmental		11,699.00
Bill Pmt -Check	01/06/2025	84666	Cartomation, Inc.		1,600.00
Bill Pmt -Check	01/06/2025	84667	CHS Inc/Cenex	Cust # 195072 Inv# YQ7-IB6630	399.86
Bill Pmt -Check	01/06/2025	84668	Cintas Corporation	10829	233.18
Bill Pmt -Check	01/06/2025	84669	City Lumber	Cust # 7259	326.93
Bill Pmt -Check	01/06/2025	84670	City of Astoria - utilities		134,028.97
Bill Pmt -Check	01/06/2025	84671	CityServiceValcon (CSV)	Acct # 0017404 - Av-Gas Inv# 0814985	39,521.93
Bill Pmt -Check	01/06/2025	84672	Clean Water Technologies, LLC (...	Inv# 36570 - Airport and CWD	3,847.59
Bill Pmt -Check	01/06/2025	84673	Englund Marine (Boatyard) 15589	Acct# 15589	478.78
Bill Pmt -Check	01/06/2025	84674	Englund Marine (Marina) 14130	Acct# 14130	241.49
Bill Pmt -Check	01/06/2025	84675	Englund Marine (MX) 14129	Acct# 14129	40.06
Bill Pmt -Check	01/06/2025	84676	French's Gutters & Sheet Metal, Inc.	Bales Hangar Gutters Inv# 50979	3,252.80
Bill Pmt -Check	01/06/2025	84677	James T. Campbell, Commissioner	Commission Mtg Attendance - Jan 23, 2024 -...	1,100.00
Bill Pmt -Check	01/06/2025	84678	John Southgate, LLC		8,085.00
Bill Pmt -Check	01/06/2025	84679	Lawson Products	Cust # 10075026 Inv# 9312078063	203.13
Bill Pmt -Check	01/06/2025	84680	Lum's Auto Center	Cust # 1269 - 2024 Dodge RAM 2500 Diesel ...	232.12
Bill Pmt -Check	01/06/2025	84681	National Business Furniture LLC	Inv# MK613320-TDQ - Security & Front Desk...	590.72
Bill Pmt -Check	01/06/2025	84682	Northwest Local Gov't Legal Advis...	Inv# 13909 - Services: 12/01/24-12/31/24	1,140.00
Bill Pmt -Check	01/06/2025	84683	NW Marine Terminal Assn	2025 NWMTA Winter Meeting in Everett for S...	500.00
Bill Pmt -Check	01/06/2025	84684	NW Natural	Acct #2737126-9 - Airport Generator - Dec 24...	134.03
Bill Pmt -Check	01/06/2025	84685	Office Express		5,582.42
Bill Pmt -Check	01/06/2025	84686	Olson Asphalt Maintenance, LLC	Inv# 4393 - Sweep Pier 1 and Pier 2	172.50
Bill Pmt -Check	01/06/2025	84687	P & L Johnson Mechanical, Inc.	Inv# 54124 - P2 Bldg / Bldg 65 / Bldg 55 - Ro...	1,014.19
Bill Pmt -Check	01/06/2025	84688	Pacific Coast Congress	2025 Membership renewal	365.00
Bill Pmt -Check	01/06/2025	84689	Pacific Power		7,890.60
Bill Pmt -Check	01/06/2025	84690	PacificSource Administrators	Employer ID: P00431	1,732.97
Bill Pmt -Check	01/06/2025	84691	Performance Promotions	Inv# 6943 - Holiday gifts for Port Staff Inv# 69...	3,006.06
Bill Pmt -Check	01/06/2025	84692	PetroCard, Inc.	01-0004280 & 00-0300590	532.92
Bill Pmt -Check	01/06/2025	84693	PND ENGINEERS, INC	Project # 234038 Astoria Pier 2 West Service...	94,279.50
Bill Pmt -Check	01/06/2025	84694	Quadient (postage)	Acct# 7900-0440-8073-3391	450.00
Bill Pmt -Check	01/06/2025	84695	Robert D Hanks		361.66
Bill Pmt -Check	01/06/2025	84696	S. Bruce Conner	December 2022	2,100.00
Bill Pmt -Check	01/06/2025	84697	Schwabe Williamson & Wyatt, P.C.	Warrenton OR Land Use - Inv# 3410370 Serv...	6,026.00
Bill Pmt -Check	01/06/2025	84698	Seaside Chamber of Commerce	Membership renewal for 2025 - Inv# 17687	200.00
Bill Pmt -Check	01/06/2025	84699	Sherwin-Williams	4251-5877-1	107.56
Bill Pmt -Check	01/06/2025	84700	Shred-It (Stericycle)	Cust # 16971101	68.69
Bill Pmt -Check	01/06/2025	84701	Special Districts Health Premiums	Cust # 03-0016324 Health Insurance - Inv# F...	51,879.16
Bill Pmt -Check	01/06/2025	84702	Spectrum - 5501	8787 14 001 0420590	39.99
Bill Pmt -Check	01/06/2025	84703	Staples Advantage	Act #LA 1833939 Inv# 6020352072	49.04
Bill Pmt -Check	01/06/2025	84704	Streamline	Order# 28260985392	350.00
Bill Pmt -Check	01/06/2025	84705	The North Coast Oregonian	Acct #R100 - Dec 2024 /Jan 2025	120.00
Bill Pmt -Check	01/06/2025	84706	VenTek International	Cust # PORTASTORIA Parking Mo Fee Inv#...	475.00
Bill Pmt -Check	01/06/2025	84707	Verizon Wireless #7705-1	270297705-00001	595.15
Bill Pmt -Check	01/06/2025	84708	Walter E. Nelson Co.	Cust # 1629	591.50
Bill Pmt -Check	01/06/2025	84709	Wells Electrical Contracting, Inc.		13,813.37
Total 102-02 · CCB Operating #1442					440,268.74
Total 102-00 · Cash					440,268.74
TOTAL					440,268.74

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Accrual Basis

Port of Astoria
Vouchers Paid -- Operating Acct

Type	Date	Num	Name	Memo	Credit
102-00 - Cash					
102-02 - CCB Operating #1442					
Bill Pmt -Check	01/21/2025	84710	A & A Pest Control	105650	545.00
Bill Pmt -Check	01/21/2025	84711	ALS Environmental	Cust # 207691-01 - 1/3/25 Samples - Inv# 36-...	500.00
Bill Pmt -Check	01/21/2025	84712	Aqua-Terra Consultants		99,225.88
Bill Pmt -Check	01/21/2025	84713	Capt Robert Stevens - Commissio...	Reimb for Commission Mtgs Period 07/02/20...	550.00
Bill Pmt -Check	01/21/2025	84714	Cartomation, Inc.	Inv# 83 - Dec 2024	650.00
Bill Pmt -Check	01/21/2025	84715	CDF - Commercial Door & Frame	Quote: QB-09392158	2,932.90
Bill Pmt -Check	01/21/2025	84716	Cintas Corporation	10829	205.75
Bill Pmt -Check	01/21/2025	84717	City Lumber	Cust # 7259	467.05
Bill Pmt -Check	01/21/2025	84718	City of Warrenton		19,641.75
Bill Pmt -Check	01/21/2025	84719	Clean Water Technologies, LLC (...	Inv# 36572 - OR State CESCL Cert = Chris &...	680.00
Bill Pmt -Check	01/21/2025	84720	Columbia River Maritime Mus.	01-17-2025 Rental of Barbey Center	400.00
Bill Pmt -Check	01/21/2025	84721	DEQ - Project	Proj# 117915-00	7.41
Bill Pmt -Check	01/21/2025	84722	DSL		40,075.97
Bill Pmt -Check	01/21/2025	84723	Fjorten Construction, Inc.	Proj:26- Emergency Repairs P2W RFE#200 - ...	3,875.00
Bill Pmt -Check	01/21/2025	84724	Haglund Kelley LLP	General # 10437.00, Period: 12/02/24-12/31/...	2,605.00
Bill Pmt -Check	01/21/2025	84725	Hauer's Lawn Care & Equip	Inv# 86351 - Marina wedge	33.90
Bill Pmt -Check	01/21/2025	84726	HighTide Technologies, LLC	CUS39	528.00
Bill Pmt -Check	01/21/2025	84727	Home Depot	6035 3225 3191 4798	1,074.21
Bill Pmt -Check	01/21/2025	84728	iFocus Consulting, Inc.	Azure, Exchange, GCC, 365, endpoint - Jan ...	687.20
Bill Pmt -Check	01/21/2025	84729	J P Plumbing Company, Inc.	Cust ID: AS75	1,437.00
Bill Pmt -Check	01/21/2025	84730	Jackson and Son Oil	Acct # 63045 Marina - Off Rd Diesel - Inv# 50...	8,100.11
Bill Pmt -Check	01/21/2025	84731	John Southgate, LLC	Astoria central waterfront RFEI - Service Peri...	1,724.35
Bill Pmt -Check	01/21/2025	84732	Johnson Smith (AP)	JSmith 111324 Reimb - Airforce snacks Costco	39.39
Bill Pmt -Check	01/21/2025	84733	Larry Jones (Retiree)	Reimb Medicare Supplement Plan - Sept-Dec...	1,113.12
Bill Pmt -Check	01/21/2025	84734	Lawson Products		472.97
Bill Pmt -Check	01/21/2025	84735	Lower Columbia Engineering LLC		4,475.00
Bill Pmt -Check	01/21/2025	84736	MarinaWare	Quarterly Software License - Jan, Feb, Mar 20...	450.00
Bill Pmt -Check	01/21/2025	84737	Mead & Hunt	Project R3143900-202203.01 AST Master Pl...	1,029.56
Bill Pmt -Check	01/21/2025	84738	Merchants Exchange of Portland	Cust ID: PORAST02 - 2025 Dues - Inv#37715	980.00
Bill Pmt -Check	01/21/2025	84739	Napa Auto Parts	Cust # 76004	72.76
Bill Pmt -Check	01/21/2025	84740	P & L Johnson Mechanical, Inc.	Inv# 54013 - Maintenance Shop - New gas he...	4,941.75
Bill Pmt -Check	01/21/2025	84741	Pacific Northwest Waterways Assn.	Membership renewal - 2025 Covering: 01/01/...	4,867.00
Bill Pmt -Check	01/21/2025	84742	Pacific Office Automation - Eqpt	Contract# 80-0010576 - M. Hansen HP Probo...	1,357.67
Bill Pmt -Check	01/21/2025	84743	Pacific Office Automation - Networ...	Cust# 80M829	125.00
Bill Pmt -Check	01/21/2025	84744	Pacific Power		13,843.70
Bill Pmt -Check	01/21/2025	84745	Performance Systems Integration, ...	901626	1,590.00
Bill Pmt -Check	01/21/2025	84746	PND ENGINEERS, INC	Project # 234038 Astoria Pier 2 West Service...	243,750.00
Bill Pmt -Check	01/21/2025	84747	Porior Engineering LLC	Inv - POA 3	4,625.00
Bill Pmt -Check	01/21/2025	84748	Quadiant (leasing)	Lease# N23081094	212.97
Bill Pmt -Check	01/21/2025	84749	Recology Western Oregon		3,068.06
Bill Pmt -Check	01/21/2025	84750	Recology Western Oregon (Acct #...	1080854307	45.97
Bill Pmt -Check	01/21/2025	84751	Sierra Springs	928320221793628	189.78
Bill Pmt -Check	01/21/2025	84752	SLR International Corp.	Proj#108.000023.00001 Byproduct Recovery ...	15,292.50
Bill Pmt -Check	01/21/2025	84753	Solutions YES, LLC	Acct # PO03 Copies: 12/8/24-1/7/25 - Inv# IN...	178.09
Bill Pmt -Check	01/21/2025	84754	Special Districts Insurance Services	Member ID: 01-16324 - Service Period: 01/01/...	200,818.00
Bill Pmt -Check	01/21/2025	84755	Spectrum - 0901	Acct # 176560901 - Inv# 176560901 010725 ...	189.97
Bill Pmt -Check	01/21/2025	84756	Spectrum - 1001	Acct # 176561001 - Telephone service - Inv# ...	39.99
Bill Pmt -Check	01/21/2025	84757	Spectrum - 6401	Acct # 176526401 Inv# 176526401 010725 (...	926.71
Bill Pmt -Check	01/21/2025	84758	Stacy Bandy (A/P)	Reimb: SB Jan 2025 01/02/25-01/07/25	834.41
Bill Pmt -Check	01/21/2025	84759	Staples Advantage		269.04
Bill Pmt -Check	01/21/2025	84760	Sweet Septic and Portable Service	Boatyard & Airport weekly cleaning Jan 2025 ...	390.00
Bill Pmt -Check	01/21/2025	84761	Tina Bacon (AP)	Reimb 12/14/24-01/09/25	10.05
Bill Pmt -Check	01/21/2025	84762	Two Branches Consulting	Project: 51 - Pier 2 West Wetlands Mitigation ...	144.00
Bill Pmt -Check	01/21/2025	84763	US Bank - Credit Cards		11,814.06
Bill Pmt -Check	01/21/2025	84764	Walter E. Nelson Co.	Cust # 1629	63.65
Bill Pmt -Check	01/21/2025	84765	Wells Electrical Contracting, Inc.	Security Office Lights - Inv# 1014	2,267.01
Bill Pmt -Check	01/21/2025	84766	WHA Insurance Agency, Inc.	Policy # 40P16324 - Consulting Fee 01/01/25...	7,700.00
Total 102-02 - CCB Operating #1442					714,133.66
Total 102-00 - Cash					714,133.66
TOTAL					714,133.66

