

Board of Commissioners

Robert Stevens – Chairman
 Frank Spence – Vice-Chair
 Tim Hill – Secretary
 James Campbell – Treasurer
 Dirk Rohne – Assistant Secretary/Treasurer

422 Gateway Ave, Suite 100
 Astoria, OR 97103
 Phone: (503) 741-3300
 Fax: (503) 741-3345
www.portofastoria.com

Budget Adoption Hearing and Regular Session

June 4, 2024 @ 4:00 PM
 10 Pier 1, Suite 209, Astoria, OR*

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting by calling the Port of Astoria at (503) 741-3300.

*This meeting will also be accessible via Zoom. Please see page 2 for login instructions.

Budget Adoption Hearing

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. PRESENTATION OF PROPOSED BUDGET FOR FISCAL YEAR 2024-2025**
5. CALL FOR PUBLIC COMMENT ON PROPOSED BUDGET
6. ADJOURN

Regular Session

7. CALL TO ORDER
8. CHANGES/ADDITIONS TO THE AGENDA
9. PUBLIC COMMENT – for items on the agenda, when not covered by a public hearing
 This is an opportunity to speak to the Commission for 3 minutes regarding any item on the agenda.
 Public comment received by the deadline will be read aloud at the meeting.
10. CONSENT CALENDAR:
 - a. Meeting Minutes –
 - Regular Session 4/16/2024..... 3
 - Regular Session 5/7/2024..... 7
 - Budget Committee 5/15/2024 11
 - Workshop Session 5/21/2024 15
 - b. Financials – April 2024 19
 - c. Event Calendar – June 2024 26
 - d. Executive Director Contract 27
11. ADVISORY:
12. ACTION:
 - a. Resolution 2024-02 Adopting the Budget 2024-2025 34
 - b. Resolution 2024-03 Imposing and Categorizing Taxes 2024-2025 35
 - c. RE #0138 – Maintenance Flatbed 36
 - d. RE #0180 – Security Truck 40
 - e. RE #0186 – Pier 1 Generator ATS – Electrical Services..... 47
 - f. RE #0188 – Recology Pad Extension..... 58

Please Note:

Agenda packets are available online at: <https://www.portofastoria.com/CommissionMeetings/AgendaMinutes.aspx>

Please allow time for the normal posting procedure for agendas and meeting packets.

Board of Commissioners

13. PUBLIC COMMENT – for non-agenda items

This is an opportunity to speak to the Commission for 3 minutes regarding Port concerns not on the agenda. Public comment received by the deadline will be read aloud during the meeting.

14. COMMISSION REPORTS

15. EXECUTIVE DIRECTOR COMMENTS

16. UPCOMING MEETING DATES:

- a. Workshop Session – June 18, 2024 at 4:00 PM
- b. Regular Session – July 2, 2024 at 4:00 PM

17. ADJOURN

**Please note that a complete copy of the 2024-2025 Budget can be viewed online at www.portofastoria.com.

HOW TO JOIN THE ZOOM MEETING:

Online:

Direct link: <https://us02web.zoom.us/j/86905881635?pwd=amhtTTBFcE9NUElxNy9hYTZFPQTizQT09>
Or go to [Zoom.us/join](https://zoom.us/join) and enter Meeting ID: 869 0588 1635, Passcode: 422

Dial In:

(669) 900-6833, Meeting ID: 869 0588 1635, Passcode: 422

This meeting is accessible to persons with disabilities or persons who wish to attend but do not have computer access or cell phone access. If you require special accommodations, please contact the Port of Astoria at least 48 hours prior to the meeting by calling [\(503\) 741-3300](tel:5037413300) or via email at admin@portofastoria.com.

Please Note:

Agenda packets are available online at:

<https://www.portofastoria.com/CommissionMeetings/AgendaMinutes.aspx>

Please allow time for the normal posting procedure for agendas and meeting packets.

**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 Rhone 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:

ATTEST:

Robert Stevens, Board Chairman
Board of Commissioners

Tim Hill, Secretary
Board of Commissioners

Respectfully submitted by:
Dianna Delgado
Executive Assistant / Administrative Coordinator

May 7, 2024
Date Approved by Commission

DRAFT

**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 Inter cruises 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:

ATTEST:

Robert Stevens, Board Chairman
Board of Commissioners

Tim Hill, Secretary
Board of Commissioners

Respectfully submitted by:
Dianna Delgado
Executive Assistant

June 4, 2024

Date Approved by Commission

DRAFT

**MEETING MINUTES
MAY 15, 2024**

PORT OF ASTORIA
BUDGET COMMITTEE MEETING
PIER ONE BUILDING
#10 PIER 1, SUITE 209
ASTORIA, OR 97103

Call to Order:

Executive Director Will Isom called the Budget Committee Meeting to order at 1:00 pm.

Roll Call:

Commissioners Present: Robert Stevens; Frank Spence; Jim Campbell.

Citizen Committee Members Present: Bill Young; John Lansing; Tad Pedersen; and Steve Kraske. Walt Postlewait was absent.

Staff Present: Executive Director Will Isom; Deputy Director Matt McGrath; and Finance & HR Director Melanie Howard.

Also attending: Finance Committee Member Mike Rissman.

Selection of Budget Committee Chair:

Budget Committee member Bill Young moved to nominate Steve Kraske to serve as the Chair of the Budget Committee for fiscal year 2024-2025. Tad Pedersen seconded. As there were no other nominations, the Committee moved to a vote. The motion was unanimously approved.

Reading of the Budget Message for Fiscal Year 2024-2025:

Executive Director Will Isom read the Budget Message for FY 2024-2025 and covered the following:

- The budget represents the Port's best estimation of the available resources, operational requirements, and capital requirements for the upcoming year.
- The budget also represents the Port's continued efforts to uphold our mission statement: to generate economic growth and prosperity in a safe and environmentally responsible manner for its citizens by creating family wage jobs and prudent management of its assets.
- Since the last budget committee meeting, the Port has secured nearly \$28 million in project funding from the U.S. Department of Transportation, Federal Community Project Funding, and the State of Oregon. The Port continues to progress in the preconstruction phase for the Pier 2 West Rehabilitation project, which is tentatively scheduled to start construction in November 2025.
- In August 2023, the Port of Astoria and Coast Guard Air Station Astoria co-hosted an open house and fly-in event at the Astoria Regional Airport with an estimated 3,000 attendees. Planning has begun for the same event this year.
- In January 2024, log export operations resumed on the central waterfront for the first time in five years. These operations not only support the Port's mission but also generate and support jobs in the area and provide revenue for the Port.
- The Port is in the final stages of the planning process for both the Airport Industrial Park and Boatyard Master Plan projects.

- After years of contraction in the Port business, the Port is now in a phase of expansion and economic growth. It remains a priority to continue engaging and fostering positive relationships with the community, business partners, federal, state, and local agencies, and elected officials.
- Isom thanks the Budget Committee community volunteers. Input and feedback are crucial in the check and balance mechanism to ensure the resources and assets the port is tasked with managing for the public's interest are utilized in a fiscally responsible manner.
- Isom is optimistic about the Port's future through enhancing and maintaining Port assets and properties, continuing to improve the business model of the Port, providing quality customer service to our users, and building upon the positive reputation the Port has built over the last few years.

Isom thanks the Port Commission and Port staff for their time and continued dedication to their work.

Presentation and Review of Proposed Budget for Fiscal Year 2024-2025

Finance & HR Director Melanie Howard presents the proposed budget for FY 2024-2025. Howard refers to page five of the proposed annual budget, beginning with an introduction to the budget process. The budget Committee is responsible for reviewing the budget, considering public comment, and discussing and revising it as needed. Once the review process is complete, the Budget Committee is expected to approve the budget and property taxes, and the approved budget is presented to the Board of Commissioners for adoption. The budget grants authority to the Port to expend resources, and adoption is required by June 30th.

- Fiscal year 2023-2024 highlights include the following:
 - New agreement with Northwest Forest Link.
 - Properties at near-full capacity.
 - Airport fuel sales are showing an uptrend.
 - Forward progress with capital projects.

Howard reviewed highlights and changes in the proposed budget compared to prior years. Highlights include:

- The General Fund supports most of the activity for operations at the Port of Astoria. Resources (starting cash plus income) and expenditures (expenses) must balance. If the resources exceed expenditures, the remaining balance is moved to an unappropriated ending balance. For the upcoming fiscal year, the unappropriated ending balance is budgeted to be roughly half a million dollars.
- This year, nine departments are included in the budget. Waterfront West - Piers & Properties, Waterfront West - Cruise, Waterfront West - Boatyard, Waterfront East - Properties, Waterfront East – Marinas, Airport, Security, and Administration, and Waterfront West – Logs.
- The Port's most significant sources of revenue are lease and rental income, dockage, and fuel sales at the West Basin Marina and the Airport. Total operating revenues are budgeted at \$12.5 million. An increase from the \$10.3 million budgeted for the current fiscal year. Howard explained that with the upcoming changes and rehabilitation at the Port, there is potential for growth and increased revenue.
- In any given year, the most significant operational expense at the Port is for personnel services, followed by utilities and fuel costs. However, rebilled revenues largely recapture utilities and fuel expenses.
- Capital outlay is the largest non-operating item in the budget. Capital expenditures are used to purchase, construct, and improve assets with a cost greater than \$5,000 and a more than one-year useful life. The Port will pursue grant opportunities to fund most or all the expenses of the projects.
- There are four major factors influencing changes in the proposed budget. Increased water/sewer rebilling, airport sales, new agreement with Northwest Forest Link, and budgeted increase to vessel-related income.
- The proposed budget for the fiscal year 2024-2025 shows the following changes:

