



**MEETING MINUTES
JUNE 04, 2024**

PORT OF ASTORIA
BUDGET ADOPTION HEARING
AND REGULAR SESSION
PIER ONE BUILDING
#10 PIER 1, SUITE 209
ASTORIA, OR 97103

BUDGET ADOPTION HEARING

Call to Order

Chairman Stevens called the Budget Adoption Hearing 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; Director of Maintenance Joe Tadei; Executive Assistant Dianna Delgado.

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

Also Attending: Tony Bogh of Bogh Electric and Rebecca Norden-Bright of *The Astorian*.

Pledge of Allegiance

Presentation of Approved Budget for Fiscal Year 2024-2025

Finance & HR Director Melanie Howard reviewed the Approved Budget as approved by the Budget Committee for fiscal year 2024-2025. The General Fund appropriated amounts consist of \$3,283,192 for Personnel Services, \$5,993,482 for Materials & Services, \$5,177,230 for Capital Outlay, and \$1,683,399 for Debt Service for a General Fund total of \$16,137,303. The Special Revenue Fund Interfund Transfer consists of \$192,580. The total presented budget is \$17,655,537. Resolution 2024-03 imposes the taxes provided for in the adopted budget at the rate of \$.1256 per \$1,000.

Commissioner Spence spoke of the following.

- The budgeted amount listed under Capital Projects – Boatyard Equipment of \$1.4 million is for a 150 MT lift.
- Given the amount budgeted for capital projects and operations at the Airport, Commissioner Spence supports the appointment of an Airport Director of Operations and asks that his support be considered. Commissioner Rhone disagreed. See the meeting audio for the full discussion.

Call for Public Comment on Proposed Budget

No public comment requests were received.

Adjourned

Chairman Stevens adjourned the meeting at 4:07 PM.

REGULAR SESSION

Call to Order

Chairman Stevens called the Budget Adoption Hearing to order at 4:07 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:

- Minutes – Regular Session 4/16/24; Regular Session 5/7/24; Budget Committee 5/15/24; Workshop Session 5/21/24
- Financials – April 2024
- Event Calendar – June 2024
- Executive Director Contract

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

Action Items

12a. Resolution 2024-02 Adopting the Budget for Fiscal Year 2024-2025

The total adopted budget for the fiscal year 2024-25 is \$17,655,537.

Commissioner Rohne moved to approve the 2024-02 Resolution to Adopt the Budget and Make Appropriations for the Fiscal Year 2024-2025. Commissioner Spence seconded. The motion carried 5-0 amongst the Commissioners present.

12b. Resolution 2024-03 Imposing and Categorizing Taxes 2024-2025

Taxes provided for in the adopted budget for fiscal year 2024-25 are imposed at the rate of \$.1256 per \$1,000.

Commissioner Spence moved to approve the 2024-03 Resolution Imposing and Categorizing Taxes for the Fiscal Year 2024-2025. Commissioner Campbell seconded. The motion carried 5-0 amongst the Commissioners present.

12c. RE #0138 Maintenance Flatbed

Executive Director Will Isom explained that this request for expenditure was initially presented to the commission in 2020 during the COVID-19 pandemic. This expenditure was allotted for in the 2020 Capital Projects list but had to be postponed due to the Port reducing expenses. Over recent years, the Port has implemented a program for the maintenance department to replace equipment as needed. The cost estimate is \$51,040, and it will be purchased from Astoria Ford.

Commissioner Campbell moved to approve RE #0138 Purchase of Maintenance Flatbed Truck. Commissioner Hill seconded. The motion carried 5-0 amongst the Commissioners present.

12d. RE #0180 Security Truck

Isom directs the Port Commission to page 40 of the meeting packet for a summary of the request for expenditure. Isom explains that The Federal Emergency Management Agency will fund 75% of the purchase, and the Port will cover 25% of the cost. Due to the vehicle's characteristics and features, only three nearby dealerships could fulfill this order. The nearest and second lowest bidder, Lum's Automotive Center, was awarded the bid for \$64,585.

Commissioner Spence moved to approve RE #0180 Purchase of Security Truck. Commissioner Campbell seconded. The motion carried 5-0 amongst the Commissioners present.

12e. RE #0186 Pier 1 Generator ATS – Electrical Services

The Pier 1 building generator Automatic Transfer Switch (ATS) replacement is one of the projects funded by the Security Grant awarded to the Port in 2022. Three bids were received for this project: MD Electric, Wells Electrical Contracting (WEC), and Bogh Electric. The project requires an interruption to electric services for a weekend (Friday afternoon to Monday morning), which WEC is able to accommodate. Commissioner Spence pointed out that the bidding amount difference between WEC and Bogh Electric is roughly \$10,000.