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February 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						Feb 1
2	3 6:00pm Astoria City Council Mtg	4 4:00pm POA Regular Session 6:00pm CB City Council Mtg	5 7:00pm Gearhart City Council Meeting	6	7	8
9	10 6:00pm Seaside City Council Meeting	11 6:00pm CB City Council Work Sess 6:00pm Warrenton City Council Meeting Mtg	12 5:00pm Clatsop Cnty Commission	13	14	15
16	17	18 4:00pm POA Workshop Session	19	20	21	22
23	24 6:00pm Seaside City Council Mtg	25 7:45am AWACC Breakfast Mtg 5:30pm Astoria Planning Commission 6:00pm Warrenton City Council Mtg	26	27	28	



COMMISSION MEETING

<u>BRIEFING DATE/TIME:</u>	2/4/2025	
<u>DEPARTMENT:</u>	Finance	
<u>STAFF CONTACT:</u>	Melanie Howard	
<u>TOPIC:</u>	Switching to Fiber for Gateway Building	
<u>PURPOSE:</u>		Information only
<i>Check all that apply</i>	X	Decision needed
		Follow up from previous briefing
<u>BACKGROUND & OVERVIEW OF SURROUNDING ISSUES:</u>		
<p>The Port would like to switch from Coax to Fiber at our main 422 Gateway admin offices. The proposed agreements include changes that will be explained by a representative from Pacific Office Automation (“POA”). Adding the fiber service takes advantage of the savings from not having to pay full construction and implementation costs, which were already handled by DHS bringing fiber to the building.</p>		
<u>DOCUMENTS ATTACHED:</u>		
<p>POA Cost Analysis and Spectrum Service Agreement for dedicated fiber internet at the Pier 1 Building (replacing current agreement) and Spectrum Service Agreement for EPLs between the Pier 1 Building and the Gateway Building (new agreement).</p>		
<u>SUMMARY & FINANCIAL IMPACT:</u>		
<p>The monthly cost for internet and phones through Spectrum would increase by \$680, which is not an unreasonable price to pay for the added benefits of fiber internet. However, after analyzing our invoices, POA is confident that they can eliminate some obsolete items and possibly reassign VOIP lines, which will save the Port almost the full \$680 of added costs.</p>		
<u>AFFECTED PARTIES:</u>		
Port of Astoria		
<u>OPTIONS WITH PROS & CONS:</u>		
<p>Staying with the current plan through Spectrum would mean no improved internet service and reliability. Once the redundancies are eliminated and the gap in extra cost is minimized, there is very little benefit to not making this change.</p>		
<u>ENVIRONMENTAL CONSIDERATION:</u>		
None		
<u>NEXT STEPS/TIMEFRAME:</u> <i>Based on the Commission’s recommendation, describe the next steps required in order to bring this item to conclusion. Include the time frame for each step.</i>		
Approve both service agreements and authorizing Will to sign.		



EXISTING SPECTRUM SERVICES **Monthly Total**
10 Pier 1 Astoria, OR 97103 **\$820.00**
 100M/100M DFI
 13 Static IP Addresses

Chinook Building **\$63.16**
 2 x Voice Lines + Modem

422 Gateway Ave, Astoria, OR 97103 **\$148.16**
 1 Static IP, Modem, Spectrum Business Internet
 2 x Voice Lines

424 Gateway Ave, Astoria, OR 97103 **\$116.08**
 1 Static IP, Modem, Spectrum Business Internet
 Voice Line

65 Pier Tier 2, Astoria, OR 97103 **\$152.18**
 1 Static IP, Modem, Spectrum Business Internet,
 Web Hosting Basic, 2 Voice lines

10 Pier 1 Elevator-Sprinkler **\$66.18**
 Modem, 2 x Voice Lines

10 Pier, STE 308, Astoria, OR 97103 **\$104.98**
 Static IP, Spectrum Business Internet, Web Hosting Basic

New Spectrum Services **Monthly Total**
10 Pier 1 Astoria, OR 97103 **\$550.00**
 100M/100M DFI
 13 Static IP Addresses

Chinook Building **\$63.16**
 2 x Voice Lines + Modem

422 Gateway Ave, Astoria, OR 97103 **\$148.16**
 1 Static IP, Modem, Spectrum Business Internet
 2 x Voice Lines

424 Gateway Ave, Astoria, OR 97103 **\$116.08**
 1 Static IP, Modem, Spectrum Business Internet
 Voice Line

65 Pier Tier 2, Astoria, OR 97103 **\$152.18**
 1 Static IP, Modem, Spectrum Business Internet,
 Web Hosting Basic, 2 Voice lines

10 Pier 1 Elevator-Sprinkler **\$66.18**
 Modem, 2 x Voice Lines

10 Pier, STE 308, Astoria, OR 97103 **\$104.98**
 Static IP, Spectrum Business Internet, Web Hosting Basic

\$409.21 sum of charges to be removed

Adding EPL Private Line:

10 Pier 1 Astoria, OR 97103	\$475.00
100M/100M EPL @ \$475.00 / 36-month term / 3 free months	
To	
422 Gateway Ave Ste 100, Astoria, OR 97103	\$475.00
100M/100M EPL @ \$475.00 / 36-month term / 3 free months	

422 Gateway Ave, Astoria, OR 97103 **\$39.99**
 Voice Line

422 Gateway Ave, Astoria, OR 97103 **\$39.99**
 Voice Line

1110 SE Flightline Dr. Warrenton OR 97146 **\$189.97**
 Spectrum Business Internet, Static IP, Voice Line

1110 SE Flightline Dr. Warrenton OR 97146 **\$189.97**
 Spectrum Business Internet, Static IP, Voice Line

1110 SE Flightline Dr. Warrenton OR 97146 **\$39.99**
 Voice Line

1110 SE Flightline Dr. Warrenton OR 97146 **\$39.99**
 Voice Line

Monthly Total: **\$1,740.69**

Monthly Total: **\$2,420.69**
 Monthly Delta: **\$680.00**
 Delta after eliminating obsolete items: **\$270.79**
 Delta after re-assigning VOIP lines (This is just a projection for now): **\$68.64**



Spectrum Enterprise AGENT ORDERS - CONTACTS

Enterprise Order Submission Template (Fiber/Hybrid Orders)	
TYPE OF ORDER: Renewal	Master Agent: INTELISYS
Customer Name: Port of Astoria	Selling Agent POC : Pacific Office Automation
Opportunity Number: 14646182	Decision Maker(Authorized Billing Contact):
Site Survey Number:	Plant Type Delivery: Fiber
Existing Account #:	
Right of Entry Contact (Autobuild or OtherAddressable Locations Only)	Name: Matt McGrath Number: 503-741-3336 Email: mmcgrath@portofastoria.com
Construction Contact/Client Project Manager	Name: Matt McGrath Number: 503-741-3336 Email: mmcgrath@portofastoria.com
Install Contact	Name: Matt McGrath Number: 503-741-3336 Email: mmcgrath@portofastoria.com
Technical Contact	Name: Melanie Howard Number: 503-741-3343 Email: mhoward@portofastoria.com
Have you attached this contract to the opportunity in Salesforce Portal ? If no, please upload and attach prior to sending this email.	Yes / No



Spectrum Enterprise Service Agreement

The customer identified below ("Customer") hereby acknowledges and agrees to the Commercial Terms of Service available at <https://enterprise.spectrum.com> ("Terms of Service"), which are incorporated herein by this reference, with respect to any service order(s) placed by Customer and accepted by Spectrum hereafter (each, a "Service Order"), which together with this agreement constitute the "Service Agreement" by and between the Customer and Charter Communications Operating, LLC on behalf of those operating subsidiaries providing the service(s) hereunder ("Spectrum").

Spectrum Contact Information	
Spectrum Enterprise 12405 Powerscourt Drive St. Louis, MO 63131	Contact: Telephone: Email Address:

Customer Information				
Customer Name (Exact Legal Name): Port of Astoria				
Street Address: 10 Pier 1	Suite:	City: Astoria	State: OR	Zip Code: 97103
Customer's Main Tel No.: 503-741-3336		Fax No.:		
Customer Contact Name: Matt McGrath	Tel No.: 503-741-3336	E-mail: mmcgrath@portofastoria.com		
Billing Address: 10 Pier 1	Suite:	City: Astoria	State: OR	Zip Code: 97103
Billing Contact Name: Tina Bacon	Tel No.: 503-741-3335	E-mail: accounting@portofastoria.com		

BY EXECUTING THIS SERVICE AGREEMENT BELOW, CUSTOMER ACKNOWLEDGES THAT: (1) CUSTOMER ACCEPTS AND AGREES TO BE BOUND BY THE TERMS OF SERVICE, INCLUDING THE ARBITRATION SECTION THEREOF, WHICH PROVIDES THAT THE PARTIES DESIRE TO RESOLVE ANY CONTROVERSY OR CLAIM ARISING OUT OF OR RELATING TO THE SERVICE AGREEMENT THROUGH ARBITRATION; AND (2) BY AGREEING TO ARBITRATION, CUSTOMER IS GIVING UP VARIOUS RIGHTS, INCLUDING THE RIGHT TO TRIAL BY JURY.