- The Port will resume regular debt/loan payments in fiscal year 2024-2025; no new debt is expected.
- Resources (income) before grants are budgeted to increase by \$2.28 million.
- Requirements (expense) before capital and debt are budgeted to increase by \$577,000.
- Net capital spending budgeted to increase by \$1.7 million.
- Riverboat visits are budgeted at 23 ships (19 scheduled for calendar year 2024). Total net income: \$45,770. Cruise ship visits are budgeted at 23 ships (19 currently scheduled). Total net income: \$850,000.
- Commissioner Frank Spence considers the oceangoing cruise ship budget optimistic. Howard explained that it is optimistic but achievable based on previous years, as the Port has 19 cruise ships already scheduled for 2024-2025.
- Logs-related net income is budgeted at \$621,120.
- Isom spoke more on log-related activity at the Port. Since losing Astoria Forest Products in 2019, there has been more cautiousness in selecting a new tenant for log exporting. Northwest Forest Link exports logs more often in smaller quantities, translating into a smaller footprint and more consistent revenue. Isom reminded the Budget Committee and Commissioners that the budget for resources and expenditures is based on a net income/expense. Other costs, such as equipment rent, labor, supplies, etc., must be applied and budgeted separately.
- Deputy Director Matt McGrath explained that revenue from rebilled expenses is dynamic, as it is affected by Port activity, weather, events, visits, etc.
- Howard reiterated that the budget process is the responsibility of the Port, and it has to forecast and place benchmarks for the following year based on its growth. The budget has to be enough to cover all the expenses of purchasing, operations, and projects, and based on the fiscal year 2023-2024, it is a better idea to overestimate than to adopt a supplemental budget later in the year.
- McGrath spoke more on the Port's upcoming capital projects.
 - The Port is coming to the end of the Boatyard master planning process. The final Boatyard Master Plan will be discussed in the workshop meeting scheduled for May 22, 2024. This will be an advisory item to review the next steps in the process and changes that need to be made. Within the budget for the Boatyard capital project, a 150-ton travel lift will be purchased, allowing the Boatyard to haul out larger vessels. The new equipment purchases and Boatyard capital projects are expected to be funded through grants.
 - Pier 2 West rehabilitation is still a priority. Over the upcoming fiscal year, PND Engineering will bring the plan to the 90% design mark. The Port expects to complete the joint permitting process and National Environment Policy Act (NEPA) review by July 2025 and the green light to start reconstruction in November 2025.
 - Pier 2 East has structural components that need to be repaired or replaced; the budget allows for repairs and improvements on a smaller scale than Pier 2 West.
 - The 422 Gateway building needs interior and exterior work and improvements. Upgrades include the preparation of new commission chambers.
 - The West Basin Marina has been historically underutilized. Over the last few years, minor improvements have been made. Recent dredging has taken care of issues related to the water depth, and in 2023, a dock expansion was started to provide electric power to new long-term tenants. The next phase of the electrical project could open the T-dock to additional short or long-term moorage.
 - The Airport Industrial Park development is ongoing; the Port currently has funding from Clatsop County to help with this project.
- Expenditures for the capital projects proposed for the fiscal year 2024-2025 total \$5,177,230. With grant funding of \$2,080,000, the Port has the remaining expense of \$3,097,230 to cover through any additional grants obtained.

- Commissioner Stevens inquired about staff budgeting for an airport manager. Isom explained that there is an opportunity for that role to come as the Port's operations grow. Meanwhile, the Airport has been operating under McGrath's leadership under the umbrella of all other Port operations, and the Airport has shown favorable results.

Next Meeting Date:

- Budget Committee Meeting – May 22, 2024 at 1:00 PM

Adjourned

Budget Committee Chairman Steve Kraske adjourned the meeting at 3:09 PM.

APPROVED:

ATTEST:

Robert Stevens, Board Chairman
Board of Commissioners

Tim Hill, Secretary
Board of Commissioners

Respectfully submitted by:
Dianna Delgado
Executive Assistant

June 4, 2024
Date Approved by Commission

**MEETING MINUTES
MAY 21, 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; Executive Assistant Dianna Delgado.

Port Counsel: Eileen Eakins was not present.

Also Attending: Astoria City Councilor Tom Brownson, Business Oregon Regional Development Officer Melanie Olson, Boatyard Manager Brendon Stock, Garrett Augustyn and Seth Otto of Maul Foster Alongi, and Rebecca Norden-Bright of *The Astorian*.

Pledge of Allegiance

Changes/Additions to the Agenda:

Action item 6b. Update on Airport Advisory Committee - Discussion was added to the agenda.

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

Public Comment:

No public comment was received.

Advisory:

6a. Boatyard Master Plan – Presentation by MFA

Seth Otto from Maul Foster Alongi (MFA) presented the Pier 3 Boatyard Master Plan. Presentation highlights include the following:

- The Port of Astoria had five significant aspirations for the Boatyard Master Plan. Increase lift capacity, build boat storage and maintenance facilities, build a facility to host workspaces, storage, and offices, create a one-stop-shop for boatyard and client needs, and increase marketing for services and new investments.
- The Boatyard Master Plan project started in August 2023 and is now in the final stages before construction begins.
- The refined concept for the Boatyard project provides additional boat slips for small and large boats, a 150 metric ton (MT) lift, enclosed work and storage buildings, mixed commercial and administrative offices, and industrial and commercial buildings.

- The design assumes 76 80-foot-long stalls, 23 130-foot-long stalls, and two work and storage buildings, accommodating five covered boat stalls each.
- Long-term (five-plus years) development of two additional mixed-use buildings and a 400 MT lift for larger vessels.
- Commissioner Dirk Rhone asked stakeholders to comment on the final design of the Boatyard Master Plan. Please see the meeting audio for comments.
- The results of the feasibility marketing study show a growing preference for bigger recreational and commercial boats. These results were incorporated into the design of the Boatyard Master Plan to ensure the Boatyard is designed according to future needs and can attract more clientele.
- Commissioner Frank Spence commented on MFA's job well done in identifying other possible sources of funding for the Boatyard Master Plan and asked what the next steps are. Otto explained that the project can begin as soon as it is approved, and a consulting firm is set up to aid with the implementation.
- Executive Director Will Isom pointed out that extensive public outreach was conducted to ensure the Boatyard remains a consistent and profitable asset to the Port. The steps taken in developing the Boatyard project have been guided by the Port of Astoria Strategic Business Plan.
- Deputy Director Matt McGrath expressed that the Boatyard master plan has been considered since 2001. As the plan has come together, it has become apparent that the Boatyard is an underused asset, and a new design was needed for the development and improvement of the Port.
- Commissioner Frank Spence asked that the Boatyard Master Plan be an action item in the next workshop session. Isom explained that additional steps need to be taken before the design reaches its final stage and is presented to the Commission for approval.

6b. Update on Airport Advisory Committee – Discussion

Commissioner Spence requested an update on the Airport Advisory Committee (AAC). The AAC has not been active, and with the Airport being a multi-million dollar asset, it is important to have a full-time director assigned to oversee operations and improvements and represent the department. No update is available.

Action Items:

7a. Application – Byproduct Recovery Center Feasibility Study

Isom prefaced that the consideration for a Byproduct Recovery Center (BRC) goes back to an ongoing issue with the Port's seafood processors wastewater permits through the Department of Environmental Quality (DEQ). The BRC would allow all process wastewater to be directed to one facility and operate under one permit. This would allow for a much easier permitting process and more efficient operation.

- Melanie Olson from Business Oregon expressed her appreciation for the Port's leadership in resolving the wastewater problem.

Commissioner Rhone moved to approve the Application for the Byproduct Recovery Center Feasibility Study. Commissioner Campbell seconded. The motion carried 5-0 amongst the Commissioners present.

7b. Pier 2 West Engineering Services Contract Amendment

A contract amendment is needed as the Port of Astoria contracted with PND Engineering for the Pier 2 West Rehabilitation project before the receipt of federal funds totaling over \$25 million. Since the funding for the Pier 2 West rehabilitation project comes from federal grants, the Port has to maintain specific design guidelines to be eligible for reimbursement for PND Engineering's charges to the Port.

- One of the most significant changes to the contract is the breakdown of charges and expenses to comply with the granting agencies' guidelines.

Commissioner Stevens moved to approve the Pier 2 West Engineering Services Contract Amendment. Commissioner Hill seconded. The motion carried 5-0 amongst the Commissioners present.

Commission Comments:

Commissioner Campbell commented on the following:

Will consider scheduling a time to visit the Airport facilities.

Commissioner Rohne commented on the following:

Attended the Clatsop Economic Development Resource Awards Event. It was an inspiring event, and it was great to see the recognition of many local businesses.

Commissioner Spence

Attended the City of Astoria council meeting and saw Cruise Hosts Board member Myrle Bruner appear before the councilors. Due to the cancellations of cruise ships at the Port of Astoria, Bruner asked for financial assistance as their operations and revenue have been affected. Cruise ship cancellations affect not only the Port but also local businesses.

Commissioner Hill did not have any comments.

Commissioner Stevens did not have any comments.

Executive Director Comments:

- The next Budget Committee will be held on Wednesday, May 22, 2024, at 1:00 PM. The meeting is open to the public.
- May 21, 2024, is voting day. Results should be available the same day at 8:30 PM.
- In observance of Memorial Day, the administrative offices of the Port of Astoria will be closed.

Upcoming Meeting Dates:

- Budget Committee – May 22, 2024 at 1:00 PM
- Regular Meeting – June 4, 2024 at 4:00 PM
- Workshop Session – June 18, 2024 at 4:00 PM

Adjourned:

Chairman Stevens adjourned the meeting at 5:16 PM.

APPROVED:

ATTEST:

Robert Stevens, Board Chairman
Board of Commissioners

Tim Hill, Secretary
Board of Commissioners

Respectfully submitted by:
Dianna Delgado
Executive Assistant

June 4, 2024

Date Approved by Commission

DRAFT



APRIL 2024 FINANCIALS NARRATIVE*

In May of 2024, the Port Commission adopted a supplemental budget for the current 2023-24 fiscal year. The intent of the supplemental budget was to increase the Port's spending authority for Materials & Services, which was on track to outpace the budget by a substantial dollar amount. As such, an increase of roughly \$837,000 was added to the Operating Expense category to be covered by to-date and projected increases to operating revenues; as increased revenues are expected to exceed increased expense, roughly \$659,000 was added to the Unappropriated Ending Fund Balance budget item.

