

**MEETING MINUTES
JULY 16, 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; Frank Spence; Jim Campbell; Tim Hill; and Dirk Rohne.

Staff Present: Executive Director Will Isom; Deputy Director Matt McGrath; Terminal & Customer Support Manager Sue Transue; Executive Assistant Dianna Delgado.

Port Counsel: Eileen Eakins was present via Zoom.

Also Attending: Len Tumbarello of Northwest Oregon Works, Kathleen MacArthur of Theriot Chiropractic, and Rebecca Norden-Bright of *The Astorian*.

Pledge of Allegiance

Changes/Additions to the Agenda:

Executive Director Will Isom proposed a change to the agenda. At the request of Port's attorney, Eileen Eakins, action item 7d was placed ahead of action item 7a for discussion, and action item 7b was removed from the agenda to obtain additional quotes.

Commissioner Rhone moved to approve the agenda as amended. Commissioner Spence seconded. The motion carried 5-0 amongst the Commissioners present.

Public Comment:

Rob Steines a restaurant owner and local fisherman, highlighted the Boatyard's value for boat maintenance and repairs. It is a significant asset to the community and a great resource for fishermen.

Award Presentation:

6a. Northwest Oregon Works Grant

The Port of Astoria submitted a request to Northwest Oregon Works (NOW) for funding to purchase a forklift to aid with maritime operations at the Boatyard.

Len Tumbarello of NOW prefaced the grant award with the following:

- NOW is a workforce development board that serves Benton, Clatsop, Columbia, Lincoln, and Tillamook Counties.
- Responsibilities include the management of NOW funds and strategic investment in maritime operations.
- NOW granted the Port an award of \$11,500.00.

Isom expressed appreciation for NOW's support of the Port and the grants received, including \$25,000 awarded on June 23, 2023, which will help fund the Boatyard's development. The Board of Commissioners has approved the Boatyard Master Plan, and planning for Phase 1 has begun. The grant awarded by NOW is a great way to mark the start of the master plan.

Action Items:

7a. Resolution 2024-05 Amending Public Contracting Rules and Procedures

- On the April 16, 2024 workshop session, Port Counsel Eileen Eakins shared the Port's contracting and purchasing policy, which was last updated in 2017. During the presentation, Eakins noted that an update to the purchasing and contracting policy was necessary due to changes in the law.
- Eakins explained the specific changes made to the policy. For a complete description and highlights, please refer to the meeting audio.
- Isom explained that the Port adopts a conservative approach to spending. Any large, unbudgeted items not listed on the adopted budget are presented to the Commission for approval, as Isom believes it is the most appropriate course of action. Isom added that there are separate policies for Port staff based on their roles, including guidelines for company credit card users, which specify a maximum spending amount before requiring approval.
- Commissioner Frank Spence expressed trust in Isom and the Port's leadership team and feels comfortable with the changes made to the Port's Contract and Purchasing Policy.

Commissioner Rhone moved to approve Resolution 2024-05 Amending Public Contracting Rules and Procedures. Commissioner Spence seconded. The motion carried 5-0 amongst the Commissioners present.

7c. RFE# 0191 Flat Bed for Maintenance Truck

Isom presented the request for expenditure #0191 to purchase a flatbed for one of the Port's maintenance trucks. Director of Maintenance Joe Tadei acquired three quotes, with Diamond K Sales as the lowest bidder. Diamond K's quote does not include installation, allowing the maintenance department to complete the installation in-house.

Commissioner Campbell moved to approve RFE# 0191 Flat Bed for Maintenance Truck. Commissioner Rhone seconded. The motion carried 5-0 amongst the Commissioners present.

7d. Review and Approve Lease Agreement for Suite 209

Terminal & Customer Support Manager Sue Transue presented the lease agreement for suite 209 to the Commission for review and approval. The lease presented was a five-year agreement between Theriot Chiropractic and the Port and would require construction and modifications to the space. Deputy Director Matt McGrath explained to the Commission that any changes to the space must pass engineering standards and be able to support any equipment in the chiropractic office.

Commissioner Rhone moved to approve the Lease Agreement for Suite 209. Commissioner Spence seconded. The motion carried 5-0 amongst the Commissioners present.

Commission Comments:

Commissioner Campbell commented on the following:

The location of the new commission chambers is more convenient.

Commissioner Rohne commented on the following:

Thanks to the new tenants of Suite 209. The maintenance staff did a great job creating a new meeting place for the Port Commission.

Commissioner Spence commented on the following:

Compliments to the maintenance crew for transforming the space at the 422 Gateway building into a new meeting room.

Commissioner Hill commented on the following:

Echo all the comments made about the new meeting room.

Commissioner Stevens did not have any comments.

Executive Director Comments:

- Thanks to the maintenance team for completing the work to create a meeting place in 40 days.
- Thanks to Wells Electrical Contracting for helping finalize the electrical work in the new meeting room on short notice.
- Discussions were held with McGrath and Popkin Real Estate (“Popkin”) regarding the redevelopment of the Riverwalk Hotel, marking the initial phase of the Waterfront Master Plan. Tentatively, the staff will present an intent to bid to the Commission at the August 16th Workshop Session. This intent to bid aims to gauge the interest and qualifications of potential bidders. The selection process will include proposal submissions, site tours, interviews, and a recommendation from Port’s staff leadership team to the Commission for final approval.
- Popkin has engaged in several projects with the Port, including the division of a tax lot, development initiatives at the Airport, and evaluations of Port-owned properties.
- Information regarding urban renewal funds was obtained from the City of Astoria during a meeting with the City Manager. The City Council intends to devise a plan for allocating and investing these funds. The Boatyard is a strong candidate for these funds due to its early project state and substantial community support. A meeting will be scheduled with the Astoria City Mayor, the City Manager, the Oregon State Bar Commission President, and Commissioner Robert Stevens to discuss the logistics of the fund acquisition request before the Commission’s review.
- A meeting with the Clatsop County Planning Manager was conducted to perform an economic opportunity analysis focusing on regional economic pillars and the “blue economy.” Clatsop County solicited input from the Port.
- The meeting with the Department of Environmental Quality (DEQ) to appeal the recent fine is set for July 17th.
- Congresswoman Suzanne Bonamici will host an invite-only small ports forum on Thursday, July 18, at 10 a.m.
- A letter was received from former Senator Betsy Johnson, including a Port of Astoria mooring basin lease dated August 25th, 1947, for a month-long moorage at the basin for \$10.
-


Upcoming Meeting Dates:

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

Adjourned:

Chairman Stevens adjourned the meeting at 5:52 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