Customer: Port of Astoria	Charter Communications Operating, LLC
By:	By: Charter Communications, Inc. its Manager
Name (printed):	Name (printed):
Title:	Title:
Date:	Date:

SERVICE ORDER

THIS SERVICE ORDER ("Service Order"), is executed and effective upon the date of the signature set forth in the signature block below ("Effective Date") and is by and between Charter Communications Operating, LLC on behalf of those operating subsidiaries providing the Service(s) hereunder ("Spectrum") and Customer (as shown below) and is governed by and subject to the Spectrum Enterprise Commercial Terms of Service posted to the Spectrum Enterprise website, <https://enterprise.spectrum.com/> (or successor url) or, if applicable, an existing services agreement mutually executed by the parties (each, as appropriate, a "Service Agreement"). Except as specifically modified herein, all other terms and conditions of the Service Agreement shall remain unamended and in full force and effect.

SPECTRUM CONTACT INFORMATION	
Spectrum Enterprise 12405 Powerscourt Drive St. Louis, MO 63131	Contact: Telephone: Email Address:

DEDICATED FIBER INTERNET

SUMMARY OF DEDICATED FIBER INTERNET SERVICES									
Service Location Address	Suite/ Floor	City	State	Zip	Speed	Order Term (Months)	Monthly Recurring Charges (MRC)	Install One-Time Charges (OTC)	Quantity
10 Pier 1		Astoria	OR	97103	100M	36	\$ 550.00	\$ -	1
TOTAL							\$ 550.00	\$ -	

SECURE DEDICATED FIBER INTERNET

SUMMARY OF FIBER INTERNET ACCESS SERVICES									
Service Location Address	Suite/ Floor	City	State	Zip	Speed	Order Term (Months)	Monthly Recurring Charges (MRC)	Install One-Time Charges (OTC)	Quantity

ETHERNET SERVICES

SUMMARY OF ETHERNET SERVICES - EPL									
Service Location Address	Suite/ Floor	City	State	Zip	Speed	Order Term (Months)	Monthly Recurring Charges (MRC)	Install One-Time Charges (OTC)	Quantity
A-LOCATION									
Z-LOCATION									
A-LOCATION									
Z-LOCATION									
A-LOCATION									
Z-LOCATION									

A-LOCATION										
Z-LOCATION										
A-LOCATION										
Z-LOCATION										
A-LOCATION										
Z-LOCATION										
A-LOCATION										
Z-LOCATION										
A-LOCATION										
Z-LOCATION										
A-LOCATION										
Z-LOCATION										
A-LOCATION										
Z-LOCATION										
								TOTAL	\$ -	\$ -

SUMMARY OF INTERNET SERVICES - EVPL										
Service Location Address	Suite/ Floor	City	State	Zip	Speed	Order Term	Monthly Recurring Charges (MRC)	Install One-Time Charges (OTC)	Location Description	
									AGGREGATION	
									REMOTE CIRCUIT	
									REMOTE CIRCUIT	
									REMOTE CIRCUIT	
									REMOTE CIRCUIT	
								TOTAL	\$ -	\$ -

SUMMARY OF ETHERNET SERVICES - EPLAN										
Service Location Address	Suite/ Floor	City	State	Zip	Speed	Order Term	Monthly Recurring Charges (MRC)	Install One-Time Charges (OTC)	Metro/ Regional OR National	
									NATIONAL	
									NATIONAL	
									NATIONAL	
									NATIONAL	
									NATIONAL	
									NATIONAL	
									NATIONAL	
								TOTAL	\$ -	\$ -

VOICE SERVICES

SUMMARY OF VOICE SERVICES									
Service Location Address	Suite/ Floor	City	State	Zip	Monthly Recurring Charges (MRC)	Install One-Time Charges (OTC)	Services Ordered	Quantity	Order Term

						TOTAL	\$	-	\$	-		

1. **TOTAL | Total Monthly Recurring Charges** \$ 550.00
Total One Time Charges \$ -
Charges are due in accordance with monthly invoice

2. **TAXES.** Prices for Services do not include taxes, surcharges, or other fees.

3. **NO UNTRUE STATEMENTS.** Customer represents and warrants to Spectrum that neither this Service Order, nor any other information, including without limitation, any schedules or drawings furnished to Spectrum contains any untrue or incorrect statement of material fact or omits or fails to state a material fact.

4.

SPECIAL TERMS
 (If Applicable)

The Parties have caused their duly authorized representatives to execute this Service Order.

CUSTOMER Port of Astoria

Charter Communications Operating, LLC
 By: Charter Communications, Inc., its Manager

By: _____ By: _____

Name: _____ Name: _____

Title: _____ Title: _____

Date: _____ Date: _____

Dedicated Fiber Internet Services	
Customer / Company NAME	<input style="width: 95%;" type="text" value="Port of Astoria"/>
Configuration	<input type="checkbox"/> LAN connect to Client Router (Spectrum uses IP from allocated block for gateway) <input type="checkbox"/> Routed - Spectrum adds /30 Glue (WAN) IP and allocated IP block chosen <input type="checkbox"/> BGP *Requires BGP Questionnaire/Form
# of IP Addresses Requested	<input type="checkbox"/> /30=1 <input type="checkbox"/> 29=5 <input type="checkbox"/> /28=13 <input type="checkbox"/> /27=29 <input type="checkbox"/> /26=61 <input type="checkbox"/> /25=125 <input type="checkbox"/> /24=253 <input type="checkbox"/> Other <input style="width: 50px;" type="text"/>
<div style="background-color: yellow; border: 1px solid black; padding: 2px;">If /28 or higher, approval necessary including IPJ form and IP assignments</div>	
Dmarc Address (Suite, Floor, Room)	CPE UNI Handoff Type
<input style="width: 95%;" type="text" value="10 Pier 1 Astoria, OR 97103"/>	<input type="checkbox"/> Copper/RJ45-Electrical <input type="checkbox"/> Optical Singlemode (SMF) <input type="checkbox"/> Optical Multimode (MMF)
COLO? YorN <input style="width: 100px;" type="text"/> <input type="checkbox"/> Optical ONLY *Electrical requires pre-approval	SC <input type="checkbox"/>
<div style="background-color: yellow; border: 1px solid black; padding: 2px;">*If No CPE Handoff Checked, Default will be COPPER up to 1G</div> <div style="background-color: yellow; border: 1px solid black; padding: 2px;">**If Optical Handoff, default connector is LC unless SC box checked</div>	
Customer need Firewall or Managed Services? <input type="checkbox"/> * Spectrum offers Managed Router (Basic), Managed Security Services (Advanced), MNE (Managed Network Edge, Cisco Meraki with Client Portal), and ENE (Enterprise Network Edge, FortiCloud with Portal)	
SLA: 100.00% 45ms	



Spectrum Enterprise AGENT ORDERS - CONTACTS

Enterprise Order Submission Template (Fiber/Hybrid Orders)	
TYPE OF ORDER: NEW	Master Agent: INTELISYS
Customer Name: Port of Astoria	Selling Agent POC : Pacific Office Automation
Opportunity Number: 14646182	Decision Maker(Authorized Billing Contact):
Site Survey Number:	Plant Type Delivery: Fiber
Existing Account #:	
Right of Entry Contact (Autobuild or OtherAddressable Locations Only)	Name: Matt McGrath Number: 503-741-3336 Email: mmcgrath@portofastoria.com
Construction Contact/Client Project Manager	Name: Matt McGrath Number: 503-741-3336 Email: mmcgrath@portofastoria.com
Install Contact	Name: Matt McGrath Number: 503-741-3336 Email: mmcgrath@portofastoria.com
Technical Contact	Name: Melanie Howard Number: 503-741-3343 Email: mhoward@portofastoria.com
Have you attached this contract to the opportunity in Salesforce Portal ? If no, please upload and attach prior to sending this email.	Yes / No



Spectrum Enterprise Service Agreement

The customer identified below ("Customer") hereby acknowledges and agrees to the Commercial Terms of Service available at <https://enterprise.spectrum.com> ("Terms of Service"), which are incorporated herein by this reference, with respect to any service order(s) placed by Customer and accepted by Spectrum hereafter (each, a "Service Order"), which together with this agreement constitute the "Service Agreement" by and between the Customer and Charter Communications Operating, LLC on behalf of those operating subsidiaries providing the service(s) hereunder ("Spectrum").

Spectrum Contact Information	
Spectrum Enterprise 12405 Powerscourt Drive St. Louis, MO 63131	Contact: Telephone: Email Address:

Customer Information				
Customer Name (Exact Legal Name): Port of Astoria				
Street Address: 10 Pier 1	Suite:	City: Astoria	State: OR	Zip Code: 97103
Customer's Main Tel No.: 503-741-3336		Fax No.:		
Customer Contact Name: Matt McGrath	Tel No.: 503-741-3336	E-mail: mmcgrath@portofastoria.com		
Billing Address: 10 Pier 1	Suite:	City: Astoria	State: OR	Zip Code: 97103
Billing Contact Name: Tina Bacon	Tel No.: 503-741-3335	E-mail: accounting@portofastoria.com		

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Customer: Port of Astoria	Charter Communications Operating, LLC
By:	By: Charter Communications, Inc. its Manager
Name (printed):	Name (printed):
Title:	Title:
Date:	Date:

SERVICE ORDER

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SPECTRUM CONTACT INFORMATION	
Spectrum Enterprise 12405 Powerscourt Drive St. Louis, MO 63131	Contact: Telephone: Email Address:

DEDICATED FIBER INTERNET

SUMMARY OF DEDICATED FIBER INTERNET SERVICES									
Service Location Address	Suite/ Floor	City	State	Zip	Speed	Order Term (Months)	Monthly Recurring Charges (MRC)	Install One-Time Charges (OTC)	Quantity
TOTAL							\$ -	\$ -	

SECURE DEDICATED FIBER INTERNET

SUMMARY OF FIBER INTERNET ACCESS SERVICES									
Service Location Address	Suite/ Floor	City	State	Zip	Speed	Order Term (Months)	Monthly Recurring Charges (MRC)	Install One-Time Charges (OTC)	Quantity

ETHERNET SERVICES

SUMMARY OF ETHERNET SERVICES - EPL									
Service Location Address	Suite/ Floor	City	State	Zip	Speed	Order Term	Monthly Recurring Charges (MRC)	Install One-Time Charges (OTC)	Quantity
A-LOCATION									
10 Pier 1		Astoria	OR	97103	100M	36	\$475.00	\$ -	
Z-LOCATION									
422 Gateway Ave	Ste 100	Astoria	OR	97103	100M	36	\$ 475.00	\$ -	
A-LOCATION									
Z-LOCATION									
A-LOCATION									
Z-LOCATION									

A-LOCATION										
Z-LOCATION										
A-LOCATION										
Z-LOCATION										
A-LOCATION										
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Z-LOCATION										
A-LOCATION										
Z-LOCATION										
A-LOCATION										
Z-LOCATION										
								TOTAL	\$ -	\$ -

SUMMARY OF INTERNET SERVICES - EVPL										
Service Location Address	Suite/ Floor	City	State	Zip	Speed	Order Term	Monthly Recurring Charges (MRC)	Install One-Time Charges (OTC)	Location Description	
									AGGREGATION	
									REMOTE CIRCUIT	
									REMOTE CIRCUIT	
									REMOTE CIRCUIT	
									REMOTE CIRCUIT	
								TOTAL	\$ -	\$ -

SUMMARY OF ETHERNET SERVICES - EPLAN										
Service Location Address	Suite/ Floor	City	State	Zip	Speed	Order Term	Monthly Recurring Charges (MRC)	Install One-Time Charges (OTC)	Metro/ Regional OR National	
									NATIONAL	
									NATIONAL	
									NATIONAL	
									NATIONAL	
									NATIONAL	
									NATIONAL	
									NATIONAL	
								TOTAL	\$ -	\$ -

VOICE SERVICES

SUMMARY OF VOICE SERVICES									
Service Location Address	Suite/ Floor	City	State	Zip	Monthly Recurring Charges (MRC)	Install One-Time Charges (OTC)	Services Ordered	Quantity	Order Term

						TOTAL	\$	-	\$	-	

1. **TOTAL | Total Monthly Recurring Charges**

\$	-
----	---

Total One Time Charges

\$	-
----	---

Charges are due in accordance with monthly invoice

2. **TAXES.** Prices for Services do not include taxes, surcharges, or other fees.