For July 2023 through April 2024, the Port is showing an operating gain of \$1,361,400. This operating gain is behind supplemental budget expectations by \$101,100 but is ahead of prior-year profits by \$624,800. Operating revenue YTD is at 98% and expenses are at 99% of the seasonally trended budget. Non-operating income and expenses are both roughly 100% of budget. Total net profit YTD is \$508,500, which is \$74,000 behind budget expectations.

Dockage revenues were up \$44,200 and \$470,000 from the budget and prior year, respectively. Lease and rental income was ahead of budget by \$10,800 and up almost \$400,000 from the prior year. Income from rebilled expenses (tenant utilities, longshore labor, etc.) was \$73,800 behind budget expectations but up \$310,800 from prior year.

Gross Marina revenues were 96% of budget but 101% of prior-year. Boatyard gross revenues were at 98% of budget but 109% of the prior year. Net profits from marina fuel sales were down \$36,000 from the prior year, while net profits from airport fuel sales were up by \$24,000.

Personnel services and materials and services were under budget by \$66,000 and \$27,300, respectively.

Capital spending in April was primarily for Pier 2 West NEPA Compliance and the Boatyard Master Plan.

Fuel Sales Summary:

Marina Fuel	Unleaded Sales \$	Unleaded Sales Gal	Unleaded COGS	Unleaded Profit	Diesel Sales \$	Diesel Sales Gal	Diesel COGS	Diesel Profit
Jul - Apr 2024	\$ 405,124	62,589	\$ 281,899	\$ 123,225	\$ 158,775	28,566	\$ 105,541	\$ 53,234
Jul - Apr 2023	\$ 455,176	66,194	\$ 322,552	\$ 132,624	\$ 239,469	39,191	\$ 159,715	\$ 79,754
Airport Fuel	Jet A Sales \$	Jet A Sales Gal	Jet A COGS	Jet A Profit	100LL Sales \$	100LL Sales Gal	100LL COGS	100LL Profit
Jul - Apr 2024	\$ 745,744	139,159	\$ 492,361	\$ 253,383	\$ 236,495	41,328	\$ 206,012	\$ 30,483
Jul - Apr 2023	\$ 730,999	123,941	\$ 498,912	\$ 232,087	\$ 121,436	17,664	\$ 93,639	\$ 27,797

*Numbers have been rounded to the nearest hundredth value.

Port of Astoria
Profit & Loss Actual vs. Budget
April 2024

	Actuals Jul 2023 - Apr 2024	Actuals Jul 2022 - Apr 2023	Budget Jul 2023 - Apr 2024	Budget Variance Through Apr	% of Budget Through Apr	Full '23-'24 Budget
<u>Operating Revenues</u>						
Dockage & Vessel Service	1,006,108	536,058	961,938	44,170	105%	1,216,906
Lease & Rental Income	2,653,144	2,257,960	2,642,359	10,786	100%	3,261,571
Rebilled Expenses	1,620,534	1,309,705	1,694,342	-73,808	96%	2,293,288
Boat Haulout	561,703	517,194	573,406	-11,703	98%	717,840
Marina Revenues	473,216	469,264	494,210	-20,994	96%	691,060
Fuel Sales	1,546,138	1,547,079	1,658,103	-111,965	93%	2,072,009
Ticket Revenues	1,960	2,265	2,700	-740	73%	3,600
Other Income	31,173	43,733	61,421	-30,248	51%	70,393
Total Operating Revenues	7,893,976	6,683,259	8,088,479	-194,502	98%	10,326,666
<u>Operating Expenses</u>						
Personnel Services	2,427,044	2,246,221	2,493,091	-66,047	97%	2,994,266
Materials and Services	4,105,563	3,700,436	4,132,896	-27,333	99%	5,320,893
Total Operating Expenses	6,532,607	5,946,656	6,625,987	-93,380	99%	8,315,159
Income from Operations	1,361,369	736,603	1,462,491	-101,122	93%	2,011,507
<u>Non-Operating Revenues</u>						
Property Tax Revenues-Genl Fund	930,835	892,994	925,706	5,129	101%	954,000
Timber Tax Revenues	97,902	111,957	97,902	0	100%	189,164
Other County Revenues	7,804	177	39,312	-31,508	20%	39,500
Grants*	1,055,441	427,905	1,055,441	0	100%	2,065,120
Interest Income	24,077	3,231	5,900	18,177	408%	9,780
Total Non-Operating Revenues	2,116,059	1,436,263	2,124,261	-8,201	100%	3,257,564
<u>Total Non-Operating Expenses</u>						
Capital Outlay*	1,702,614	1,965,010	1,702,614	0	100%	3,489,034
Interest Expense	383,299	174,107	381,942	1,357	100%	447,114
Principal Expense	883,014	377,632	919,729	-36,715	96%	1,208,513
Total Non-Operating Expenses	2,968,927	2,516,748	3,004,285	-35,358	99%	5,144,661
Net Income (Loss)	508,501	-343,882	582,467	-73,966	87%	124,410

**Capital Outlay/Grants year-to-date budget set to match Revenue/Expense, not seasonally adjusted.

Port of Astoria

Balance Sheet

as of April 2024

April 30, 2024

ASSETS

Current Assets

Cash & Cash Equivalents

Cash Funds

Operating Account #1442	645,408
Payroll Account #5344	64,090
Bornstein MMA #0004	0
Money Market #1259	268,670
Restricted AOC4 MMA #0760	254,557

Total Clatsop Community Bank 1,232,725

Total Cash & Cash Equivalents 1,233,470

Accounts Receivable 705,131

Other Current Assets 3,237,954

Total Current Assets 5,176,556

Fixed Assets 35,351,087

Other Assets

Long-term Receivables 16,347,851

TOTAL ASSETS 56,875,494

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable 283,226

Other Current Liabilities 14,739,979

Total Current Liabilities 15,023,206

Long Term Liabilities

Accrued Vacation Payable 156,798

Accrued Sick Leave 167,614

Notes Payable 13,007,848

Net Pension Liability 1,337,577

OPEB Liability 738,399

Lease Liability 132,494

Pollution Remediation AOC 4 Liability 2,564,338

Less Current Portion LT Debt -1,342,522

Total Long Term Liabilities 16,762,546

Total Liabilities 31,785,752

Equity

Retained Earnings 24,581,241

Net Income 508,501

Total Equity 25,089,742

TOTAL LIABILITIES & EQUITY 56,875,494



Capital Projects
April 2024
Budget to Actual

DEPARTMENT AND PROJECT		CAPITAL PROJECTS & GRANTS As Budgeted			CAPITAL PROJECTS & GRANTS Actual Spending To-Date			REMAINDER & PRIORITY	
		Adopted Capital Expenditure	Adopted Grant Funding	Adopted POA Expense	Expenses through 04/30/2024	Grants Received through 04/30/2024	Expenses through 04/30/2024 NET OF GRANTS	Budgetary Estimate of Remaining POA Expense	Priority (1-10) 9=Comp 10=Rem
Department	Description								
WFW	P2 West Preconstruction	1,500,000	1,325,000	175,000	547,277	530,671	16,606	158,394	1
Airport	Airport Master Plan	88,885	82,470	6,415	72,356	21,764	50,592	(44,177)	2
Administration	2023-24 IT Upgrades	30,000	-	30,000	7,278	-	7,278	22,722	3
WFW	Security Upgrades: Trident equipment; Pier 1 Generator; Pier 1 Booth; Cyber Security	122,800	92,100	30,700	144,635	96,795	47,840	(17,140)	3
WFW - Boatyard	Boatyard Master Plan	87,500	76,000	11,500	120,027	60,000	60,027	(48,527)	3
Airport	Hangar Maintenance	25,000	-	25,000	6,800	-	6,800	18,200	4
Airport	Vegetation Management	30,000	-	30,000	77,326	-	77,326	(47,326)	4
WFW	Pier 2 East - Repairs based on ODOT reports	50,000	-	50,000	9,215	-	9,215	40,785	4
Airport	Industrial Park	300,000	250,000	50,000	-	250,000	(250,000)	300,000	5
Airport	Terminal Building Upgrades	75,000	-	75,000	52,399	2,500	49,899	25,101	5
Airport	Tide Gate Feasibility Study	49,800	49,800	-	28,319	28,318	1	(1)	5
WFW	Fire Suppression/System Upgrades - Pier 2	20,000	-	20,000	2,104	-	2,104	17,896	5
WFW	Pier 1 Building - New HVAC Outdoor Units (3)	25,000	-	25,000	8,380	-	8,380	16,620	5
WFW	Repave Gateway Avenue / Restripe	110,000	82,500	27,500	-	-	-	27,500	5
WFW - Boatyard	Boatyard Upgrades	150,000	-	150,000	33,512	-	33,512	116,488	5
Airport	Backfill and Site Prep Behind Recology	100,000	-	100,000	2,609	-	2,609	97,391	8
WFE - Marinas	West Basin T-Dock Power	60,000	51,000	9,000	67,962	-	67,962	(58,962)	9
WFW	422 Gateway Building - Remodel/Upgrades	100,000	-	100,000	35,609	-	35,609	64,391	9
WFW	Slip 1 Sampling and Analysis Plan	50,000	-	50,000	53,142	-	53,142	(3,142)	9
WFW	Fender Pile Replacement (25) Pier 1 West, Pier 2 East, Pier 2 West	195,049	-	195,049	286,133	-	286,133	(91,084)	9
WFW	Dredge Repairs - repair dredge pipe/replace cutter head	25,000	-	25,000	19,373	-	19,373	5,628	9
WFW	Link Belt Crane - load cells and wind meter	15,000	-	15,000	9,570	-	9,570	5,430	9
WFW	Waterfront Master Plan - Wayfinding Signage	15,000	-	15,000	-	-	-	15,000	10
WFE - Marinas	Dumpster Enclosure	10,000	-	10,000	-	-	-	10,000	10
Airport	Backfill and Site Prep Behind Overbay	60,000	-	60,000	-	-	-	60,000	10
WFW	413 Gateway Building - Replace Siding/Flooring	55,000	-	55,000	-	-	-	55,000	10
WFW	2023-24 Security Upgrades: Security cameras, Marina security fencing	75,000	56,250	18,750	-	-	-	18,750	10
WFW - Cruise	Gangway Landing Tower	65,000	-	65,000	-	-	-	65,000	10
	Misc	-	-	-	118,747	64,910	53,837	(53,837)	
TOTALS		3,489,034	2,065,120	1,423,914	1,702,772	1,054,958	647,814	776,100	

