



**MEETING MINUTES  
MARCH 21, 2023**

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

**Call to Order:**

Chairman Rohne called the Workshop Session to order at 4:00 pm.

**Roll Call:**

Commissioners Present: Dirk Rohne; Robert Stevens; Frank Spence; Jim Campbell; and Scott McClaine.

Staff Present: Finance, HR, and Business Services Manager Melanie Howard and Executive Assistant/Administrative Coordinator Stacy Bandy.

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

Also Attending: George Dunkel of the Special Districts Association of Oregon and Ethan Myers 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.

**Action Items:**

**6a. Executive Director Evaluation Template**

Commissioner Rohne explains that last year there was a discussion during the Executive Director's evaluation about updating the template. Rohne would like feedback for the Executive Director's evaluation this year well in advance of the Executive Director's review. Rohne contacted George Dunkel with Special Districts Association Oregon (SDAO) to assist in the process for this year. George Dunkel joins the meeting to participate in the discussion. Commissioner Rohne notes that the idea is to have a template for use long term so there is continuity in the evaluation process. Dunkel adds that when a board is looking at changing a process like this, it is important to establish expectations well in advance. The Commission discusses the evaluation templates included in the packet and how they would like the new template to be structured. Discussion highlights include the importance of communication as a criterion for evaluation and performing an in-depth 360° evaluation every five years. The Commissioners are instructed to send input to George Dunkel to include in the updated Executive Director evaluation template. Dunkel can then bring the updated draft template to the Commission for further review. The Commission thanked Dunkel for his time. The updated Executive Director Evaluation Template will be brought to the Commission for a vote

at a future meeting.

**Commission Comments:**

Commissioner Spence did not have any comments.

Commissioner Campbell did not have any comments.

Commissioner Rohne did not have any comments.

Commissioner McClaine commented on the following:

- Attended a meeting with community business leaders. The group discussed a survey for cruise ship passengers. It was brought up that the Clatsop Cruise Hosts have already conducted a cruise ship passenger survey. Would like to incorporate a QR code for cruise ship passengers, which could include a survey, maps, and general information. Suggests the data from the recent survey may not be accurate.

Commissioner Stevens commented on the following:

- Attended an Airport Advisory Meeting. The group focused on the Coast Guard Aviation Open House and Astoria Regional Airport Fly-In event, which will be held on August 19<sup>th</sup>.

**Upcoming Meeting Dates:**

- Regular Session – April 4, 2023 at 4:00 PM
- Workshop Session – April 18, 2023 at 4:00 PM

**Adjourned:**

Chairman Rohne adjourned the meeting at 4:55 PM.

**APPROVED:**

**ATTEST:**

  
\_\_\_\_\_  
Dirk Rohne, Board Chairman  
Board of Commissioners

  
\_\_\_\_\_  
Frank R. Spence, Secretary  
Board of Commissioners

Respectfully submitted by:  
Stacy Bandy  
Executive Assistant / Administrative Coordinator

June 06, 2023  
\_\_\_\_\_  
Date Approved by Commission