3. **NO UNTRUE STATEMENTS.** Customer represents and warrants to Spectrum that neither this Service Order, nor any other information, including without limitation, any schedules or drawings furnished to Spectrum contains any untrue or incorrect statement of material fact or omits or fails to state a material fact.

4.

SPECIAL TERMS (If Applicable)	100M/100M EPL @ \$475.00 / 36-month term / 3 free months
---	--

The Parties have caused their duly authorized representatives to execute this Service Order.

CUSTOMER

Port of Astoria

Charter Communications Operating, LLC
By: Charter Communications, Inc., its Manager

By: _____ By: _____
Name: _____ Name: _____
Title: _____ Title: _____
Date: _____ Date: _____

Dedicated Fiber Internet Services	
Customer / Company NAME	<input style="width: 95%;" type="text" value="Port of Astoria"/>
Configuration	<input type="checkbox"/> LAN connect to Client Router (Spectrum uses IP from allocated block for gateway) <input type="checkbox"/> Routed - Spectrum adds /30 Glue (WAN) IP and allocated IP block chosen <input type="checkbox"/> BGP *Requires BGP Questionnaire/Form
# of IP Addresses Requested	<input type="checkbox"/> /30=1 <input type="checkbox"/> 29=5 <input type="checkbox"/> /28=13 <input type="checkbox"/> /27=29 <input type="checkbox"/> /26=61 <input type="checkbox"/> /25=125 <input type="checkbox"/> /24=253 <input type="checkbox"/> Other <input style="width: 50px;" type="text"/>
<div style="background-color: yellow; border: 1px solid black; padding: 2px;">If /28 or higher, approval necessary including IPJ form and IP assignments</div>	
Dmarc Address (Suite, Floor, Room)	CPE UNI Handoff Type
<input style="width: 95%;" type="text" value="10 Pier 1 Astoria, OR 97103"/>	<input type="checkbox"/> Copper/RJ45-Electrical <input type="checkbox"/> Optical Singlemode (SMF) <input type="checkbox"/> Optical Multimode (MMF)
COLO? YorN <input style="width: 100px;" type="text"/> <input type="checkbox"/> Optical ONLY *Electrical requires pre-approval	SC <input type="checkbox"/>
<div style="background-color: yellow; border: 1px solid black; padding: 2px;">*If No CPE Handoff Checked, Default will be COPPER up to 1G</div> <div style="background-color: yellow; border: 1px solid black; padding: 2px;">**If Optical Handoff, default connector is LC unless SC box checked</div>	
Customer need Firewall or Managed Services? <input type="checkbox"/> * Spectrum offers Managed Router (Basic), Managed Security Services (Advanced), MNE (Managed Network Edge, Cisco Meraki with Client Portal), and ENE (Enterprise Network Edge, FortiCloud with Portal)	
SLA: 100.00% 45ms	



Port of Astoria
COMMISSION MEETING

<u>BRIEFING DATE/TIME:</u>	2/4/2025	
<u>DEPARTMENT:</u>	Finance	
<u>STAFF CONTACT:</u>	Melanie Howard	
<u>TOPIC:</u>	POA Service Order	
<u>PURPOSE:</u>		Information only
<i>Check all that apply</i>	X	Decision needed
		Follow up from previous briefing
<u>BACKGROUND & OVERVIEW OF SURROUNDING ISSUES:</u>		
The Port would like to switch copier service providers from Solutions Yes to Pacific Office Automation (“POA”).		
<u>DOCUMENTS ATTACHED:</u>		
POA Cost Analysis and POA Imaging Equipment Service Order		
<u>SUMMARY & FINANCIAL IMPACT:</u>		
The current monthly cost estimate is \$391.17 for one printer/copier in the admin office. The new proposal would include a leased printer/copier for the Marina office at a monthly cost estimate of \$377.50. The proposal includes a buyout of the remaining lease terms for Solutions Yes.		
<u>AFFECTED PARTIES:</u>		
Port of Astoria		
<u>OPTIONS WITH PROS & CONS:</u>		
Staying with current provider (Solutions Yes) would provide very little benefit to the Port. By switching the POA for our copiers, we get one additional machine at an even lower cost, plus we have the efficiency benefit of using our IT provider to service our copiers.		
<u>ENVIRONMENTAL CONSIDERATION:</u>		
None		
<u>NEXT STEPS/TIMEFRAME:</u> <i>Based on the Commission’s recommendation, describe the next steps required in order to bring this item to conclusion. Include the time frame for each step.</i>		
Authorize Will to sign a new 5-year agreement with Pacific Office Automation for copier and printing services in an amount NTE \$215 per month.		



CUSTOMER NAME Port of Astoria
TSA # _____
ORDER # _____

This Order is incorporated into and made apart of the Total Services Agreement ("TSA") between Customer and POA which governs the imaging equipment and/or services specified below.

BILL TO:			PO #	SOLD BY	
422 Gateway Ave Ste 100 Astoria OR 97103				J. Fulk	
SHIP TO:			CONTACT PHONE #		
Same			503 741 3300		
QTY	ITEM	TYPE	DESCRIPTION	UNIT PRICE	TOTAL
1		New	Kyocera TaskAlfa 5054ci configured with 4 cassettes, copy/print/scan/fax		Leased
1		New	HP E47528f color copy/print/scan/fax Includes all service, parts, labor, toner, supplies less paper and staples		Leased
MINIMUM MONTHLY PAYMENT (plus applicable taxes) \$ <u>215.00</u> TERM <u>60</u> MONTHS				Device Management	
SERVICE/SUPPLY AGREEMENT	MODELS	MONTHLY MINIMUM NUMBER OF IMAGES	EXCESS PER IMAGE CHARGE	EXCESS BILLING CYCLE	Automated Meter Reading
Black	All	0	.009	<input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annual <input type="checkbox"/> Annual	Auto Toner Replenishment
Tier 1 Color	Kyocera	0	.02		Advanced Scanning
Tier 2 Color	Kyocera	0	.025		Security
Tier 3 Color	Kyocera	0	.05		MFP Network Support
HP Fleet Color	E47528f	0	.1		Power Filter
CONDITIONS OF SALE, CONTINGENCIES OR COMMENTS					Delivery
Delivery, Installation, Setup, Training, Removal of old machine(s) included					
					SUBTOTAL
Upon approval and funding, POA to relieve the port of any remaining liability on their existing lease, up to 29 remaining payments of \$160 for a total of \$4,640.00					SALES TAX
					TOTAL
					leased

By signing this Order, Customer acknowledges and agrees: (a) this Order is NON-Cancelable; (b) this Order will be governed by the TSA General Terms and Conditions, the applicable TSA Additional Terms and Conditions for the Solution and this Order all of which are an integral part of this Order and incorporated herein; and (c) this Order relating to the equipment and services described herein, can only be changed by written agreement signed by both Parties.

PACIFIC OFFICE AUTOMATION

NAME _____

TITLE _____

DATE _____

SIGNATURE _____

CUSTOMER

CUSTOMER LEGAL NAME _____

SIGNER NAME & TITLE _____

DATE _____

SIGNATURE _____



Cost Analysis

Current State

Proposed Future State

Monthly Total

Monthly Total

→ **Current Lease Base Payment (60 month operating lease):**

\$160.00

Current Equipment: Kyocera TaskAlfa 5054ci

Configured with: 4 cassettes, copy/print/scan/fax

Existing lease has 29 months left

→ **Proposed Lease Base Payment (60 month operating lease):**

\$215.00

Proposed Equipment: Kyocera TaskAlfa 5054ci

Configured with: 4 cassettes, copy/print/scan/fax

Proposed Equipment: HP E47528f

Configured with: 1 cassette, copy/print/scan/fax

→ **Usage and Rates (from October invoice):**

\$211.17

Meter Type	Usage	Rate	Total
B/W	2888	\$0.01140	\$32.92
Level 1 color	2319	\$0.02430	\$56.35
Level 2 color	649	\$0.04980	\$32.32
Level 3 color	1188	\$0.07540	\$89.58

Total: \$211.17

→ **Usage and Rates (including HP)**

\$162.50

Meter Type	Usage	Rate	Total
B/W	3388	\$0.00900	\$30.49
Level 1 color	2319	\$0.02000	\$46.38
Level 2 color	649	\$0.02500	\$16.23
Level 3 color	1188	\$0.05000	\$59.40
HP Color	100	\$0.10	\$10.00

Total: \$162.50

→ **Potential other Expenditure: Quill.com**

\$20.00

- Currently, brother printer fleet is unmanaged at the Port
- "Unmanaged" model of buying ink, buying replacement printers as needed
- Typically this model is not as cost-effective for businesses as the cost-per-page model
- Tricky to estimate, but there is a non-zero cost associated with ink and replacement printers for the Marina office
- High Yield black and white brother toner on quill cost \$120, assuming 2 used per year \$20/mo
- Color toner could be more expensive

→ **Additional Consideration:**

- Adding the HP under a service contract will increase the number of pages printed
- The HP printer can't do the tiered color printing like Kyoceras can
- Additionally, smaller machines have higher cost per page rates than larger copiers
- To fairly account for this expected increase, I increased the print volumes on this side of the cost analysis by 500 black and white pages and 100 color pages per month
- The overall service cost would still be lower by almost \$50 a month

→ **Notes on Current State:**

- Current printers at Marina are old, retail-grade models
- Currently the Port has a separate company for network, phones, and copiers, which can cause finger pointing for things like faxing issues that involve a combination of all 3



→ **Benefits with this Solution:**

- One company to contact for any printing issues whether they're mechanical or network related
- Avoids any capital expense associated with buying an enterprise-grade printer for the Marina
- POA to issue Port with a check to cover remaining balance on existing lease, and will manage the entire transition process.