Port of Astoria
Vouchers Paid -- Operating Acct

Type	Date	Num	Name	Memo	Credit
102-00 - Cash					
102-02 - CCB Operating #1442					
Bill Pmt -Check	05/06/2024	83716	A Coastal Lock & Key, LLC		345.00
Bill Pmt -Check	05/06/2024	83717	America's Phone Guys	Acct# 31377 April 2024	408.30
Bill Pmt -Check	05/06/2024	83718	Anchor Graphics		1,311.96
Bill Pmt -Check	05/06/2024	83719	AT&T	Acct # 019 295 1870 001	24.37
Bill Pmt -Check	05/06/2024	83720	AVH Consulting, LLC	PoA_040824	9,160.42
Bill Pmt -Check	05/06/2024	83721	Bayview Asphalt, Inc.	Cust # 119613 W/O#3301	159.25
Bill Pmt -Check	05/06/2024	83722	Bear Power Fencing		300.00
Bill Pmt -Check	05/06/2024	83723	Brendon Stock (A/P)	Reimb for Raingear and Boots	112.93
Bill Pmt -Check	05/06/2024	83724	Cable Huston LLP		9,219.12
Bill Pmt -Check	05/06/2024	83725	Campbell Environmental		14,195.00
Bill Pmt -Check	05/06/2024	83726	Cartomation, Inc.	Invoice #74	500.00
Bill Pmt -Check	05/06/2024	83727	Center for Sustainable Infrastructure		800.00
Bill Pmt -Check	05/06/2024	83728	CenturyLink	Acct # 497163267	107.74
Bill Pmt -Check	05/06/2024	83729	Cintas Corporation	10829	259.75
Bill Pmt -Check	05/06/2024	83730	City Lumber	Cust # 7259	177.61
Bill Pmt -Check	05/06/2024	83731	City of Astoria - utilities		69,979.68
Bill Pmt -Check	05/06/2024	83732	CityServiceValcon		66,023.29
Bill Pmt -Check	05/06/2024	83733	Clatsop County Lawn & Tractor	544212	115.89
Bill Pmt -Check	05/06/2024	83734	Clean Water Technologies, LLC	April support	3,810.56
Bill Pmt -Check	05/06/2024	83735	Columbia Dockworks.		4,610.00
Bill Pmt -Check	05/06/2024	83736	DSL	Acct ID: APP0063728	990.00
Bill Pmt -Check	05/06/2024	83737	Englund Marine (Airport)	Acct 18868 closing date 4.30.2024	110.95
Bill Pmt -Check	05/06/2024	83738	Englund Marine (Boatyard)	Acct 15589 Closing Date 3/31/2024	103.96
Bill Pmt -Check	05/06/2024	83739	Englund Marine (Marina)	Acct 14130 Closing Date 4/30/2024	632.20
Bill Pmt -Check	05/06/2024	83740	Englund Marine (MX)	Acct 14129 Closing Date 4/30/2024	1,648.98
Bill Pmt -Check	05/06/2024	83741	Ironmark, LLC		7,450.00
Bill Pmt -Check	05/06/2024	83742	J P Plumbing Company, Inc.	Cust ID: AS75	6.00
Bill Pmt -Check	05/06/2024	83743	Jackson and Son Oil	Acct # 63045	8,912.11
Bill Pmt -Check	05/06/2024	83744	Landside Resources, Inc.	March 2024	900.00
Bill Pmt -Check	05/06/2024	83745	Lawson Products	Cust # 10075026	213.77
Bill Pmt -Check	05/06/2024	83746	Napa Auto Parts	Cust # 76004	193.31
Bill Pmt -Check	05/06/2024	83747	Northwest Local Government Legal Advi...	April 2024	3,745.26
Bill Pmt -Check	05/06/2024	83748	NW Natural	Acct #2737126-9	134.03
Bill Pmt -Check	05/06/2024	83749	OREGON DEPT. OF ADMIN SERVICES	Vendor # 0000RO4117	900.00
Bill Pmt -Check	05/06/2024	83750	P & L Johnson Mechanical, Inc.		4,289.00
Bill Pmt -Check	05/06/2024	83751	Pacific Power		9,843.14
Bill Pmt -Check	05/06/2024	83752	PacificSource Administrators	Employer ID: P00431	1,477.91
Bill Pmt -Check	05/06/2024	83753	Pape Machinery, Inc.	Cust # 101890	208.02
Bill Pmt -Check	05/06/2024	83754	PERS Health	AS - Group: 10013822 Subscriber: H80550901	278.28
Bill Pmt -Check	05/06/2024	83755	PetroCard, Inc.	01-0004280	1,147.24
Bill Pmt -Check	05/06/2024	83756	Portland Bolt & Manufacturing Co	Cust # 2938	551.49
Bill Pmt -Check	05/06/2024	83757	Robert D Hanks	Reimb Medicare Supplement Plan	278.28
Bill Pmt -Check	05/06/2024	83758	S. Bruce Conner	December 2022	2,100.00
Bill Pmt -Check	05/06/2024	83759	Sherwin-Williams	4251-5877-1	154.76
Bill Pmt -Check	05/06/2024	83760	Shred-It	Cust # 16971101	64.20
Bill Pmt -Check	05/06/2024	83761	Sierra Springs	928320221793628	221.78
Bill Pmt -Check	05/06/2024	83762	Special Touch Janitorial, Inc.		7,375.00
Bill Pmt -Check	05/06/2024	83763	Spectrum - 5501	8787 14 001 0420590	39.99
Bill Pmt -Check	05/06/2024	83764	Staples Advantage	Cust #LA 1833939	343.02
Bill Pmt -Check	05/06/2024	83765	Sue Transue (A/P)	Reimb for mileage driven	158.77
Bill Pmt -Check	05/06/2024	83766	The Daily Astorian	Acct # EO12928	96.60
Bill Pmt -Check	05/06/2024	83767	The North Coast Oregonian	Acct #R100	120.00
Bill Pmt -Check	05/06/2024	83768	The Trophy Case	INSIGNIA	70.00
Bill Pmt -Check	05/06/2024	83769	TKE (Thyssenkrupp Elevator Corp)	Cust # 71259	724.68
Bill Pmt -Check	05/06/2024	83770	ULINE	Cust # 21657453	3,498.17
Bill Pmt -Check	05/06/2024	83771	VenTek International	Cust # PORTASTORIA	475.00
Bill Pmt -Check	05/06/2024	83772	Verizon Wireless #7705-1	270297705-00001	570.29
Bill Pmt -Check	05/06/2024	83773	Walter E. Nelson Co.	Cust # 1629	58.55
Bill Pmt -Check	05/06/2024	83774	Wells Electrical Contracting, Inc.		1,866.23

Total 102-02 - CCB Operating #1442

243,571.84

Total 102-00 - Cash

243,571.84

TOTAL

243,571.84

5-6-24 OK
JTP

Type	Date	Num	Name	Memo	Credit
Bill Pmt -Check	05/20/2024	83775	A & A Pest Control	105650	545.00
Bill Pmt -Check	05/20/2024	83776	A Coastal Lock & Key, LLC		330.00
Bill Pmt -Check	05/20/2024	83777	Advanced Remediation Technologies, Inc.	Job # OR0203-006.001	1,125.00
Bill Pmt -Check	05/20/2024	83778	ALS Environmental	Cust # 207691-01	500.00
Bill Pmt -Check	05/20/2024	83779	Brandon C Willson		140.00
Bill Pmt -Check	05/20/2024	83780	Card Service Center		6,126.15
Bill Pmt -Check	05/20/2024	83781	CHS Inc/Cenex	Cust # 195072	457.65
Bill Pmt -Check	05/20/2024	83782	Cintas Corporation	10829	200.15
Bill Pmt -Check	05/20/2024	83783	City Lumber	Cust # 7259	213.19
Bill Pmt -Check	05/20/2024	83784	City of Warrenton		18,858.13
Bill Pmt -Check	05/20/2024	83785	CityServiceValcon	Acct # 0017404	32,003.78
Bill Pmt -Check	05/20/2024	83786	Columbia Dockworks.	Pier 2 East Consulting 4/21-5/	4,605.00
Bill Pmt -Check	05/20/2024	83787	COSTCO	1985	1,650.55
Bill Pmt -Check	05/20/2024	83788	Del's OK Point S Tire	POR101	353.06
Bill Pmt -Check	05/20/2024	83789	Dianna Degado (A/P)	May 2024 Budget Commissior	101.86
Bill Pmt -Check	05/20/2024	83790	DSL		1,980.00
Bill Pmt -Check	05/20/2024	83791	Earthworx Excavation, LLC		8,095.30
Bill Pmt -Check	05/20/2024	83792	Great Panes Window Washing LLC		2,000.00
Bill Pmt -Check	05/20/2024	83793	Haglund Kelley LLP	General # 10437.018:Dispute	1,230.53
Bill Pmt -Check	05/20/2024	83794	Harold Culver (Retiree)	Reimb Medicare Supplement I	278.28
Bill Pmt -Check	05/20/2024	83795	Hauer's Lawn Care & Equip		97.05
Bill Pmt -Check	05/20/2024	83796	Home Depot	6035 3225 3191 4798	803.21
Bill Pmt -Check	05/20/2024	83797	iFocus Consulting, Inc.		5,552.20
Bill Pmt -Check	05/20/2024	83798	J P Plumbing Company, Inc.	Cust ID: AS75	28.00
Bill Pmt -Check	05/20/2024	83799	Jackson and Son Oil	Acct # 63045	13,731.76
Bill Pmt -Check	05/20/2024	83800	Jonathon Rowden (A/P)	May 2024 Gear for training	84.75
Bill Pmt -Check	05/20/2024	83801	Lawson Products	Cust # 10075026	199.74
Bill Pmt -Check	05/20/2024	83802	Lower Columbia Engineering LLC		5,853.75
Bill Pmt -Check	05/20/2024	83803	Maritime Fire & Safety Assoc.	Cust ID: PORAST02	1,350.00

