



**MEETING MINUTES
MAY 7, 2024**

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

Call to Order:

Chairman Stevens called the Regular 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; Marina Manager Janice Burk; Environmental Compliance & Permits Manager Stacy Bandy; Executive Assistant Dianna Delgado.

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

Also Attending: Rebecca Norden-Bright of *The Astorian*.

Pledge of Allegiance

Commission Reports:

Commissioner Hill did not have anything to report.

Commissioner Spence did not have anything to report.

Commissioner Rohne reported on the following:

- On behalf of the East Moorin Basin tenants, thank you to the Board of Commissioners for the moorage rate reduction approved during the workshop session on April 16.

Commissioner Campbell did not have anything to report.

Commissioner Stevens reported on the following:

- Attended the inaugural ceremony for the Norwegian Encore on April 26. No members from the City of Astoria or Clatsop County were present.
- Received a survey in the mail from Oregon State University for the offshore wind energy projects.

Changes/Additions to the Agenda:

Consent calendar item minutes—Workshop Session 4/16/2024 was removed from the agenda and postponed to the May 21, 2024 Workshop Session.

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

Public Comment for items on the agenda:

No public comment was received.

Consent Calendar:

The Consent Calendar consisted of the following:

- Minutes – Regular Session 3/19/2024; Regular Session 4/2/2024
- Financials – March 2024
- Event Calendar – May 2024

Commissioner Spence commented on the Port's financial status and the increase in operative gain compared to recent years.

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

Action Items:**8a. Astoria Forest Products Settlement**

This action item is to approve Executive Director Will Isom's authorization to sign on behalf of the Port of Astoria for the \$250,000 Astoria Forest Products Settlement Agreement. Commissioner Rhone explained that this settlement has been an ongoing conversation with counsel that is now resolved.

Commissioner Rohne moved to approve authorization for Executive Director Will Isom to sign on behalf of the Port of Astoria in the Astoria Forest Products Settlement. Commissioner Campbell seconded. The motion carried 5-0 amongst the Commissioners present.

8b. Second Reading, ORDINANCE PROVIDING FOR THE CONTROL AND MANAGEMENT OF THE MOORING BASIN FACILITIES AND THE PORT OF ASTORIA, AND REPEALING ORDINANCE 99-01

This is the second reading of the ordinance presented during the Workshop Session held on April 16, 2024. If approved by the commission, the ordinance will go into effect after a state-mandated 30-day period.

Copies of the Ordinance are available at the meeting and the Port office.

Commissioner Stevens moved to approve the Ordinance Providing for the Control and Management of the Mooring Basin Facilities and the Port of Astoria, and Repealing Ordinance 99-01. Commissioner Rhone seconded. The motion carried 5-0 amongst the Commissioners present.

8c. Community Service Fee Distribution

The Community Service Fee Distribution is a component of the Strategic Investment Program (SIP) Agreement for Wauna Mill to invest \$152 million in their facility for the complete rehabilitation of paper machines one and two. As a part of the program applied for, Wauna Mill is entitled to tax savings on new investments in the facility. Along with that, 25% of the tax savings is required as a Service Community Fee. The agreement shows how the Service Community Fee is allocated amongst the local taxing jurisdictions.

Commissioner Stevens moved to approve the Community Service Fee Distribution Agreement. Commissioner Spence seconded. The motion carried 5-0 amongst the Commissioners present.

8d. Finance Committee

Mike Rissman's Finance Committee application was presented. Rissman is a former member of the National Futures Association and Pacific Stock Exchange.

Commissioner Spence moved to appoint Mike Rissman as a Member of the Finance Committee. Commissioner Campbell seconded. The motion carried 5-0 amongst the Commissioners present.

8d. Resolution 2024-01 Adopting the Supplemental Budget 2023-2024

Finance & HR Director Melanie Howard explained that the Port is outperforming the last fiscal year budgetarily. Through March 2024, revenue shows an increase of roughly \$630,000, and expenses show an increase of \$516,000. Even though the budget shows a positive net amount, the Port is required to adopt a supplemental budget in accordance with Oregon State Budget Law. Howard requests that the Commission approve the supplemental budget proposed.

Commissioner Rhone moved to approve Resolution 2024-01 Adopting the Supplemental Budget 2023-2024. Commissioner Stevens seconded. The motion carried 5-0 amongst the Commissioners present.

Public Comment for items not on the agenda:

There were no public comments.

Executive Director Comments:

- The Port is nearing the start of budget season. The proposed budget will be released to the public on May 10, 2024, and the first Budget Committee meeting will be held on May 15, 2024.
- While revenue has increased this year, so have operations and expenses. The Port is still facing capital, maintenance, and operation needs that exceed its financial capability to resolve.
- The updated Port Contracting and Purchasing Policy and the Boatyard Master Plan will be presented for approval in upcoming agendas.
- Influenced by the recent Princess cruise ship cancellations, the Port has been working with U.S. Customs and Border Protection (CBP) to resolve passenger processing issues.
- Deputy Director Matt McGrath explained that the recent Princess cruise ship cancellations were due to long passenger processing times at the Port. Last year, Port Agency Intercruises requested that the Port enroll in their reimbursable services program. This program would require the Port to purchase \$100,000 in equipment that would be used by CBP and would require personnel transportation from Vancouver to complete passenger processing. The equipment would not belong to the Port of Astoria and would only be used by CBP.
- Staff is currently working on a solution to make passenger processing more efficient and reduce processing times. Losing the Princess cruise ships affects not only the Port's revenue but also many of Astoria's businesses.

Upcoming Meeting Dates:

- Budget Committee – May 15, 2024 at 4:00 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 4:37 PM.



APPROVED:

A handwritten signature in blue ink, appearing to read "Robert Stevens", written over a horizontal line.

Robert Stevens, Board Chairman
Board of Commissioners

ATTEST:

A handwritten signature in blue ink, appearing to read "Tim Hill", written over a horizontal line.

Tim Hill, Secretary
Board of Commissioners

Respectfully submitted by:
Dianna Delgado
Executive Assistant

June 4, 2024

Date Approved by Commission