Monthly Total: \$391.17

Monthly Total: \$377.50

REQUEST FOR EXPENDITURE

SECTION A	Date:	1/30/2025	Department:	Admin
	Staff Contact:	Melanie Howard	Vendor (if determined):	Pacific Office Automation
	Project Name:	Commission Chambers Audio/Visual		
	Location & Purpose of Service or Product:	Set up and configure audio/visual for new commission chambers at 422 Gateway. Part of 422 Gateway Building - Repairs/Upgrades project.		
	Cost Estimate:	\$13,609.70		
SECTION B	1. Will services be performed on Port of Astoria property? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
	2. Does this expenditure exist within the Capital Projects List? <input type="checkbox"/> No / <input checked="" type="checkbox"/> Yes (Original Budget Amount) \$55,000			
SECTION C	Account # for Item (ex: XXX-XX)	TOTAL NET OF GRANTS		
	FY 2024-2025 Budget for this Account	710-00		
	Amount Spent Year-to-Date for this Account	\$ 5,177,230	\$ 3,097,230	
	Amount Available to Spend for this Account	\$ 2,437,986	\$ 1,641,901	
	Amount Available to Spend for this Account	\$ 2,739,244	\$ 1,455,329	
Does this Request for Expenditure require Commission Approval (>=\$75,000)? <input checked="" type="checkbox"/> No / <input type="checkbox"/> Yes (Skip to D.4)				
SECTION D	3. Under Executive Director's discretion, will Request for Expenditure be submitted to Commission for approval? <input type="checkbox"/> No / <input type="checkbox"/> Yes			
	4. (Specify date of Commission meeting when item is scheduled to be heard/approved) <div style="border: 1px solid black; height: 20px; width: 100%;"></div>			
SECTION E	Signature of Department Head		Signature of Deputy Director	
	Date		Date	
	 1-30-25		 1-30-25	
	Signature of Finance Director		Signature of Executive Director	
Date		Date		
		(required if cost is unbudgeted, or > \$5,000 budgeted)		

(over for Quotation Analysis)

Project: Commission Chambers A/V

Project Manager: Melanie Howard

Quotes obtained by: Melanie Howard

Procurement Method: Small procurement Intermediate procurement Request for Bid
 Sole source Emergency Request for Proposal

Solicitation Method: Verbal quotes (informal) Requests for written quotes (informal) Public solicitation (formal)

Vendor	Amount	Description	Availability	Specific expertise	Other information
Ohm Systems	\$33,080	Base system, plus assistive listening, ceiling mic, camera, no handheld mic.			
Delta A/V	\$36,331	Base system, plus video distribution and handheld mic.			
Pacific Office Automation	\$13,609.70	Camera, mic, and speaker included.	Immediate	IT Provider for the Port.	

The quotes are not identical, as the proposed AV system varies between vendors.

Vendor selection & justification:
(REQUIRED)



USERS	COMPUTERS	SERVERS

BILL TO <small>(Please check box)</small>	<input checked="" type="checkbox"/> CLIENT NAME Port of Astoria	SHIP TO <small>(Please check box)</small>	<input type="checkbox"/> NAME Port of Astoria
	BILLING ADDRESS 422 Gateway Ave, STE 100		BILLING ADDRESS 422 Gateway Ave, STE 100
	CITY STATE ZIP Astoria OR 97103		CITY STATE ZIP Astoria OR 97103
	PHONE 503-741-3300		PHONE 503-741-3300

ORDER DATE	PO#	ORDERED BY	SOLD BY
1/29/2025		Melanie Howard	Courtland Sorenson

Time and Materials For Upgrade / Standardization of Network

QTY	ITEM#	TYPE	DESCRIPTION	UNIT PRICE	TOTAL
20	LABOR	LABOR	Configure and setup all equipment	\$ 175.00	\$ 3,500.00
1	Hardware	Hardware	Logitech Wall Mount	\$ 94.80	\$ 94.80
1	Hardware	Hardware	Logitech Sight	\$ 2,398.00	\$ 2,398.00
2	Hardware	Hardware	Rally Mic Pod	\$ 420.00	\$ 840.00
2	Hardware	Hardware	Rally Mic Mount	\$ 90.00	\$ 180.00
1	Hardware	Hardware	Mic Pod Cat Coupler	\$ 120.00	\$ 120.00
1	Hardware	Hardware	Rally Bar Mini abd Tap IP Bundle	\$ 4,320.00	\$ 4,320.00
1	Hardware	Hardware	Logitech Extend	\$ 958.00	\$ 958.00
1	Hardware	Hardware	Service Plan 3 years full replacement	\$ 1,198.90	\$ 1,198.90

Time & Materials TOTAL \$ 13,609.70

Managed Services

QTY	ITEM#	TYPE	DESCRIPTION	UNIT PRICE	TOTAL

Managed Services TOTAL \$ 0.00

Condition of Sales, Contingencies, Special Terms or Comments

	Installation	\$ 3,500.00
	Subtotal	\$ 13,609.70
	Taxes	\$ 0.00
	Due Now	\$ 13,609.70

Term: **MONTHLY PAYMENTS OF \$** _____

By signing this Agreement, Client acknowledges and agrees: (a) this Agreement is NON-CANCELABLE; (b) all terms and conditions on the reverse side are an integral part of this Agreement; (c) to fully understand all terms and conditions stated herein; and (d) this Agreement is the entire understanding between Client and Pacific Office Automation relating to the equipment and services described herein, and can be changed only by written agreement signed by both parties.

Client Authorization

Approved by Pacific Office Automation

SIGNATURE

BY

SIGNER NAME & TITLE

DATE

TITLE

DATE

MANAGED SERVICES AGREEMENT

Terms and Conditions

Pacific Office Automation and Client agree as follows:

1. Term of Agreement. The Agreement is effective upon the date of Client's signature and, unless otherwise stated herein, will remain in force for the term stated on this Agreement, and shall be automatically renewed for additional annual terms ("Renewal Term"), unless either party shall give written notice of cancellation between ninety (90) and thirty (30) days prior to the expiration of the initial term or any Renewal Term. Client shall be liable for all costs of collection including reasonable attorneys' fees incurred by POA to enforce its rights under this Agreement.

2. Fees and Payments. Client agrees to pay POA, at a minimum, the monthly payment amount agreed to on the front of the Agreement throughout the term and any Renewal Term of this Agreement and to pay all POA invoices within ten (10) days of receipt. Failure to pay invoices within thirty (30) days may result in an interruption of service. Client agrees that if POA determines, whether notified by Client or not, that the number of users and/or workstations increases or there is an increase in hardware during the term of this Agreement, POA may automatically adjust the monthly payment amount to reflect any increase. POA reserves the right to adjust the monthly payment amount each year during any term by an amount not to exceed 10% of such amount. If any third-party software is included in this Agreement, Client agrees that POA may increase Client's payment to reflect any increase made by the third-party software provider. Any and all services requested by the Client that fall outside of the terms of this Agreement will be considered "Projects" and will be quoted and billed as separate, individual services.

3. Late Fees. For any payment which is not received by its due date, Client agrees to pay a late charge equal to the higher of 10% of the amount due or \$22 (not to exceed the maximum amount permitted by law) as reasonable collection costs.

4. Suspension of Services. If an invoice for services or other charges under this Agreement remains unpaid following 30 days from the payment due date, upon 5 working days prior written notice to Client, POA may suspend performance of its obligations under this Agreement until such past due amount is paid. Client acknowledges that a suspension of services may restrict or prevent access to telephone, e-mail, applications, spam protection, anti-virus services, files, data, technical support services and backups. Any suspension of services shall not relieve Client from their payment obligations or have the effect of terminating this Agreement.

5. Taxes. The Client agrees to pay any applicable Federal, State, or local taxes that shall be added to invoices for materials or services rendered under this Agreement.

6. Coverage. Details of coverage are outlined on the first page of the Agreement. Costs to repair or replace hardware are not covered under the terms of this Agreement. Additional details of support and escalation can be provided upon written request. Services performed outside of standard business hours are not covered by this Agreement and are subject to additional fees. Any onsite service call requested by the Client where no service is necessary will be subject to standard chargeable fees.

7. Minimum Standards Required for Services. In order to provide effective services under this Agreement, the Client environment must conform to the following:

- All workstation and/or servers with Windows Operating systems must be running a version currently supported by the manufacture and all service packs and critical updates installed.
- All server and workstation software must be genuine, licensed, and vendor supported.
- The environment must have a currently licensed, up-to-date and vendor supported server based POA approved antivirus solution protecting all servers, workstations, and email.
- The environment must have a currently licensed, vendor supported, server based POA approved backup solution that can be monitored, and be able to issue notice of failures and successes.
- The environment must have a currently licensed, vendor supported POA approved hardware firewall between the internal network and the internet.
- All wireless data traffic in the environment must be securely encrypted.
- There must be an outside static IP address assigned to a network device allowing RDP and VPN access. Client must have an adequate internet connection and speed approved by POA.
- Client must ensure that environment has sufficient power to meet manufacturer's specifications on all hardware devices.
Costs required to bring Client's environment into compliance with minimum standards is not included in this Agreement. All work associated with bringing Client's environment with minimum standards must be contracted through and completed by POA.

8. Excluded Products and Services. Products and services NOT covered by this Agreement:

- Services on parts, equipment, or software not covered by vendor/manufacture warranty or support.
- The cost of any parts, equipment, or shipping charges of any kind.
- The cost of any software, licensing, or software renewal or upgrade fees of any kind.
- The cost of any third party vendor or manufacturer support or incident fees of any kind.
- The cost to bring the Client's environment into compliance with minimum standards for service.
- Failure due to acts of God, building modifications, power failures, or other adverse environmental conditions or factors.
- Service or repair made necessary by the alteration or modification of equipment other than as authorized by POA, including alterations, software installations or modifications of equipment made by Client employees or anyone other than POA.
- Maintenance of applications software packages, whether acquired from POA or any other source unless specified on this Agreement.
- Programming (modification of software code) and program (software) maintenance, except as specified on the first page of the Agreement.
- Any product or service not specifically provided on this Agreement.
- Training services of any kind.

9. POA is Exclusive Information Technology Provider. By entering this Agreement, Client agrees that POA is the exclusive provider, manager, and servicer of all Information Technology and similar products and services to Client. Client additionally agrees that it will not employ any internal Information Technology personnel during the term of this Agreement. During the term of this Agreement and for a period of one (1) thereafter, Client agrees to not recruit, solicit, employ, or engage for Client or any other person, any of POA's employees.

10. Anti-virus. Included in this Agreement are basic requirements for Client antivirus protection.

11. Moves. Included in this Agreement is one (1) workstation or hardware Move per every ten (10) Client users during each calendar month of this Agreement. This Move time must be scheduled in advance and there is no carryover of any unused Move time from any previous month.

12. Confidentiality. POA and its agents will not use or disclose Client information, except as necessary to or in conjunction with providing the agreed to services. POA will use commercially reasonable methods to prevent the unauthorized use of Client's confidential information.

13. Governing Law. This Agreement shall be governed by the internal laws of the State of Oregon. Client consents to the jurisdiction and venue of federal and state court in Oregon for any disputes arising out of this Agreement.

14. Severability. In the event any one or more of the provisions of this Agreement or any Appendix or Exhibit hereto is held to be invalid or otherwise unenforceable, the enforceability of the remaining provisions shall be unimpaired.

15. Indemnity. Client acknowledges that by entering into and performing its obligations under this Agreement, POA will not assume and should not be exposed to the business and operational risks associated with Client's business. Client therefore agrees to indemnify, defend and hold POA harmless from any and all third party claims, actions, damages, liabilities, costs and expenses (including attorneys' fees and expenses) arising out of or in any way related to the conduct of Client's business.