Port of Astoria
Vouchers Paid -- Operating Acct

Bill Pmt -Check	05/20/2024	83804	Matt Hansen (A/P)	May 2024	42.00
Bill Pmt -Check	05/20/2024	83805	Maul Foster & Alongi, Inc.		23,119.75
Bill Pmt -Check	05/20/2024	83806	Napa Auto Parts	Cust # 76004	28.78
Bill Pmt -Check	05/20/2024	83807	Olson Asphalt Maintenance, LLC		2,100.00
Bill Pmt -Check	05/20/2024	83808	Pacific Power		10,772.36
Bill Pmt -Check	05/20/2024	83809	Quadient (postage)	X3391	158.00
Bill Pmt -Check	05/20/2024	83810	Recology Western Oregon		2,833.78
Bill Pmt -Check	05/20/2024	83811	Recology Western Oregon (LA)	A1080000232	1,205.95
Bill Pmt -Check	05/20/2024	83812	Sierra Springs	928320221793628	78.99
Bill Pmt -Check	05/20/2024	83813	Solutions YES, LLC	Acct # PO03	143.30
Bill Pmt -Check	05/20/2024	83814	Special Districts Health Premiums	Cust # 03-0016324	50,186.08
Bill Pmt -Check	05/20/2024	83815	Special Touch Janitorial, Inc.	May 2024	3,868.75
Bill Pmt -Check	05/20/2024	83816	Spectrio, LLC	Acct # SPX755863	210.00
Bill Pmt -Check	05/20/2024	83817	Spectrum - 0901	Acct # 176560901	189.97
Bill Pmt -Check	05/20/2024	83818	Spectrum - 1001	Acct # 176561001	39.99
Bill Pmt -Check	05/20/2024	83819	Spectrum - 6401	Acct # 176526401	2,089.47
Bill Pmt -Check	05/20/2024	83820	State of Oregon - Employment Tax	BUS ID#: 0504015-4	418.27
Bill Pmt -Check	05/20/2024	83821	Sundial Travel Services, Inc.	Reimb for Seatrade 5011 in M	5,003.25
Bill Pmt -Check	05/20/2024	83822	Susan Broom (A/P)	Reimbursement	44.74
Bill Pmt -Check	05/20/2024	83823	Sweet Septic and Portable Service	March 2024	280.00
Bill Pmt -Check	05/20/2024	83824	The Daily Astorian	Annual Renewal for Acct # 334	130.00
Bill Pmt -Check	05/20/2024	83825	ULINE	Cust # 21657453	3,498.17
Bill Pmt -Check	05/20/2024	83826	Walter E. Nelson Co.	Cust # 1629	1,344.16

216,279.85
216,279.85
216,279.85

OK 5-20-24

JTE

WJW

5-20-24

June 2024

June 2024

July 2024

S	M	T	W	T	F	S	S	M	T	W	T	F	S
26	27	28	29	30	31	1	30	1	2	3	4	5	6
2	3	4	5	6	7	8	7	8	9	10	11	12	13
9	10	11	12	13	14	15	14	15	16	17	18	19	20
16	17	18	19	20	21	22	21	22	23	24	25	26	27
23	24	25	26	27	28	29	28	29	30	31	1	2	3
30	1	2	3	4	5	6	4	5	6	7	8	9	10

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
May 26	27	28 330PM CEDR Board Mtg 530PM Astoria Planning Com 6PM Warrenton City Council Mtg 7:45AM AWACC Breakfast Mtr	29	30	31	Jun 1
2	3 6PM Astoria City Council Mtg	4 4PM Regular Session 6PM CB City Council Mtg	5 7PM Gearhart City Council Mtg	6	7	8
9	10 4PM Airport Advisory Commi 6PM Seaside City Council Mtg	11 6PM Warrenton City Council Mtg	12 5PM Clatsop Cnty Commissio 6PM CB City Council Work Mtg	13	14	15
16	17 6PM Astoria City Council Mtg	18 4PM Regular Workshop Sessio	19	20	21	22
23	24 6PM Seaside City Council Mtg	25 530PM Astoria Planning Com 6PM Warrenton City Council Mtg 7:45AM AWACC Breakfast Mtr	26 5PM Clatsop Cnty Commissio	27	28	29
30	Jul 1 6PM Astoria City Council Mtg	2 4PM Regular Session 6PM CB City Council Mtg	3 7PM Gearhart City Council Mtg	4 July 4th	5	6

PORT OF ASTORIA EMPLOYMENT AGREEMENT

Executive Director

William Chase Isom

This Employment Agreement (“Agreement”) is entered into by and between the Port of Astoria, an Oregon special district formed and authorized pursuant to ORS chapter 777 (“Port”), and William C. Isom (“Executive Director”). Unless otherwise agreed in writing by the parties hereto, this Agreement shall take effect the 1st day of June 2024.

RECITALS

1. The Board of Commissioners (“Commission”) of the Port is responsible for appointing and supervising the Port’s Executive Director.
2. William C. Isom has served as Executive Director for the Port since 2019.
3. Both parties to this Agreement desire for William C. Isom to continue as the Port’s Executive Director subject to the terms and conditions of this Agreement.
4. This Agreement is intended by the parties to replace and supersede all prior agreements and amendments relating to the subject matter herein contained.

AGREEMENT

The parties hereby agree as follows:

1. Duties and Responsibilities. The authority of the Executive Director, consistent with state law, Port of Astoria bylaws or ordinances and resolutions shall include, but not be limited to the following: the Executive Director is solely responsible for the overall management, administration and direction of Port operations; the hiring, disciplining and firing of Port employees; the negotiation, execution and administration of Port contracts within budget appropriations pursuant to Port policy. Any action taken by the Port to diminish this authority shall be considered a breach of contract as outlined in section nine (9) of this agreement. Additionally, the Executive Director shall have the responsibilities as more specifically outlined here:

- Lead the Port in its efforts to implement the goals and strategies outlined in its Strategic Business Plan and envision and accomplish sound business initiatives.
- Implement marketing and outreach programs and represent the Commission in relationships with customers, local, state, and federal officials, and the community.

- Implement and maintain positive relationships with community resources, other critical users of the Columbia River, Port facilities, and the media.
- Oversee all appointments, disciplinary actions, terminations, and other personnel management actions for Port employees.
- Coordinate the activities of all consultants to the Commission, including legal counsel, planners, auditors, architects, and engineers.
- Provide the Commission with current information regarding business trends, market conditions, and opportunities relevant to the Commission's short and long-term goals.
- Oversee preparation, submission and adherence to the Port's annual operating budget and capital improvement planning in strict compliance with applicable Oregon budget law.
- Provide leadership, direction and training to Port staff, always seeking to improve the overall efficiency, effectiveness and public perception of Port operations and personnel, and constantly striving to maximize staff's potential as individuals and as a team.
- Regularly review Port departmental policies and procedures, and revise when appropriate, in consultation with the Port Commission.
- Supervise and coordinate negotiation of rental/lease agreements, collective bargaining agreements, and other related business transactions.
- Oversee the scheduling of all Commission meetings following the guidelines of Oregon Public Meeting Laws. Attend all meetings unless excused by the Commission.
- Perform other duties and responsibilities as assigned by the Commission.

2. **Term.** The initial term of this Agreement shall begin on June 1st, 2024 and shall remain in effect until terminated as provided in section three (3) of this agreement.

3. **Termination.** This Agreement may be terminated as follows:

- A. By Mutual Agreement: This Agreement may be terminated at any time upon the mutual agreement of the parties. If the Agreement is terminated by mutual agreement, the Executive Director shall be entitled to his regular compensation and health care coverage through the effective date of termination but shall not be entitled to severance pay.
- B. By Executive Director: The Executive Director may resign upon ninety (90) days advance notice in writing, unless otherwise agreed by the Port. If the Executive Director resigns from employment, the Executive Director shall be entitled to his regular compensation and health

care coverage through the effective date of termination but shall not be entitled to severance pay.

- C. By Port: The Commission may terminate the Executive Director's employment at any time with or without cause and without the Executive Director's concurrence, subject to the terms and conditions of this subsection. Termination of the Executive Director, with or without cause, requires an affirmative vote by four (4) or more Commissioners.

(1) Without Cause; Severance Pay. If the Executive Director is terminated without "cause" as such term is defined in subsection 3.C.(3) of this Agreement:

- The Port shall pay to the Executive Director, as severance pay, an amount equal to eighteen (18) months of the Executive Director's salary at the time of termination. In the Commission's discretion, these payments shall be made in bi-weekly increments in accordance with the Port's regular payroll schedule, or as a lump-sum within thirty (30) days of the effective date of separation. All severance payments shall be subject to applicable taxes and standard withholdings.
- If the Executive Director elects COBRA continuation coverage, and provided the Executive Director submits a request for reimbursement with appropriate documentation no more than ninety (90) days following the Executive Director's last day of eligibility for health care coverage, as additional severance the Port shall reimburse the Executive Director for six (6) months of the cost of the premium for the same level of coverage as exists on the effective date of termination.

(2) For Cause; Severance Pay: If the Executive Director is terminated for "cause" as such term is defined in subsection 3.C.(3) of this Agreement:

- The Port shall pay to the Executive Director, as severance pay, an amount equal to three (3) months of the Executive Director's salary at the time of termination. In the Commission's discretion, these payments shall be made in bi-weekly increments in accordance with the Port's regular payroll schedule, or as a lump-sum within thirty (30) days of the effective date of separation. All severance payments shall be subject to applicable taxes and standard withholdings.
- If the Executive Director elects COBRA continuation coverage, and provided the Executive Director submits a request for reimbursement with appropriate documentation no more than ninety (90) days following the Executive Director's last day of eligibility for health care coverage, as additional severance the Port shall reimburse the Executive Director for three (3) months of the cost of the premium for the same level of coverage as exists on the effective date of termination.