The Commission invited Tony Bogh to speak on behalf of Bogh Electric's bid for the Pier 1 Generator ATS project. Highlights include the following:

- Bogh had excavating and power companies assess the wiring and conductors before submitting the bid to the Port. The biggest concern is the wiring being redirected to reach the ATS.
- Bogh's bid states that, if in good condition, the existing wiring would be used for the new ATS.
- Bogh is able to accommodate for work to be completed during the weekend as required.
- Since the ATS initially selected for this project was unavailable, a replacement was found, but it did not meet the characteristics considered "service-rated." To get the ATS to the National Electric Code, Platt Supply (electrical contractor) recommended a service-rated disconnect, which is included in Bogh's bid.

Director of Maintenance Joe Tadei explained that the competency of the bidding contractors was not a factor in the selection process. WEC's bid showed a worst-case scenario quote, which made the bidder more favorable. After discussion, Bogh Electric was awarded the project.

Commissioner Campbell moved to approve RE #0186 Pier 1 Generator ATS – Electrical Services by Bogh Electric. Commissioner Spence seconded. The motion carried 5-0 amongst the Commissioners present.

12f. RE #0188 Recology Pad Extension

Isom refers the Port Commission to page 59 of the meeting packet for a summary of the Recology Gravel Pad Extension project and bids. Commissioner Campbell and Stevens showed concern regarding the materials used for the finish of the Recology pad, as one bidder listed wood chips as a material used to finish the pad extension. McGrath assured the Commissioners that the project would be closely monitored to ensure the correct materials were used, and the Port Commission would approve any additional expenses not listed on the bid. The project was awarded to Custom Excavating, the lowest bidder.

Commissioner Rhone moved to approve RE #0188 Recology Gravel Pad Extension. Commissioner Spence seconded. The motion carried 5-0 amongst the Commissioners present.

Public Comment for items not on the agenda

There were no public comments.

Commission Reports:

Commissioner Hill did not have anything to report.

Commissioner Spence reported on the following:

A reminder that it is Rose Festival Fleet Week in Portland. The Port is fortunate to have two Navy ships visiting. The Port Commission and leadership team have been invited to attend the Astoria Fleet Reception on Tuesday, June 4, at 5:00 PM. Commissioner Spence welcomes and thanks the U.S. Navy ships.

Commissioner Rohne did not have anything to report.

Commissioner Campbell reported on the following:

Noticed excavation taking place near the Pier One building. McGrath explained that the excavation is being done for flood control in the building.

Commissioner Stevens reported on the following:

As reported in the Daily Astorian, Governor Tina Kotek announced that she is proposing a \$40 million investment to the Port of Portland to maintain its capability to handle container cargo.

Executive Director Comments

Isom's comments were the following:

- The USS Montgomery and USS Augusta are docked at the Port and are offering the community the opportunity to tour the ships. The USS Montgomery is expected to leave on Wednesday, and the USS Augusta is expected to leave on Thursday.
- The Port received an enforcement letter from the Oregon Department of Environmental Quality (DEQ) for stormwater violations on Pier 2. Enforcement letters were also sent to Bornstein and Da Yang Seafoods based on 2023 inspections. According to the letter, seafood processing waste was observed in the river adjacent to the Pier, and fish waste was leaking, which was observed in the cracks in the Pier deck.
- The Port has been transparent with DEQ on the issues the Port is experiencing at Pier 2 and the projects underway to solve those problems. DEQ has been part of many site inspections and meetings to put a plan together for the Byproduct Recovery System and is aware of the master plan for the rehabilitation of Pier 2. The Port has 20 calendar days from May 23rd, 2024, to appeal the enforcement. The Port plans to appeal the letter of enforcement.
- Suite 209 will be occupied starting July 3rd. The Port Commission meetings are expected to begin in the old Commission Chambers located in the 422 Gateway building on July 16th.
- Feedback on the Boatyard Master Plan was due on May 31st. No feedback was received. The Master Plan will be on the agenda for the upcoming Commission meeting on June 18th.
- Isom thanked Melanie for her exceptional work in preparing the adopted budget for the fiscal year 2024-2025.

Commissioner Campbell asked for a meeting with Maul Foster Alongi (MFA) to discuss the Boatyard Master Plan and discuss any questions and concerns. Isom will arrange a meeting with Commissioner Campbell, Stevens, and MFA. Isom asked that the questions and comments be submitted before the meeting so that MFA can be prepared and ensure the meeting is successful and efficient. See the meeting audio for full discussion.

Upcoming Meeting Dates

- Workshop Session – June 18, 2024 at 4:00 PM
- Regular Session – July 2, 2024 at 4:00 PM

Adjourned

Chairman Stevens adjourned the meeting at 5:12 PM.



Port of Astoria

APPROVED:

Robert Stevens, Board Chairman
Board of Commissioners

ATTEST:

Tim Hill, Secretary
Board of Commissioners

Respectfully submitted by:
Dianna Delgado
Executive Assistant

July 2nd, 2024

Date Approved by Commission