16. Liability. POA DOES NOT ACCEPT LIABILITY BEYOND THE REMEDIES SET FORTH HEREIN, INCLUDING ANY LIABILITY FOR SERVICES NOT BEING AVAILABLE FOR USE OR FOR LOST OR CORRUPTED DATA OR SOFTWARE, OR THE PROVISION OF SERVICES AND SUPPORT. POA WILL NOT BE LIABLE FOR LOST PROFITS, LOSS OF BUSINESS OR OTHER CONSEQUENTIAL, SPECIAL, INDIRECT, OR PUNITIVE DAMAGES, EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, OR FOR ANY CLAIM BY ANY THIRD PARTY RELATED TO THIS AGREEMENT. CLIENT AGREES THAT FOR ANY LIABILITY RELATED TO THE PURCHASE OF PRODUCTS OR SERVICES, POA IS NOT LIABLE OR RESPONSIBLE FOR ANY AMOUNT OF DAMAGES ABOVE THE AGGREGATE DOLLAR AMOUNT PAID BY CLIENT FOR THE PURCHASE OF SERVICES UNDER THIS AGREEMENT. IF NOT SPECIFICALLY PROVIDED HEREIN, POA MAKES NO WARRANTY OF MERCHANTABILITY OR WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE. CLIENT ACKNOWLEDGES THAT POA WOULD NOT ENTER INTO THIS AGREEMENT WITHOUT THESE LIMITATIONS ON LIABILITY.

17. Interim Fees. In the event of partial or staged delivery of any equipment, product, or services, POA reserves the right to charge customer interim rental and usage charges until such time as complete delivery, acceptance and commencement of the initial lease term. The interim rental fee shall be charged on a percentage basis of delivered equipment; interim usage charges will be billed on the same terms set forth herein.

18. Development Tools. POA will retain all right, title and interest in and to all software development tools, know-how, methodologies, processes, technologies or algorithms used in providing the services which are based on trade secrets or proprietary information of POA, or are otherwise owned or licensed by POA. Licenses will not be deemed to have been granted by either party to any of its patents, trade secrets, trademarks or copyrights except as otherwise expressly provided in this Agreement.

19. Entire Agreement and Modifications. Each party acknowledges that it has read this Agreement and further agrees that the Agreement is the complete and exclusive statement of the parties and supersedes and merges all prior proposals, understandings, and agreements, oral or written, between the parties relating to the subject matter hereof, including without limitation, the terms of any Client request for proposal. No modification, amendment, supplement to or waiver of this Agreement shall be binding upon the parties hereto unless made in writing and duly signed by both parties. Client may not assign or dispose of any rights or obligations under the Agreement without POA's prior written consent. Any consented to assignment shall not relieve the Client of its obligations under this Agreement.

Average Response Times (Business Hours 7:30 am to 5:30 pm)

Infrastructure Emergency (servers, multiple workstations)	15 minutes
Help Desk Response Time During Standard Business Hours	< 60 minutes
Avg. Onsite Response During Standard Business Hours	< 3 Hours
Non-critical On-Site Service Related Issues	<4 hours

SERVICE RATES

Rate for Standard Hours - 7:30am - 5:30pm	Included
Rate for After Hours Service - 5:30pm - 11:30pm	Current Mkt Rate
Rate for Overnight Service - 11:30pm - 7:30am	Current Mkt Rate
Rate for Holiday Service - All Day	Current Mkt Rate

Port of Astoria Conference Room Refresh

Port of Astoria
422 Gateway Ave ste 100
Astoria, OR 97103



a Christenson Company

124 SE 11th Ave., Suite B
Portland, OR 97214
503.484.5700
www.ohmsys.com

Project No.:
OHM S-3585
Modified: 11/14/2024
Revision: 5



Scope of Work

VIDEO CONFERENCING SYSTEM

AUDIO

Two black 8" wall mounted speakers will be wired and installed in the corners of the room near the dais.

A conferencing camera will be wall mounted and connected to the system.

The speakers will be powered by an amplifier located in the rack. The only audio that the speakers will play is audio coming for the owner-furnished laptop.

A wired black ceiling microphone will be provided and configured to provide local attendees and officials a way to be heard over a stream or conference call.

A digital signal processor will provide routing and equalization to the microphone and system.

A POE switch will power the microphone and provide a connection to the Dante network. The switch, a DSP, and other system electronics will be located in the existing rack located in the IT room.

A power outlet, 8u of rack space, and a connection to the existing network will be provided by others.

An owner-furnished laptop will connect to the audio system via USB cable through a wall jack near the control table.

Pathway to be provided by others from the rack to the microphone.

CONTROL

Control of the audio levels will be provided via an owner-furnished laptop.

OPTIONAL VIDEO DISTRIBUTION

VIDEO

A wired video connection to both the fixed display and display on the mobile cart will be provided.

OPTIONAL ASSISTIVE LISTENING SYSTEM

AUDIO

An assistive listening system will be provided and installed. The kit will include a rack mount transmitter, antenna extension, four neck worn receivers with ear speakers, and a charging bay.



Scope of Work

NOTES, INCLUSIONS, EXCLUSIONS:

DUE TO GLOBAL SUPPLY CHAIN ISSUES, WE CANNOT GUARANTEE THE TIMELY ARRIVAL AND AVAILABILITY OF EQUIPMENT. WE WILL MAKE EVERY EFFORT TO PROVIDE ALTERNATIVE SOLUTIONS WHEN NEEDED.

THIS PROPOSAL INCLUDES SHIPPING AND PERMITTING FOR OUR EQUIPMENT AND WORK. A STAFF TRAINING WILL BE PROVIDED.

EQUIPMENT PROCUREMENT, CABLING, INSTALLATION, AND CONFIGURATION IS INCLUDED.

NETWORK CONNECTIONS TO BE PROVIDED AT THE RACK BY OTHERS.

ALL NETWORK AND IT SERVICES BY OTHERS.

WORK TO BE COMPLETED DURING NORMAL BUSINESS HOURS 7AM-5PM MONDAY FRIDAY. WORK PERFORMED OUTSIDE OF THESE DAY AND HOURS WILL BE BILLED AT AN INCREASED COST.

CONDUIT/WIREMOLD PATHWAYS WILL BE PROVIDED BUT MAY BE PAINTED BY OTHERS.

Proposal

Port of Astoria Conference Room Refresh

AV CONFERENCING SYSTEM

-  1 **Aver CAM520 PRO3**
1080P 18 PTZ USB 3.0 Conference Camera w/ POE+, HDMI, WDR, RS-232

-  1 Arlington LV1-EACH
1-Gang Low Voltage Mounting Bracket EACH

-  1 Binary B-USB3-EXTAA-10
Binary USB 3.0 A-A (male-female) extender cable, 10 meter (32.8 feet)

-  1 CABLE USB2-1AB-BLACK
1 Foot USB 2.0 Type A Male to B Male Cable - Black


-  2 CONNECTOR PLUG-RJ45-CAT6
RJ45 Connector for CAT6 Wire

-  1 Heckler H599-BG
Professional Wall Mount for PTZ Cameras

-  WIRE CAT6PLWHT
CAT6 Plenum CMP UTP Wire White

-  1 Wiremold 5741WH
Steel, 1-Gang, Device Box, 500, 700 Series. Size: 1-3/8" Depth. White





-  1 Wiremold 700WH
Wiremold 700WH Raceway, 1-Piece, Steel, White, 3/4" x 21/32" x 10', 700 Series

-  2 **Biamp Systems DESONO DX-S8-UB-B BLACK**
8" High output coaxial surface mount indoor/outdoor loudspeaker w/ HF compression driver. 8 ohm or 70V/100V operation, included aluminum U-bracket & water-tight ClickPlug, black (priced individually, but sold in pairs)

- 2 Biamp Systems SPA-UBDX200-B
U-Bracket Kit, Aluminum with ClickPlug, DX-S8, black












Proposal

Port of Astoria Conference Room Refresh

-  WIRE 16/2PLBLK
16/2 Plenum Speaker Wire Black
-  8 Wiremold 700WH
Wiremold 700WH Raceway, 1-Piece, Steel, White, 3/4" x 21/32" x 10', 700 Series
-  1 **Biamp Systems REVAMP2120T**
2 Channel Class D Amplifier 2 X 120 Watts (70/100 Volts Or Rms @ 4 Ohms) Or In Bridge Mode 1 X 240 Watts (70/100 Volts Or Rms @ 8 Ohms), Convection Cooled, 1 U, 19" Rackmount
-  WIRE 22/2SHLDTINBLK
22/2 Shielded Tinned For Use in Rack
-  2 **C2G 6FT USB-C TO C CABLE**
6Ft USB-C To C 2.0 Male To Male Cable (5A)
-  1 **DigitaLinx DL-1UC1A-WPKT-W**
USB-C Wall Plate Extension Set, White
-  1 Arlington LV1-EACH
1-Gang Low Voltage Mounting Bracket
-  2 CONNECTOR PLUG-RJ45-CAT6
RJ45 Connector for CAT6 Wire
-  WIRE CAT6PLWHT
CAT6 Plenum CMP UTP Wire White
-  1 Wiremold 5741WH
Steel, 1-Gang, Device Box, 500, 700 Series. Size: 1-3/8" Depth. White
-  2 Wiremold 700WH
Wiremold 700WH Raceway, 1-Piece, Steel, White, 3/4" x 21/32" x 10', 700 Series
-  1 Wirepath WP-CAT6-CB-WHT
Cat6 Splice Block/Junction Box

Proposal










Port of Astoria Conference Room Refresh

-  1 **Leviton 88014**
1-Gang no device blank wallplate, standard size, thermoset, box mount, white color
-  1 **Netgear GSM4212P-100NAS**
AV Line M4250-10G2F-PoE+ 8x1G PoE+ 125W 2x1G and 2xSFP Managed Rack Mount Switch
-  1 **Owner Furnished LAPTOP OFE**
-  1 **Packedge WR-1**
Wireless Router with BakPak® Lite
-  1 Strong SR-SHELF-FIXED-1U-9D
Strong™ Half Depth Fixed Rack Shelf 1U
-  1 **RACK HARDWARE**
Rack Hardware, Lacing Bars, Wire Management
-  1 **Shure MXA920W-R**
CEILING ARRAY, WHITE, ROUND
-  2 CONNECTOR PLUG-RJ45-CAT6
RJ45 Connector for CAT6 Wire
-  1 Ohm Systems PROGRAMMING - DSP
Audio DSP Configuration & Programming
-  1 Shure A900W-R-PM
WHITE 1.5" Pole Mount Kit, Round, White Cover (Pole not included)
-  1 Strong SM-CEILING-CA-WH
Strong Cathedral Ceiling Adapter for Mount w/ 1.5 inch NPT Threading, White



Proposal


Port of Astoria Conference Room Refresh


- 
1
Strong SM-FIXPOLE-12-WH
Fixed extension pole for ceiling mount - 12 inch (white)
 - 
WIRE CAT6PLWHT
CAT6 Plenum CMP UTP Wire White
 - 
3
Wiremold 700WH
Wiremold 700WH Raceway, 1-Piece, Steel, White, 3/4" x 21/32" x 10', 700 Series
 - 
1
Shure P300-IMX
Audio Conferencing Processor
 - 
2
CABLE PATCHCABLE
Ethernet Patch Cable - Length, Color TBD
 - 
1
Ohm Systems PROGRAMMING - DSP
Audio DSP Configuration & Programming
 - 
1
WattBox WB-400-8
Power Conditioner | 8 Outlets
 - 
1
Liberty AV OSLLC- RHC B-02
2RU, Screen Printed Rack Header, 1 Color (White Ink)
 - 
1
WattBox WB-PWR-360-15FT-BLK
15 FOOT WattBox 360 Rotating Male Power Cord with 3-Prong IEC Socket, black
- AV CONFERENCING SYSTEM Total: \$24,980.00**


Proposal


Port of Astoria Conference Room Refresh


VIDEO DISTRIBUTION


-  1 **Atlona AT-HDR-CAT-2**
4K/HDR HDMI 2.0b HDBaseT HDMI 1 X 2 Distribution Amplifier


-  2 **Atlona AT-HDR-EX-70C-RX**
Atlona 4K HDR Receiver w/IR, RS-232, and PoE.