(3) “Cause” Defined. For purposes of this Agreement, termination for “cause” shall mean only the following:

- Employee’s conviction in a court of law or plea of guilty of nolo contendere to a felony, or Employee’s conviction in a court of law for fraud, misappropriation or embezzlement in connection with the assets of the Port;
- Employee’s refusal to perform the assigned tasks or specific directives of the Commission which are reasonably consistent with the nature and scope of the Executive Director’s duties, and which refusal is not remedied within a reasonable time after receiving written notice thereof;
- Any gross act of dishonesty by the Executive Director which is materially and demonstrably injurious to the Port;
- Use of alcohol or drugs which interferes with performance of Executive Director’s obligations under this Agreement;

D. Accrued Leave. With any termination, in addition to any rights granted under this Agreement the Executive Director shall be entitled to all rights granted in the Port Personnel Policies for payout of accrued leave for terminating employees.

4. **Discipline.** The Port’s general disciplinary policies do not apply to the Executive Director. If the Commission deems it necessary to issue discipline to the Executive Director, that discipline may include performance improvement and/or corrective action plans, reprimands, paid suspensions, or termination of this Agreement as outlined in Section 3, depending upon the severity of the offense or actions involved. The Executive Director shall have the choice of public or confidential disciplinary proceedings. All discipline processes will be conducted in accordance with the Oregon Public Meetings law, as applicable.

5. **Salary and Benefits.** The Executive Director shall receive the following compensation:

- A. The Executive Director shall be paid an annual minimum base salary of \$228,000.00 payable in installments at the same time and manner as other employees of the Port are paid. Additionally, the Port Commission, at their sole discretion, may offer merit-based salary increases as a part of the Executive Director’s annual performance evaluation. The Executive Director’s employment by the Port is Fair Labor Standards Act (“FSLA”) exempt, and not eligible for overtime.
- B. All benefits of employment generally available to other exempt employees of the Port, as set forth in the Port’s Personnel Policies and other policies, and as updated from time to time. Where a specific benefit enumerated in this Agreement is greater than that provided to other employees, the terms of this Agreement shall control. In addition to the available fringe benefits, the Executive Director shall be entitled to the following:

- (1) Vacation: Twenty (20) non-working vacation days annually, accrued monthly. A maximum of nine hundred (900) unused vacation hours may be accrued. All unused vacation is eligible for payout upon termination from the Port.
 - (2) Retirement: Payment of both the employer and employee contribution to the Oregon Public Employees Retirement System (PERS).
 - (3) Deferred Compensation, IRS 457 (b) Plan: A contribution of \$1,900.00 per month into the Executive Director's IRS 457 (b) account, or other mutually agreeable plan if the IRS 457(b) plan becomes unavailable to Executive Director.
 - (4) Vehicle Allowance: A monthly vehicle allowance of \$750.00 for Executive Director's use of his personal vehicle as an employee of the Port to cover in-district (Clatsop County) travel costs. The Port will reimburse the Executive Director for all out-of-district travel costs per the Port's travel reimbursement policy. The Executive Director is responsible for all maintenance, insurance coverage and operating expenses.
 - (5) Insurance Benefits: The same insurance benefits as are provided to other management personnel, except that Executive Director will receive additional term life insurance paid by the Port in the amount of \$200,000.00.
 - (6) Cell Phone. Reimbursement, as needed, for the replacement cost of employee's personal cellular phone, using the personal cellular account plan and phone number of the Executive Director, which the parties acknowledge may be used for both business and personal use. Upon any separation from the Port, the Executive Director maintains sole ownership of the phone, phone number and cellular account.
6. **Professional Dues and Continuing Education.** The Port shall budget and pay for reasonable travel costs, lodging, meals, tuition costs and registration fees for the Executive Director to participate in continuing education trainings necessary or beneficial for his professional development and for the Port. In addition, the Port will pay for membership dues and continuing education necessary for the Executive Director to maintain an active CPA license.
 7. **Indemnification.** Subject to Oregon law and insurance carrier rules and policy limitations, the Port shall hold harmless and indemnify the Executive Director from any and all demands, claims, suits, and legal proceedings brought by any third party against the Executive Director in his capacity as agent and employee of the Port, except when such claim, suit, or legal proceeding arises out of the intentional wrongful acts of the Executive Director or from actions of the Executive Director that are outside the course and scope of his professional duties.
 8. **Entirety of Agreement.** This Agreement constitutes the entire agreement between the parties, integrates all the terms and conditions included herein, and supersedes all negotiations or previous agreements, written or oral, between the parties with respect to all or any part of the subject matter hereof.

9. **Remedies for Default.** If either party determines in good faith that the other party has failed to fulfill the obligations set forth in this Agreement, the party not in default shall provide written notice to the other party describing such failure and demanding that the default be remedied. If the party so notified fails to cure the default within thirty (30) days of receipt of such notice, or within such time mutually agreed to by the parties, the non-defaulting party shall be entitled to declare a breach of this Agreement and may terminate this Agreement. Unless termination meets the criteria for “cause” as defined in section 3.C.(3) of this agreement, a breach and termination of this agreement by either party will be considered a termination by the Port without cause as outlined in section 3.C.(1) of this agreement, unless an alternate solution is mutually agreed upon in writing by both parties.
10. **Applicable Law; Venue.** This agreement is subject to all applicable laws of the State of Oregon. In the event legal action becomes necessary to interpret or enforce the terms of this Agreement, such action shall be brought in the Circuit Court in Clatsop County, Oregon, or in the U.S. District Court for the State of Oregon.
11. **Savings Clause.** If any part of this Agreement is found to be illegal or unenforceable under state or federal law, the remainder of the Agreement shall not be affected and shall remain in force.
12. **Modification.** This Agreement may be amended or modified only by written agreement signed by both parties.

IN WITNESS WHEREOF, on behalf of the Port the Board of Commissioners has caused two originals of this Agreement to be signed by the Port Commission Chair and attested by the Port of Astoria Commission Vice-Chair.

PORT OF ASTORIA

EXECUTIVE DIRECTOR

Robert Stevens, Chairman
Port of Astoria Board of Commissioners

William C. Isom, Executive Director

Date

Date

ATTEST:

Frank Spence, Vice-Chairman
Port of Astoria Board of Commissioners

Date



RESOLUTION
NO. 2024-02

RESOLUTION TO ADOPT THE BUDGET & MAKE APPROPRIATIONS
FOR THE FISCAL YEAR 2024-2025

BE IT RESOLVED that the Board of Directors of the Port of Astoria hereby adopts the budget for the fiscal year 2024-2025 in the total of \$17,655,537 now on file at the Port of Astoria, 422 Gateway Avenue, Suite 100, Astoria OR 97103.

General Fund

Personnel Services	\$3,283,192	
Materials & Services	5,993,482	
Capital Outlay	5,177,230	
Debt Service	<u>1,683,399</u>	
Total		\$16,137,303

Special Revenue Fund

Interfund Transfers	<u>\$ 192,580</u>	
Total		\$ 192,580

Total Appropriations, All Funds \$ 16,329,883

Total Unappropriated and Reserve Amounts, All Funds \$ 1,325,655

TOTAL ADOPTED BUDGET \$ 17,655,537

Adopted this 4th day of June, 2024 by the Port of Astoria Commission.

Robert Stevens, President
Board of Commissioners

Tim Hill, Secretary
Board of Commissioners

RESOLUTION
NO. 2024-03

RESOLUTION IMPOSING AND CATEGORIZING TAXES

BE IT RESOLVED THAT THE Board of Commissioners for the Port of Astoria hereby imposes the taxes provided for in the adopted budget at the rate of \$.1256 per \$1,000 of assessed value for operations; and that these taxes are hereby imposed and categorized for the tax year 2024-2025 upon the assessed value of all taxable property within the district.

	General Government	Excluded from Limitation
General Fund	\$.1256/\$1000	-0-

Adopted this 4th day of June, 2024 by the Port of Astoria Commission.

Robert Stevens, President
Board of Commissioners

Tim Hill, Secretary
Board of Commissioners

RE# 0138

REQUEST FOR EXPENDITURE

SECTION A	Date:	05/22/2024	Department:	Maintenance
	Staff Contact:	Joe Tadei	Vendor (if determined):	Astoria Ford
	Description of Product or Service being requested:	Purchase of a flatbed truck for Maintenance department.		
	Purpose of Product or Service being requested:	Replacement of 1997 flatbed truck that was previously sold as surplus; item was included on 2020 capital project list, but due to COVID and staff reductions vehicle purchase was put on hold		
Cost Estimate:		\$51,040.00		
SECTION B	1. Does this expenditure exist within the current budget? (Original Budget Amount)			
	<input checked="" type="checkbox"/> No (Skip to Section C-2)		<input type="checkbox"/> Yes (Proceed) \$	
	2. Does this expenditure exceed \$5,000?			
<input type="checkbox"/> No (Skip to Section D)		<input type="checkbox"/> Yes (Proceed to Section C-1)		
3. Will services be performed on Port of Astoria property?				
<input type="checkbox"/> No		<input checked="" type="checkbox"/> Yes		
SECTION C	1.			
	Account # for Budgeted Item (ex: XXX-XX)		TOTAL NET OF GRANTS	
	FY 2023-2024 Budget for this Account		\$	\$
	Amount Spent Year-to-Date for this Account		\$	\$
	Amount Available to Spend for this Account		\$	\$
	Does this Request for Expenditure require Commission Approval (>=\$25,000)? <input type="checkbox"/> Yes / <input type="checkbox"/> No			
	2.			
	If Not included in the current budget or the current budget for this account # has been spent:			
	Does this Request for Expenditure require Commission Approval (>=\$5,000)? <input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No			
	Account # to deduct funds from to reallocate & accommodate this expenditure (ex: XXX-XX)		TOTAL NET OF GRANTS	
FY 2023-2024 Budget for the Account being reduced		\$ 3,409,034	\$ 1,423,914	
Amount Spent Year-to-Date for this Account		\$ 1,702,613	\$ 647,172	
Amount Available to Spend for this Account		\$ 1,706,421	\$ 776,742	
SECTION D	3			
	If Commission approval is required, please specify date Request for Expenditure will be submitted to Commission for approval. (Specify date of Commission meeting when item is scheduled to be heard/approved) 06/04/2024			
SECTION E	Signature of Department Head		Signature of Deputy Director	
	Date		Date	
Signature of Finance Manager		Signature of Executive Director		
Date		Date		

(over for Quotation Analysis)

Project: Maintenance Flatbed Truck

Project Manager: Joe Tadei

Quotes obtained by: Joe Tadei

Procurement Method: Small procurement Intermediate procurement Request for Bid
 Sole source Emergency Request for Proposal

Solicitation Method: Verbal quotes (informal) Requests for written quotes (informal) Public solicitation (formal)

Vendor	Amount	Description	Availability	Specific expertise	Other information
Astoria Ford	\$51,040	4X2 flatbed truck	Delivery within 1-2 months.	local vendor supports Ford product line	
Lum's Auto Center	\$56,555	4X2 flatbed truck	Delivery within 3-4 months.	local vendor supports Dodge product line	
Ocean Crest Chevrolet Buick GMC	Requested bid on 5/2/2024. No bid submitted.	4X2 flatbed truck	N/A	local vendor supports GM product line	

Vendor selection & justification:
(REQUIRED)

Astoria Ford has the best price and is a reputable local vendor who supports there product line with reliable parts and service.

