



**MEETING MINUTES
AUGUST 20, 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; Finance & HR Director Melanie Howard.

Port Counsel: Eileen Eakins was not present.

Also Attending: Patrick Loftus and Jacob Fulk of Pacific Office Automation; Rebecca Norden-Bright of *The Astorian*.

Pledge of Allegiance

Changes/Additions to the Agenda:

There were no changes to the agenda.

Public Comment:

No public comment was received.

Action Items:

6a. Contract for IT Services – Pacific Office Automation

- Deputy Director Matt McGrath presented the 5-year contract for IT services with Pacific Office Automation (POA) for approval. McGrath explained that in late 2023, the Port conducted a thorough review of its IT provider to better understand the current services and clarify expectations for how the Port's IT services should be managed. A consultant was brought in to help prepare a scope of work before issuing a Request for Proposal (RFP) to ensure a clear understanding of the Port's requirements for a new IT services provider. The RFP was published in February 2024, and two proposals were received—from iFocus and POA.
- Patrick Loftus, IT Sales Engineer for Pacific Office Automation (POA), spoke before the Commission regarding the IT services contract. Key points of the presentation included the discovery of outdated hardware, with recommendations to replace both the hardware and firewalls. POA also conducted inspections of connections in buildings, cameras, and equipment to ensure systems and servers are protected from modern threats. Loftus

emphasized POA's commitment to providing both proactive and reactive support through its partnerships with various companies. The contract includes 24/7 monitoring, unlimited help desk access, Endpoint Detection and Response (EDR) solutions, and data protection for both the Port and its tenants. Loftus also noted that POA employs close to 100 help desk technicians and 60 support staff, with monthly meetings held to identify recurring issues and develop solutions or recommendations to prevent them in the future.

- Commissioner Dirk Rohne inquired about the cost comparison between the Port's current IT services and the proposed services from POA, and he expressed concern about committing to a 5-year contract. McGrath explained that POA would incur significant expenses in the first year, making the 5-year contract the most practical approach. He also emphasized that there is no perceived risk in entering a long-term agreement with a company like POA, given their strong reputation and portfolio. McGrath expressed confidence that POA is the right provider for the Port, noting that the decision to select POA was unanimous upon review of the proposals.
- Jacob Fulk, Account Manager of POA, explained to the Commission that IT contracts are often longer in duration because the bulk of the vendor's expenses occur during the first year, and longer contracts allow for more competitive pricing over time. He also noted that POA will act as a liaison for the Port, assisting with troubleshooting and communication with phone and copier vendors. As one of the largest copier providers in the nation, POA brings a high level of expertise and understanding of the equipment, making them a competitive and competent provider for the Port's needs.
- Commissioner Robert Stevens requested clarification on the availability of resident technicians. POA explained that they have roaming technicians assigned by zip code, ensuring they are accessible when needed. While technicians are dispatched to the field as required, POA noted that 90% of service requests are typically resolved remotely.

Commissioner Rhone moved to approve the Contract Between the Port of Astoria and Pacific Office Automation. Commissioner Spence seconded. The motion carried 5-0 amongst the Commissioners present.

6b. Contract –Pier 2 Byproduct Recovery Center

- Isom presented a letter from Business Oregon outlining the \$60,000 award granted to the Port for the Byproduct Recovery Center (BRC) and requested the Commission's approval for acceptance. Isom and McGrath also participated in a call with several coastal ports, seafood processors, the Department of Environmental Quality (DEQ), representatives from Governor Tina Kotek's office, and Business Oregon. The discussion centered around BRCs and wastewater processing, highlighting opportunities for collaboration between ports and related industries on byproduct recovery initiatives.
- Commissioner Spence inquired about the recent fine issued by DEQ. Isom clarified that the Port is not being charged daily for the violations. The notice was related to a violation of the 1200-Z permit for stormwater and the inability to properly route and contain stormwater due to structural issues at Pier 2.

Commissioner Rohne moved to approve the Contract – Pier 2 Byproduct Recovery Center. Commissioner Spence seconded. The motion carried 5-0 amongst the Commissioners present.

Commission Comments:

Commissioner Hill did not have any comments.

Commissioner Spence commented on the following:

- A cruise ship will visit the Port on August 22nd.
- Asked if there have been any changes or updates to the U.S. Customs and Border Protection (CBP) passenger processing procedures since the last Commission meeting, particularly in light of multiple cancellations from Princess cruise ships. McGrath responded that there have been no changes to the CBP procedures at this time.

Commissioner Rohne commented on the following:

Thanks were extended to all Commissioners who attended the Finance Committee meeting, as well as to Finance & HR Director Melanie Howard.

Commissioner Campbell commented on the following:

Noted that there are a significant number of logs ready for pickup at Pier 2 and asked about the arrival of the next log vessel for export. Isom stated that the next log vessel is scheduled to arrive at the Port during the third week of September.

Commissioner Stevens commented on the following:

- Attended the Finance Committee meeting and expressed an interest in seeing the Committee take on a more active role in discussions and provide greater support for financial matters at the Port, particularly by contributing input and preparing by doing research on the topics to discuss.
- Currently, efforts are underway to arrange a visit from Representative Cyrus Javadi, with a tentative date set for September 27th.
- Attended the mandatory SDAO Training for Board of Commissioners. While no Port staff or other Commissioners were present, it was noted that this training may soon become a state requirement.

Executive Director Comments:

- Saturday August 24th will be the Airport Open House and Fly-In at the Astoria Regional Airport. Last year, the event had a great turnout, and it is hoped that this year will see similar success as the Airport staff, along with Finance & HR Director Melanie Howard, have worked diligently to organize the event.
- The retirement of Walt Postlewait from the Budget and Finance Committees was announced at the Finance Committee meeting on August 14th. The Port's leadership team has drafted a letter to thank Postlewait for his service, hard work, and the time he invested in supporting the Port.

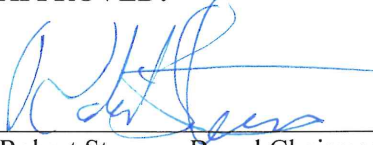
Upcoming Meeting Dates:

- Regular Meeting – September 3, 2024, at 4:00 PM
- Workshop Session – September 17, 2024, at 4:00 PM

Adjourned:

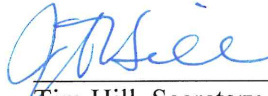
Chairman Stevens adjourned the meeting at 5:17 PM.

APPROVED:



Robert Stevens, Board Chairman
Board of Commissioners

ATTEST:



Tim Hill, Secretary
Board of Commissioners

Respectfully submitted by:
Dianna Delgado
Executive Assistant

October 1, 2024
Date Approved by Commission