

**MEETING MINUTES
JULY 02, 2024**

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

Call to Order

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

Roll Call

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

Staff Present: Executive Director Will Isom; Deputy Director Matt McGrath; Finance & HR Director Melanie Howard; Executive Assistant Dianna Delgado.

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

Also Attending: Astoria City Councilor Tom Brownson, Seth Otto of Maul Foster Alongi, Kelsey Balensifer of NW Natural, Rebecca Norden-Bright of *The Astorian*.

Pledge of Allegiance

Commission

4a. Elect Officers for Fiscal Year 2024-2025

Commissioner Robert Stevens announced the election of officers for the fiscal year 2024-2025. The voice vote is public and requires no nominations or a second motion. Commissioner Jim Campbell nominated Commissioner Stevens as Chairman and for all Commissioners to keep their current positions. No other nominations were made.

The Commission voted unanimously to make no changes to the current Commissioner positions.

Commissioner Stevens was declared Commission Chairman.

Commissioner Spence was declared Commission Vice-President.

Commissioner Campbell was declared Commission Treasurer.

Commissioner Hill was declared Commission Secretary.

Commissioner Rhone was declared Commission Assistant Secretary/Treasurer.

Commission Reports

Commissioner Hill did not have anything to report.

Commissioner Spence reported on the following:

In early 2024, Port Agency Intercruises requested that the Port enroll in their reimbursable services program. In this program, the Port must purchase equipment and pay for additional personnel to complete passenger processing upon arrival. The Norwegian Jewel visited the Port on June 28th. Upon its arrival, there were no issues with passenger processing. Commissioner Spence believes that Intercruises was able to find a solution to process passengers while on board.

Commissioner Rohne did not have anything to report.

Commissioner Campbell did not have anything to report.

Commissioner Stevens reported on the following:

Gratitude is extended to the Port Commissioners and leadership team for their confidence and support throughout the last year. It was a great year for the Port, with many significant accomplishments.

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:

- Minutes – Budget Committee 5/22/2024; Regular Session 6/4/2024
- Financials – May 2024
- Event Calendar – July 2024

Commissioner Spence moved to approve the consent calendar as presented. Commissioner Campbell seconded. The motion carried 5-0 amongst the Commissioners present.

Action Items:

9a. Commission Committee Assignments 2024-2025

The Port Commission can choose to change their committee assignments if they desire.

- Commissioner Spence's committee assignments remain unchanged.
- Commissioner Campbell's committee assignments remain unchanged.
- Commissioner Hill requested reassignment of the Clatsop Economic Development Resources (CEDR) committee due to difficulties with virtual meetings resulting from hearing impairment. Commissioner Rhone assumed responsibility for the CEDR Committee.
- Commissioner Rhone took on the committee assignment for CEDR. All other committee assignments remain unchanged.
- Commissioner Stevens's committee assignments remain unchanged.

9b. Resolution 2024-04 Making Business Appointments and Authorizations

- Commissioner Stevens explained that the resolution for making business appointments and authorizations is visited annually.
- Commissioner Spence clarified that once the resolution has been approved, the Officers for the Board of Commissioners will be updated, and the resolution will be signed.

Commissioner Rhone moved to approve Resolution 2024-04 Making Business Appointments and Authorizations. Commissioner Spence seconded. The motion carried 5-0 amongst the Commissioners present.

9c. Letter of Engagement for audit firm Talbot, Korvola, & Warwick, LLP

- Commissioner Spence asked Executive Director Will Isom how long it has been since the Port worked with an audit firm other than Talbot, Korvola, & Warwick, LLP (TKW), and what the Port's policy is on switching auditing firms. Isom mentioned there is not a specific policy on this. TKW is an excellent firm known for good communication, affordability, speed, and efficiency.

- Commissioner Spence added that it has been great having TKW and noted their contribution to improving the Port's bookkeeping over the past eight years.

Commissioner Campbell moved to approve the Letter of Engagement for audit firm Talbot, Korvola, & Warwick, LLP. Commissioner Spence seconded. The motion carried 5-0 amongst the Commissioners present.

9d. Boatyard Master Plan

Isom began the discussion of the Boatyard Master Plan discussion with the following:

- The Boatyard Master Plan was presented to the Port Commission as an advisory item during the May 21, 2024, workshop session to address any final questions or concerns.
- Isom, Deputy Director Matt McGrath, and Commissioners Stevens and Campbell met with Maul Foster Alongi (MFA) to review the Boatyard Master Plan in detail, address any concerns, and inquire about the project.
- Some Commission members raised concerns regarding expenses, space utilization, and the preservation of space for emergency purposes. MFA's approach includes reviewing the Boatyard's performance and the progress of the master plan after each phase is completed.
- The Boatyard's revenue has increased by 280% over the last five years, highlighting its value as an asset and worth investing in.

Seth Otto of Maul Foster Alongi (MFA) joined the Regular Session via Zoom to discuss the overview of the final Boatyard Master Plan and answer any questions. The meeting audio provides a full discussion.

Commissioner Dirk Rhone remarked that the Boatyard Master Plan has been a thorough and deliberate process involving extensive community and stakeholder engagement. Having a Master Plan has allowed the Port to have a project fit to pursue grant awards and garner community support.

Commissioner Rhone moved to approve the Boatyard Master Plan. 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:

- Deputy Director McGrath participated in an Industrial Symbiosis Tour organized by the Center for Sustainable Infrastructure in Denmark from June 9 to 15. The tour aims to educate industries on industrial symbiosis and encourage regional implementation. The development of the Airport Industrial Park, Pier 2 West rehabilitation, and the Byproduct Recovery Center made the Port a suitable candidate for this opportunity. See the meeting audio for a debrief and complete discussion.
- Scoular Facility has resumed fish waste processing. Since May, the facility has produced one million pounds of processed fish waste and 200,000 pounds in the last week.
- The Port has formally filed an appeal regarding the enforcement letter from the Department of Environmental Quality (DEQ) concerning stormwater violations at Pier 2. The appeal meeting is scheduled for July 17.
- Isom and McGrath met with two members of the Pacific Northwest Waterways Association (PNWA), Executive Director Neil Maunu and Government Relations Director Dena Horton,

to discuss strategies for securing support for the Boatyard Master Plan and dredging projects at the Port.

- The Finance Committee meeting originally scheduled for July 10 has been postponed. No date has been determined.
- The Port of Astoria administrative office will be closed on July 4th in observance of Independence Day.
- The Commission Chambers at the 422 Gateway building are anticipated to be completed before the next Commission meeting. The lease for Suite 209 will be an action item at the Port Workshop Session scheduled for July 16.
- A log ship will arrive at the Port on July 6th.

Upcoming Meeting Dates:

- Workshop Session – July 16, 2024 at 4:00 PM
- Regular Session – August 6, 2024 at 4:00 PM

Adjourned:

Chairman Stevens adjourned the meeting at 4:55 PM.

APPROVED:



Robert Stevens, Board Chairman
Board of Commissioners

ATTEST:



Tim Hill, Secretary
Board of Commissioners

Respectfully submitted by:
Dianna Delgado
Executive Assistant

September 3, 2024
Date Approved by Commission