LUM'S AUTO CENTER INC
 1605 SE ENSIGN LN
 WARRENTON, OR 971467338

Configuration Preview

Date Printed: 2024-05-01 1:53 PM VIN: Quantity: 1
 Estimated Ship Date: VON: Status: BA - Pending order

Sold to:
 LUM'S AUTO CENTER INC (42992)
 1605 SE ENSIGN LN
 WARRENTON, OR 971467338

Ship to:
 LUM'S AUTO CENTER INC (42992)
 1605 SE ENSIGN LN
 WARRENTON, OR 971467338

Vehicle: 2024 3500 REG CAB CHASSIS 4X4 (143.5 in WB - CA of 60 in) (DD8L63)

	Sales Code	Description	MSRP(USD)
Model:	DD8L63	3500 REG CAB CHASSIS 4X4 (143.5 in WB - CA of 60 in)	51,525
Package:	2GA	Customer Preferred Package 2GA	0
	ESB	6.4L V8 Heavy Duty HEMI Engine	0
	DFX	8-Spd Auto 8HP75-LCV Transmission	0
Paint/Seat/Trim:	PW7	Bright White Clear Coat	0
	APA	Monotone Paint	0
	*TX	HD Vinyl 40/20/40 Split Bench Seat	0
	-X8	Black/Diesel Gray	0
Options:	YEP	Manuf Statement of Origin	0
	MDA	Front License Plate Bracket	0
	XHC	Trailer Brake Control	465
	TBB	Full Size Spare Tire	395
	DK3	Elec Shift-On-The-Fly Transfer Case	295
	A61	Tradesman Level 1 Equipment Group	1,880
	CBE	40/20/40 Split Bench Seat	0
	5N6	Easy Order	0
	170	Zone 70-Phoenix Arizona	0
	4EA	Sold Vehicle	0
Destination Fees:			1,995

HB: 1,637 Total Price: 56,555
 FFP: 52,254
 EP: 50,271

Order Type: Retail
Scheduling Priority: 1-Sold Order
Salesperson: Ralph Anthony Rasmussen 111
Customer Name: Port of Astoria
Customer Address: 422 GATEWAY AVE STE 100
 ASTORIA OR 97103 USA

PSP Month/Week:
Build Priority: 99

Instructions:



Preview Order C563 - F3G 4x2 Reg Chas Cab DRW: Order Summary Time of Preview: 10/10/2023 13:49:25 Receipt: 10/10/2023

Dealership Name: Astoria Ford

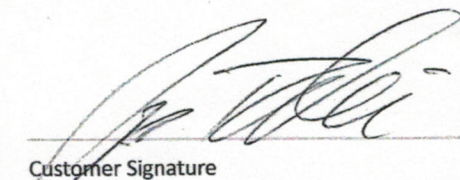
Sales Code : F74495

Dealer Rep.	Chris Look	Type	Retail	Vehicle Line	Superduty	Order Code	C563
Customer Name	P Of Astoria	Priority Code	19	Model Year	2024	Price Level	420

DESCRIPTION	MSRP	DESCRIPTION	MSRP
F350 4X2 CHASSIS CAB DRW/169	\$49045	.LT245/75R17E BSW ALL-SEASON	\$0
169 INCH WHEELBASE	\$0	3.73 RATIO REGULAR AXLE	\$0
OXFORD WHITE	\$0	CV LOT MANAGEMENT	\$0
VINYL 40/20/40 SEATS	\$0	FRONT LICENSE PLATE BRACKET	\$0
MEDIUM DARK SLATE	\$0	14000# GVWR PACKAGE	\$0
PREFERRED EQUIPMENT PKG.640A	\$0	50 STATE EMISSIONS	\$0
.XL TRIM	\$0	JOB #1 ORDER	\$0
.AIR CONDITIONING -- CFC FREE	\$0	40 GAL AFT OF AXLE FUEL TNK	\$0
.AM/FM STEREO MP3/CLK	\$0	FUEL CHARGE	\$0
.7.3L DEVCT NA PFI V8 ENGINE	\$0	PRICED DORA	\$0
10-SPEED AUTO TORQSHIFT -	\$0	DESTINATION & DELIVERY	\$1995
TOTAL BASE AND OPTIONS			MSRP \$51040
DISCOUNTS			NA
TOTAL			\$51040

Customer Name: Port of Astoria
 Customer Address: 422 Gateway Ave. Suite 100
 Astoria, OR 97103




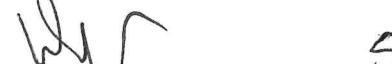
Customer Email: jtadei@portofastoria.com
 Customer Phone: (503)468-9288


 Customer Signature _____ Date 10/10/2023

This is not an invoice.

RE# 0180

REQUEST FOR EXPENDITURE

SECTION A	Date:	05/22/2024	Department:	Operations/Security
	Staff Contact:	Matt McGrath	Vendor (if determined):	Lum's Auto Center
	Description of Product or Service being requested:	Purchase of 2024 Ram Crew Cab Diesel truck and accessory package for Security department.		
	Purpose of Product or Service being requested:	Truck will be purchased as patrol vehicle for Security Department.		
Cost Estimate:	\$72,729.28 (\$64,585/Truck + \$8,144.28/Accessory package)			
SECTION B	1. Does this expenditure exist within the current budget? (Original Budget Amount)			
	<input checked="" type="checkbox"/> No (Skip to Section C-2)	/	<input type="checkbox"/> Yes (Proceed)	\$ []
	2. Does this expenditure exceed \$5,000?			
<input type="checkbox"/> No (Skip to Section D)	/	<input type="checkbox"/> Yes (Proceed to Section C-1)		
3. Will services be performed on Port of Astoria property?				<input type="checkbox"/> No / <input checked="" type="checkbox"/> Yes
SECTION C	1.			
	Account # for Budgeted Item (ex: XXX-XX)	TOTAL		NET OF GRANTS
		710-00		
	FY 2023-2024 Budget for this Account	\$ 3,489,034	\$ 1,423,914	
	Amount Spent Year-to-Date for this Account	\$ 1,702,613	\$ 647,172	
	Amount Available to Spend for this Account	\$ 1,786,421	\$ 776,742	
	Does this Request for Expenditure require Commission Approval (>=\$25,000)? <input type="checkbox"/> Yes / <input type="checkbox"/> No			
	2.			
	If Not included in the current budget or the current budget for this account # has been spent:			
	Does this Request for Expenditure require Commission Approval (>=\$5,000)? <input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No			
Account # to deduct funds from to reallocate & accommodate this expenditure (ex: XXX-XX)	TOTAL		NET OF GRANTS	
	710-00			
FY 2023-2024 Budget for the Account being reduced	\$ 3,489,034	\$ 1,423,914		
Amount Spent Year-to-Date for this Account	\$ 1,702,613	\$ 647,172		
Amount Available to Spend for this Account	\$ 1,786,421	\$ 776,742		
SECTION D	3			
	If Commission approval is required, please specify date Request for Expenditure will be submitted to Commission for approval. (Specify date of Commission meeting when item is scheduled to be heard/approved) 06/04/2024			
SECTION E	 5-29-24		 5-29-24	
	Signature of Department Head Date		Signature of Deputy Director Date	
	 5-29-24		 5-30-24	
	Signature of Finance Manager Date		Signature of Executive Director Date (required if cost is unbudgeted, or > \$5,000 budgeted)	

(over for Quotation Analysis)

Project: New Truck for Security

Project Manager: Matt McGrath

Quotes obtained by: Lum's Auto Center, Northwest JCDR, Time CDJR

Procurement Method: Small procurement Intermediate procurement Request for Bid
 Sole source Emergency Request for Proposal

Solicitation Method: Verbal quotes (informal) Requests for written quotes (informal) Public solicitation (formal)

Vendor	Amount	Description	Availability	Specific expertise	Other information
Lum's Automotive Center	\$64,585	2024 Ram 2500 Tradesman Crew Cab 4x4. Diesel.			Purchase of new truck for Security Department. New patrol vehicle.
Northwest JCDR	\$64,479.92	2024 Ram 2500 Tradesman Crew Cab 4x4. Diesel.			Purchase of new truck for Security Department. New patrol vehicle.
Time CDJR	\$66,530	2024 Ram 2500 Tradesman Crew Cab 4x4. Diesel.			Purchase of new truck for Security Department. New patrol vehicle.

Vendor selection & justification: (REQUIRED) Lum's Auto Center is the only dealership in County that can accommodate Port's security truck specifications/requirements.

