



**MEETING MINUTES  
APRIL 16, 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; Marina Manager Janice Burk; Executive Assistant/Administrative Coordinator Stacy Bandy; Executive Assistant Dianna Delgado.

**Port Counsel:** Eileen Eakins.

**Also Attending:** Astoria City Councilor Tom Brownson and Rebecca Norden-Bright of *The Astorian*.

**Pledge of Allegiance**

**Changes/Additions to the Agenda:**

Action item 7b. RFE# 0180 Security Truck was removed from the agenda and postponed for a future meeting.

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

**Public Comment:**

No public comment was received.

**Advisory:**

**6a. First Reading. ORDINANCE PROVIDING FOR THE CONTROL AND MANAGEMENT OF THE MOORING BASIN FACILITIES AND THE PORT OF ASTORIA, AND REPEALING ORDINANCE 99-01**

Deputy Director Matt McGrath briefly explained the changes and incorporations to Ordinance 99-01, which has not been updated in over twenty years. These include insurance amendments, reservation policies, and language formatting.

- Scheduling and availability issues led to the changes and incorporation of holiday reservations and availability during big events.

Commissioner Campbell inquired about sport fishing boat licensing. Executive Director Will Isom explained that this topic is often discussed as the Port does not have a venue to identify whether a boat has obtained a business license through the city or not. Marina Manager Janice Burk provides background on the topic. For the complete discussion, please see meeting audio.

6b. Review Port Contracting and Purchasing Policy – Port Counsel, Eileen Eakins

Eileen Eakins of Northwest Local Government Legal Advisors shared the Port’s current contracting and purchasing policy from 2017 and talked the commission through the current public contracting rules. For complete policy reading and highlights, please see meeting audio.

- Isom explains that the Port undergoes an interim audit yearly. Onsite testing is a significant portion of the audit. They ask for a listing of purchases by vendor or amount and will review the largest purchases. Along with that, there will be random testing, where they will select 25-50 random transactions and review the process of how those items or services were procured.
- Isom expressed that during his time at the Port, there have not been any issues in audits. However, considering how complicated the Port’s contracting and purchasing policies are, there is a significant area of risk. Bigger organizations often have a dedicated purchasing department, but due to the size of the organization, this responsibility falls on the management or administrative staff. He emphasized that this is an area that requires great concern to ensure it is correct and is reviewed by the Counsel if needed. Isom will be working with Eileen Eakins to present a revised policy for review by the Commissioners.
- Commissioner Stevens asked Eakins if there is additional responsibility and jeopardy when the commission acts as a contract review board. Per Eileen, there would not be any additional liabilities as the decision is made by the governing body in their contract review role.

Commissioner Stevens and Commissioner Rhone thanked Eakins for the policy review.

**Action Items:**

7a. East Mooring Basin Moorage Rates

Isom briefly explained the action item. During the March 16 workshop meeting, the Board of Commissioners approved a temporary rate reduction of 10% for the tenants in the East Mooring Basin until adequate access and services can be restored. Multiple commissioners asked that this change be reviewed for a more significant rate reduction due to the tenants' feedback. The Port is currently collecting \$25,000 annually in mortgages at the East Mooring Basin. This translates to roughly \$2,500 for every 10% rate change.

Isom turned to the Port Commission for direction and a motion to approve the new 50% rate. Through this motion, he also clarified that the 50% rate change would be retroactive to August 2023.

*Commissioner Rhone moved to approve the East Mooring Basin Moorage Retroactive Rate Change. Commissioner Spence seconded. The motion carried 5-0 amongst the Commissioners present.*

**Commission Comments:**

Commissioner Campbell commented on the following:

The recent incident with the Baltimore Bridge raised the importance of protecting the Port and the Astoria-Megler Bridge.

Commissioner Rohne commented on the following:

Attended the Clatsop Community College Foundation auction with Commissioner Stevens. He recognized that after a challenging year, the foundation is now turning a corner in a positive way.

Commissioner Spence commented on the following:

- Received the spring edition of the Port's newsletter in the mail and complimented Finance & HR Director Melanie Howard on her efforts.
- In the April 16 edition of *The Astorian*, the Port of Astoria was not listed among all public entities meeting that day.

Commissioner Hill commented on the following:

Had the opportunity and honor of visiting the Explora I cruise ship. When he stepped aboard, he was impressed as it was a gorgeous, upscale ship. He feels the Port was represented well, and everyone was very happy with the inaugural and plaque exchange.

Commissioner Stevens commented on the following:

- The town hall meeting with Representative Cyrus Javidi and Senator Suzanne Weber was successful, with a room full of guests.
- State Representative Javidi will not be able to visit the port on April 19 as planned.
- There was a meeting with Senator Weber to update her on the progress of the ongoing projects at the Port.

**Executive Director Comments:**

- The cruise ship season has started. It is the first time in over five years that the port has had both a log ship and a cruise ship simultaneously.
- A second inaugural cruise ship visit will be held on April 26. Isom extended the invitations to County and City Leadership, among others.
- Based on some of the recent local forums, the recent town hall meeting with Representative Javidi and Senator Weber was very well under control.
- A candidate forum will be held on April 16 at 7:00 PM at the Clatsop Community College gymnasium. Representative Javidi and the candidates for County Commission seats will attend.
- Thanks to Howard for her efforts on the spring edition of the Port's newsletter with the help of McGrath. It is a good representation of the Port.
- Introduced the new Executive Assistant, Dianna Delgado, and expressed his excitement about having filled the position, which will allow Stacy Bandy to focus on her new Environmental Compliance and Permits Manager role.

**Upcoming Meeting Dates:**

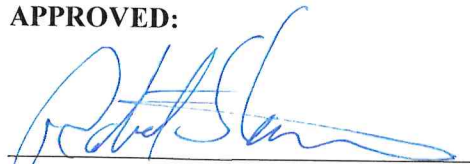
- Regular Session – May 7, 2024 at 4:00 PM
- Budget Committee – May 15, 2024 at 1:00 PM
- Workshop Session – May 21, 2024 at 4:00 PM
- Budget Committee – May 22, 2024 at 1:00 PM

**Adjourned:**

Chairman Stevens adjourned the meeting at 5:24 PM.



**APPROVED:**



Robert Stevens, Board Chairman  
Board of Commissioners

**ATTEST:**



Tim Hill, Secretary  
Board of Commissioners

Respectfully submitted by:  
Dianna Delgado  
Executive Assistant / Administrative Coordinator

May 7, 2024  
Date Approved by Commission