



**MEETING MINUTES
JANUARY 23, 2024**

**PORT OF ASTORIA
WORKSHOP SESSION
PIER ONE BUILDING
#10 PIER 1, SUITE 209
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 and HR Director Melanie Howard; and Executive Assistant/Administrative Coordinator Stacy Bandy.

Port Counsel: Eileen Eakins was not present.

Also Attending: Julie Fahey of Talbot, Korvola, & Warwick; Greg Morrill of Bergerson Construction; and Rebecca Norden-Bright of *The Astorian*.

Pledge of Allegiance

Changes/Additions to the Agenda:

There were no changes or additions to the agenda.

Public Comment:

No public comment was received.

Presentation:

9a. Audit Results Presentation by Talbot, Korvola, & Warwick, LLP

Julie Fahey, a partner with Talbot, Korvola, & Warwick (TKW), presents the audit results for the fiscal year ending June 30th, 2023. Fahey shares a PowerPoint presentation highlighting the overview of the audit. For the complete presentation, please see meeting audio.

Audit presentation highlights include:

- Fieldwork began in August, and final fieldwork was completed in November and December.
- There was no need for a single audit for the fiscal year since federal expenditures did not exceed \$750,000.00
- There were no findings in the Port's internal controls over the financial period.
- The Independent Auditor Report on page one of the Financial Statements shows an unmodified clean opinion.
- The Management Discussion & Analysis on page four of the Financial Statements provides a good overview and synopsis of the activities of the Port for the year.
- There was an increase in net position of \$317,000 for the financial period.

- There are no disclosures to report.
- There was one over expenditure in the general fund for material and services.
- There were no auditor proposed adjusting journal entries.

Fahey comments that she'd like to express her appreciation to both Will Isom for his direction of the Port and its leadership and the support of the audit and Finance & HR Director, Melanie Howard, for working with TKW on a day-to-day basis to get through all the audit procedures. Stevens thanks Fahey for her thorough report and her hands-on approach throughout the audit with Port staff. Spence notes how refreshing it is to see how different the audit process is from eight years ago when the Port needed multiple audit firms to straighten the financials.

6b. Pier 2 West Update – Bergerson Construction

Greg Morrill of Bergerson Construction shares a PowerPoint presentation with updates regarding the rehabilitation of Pier 2 West.

Presentation highlights include:

- Bergerson Construction has been hired as the Construction Manager/ General Contractor (CM/GC). PND Engineers has been selected as the project engineer, and Campbell Environmental is the environmental consultant for the project. All three consultants are working in parallel and collaborating on the project.
- The project is in its early stages, near 30% engineering design. The structure is currently being considered is an open cell sheet pile system.
- Environmental permitting is currently a primary focus. The first milestone is the joint permit application which will be submitted to the United States Army Corps of Engineers (USACE) and simultaneously to the state of Oregon. It will then be submitted to various agencies, including the Department of State Lands (DSL), the Department of Environmental Quality (DEQ), the Department of Land Conservation & Development (DLCD), the National Marine Fisheries Service (NOAA Fisheries), and the State Historic Preservation Office (SHPO). The joint permit application can be challenging as there are set timelines for each agency to review permit applications.
- Due to the scope of the project and the receipt of federal funds, the National Environmental Policy Act (NEPA) process is underway. Once the NEPA review process is complete, the joint permit application will be submitted; this is tentatively scheduled for March submission. The approval process is expected to take between 18 to 24 months.
- The project team meets biweekly to collaborate and check on progress.
- Mitigation is needed as the design relies on additional fill to extend the seawall and encapsulate Area of Concern 4 (AOC4). The industrial piling area to be filled is viewed by state and federal agencies as a viable estuary. The Port is exploring wetland creation location options on the bank of the Skipanon river.
- The project is separated into three phases, which are roughly based on the seafood processors' lease lines, though there is a lot of flexibility in the design to pick where we start and stop in each phase. The distinct phases will make the project feasible and allow for operations to continue for the tenants.
- The project design includes three separate in-water work periods, which are typically November through February.
- The encapsulation of AOC4 is not in the current contract, but since it will not affect the Pier 2 tenant operations, it can be completed independently.

- Building stabilization is currently being evaluated. Over time, the sea wall has deteriorated and caused settlement under the building. The impact on the building is being evaluated, including reviewing geotechnical data and conducting additional borings. There are two options for stabilizing an annex to the building: installing a support structure or removing the current support structure and replacing it. The rest of the building will undergo phased construction, isolating sections to reduce costs.
- Stormwater management and processing are important considerations for the project; there will be separate systems for stormwater runoff and processed water from seafood operations.

The Commission thanks Morrill for his presentation and project update.

Action Items:

7a. MSRC – West Basin Moorage Agreement

Executive Director Isom explains that normally, moorage agreements are not brought to the Commission, but since the agreements are for more than a 12-month term, they will require Commission approval. The Marine Spill Response Corporation (MSRC) agreements, starting on page three of the packet, are for a five-year term. MSRC has made infrastructure investments in T-Dock power. The rate included in the agreements is the current standard rate for moorage at the West Basin Marina. The current marina rates will expire at the end of the fiscal year, and future rates will be set by the Commission, per staff recommendation, at the beginning of the next fiscal year.

Commissioner Campbell moved to approve the T-Dock moorage license agreements with the Marine Spill Response Corporation. Commissioner Rohne seconded. The motion carried 5-0 amongst the Commissioners present.

Commission Comments:

Commissioner Hill commented on the following:

- Read Commissioner Dirk Rohne's letter to the editor about Executive Director Will Isom, which was published in *The Astorian*. It was a fantastic letter, and it gives credit to Isom, Deputy Director McGrath, and the entire Port staff; Hill expresses that he wishes he had written the letter.

Commissioner Spence commented on the following:

- Agrees with Hill's comments in regard to the letter to the editor.
- The recent storm brought snow, freezing rain, freezing temperatures, and ice, paralyzing the city and region for a period of roughly four days. It is a reminder of how rough the weather can be in this area and the importance of preparation.

Commissioner Campbell commented on the following:

- It is good to see logs on Pier 1.

Commissioner Stevens commented on the following:

- Mentions the Pier 2 West Rehabilitation project that is recently underway and recommends that it would be wise to recall that as elected officials, comments made in Port Commission meetings are on record and are public statements by the Commission.
- Thanks to Steve Kraske of the Port's Budget Committee for his letter to the editor regarding Port operations.

Commissioner Rohne did not have any comments.

Executive Director Comments:

- The Port is working on a proposal to bring to the Commission to reduce marina rates at the East Mooring Basina and to freeze future rate increases until adequate access is restored.

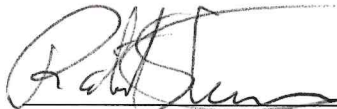
- Unfortunately, due to a family emergency, Nicole Kelly will not be able to fulfill the Executive Assistant role going forward. Commissioners are directed to continue to work with Stacy Bandy until the position is filled.

Upcoming Meeting Dates:

- Regular Session – February 6, 2024 at 4:00 PM
- Workshop Session – February 20, 2024 at 4:00 PM

Adjourned:

Chairman Stevens adjourned the meeting at 5:02 PM.

APPROVED:

Robert Stevens, Board Chairman
Board of Commissioners

ATTEST:

Tim Hill, Secretary
Board of Commissioners

Respectfully submitted by:
Stacy Bandy
Executive Assistant / Administrative Coordinator

March 19, 2024

Date Approved by Commission