-  4 **CONNECTOR PLUG-RJ45-CAT6**
RJ45 Connector for CAT6 Wire


-  2 **ICC IC1078L6WH**
MOD CAT 6 EZ WHITE


-  2 **ICC IC107F01WH**
FCPLT FLT 1GNG 1PRT WHT

-  2 **Liberty AV HDPMM03F**
3' Liberty Premium 4K High Speed HDMI Cables with Ethernet Certified 18G


-  **WIRE CAT6RWHT**
CAT6 Riser CMR Wire White

-  2 **Wiremold 5741WH**
Steel, 1-Gang, Device Box, 500, 700 Series. Size: 1-3/8" Depth. White

-  6 **Wiremold 700WH**
Wiremold 700WH Raceway, 1-Piece, Steel, White, 3/4" x 21/32" x 10', 700 Series

-  1 **Liberty AV HDPMM03F**
3' Liberty Premium 4K High Speed HDMI Cables with Ethernet Certified 18G

- 1 **MATERIALS**
Installation Hardware & Materials

-  1 **Owner Furnished DISPLAY OFE**
Owner-furnished Video Display (Confirm Model)

Proposal

Port of Astoria Conference Room Refresh



- 1 **Owner Furnished DISPLAY OFE**
Owner-furnished Video Display (Confirm Model)



- 1 **Owner Furnished TV CART OFE**
[OFE] - Owner-furnished TV CART

VIDEO DISTRIBUTION Total: \$4,430.00

OPTIONAL ASSISTIVE LISTENING SYSTEM



- 1 **Listen Technologies LS-58-072**
Listen IDSP advanced level III stationary RF system (72 MHz)



- 1 **Hosa Technology NC3MXX-BAG**
Neutrik XLR3M Connector Male XLR Solder



- 5 **WIRE 22/2SHLDTINBLK**
22/2 Shielded Tinned For Use in Rack Only - Black

OPTIONAL ASSISTIVE LISTENING SYSTEM Total: \$3,470.00

PERMIT

- 1 **PERMIT**
Electrical Permit and Processing

PERMIT Total: \$200.00



Proposal

**Port of Astoria Conference Room
Refresh**

AV CONFERENCING SYSTEM	Total:	\$24,980.00
VIDEO DISTRIBUTION	Total:	\$4,430.00
OPTIONAL ASSISTIVE LISTENING SYSTEM	Total:	\$3,470.00
PERMIT	Total:	\$200.00

Project Summary

Total Installation Price:	\$33,080.00
Grand Total:	\$33,080.00



Terms & Conditions

Port of Astoria Conference Room Refresh

Port of Astoria
422 Gateway Ave ste 100
Astoria, OR 97103

Binding Agreement. The attached Proposal and Scope of Work, together with these Terms and Conditions (collectively, the "Agreement") constitute an offer made by Ohm Systems (the "Company") to the undersigned (the "Client") to provide certain products and/or services, and upon signature by Client below, the entire Agreement shall become effective and binding on both parties if signed within 60 days of the date of the Proposal. If these Terms and Conditions are not signed by Client within 60 days after the date of the Proposal, Ohm Systems' offer is revoked and this Agreement, in its entirety, shall be null and void.

Pricing. All prices offered in the Proposal shall be effective for a period of 60 days following the date of the Proposal. Prices represent the equipment and/or services listed in the quantities listed exclusively. Any change to the equipment, quantities, or scope of work performed must be mutually agreed to by the parties in writing and may result in an adjustment to the per unit price and/or final cost to the Client.

Payment Terms. The client agrees to pay Ohm Systems the total balance due pursuant to the payment schedule found in the Proposal. If payment is not received by the date indicated, a late fee of 5% of the unpaid balance may be assessed and Ohm Systems may suspend delivery of products and/or services until payment is received.

Warranty. Equipment supplied by Ohm Systems shall be covered by the equipment manufacturer's warranty exclusively. Workmanship by Ohm Systems shall be guaranteed to conform to industry standards for 1 year from the final installation date. THIS WARRANTY IS IN LIEU OF ALL OTHER WARRANTIES AND CONDITIONS. THERE ARE NO OTHER EXPRESS OR IMPLIED WARRANTIES OR CONDITIONS, INCLUDING THE IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.

Force Majeure. Neither party shall be liable in damages or have the right to terminate this Agreement for any delay or default in performing hereunder if such delay or default is caused by conditions beyond its control including but not limited to acts of God, governmental restrictions (including the denial or cancellation of any necessary license), wars, insurrections and/or any other cause beyond the reasonable control of the party whose performance is affecting.

Subcontracting and Assignability. Notwithstanding anything to the contrary in this Agreement, Ohm Systems may retain a subcontractor to perform all or any part of its obligations under this Agreement without Client's prior written approval. The retention of a subcontractor will not release Ohm Systems from any of its obligations under this Agreement. Furthermore, Ohm Systems may assign this Agreement, without the consent of Client, to the surviving entity in a merger or consolidation in which it participates or a purchaser of all or substantially all of its assets, so long as such surviving entity or purchaser shall expressly assume in writing the performance of all terms of this Agreement.

Disclaimer and Limitation of Liability. IN NO EVENT SHALL OHM SYSTEMS BE LIABLE FOR ANY DIRECT, SPECIAL, INCIDENTAL, OR CONSEQUENTIAL DAMAGES OF ANY KIND, INCLUDING LOSS OF PROFITS OR LOSS OF USE OR OTHER ECONOMIC LOSS, EVEN IF OHM SYSTEMS IS AWARE OF THE POTENTIAL FOR SUCH DAMAGES, LOST PROFITS, OR ECONOMIC LOSS. IN NO EVENT SHALL OHM SYSTEMS'S TOTAL LIABILITY IN CONNECTION WITH THIS PROPOSAL EXCEED THE AMOUNT ACTUALLY PAID TO OHM SYSTEMS BY CLIENT.

Governing Law. This Agreement will be governed by and construed in accordance with the laws of the State of Oregon, without regard to conflict-of-laws principles.



Terms & Conditions

Dispute Resolution; Attorney Fees. Any disputes arising out of or relating to the interpretation or enforcement of this Proposal will be submitted to binding arbitration using a single arbitrator applying the rules of the Arbitration Service of Portland, Inc. or such other rules as the parties have mutually agreed upon. Any arbitration shall occur in Portland, Oregon unless otherwise mutually agreed. The prevailing party as to any claim asserted in the arbitration shall be entitled to recover its reasonable attorney fees and costs, including the costs of the arbitration and any fees paid to the arbitrator, from the non-prevailing party.

Complete Agreement. The Proposal, Scope of Work and these Terms and Conditions, constitute the entire agreement and understanding of the parties and supersedes all prior understandings, whether written or oral, between or among the parties with respect to such subject matter. Any changes to the Proposal, Scope of Work or Terms and Conditions must be mutually agreed to in writing by the parties

Payment Schedule	Amount	Due Date
UPON ACCEPTANCE/PRE-ROUGH	\$23,156.00	
FINAL	\$9,924.00	

 Sonja Rheaume, President
Ohm Systems
a Christenson Company

Date

 Signature Date

 Name & title

PROPOSAL

Commission Chambers AV System

Port of Astoria

422 Gateway Avenue
Suite 100
Astoria, Oregon 97103

Revision: 4
Modified: 10/1/2024



Presented By:

Delta AV

2450 NW Eleven Mile Ave
Gresham, OR 97030 US
503-907-0137
deltaav.com



System Design Report

Delta AV was requested to provide a revised AV system design/build proposal for the new Port of Astoria commission hearing room.

Design Criteria – base system (Zoom conference capable)

- Two speakers
- Dais, testimony, presentation audio pickup
- Control Touch Screen
- Video Distribution System

Options

- Camera
- Wall Mount 2nd Monitor
- Room Acoustic Treatment
- Assistive Listening System

Existing Equipment

- Two 65" LCD monitors (one wall mounted, one on a cart)
- A wireless video link

The current system configuration has a single camera/microphone connected to a laptop (running Zoom) for audio and camera video. The far end video from the laptop connects to the monitor adjacent to the clerk position and the wireless link between the two monitors.

Delta AV proposes to provide the following base system:

Audio

Audio and video conferencing require specific audio processing to eliminate echoes. This processing is called acoustic echo cancellation (AEC). The echo is caused by sound from the loudspeakers (far end) being picked up by the in-room microphones and sent back to the far end with a small delay. Hence the echo effect.

A multi-channel ceiling (support beam) mounted microphone array with on-board AEC audio processing optimizes speech intelligibility for both low level in-room reinforcement (voice lift) and for the far-end participants.

Three speakers are mounted near the ceiling on the exposed wood structural beams. Two speakers provide coverage of the dais seating area, and one for coverage of the audience seating area. Each zone is on an independent channel to optimize speech intelligibility and minimize audio feedback.

Video

* Price Includes Accessories

Delta AV proposes a wired USB-C connection via a wall plate for connection of the Zoom laptop PC at the clerk position. The USB C connection provides for audio and video connection to and from the laptop PC. The USB connection is sent to a receiver located in the equipment rack. The receiver has an HDMI output and two USB connections. The HDMI output is connected to 1 x 2 distribution amplifier and sent to the monitors using a video/control over Cat6a cable system.

Control System

A control system is provided consisting of a control processor and a wall mounted 7" touch screen. This provides basic control functions of the audio DSP and a single point of control for system on/off (including LCD monitors). Once the system is configured little adjustment is required of the audio DSP. Basic level controls are available through the Zoom software application. Additional controls can be added to programming if required.

Option 1 - Camera

A pan/tilt/zoom camera is positioned toward the rear of the room and off to the left side. The camera is positioned so that to provide a full view of the commission. By positioning the camera to one side, a view of a presenter can be used. Camera aiming presets are programmed in the control panel for ease of use. The output of the camera is converted to USB and connected to the USB C transmission system for use by the Zoom laptop PC.

Option 2 – Wall mount 2nd monitor

The existing LCD monitor that is currently on a mobile cart is wall mounted. The new mount is extendable for service access and to optimize viewing angle for different room configurations.

Option 3 – Acoustic Treatment

The space is composed of all hard surfaces which creates a difficult environment for audio and video conferencing. Multiple sound reflections causes loss of voice articulation. To mitigate the current room design Delta AV strongly recommends that wall mounted acoustic panels be installed.

Option 4 - Assistive listening system (ALS)

Public spaces that use sound reinforcement for voice or program have an ADA (Americans with Disabilities Act) specification to provide additional support for the hearing impaired. An ALS system sized to the space and ADA requirement is provided and connected to the system. The system is wireless and operates on specific frequency set aside for ALS.

Project Specific Notes & Conditions

1. Cabling for the speakers, microphone array, and the camera are routed adjacent to the lighting system in the structural beams.
2. Rack mount equipment to be located in the IT rack in the adjacent room. Separate power conditioning is provided for AV equipment.
3. Network switch (PoE) and switch configuration to be provided by others. An AV VLAN is highly recommended. OFE network switch will need to be a managed switch capable of VLANs and layer 3 for handling multicast traffic, QoS, etc.
4. Labor pricing for Options includes warranty and freight.

General Notes & Conditions

1. This proposal contains confidential and proprietary information that cannot be reproduced or divulged, in whole or in part, without written authorization from Delta AV.
2. This proposal is good for 45 days from the above date.

* Price Includes Accessories

3. If a building permit is required to meet jurisdictional requirements, the permit will be acquired, and related expenses will be passed on in the final billing.
4. Pricing is based on single mobilization for installation. Re-mobilization required due to equipment delivery or availability delays, owner/project delays, changes in scope of work, or space availability may require a change order.
5. Project schedule begins upon receipt of a purchase order, a fully executed contract, or written notice of intent to proceed.
6. The above price is exclusive of bonding costs and inclusive of permit costs.
7. All materials are to be provided in standard factory finishes. Custom finishes are not included.
8. AC power, where required, is to be provided and installed by others.
9. All IP/Network cabling and local area network (LAN) connections are provided and installed by others.
10. All conduit, raceway, back boxes, in-wall boxes, poke-through locations, floor boxes, cable tray, and cable chases are provided by others.
11. No Millwork or modifications to millwork are included in the price quoted.
12. Any changes or modifications to the system, changes in scope, components of the system, or any other modification to the submitted equipment list will impact the price quoted.
13. All owner furnished equipment, accessories, and wiring incorporated into this scope of work is assumed to be in good working condition.
14. The warranty will begin with beneficial usage of the system, portions of the system, substantial completion or acceptance of the system, whichever is first. The warranty does not include owner furnished equipment.
15. Delta Systems Integration, Inc. is a licensed contractor in the states of Oregon, Washington, and Idaho.
 - Oregon contractor's license: CCB-113213
 - Oregon Ltd. Energy Contractor's License: 26-923CLE
 - Washington Low Voltage Contractor's License: DELTASI910QZ
 - Idaho Registered Entity Contractor: RCE-24587
15. Delta Systems Integration, Inc. is fully qualified for this type of system and has installation references available.
16. Pricing is based on model numbers on the equipment list. If any models are discontinued or have been replaced, it may affect the price.
17. Any support structures or modifications to support structures, backing behind sheetrock, which is necessary for the mounting of equipment, will be done by others. This includes seismic bracing and any labor associated with these exclusions.
18. Delta Systems Integration, Inc. field labor rate is based on work being performed during regular construction hours and the rate quoted herein is specific for this project. After hours are specifically excluded. Should after hours work be required, they will be quoted separately per incident.
19. Periodic progress billings per job schedule with balance due upon project completion, Net 30.

* Price Includes Accessories

Base System



1 **Audio Technica ATND1061DAN**
Beamforming Ceiling Array Microphone with DANTE

1 Delta AV HRSB



3 **QSC AC-S6T-WH**
Acousticcoverage Series - White



1 **Ashly Audio FX-60.4**
FX Series 250W 4 Channel 1/2RU Compact Class D Multi Mode Power Amplifier



2 **DigitalLinx DL-HD70**
4K 10.2G 70m HDBaseT extension set with RS232, IR, and flexible 2-way PoC

2 DigitalLinx DL-HD70 RX
[NB] - HDBaseT TX

2 DigitalLinx DL-HD70 TX
[NB] - HDBaseT TX

2 Generic Power Supply
[NB]



1 **Audinate ADP-DAO-AU-0X1**
1-Channel Analog Output Adapter for Dante Audio Network



1 **Audinate ADP-USB-AU-2X2**
Dante AVIO USB Adapter



1 **Crestron Electronics RMC4**
4-Series Control System



1 **Crestron Electronics TSW-770-W-S**
7 In. Wall Mount Touch Screen, White Smooth



2 **Xantech 282D**
Designer Emitter

* Price Includes Accessories



2 Xantech 28DES
Designer Emitter Shield



1 **DigitaLinx DL-1UC1A-WPKT-W**
USB-C Wall Plate Extension Set, White



1 **DigitaLinx DL-HD12-H2**
1x2 HDMI DA 4K60 4:4:4



1 **Furman Pro PL-8C**
15A Advanced Power Cond/Lights W/SMP, 9 Outlets, 1RU, 10Ft Cord

1 **Rack Hardware & Installation in OFE EQ Rack**

Equipment installed in OFE IT rack

1 **Custom Plates**

2G Decora, 1 Decroa insert with RJ-45 keystone hole, RJ-45 Jack Cat6, 2G box, Caddy 512 ACT box support

200 **Windy City Wire 1602P-GRY**

16 AWG 2 CON, 19X29 STRAND, BC PLENUM, SPKR - Color: Gray

200 **Windy City Wire CAT6P-GRY**

23 AWG 4 Pair Bare Copper, Non-Shielded Plenum Rated Category 6 [Gray]

1 **Delta AV Panduit Raceway Materials**

1 **OFCI TBD- Network Switch**

[OFE]

Equipment:	\$10,044.03
Labor:	\$22,271.47
Base System Total	\$32,315.50

Option 1 - Camera



1 **DataVideo PTC-140TW-6**
20x HDBaseT PTZ camera w/HDBT receiver (white)



1 **Magewell USB Capture HDMI Gen 2**
One channel high-definition USB capture device, generation 2

1 **Delta AV Cable Package**

* Price Includes Accessories

- 150 **Windy City Wire CAT6P-GRY**
23 AWG 4 Pair Bare Copper, Non-Shielded Plenum Rated Category 6 [Gray]



- 1 **Crestron Electronics CEN-IO-COM-102**
Wired Ethernet Module With 2 Com Ports

Equipment:	\$2,185.61
Labor:	\$2,200.50
Option 1 - Camera Total	Add \$4,386.11

Option 2 - Wall Mount 2nd Monitor



- 1 **Peerless-AV SUA771PU**
Designer Series Articulating Wall Mount - 42-90" - Black

Equipment:	\$447.14
Labor:	\$487.65
Option 2 - Wall Mount 2nd Monitor Total	Add \$934.79

Option 3 - Acoustic Wall Panels

- 7 **JASCO-USA 2" Quiet Touch 4x4**
4' x 4' x 2" Acoustic Wall Panels
- 1 **JASCO-USA 2" Quiet Touch 4x6**
4' x 6' x 2" Acoustic Wall Panels
- 2 **Panel Mounts**
Push-On Panel Impaler (box of 24)
- 1 **Installation Materials**

Equipment:	\$2,620.77
Labor:	\$3,540.00
Option 3 - Acoustic Wall Panels Total	Add \$6,160.77

Option 4 - Assistive Listening System



- 1 **Listen Technologies LS-53-216**
Listen iDSP Prime Level I stationary RF system (216 MHz) (LT-800 transmitter/LR-4200 receiver included)

[^] Price Includes Accessories



1 Listen Technologies LA-126
Antenna kit for rack mount (216 MHz), dark grey



1 Listen Technologies LA-326
Universal rack mount kit (for LT-82 transmitter)

Equipment:	\$2,047.54
Labor:	\$944.00
Option 4 - Assistive Listening System Total	Add \$2,991.54

* Price Includes Accessories

PROJECT SUMMARY

Base System Equipment:	\$10,044.03
Base System Labor:	\$22,271.47
Grand Total:	\$32,315.50


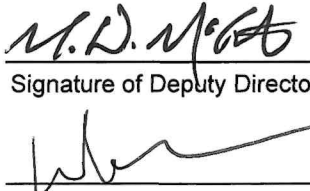
Client: Stacy Brady

Date

Contractor: Delta AV
26-923CLE | CCB 113213 | WA UBI 601-693-552-001

Date

REQUEST FOR EXPENDITURE

SECTION A	Date:	1/27/2025	Department:	Maintenance
	Staff Contact:	Joe Tadei	Vendor (if determined):	Triad Machinery, Inc.
	Project Name:	Reseal Hydraulic Center Swivel Assembly for LinkBelt		
	Location & Purpose of Service or Product:	The hydraulic center swivel assembly was found to be leaking during inspection of the LinkBelt crane and needs to be re-sealed.		
	Cost Estimate:	\$10,176.44		
SECTION B	1. Will services be performed on Port of Astoria property? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
	2. Does this expenditure exist within the Capital Projects List? (Original Budget Amount) <input checked="" type="checkbox"/> No / <input type="checkbox"/> Yes \$ 			
SECTION C	Account # for Item (ex: XXX-XX)	TOTAL NET OF GRANTS		
	FY 2024-2025 Budget for this Account	710-00		
	Amount Spent Year-to-Date for this Account	\$ 5,177,230	\$ 3,097,230	
	Amount Available to Spend for this Account	\$ 2,412,735	\$ 1,616,649	
	Amount Available to Spend for this Account	\$ 2,764,495	\$ 1,480,581	
Does this Request for Expenditure require Commission Approval (>=\$75,000)? <input checked="" type="checkbox"/> No / <input type="checkbox"/> Yes (Skip to D.4)				
SECTION D	3. Under Executive Director's discretion, will Request for Expenditure be submitted to Commission for approval? <input type="checkbox"/> No / <input checked="" type="checkbox"/> Yes			
	4. (Specify date of Commission meeting when item is scheduled to be heard/approved) <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">2-4-25</div>			
SECTION E	Signature of Department Head		Signature of Deputy Director	
	Date		Date	
				
	1-27-25		1-27-25	
Signature of Finance Director		Signature of Executive Director		
Date		Date		
		(required if cost is unbudgeted, or > \$5,000 budgeted)		

(over for Quotation Analysis)

Project: Reseal Hydraulic Center Swivel Assembly for LinkBelt

Project Manager: Joe Tadei

Quotes obtained by: Joe Tadei

Procurement Method: Small procurement Intermediate procurement Request for Bid
 Sole source Emergency Request for Proposal

Solicitation Method: Verbal quotes (informal) Requests for written quotes (informal) Public solicitation (formal)

Vendor	Amount	Description	Availability	Specific expertise	Other information
Triad Machinery, Inc.	\$10,176.44	Seal kit and labor included.	immediate		Triad Machinery is already working on replacing the computer system for the LinkBelt crane.
Vendor selection & justification: (REQUIRED)					



PORTLAND, OR
 18200 NE Riverside Parkway
 Portland, OR 97230
 Phone: (503) 254-5100
 Toll Free: 1-800-221-8512
 Fax: (503) 943-6604

SHIP TO

PORT OF ASTORIA
 422 GATEWAY AVE., SUITE 100
 ASTORIA OR 97103

SOLD TO

PORT OF ASTORIA
 422 GATEWAY AVE SUITE 100
 ASTORIA OR 97103

Branch		
05 - PORTLAND		
Date	Time	Page
01/23/2025	11:40:23 (O)	1
Account No.	Phone No.	Estimate No.
ASTOR005	503-741-3300	004826
Ship Via	Purchase Order	
	93-6001827	
	Salesperson	
	943	

ESTIMATE EXPIRY DATE: 03/24/2025

PARTS ESTIMATE

<u>Part#</u>	<u>Description</u>	<u>U</u>	<u>Qty</u>	<u>Price</u>	<u>Amount</u>
3J 12808	SEAL KIT		1	776.44	776.44
LABOR05	Shop Labor		50	185.00	9250.00
ORINGS	MISC ORINGS		1	150.00	150.00

Subtotal: 10176.44

Tax: .00

TOTAL: 10176.44

Authorization: _____