LUM'S AUTO CENTER INC
 1605 SE ENSIGN LN
 WARRENTON, OR 971467338

Configuration Preview

Date Printed: 2024-05-21 3:00 PM VIN: Quantity: 1
 Estimated Ship Date: VON: Status: BA - Pending order

Sold to: LUM'S AUTO CENTER INC (42992)
 1605 SE ENSIGN LN
 WARRENTON, OR 971467338

Ship to: LUM'S AUTO CENTER INC (42992)
 1605 SE ENSIGN LN
 WARRENTON, OR 971467338

Vehicle: 2024 2500 TRADESMAN CREW CAB 4X4 (149 in WB 6 ft 4 in Box) (DJ7L91)

	Sales Code	Description	MSRP(USD)	FWP(USD)
Model:	DJ7L91	2500 TRADESMAN CREW CAB 4X4 (149 in WB 6 ft 4 in Box)	51,800	48,925
Package:	2HA	Customer Preferred Package 2HA	0	0
	ETL	6.7L I6 Cummins Turbo Diesel Engine	9,795	9,012
	DG7	6-Spd Automatic 68RFE Transmission	0	0
Paint/Seat/Trim:	PXJ	Diamond Black Crystal P/C	245	225
	APA	Monotone Paint	0	0
	*TX	HD Vinyl 40/20/40 Split Bench Seat	0	0
	-X8	Black/Diesel Gray	0	0
Options:	XMF	Mopar Spray in Bedliner	600	552
	MDA	Front License Plate Bracket	0	0
	CKE	Floor Covering Carpet	150	139
	A61	Tradesman Level 1 Equipment Group	0	0
	5N6	Easy Order	0	0
	170	Zone 70-Phoenix Arizona	0	0
	4EA	Sold Vehicle	0	0
Discounts:	YG4	5.5 Additional Gallons of Diesel	0	23
Destination Fees:			1,995	1,995

HB: 1,878 Total Price: **64,585** **60,871**
 FFP: 60,337
 EP: 58,027

Order Type: Retail PSP Month/Week:
 Scheduling Priority: 1-Sold Order Build Priority: 99
 Salesperson:
 Customer Name:
 Customer Address:

Instructions:

Note: This is not an invoice. The prices and equipment shown on this priced order confirmation are tentative and subject to change or correction without prior notice. No claims against the content listed or prices quoted will be accepted. Refer to the vehicle invoice for final vehicle content and pricing. Orders are accepted only when the vehicle is shipped by the factory.



Purchase Agreement

Ahmed Elfakhrany
 Northwest Jeep Chrysler Dodge Ram
 10600 SW CANYON RD
 BEAVERTON, OR 97005

Buyer	Co-Buyer	Vehicle
Port Of Astoria Will Isom 422 Gateway Ave astoria, OR 97103 E: (503) 440-5632 wisom@portofastoria.com		2024 Ram 2500 Tradesman VIN: 3C6UR5HL0RG197089 Stock #: T87089 Mileage: 10 Color: Granite Crystal Metallic Clearcoat

Purchase Details	
Retail Price:	\$67,895.00
Sales Price:	\$63,693.00
Savings:	\$4,202.00
Accessories:*	\$1,298.00
Service Contract:	\$0.00
GAP:	\$0.00
Government Fees:	\$625.00
Doc Fee:	\$250.00
Total Taxes:	\$613.92
Total Sales Price:	\$66,479.92
Trade Allowance:	\$0.00
Trade Payoff:	\$0.00
Trade Equity:	\$0.00
Rebate:	\$2,000.00
Cash Down:	\$0.00
Cash Price:	\$64,479.92

* Accessories: Cilajet: \$399.00, Stargard GPS: \$899.00

Disclaimer:

Printed 5/1/24 4:45 PM


On approved credit. This agreement is valid for three (3) hours from the printed date/time

TIME

CHRYSLER DODGE
JEEP RAM
OF PORTLAND

Will,

Per the specs you sent me here is the Ram we have that meet your requirements.

<u>2024 Ram 2500 Tradesman 4WD</u>	
	<p>Engine: 6.7L I6 Cummins Turbo Diesel, 5th Wheel/Gooseneck Towing Prep Group, Anti-Spin Differential Rear Axle, Trailer Brake Control, Power Heated Fold Telescope Mirrors, (0 P) Diamond Black Crystal Pearlcoat, Rear Window Defroster, Carpet Floor Covering, MOPAR Front & Rear Rubber Floor Mats, Cold Weather Group, Tow Hooks, Engine Block Heater, Intercooled Turbo Diesel I-6 6.7 L/408, 4WD, automatic, 9 miles, Diamond Black Crystal Pearlcoat, stock # RG251717, new, Diamond Black Crystal Pearlcoat 2024 Ram 2500 Tradesman 4WD 6-Speed Automatic Cummins 6.7L I6 Turbodiesel Price includes... view details</p> <ul style="list-style-type: none">• Price \$66,530

Best,

Haritash Razzaghy

Product Specialist

Time Chrysler Dodge Jeep Ram of Portland



Wire Works LLC
 2525 Commercial ST NE
 Salem, OR 97301

Estimate

Date	Estimate #
10/30/2023	16415

Port of Astoria

A processing fee of 3.75% will be applied to all invoices paid with a credit card

Job	P.O. No.	Rep
		GC

Item	Description	Qty	Rate	Total
	Ram 2500 Truck			
Ch15.I.14	ELECTRICAL SYSTEM 911 Circuits power distribution panel. 15 circuits, single stage timer, and 14 ft leads.	1	599.95	599.95T
CB150	Wire Works 150 amp manual resettable circuit breaker.	1	49.95	49.95T
WWPD-023	Wireworks circuit breaker bracket.	1	17.95	17.95T
	SIREN SPEAKER			
SA315P	Whelen Siren Speaker. 123db. 2 7/8 mounting depth.	1	186.95	186.95T
SAKI	Whelen universal mount bracket for the SA315P speaker. A4	1	0.00	0.00T
	SPOTLIGHT			
335CL-0002	Unity 6" round spotlight. LED bulb. (Black Housing)	1	302.50	302.50T
	FORWARD FACING LIGHTS			
ETHFSS-SP-ISO	Sound Off Select-A-Pattern™ Headlight Flasher, Solid State, 12v Isolation Model (for systems requiring electrical isolation)	1	69.30	69.30T
TLI3KC	Whelen ION T-Series LED lighthouse. Surface mount with 2 screws. Tri-Colors Red/White with individual control of each color.	4	108.75	435.00T
KBLB-KB023	Whelen Liberty II DUO Core Bundle include: Liberty II full duo 50" lightbar, C399 Core controller with choice of control head, OBDII data cable (Red/White LED's)	1	2,588.95	2,588.95T
	REAR FACING LIGHTS			
VTX609R	Whelen Vertex Super LED lighthouse. Red.	2	78.00	156.00T
		Subtotal		
		Sales Tax (0.0%)		
		Total		

Phone # 503-990-8750

Fax # 503-990-8034

www.wireworks.co



Wire Works LLC
 2525 Commercial ST NE
 Salem, OR 97301

Estimate

Date	Estimate #
10/30/2023	16415

Port of Astoria

A processing fee of 3.75% will be applied to all invoices paid with a credit card

Job	P.O. No.	Rep
		GC

Item	Description	Qty	Rate	Total
LARNMOKHFU...	ANTENNAS Larsen high frequency coax. RG58/U Dual Shield cable. 25 foot length. No connector.	1	24.95	24.95T
EM-MX0152	EM Wave antenna 152-162 mhz 1/4 wave	1	20.95	20.95T
	OFFICER AREA			
C-TMW-RAM-01	Havis Tunnel Mount Assembly for 2003-2019 Dodge Ram	1	150.77	150.77T
C-2410	Havis 24" Enclosed 10" High Console	1	355.88	355.88T
CUP2-1001	Havis Self-Adjusting Double Cup Holder	1	50.25	50.25T
C-ARM-102	Havis Arm rest, External mount, Small arm rest pad, Height adjustable, Side mount	1	70.50	70.50T
C-AP-0325-1	Havis 3" console accessory box. 2.5" deep.	1	34.43	34.43T
Shop Supplies	Shop supplies to complete job. Includes zip ties, connectors, loom, etc.	1	150.00	150.00T
Freight out	Freight costs to have product shipped.	1	150.00	150.00T
Labor	Labor required to complete the build of a vehicle	26	105.00	2,730.00T
			Subtotal	\$8,144.28
			Sales Tax (0.0%)	\$0.00
			Total	\$8,144.28

Phone # 503-990-8750

Fax # 503-990-8034

www.wireworks.co

RE# 0186

REQUEST FOR EXPENDITURE

SECTION A	Date:	May 22, 2024	Department:	WFW
	Staff Contact:	Joe Tadei	Vendor (if determined):	Wells Electrical
	Description of Product or Service being requested:	Electrical services contract		
	Purpose of Product or Service being requested:	Connect the Pier One back-up generator to the building electrical systems		
Cost Estimate:		\$60,260.00		
SECTION B	1. Does this expenditure exist within the current budget? (Original Budget Amount)			
	<input type="checkbox"/> No (Skip to Section C-2)		<input checked="" type="checkbox"/> Yes (Proceed) \$ 112,800	
	2. Does this expenditure exceed \$5,000?			
<input type="checkbox"/> No (Skip to Section D)		<input checked="" type="checkbox"/> Yes (Proceed to Section C-1)		
3. Will services be performed on Port of Astoria property? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes				
SECTION C	1.			
	Account # for Budgeted Item (ex: XXX-XX)		TOTAL	NET OF GRANTS
			710-00	
	FY 2023-2024 Budget for this Account		\$ 3,489,034	\$ 1,423,914
	Amount Spent Year-to-Date for this Account		\$ 1,702,613	\$ 647,172
	Amount Available to Spend for this Account		\$ 1,786,421	\$ 776,742
	Does this Request for Expenditure require Commission Approval (>=\$25,000)? <input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No			
	2.			
	If Not included in the current budget or the current budget for this account # has been spent:			
	Does this Request for Expenditure require Commission Approval (>=\$5,000)? <input type="checkbox"/> Yes / <input type="checkbox"/> No			
Account # to deduct funds from to reallocate & accommodate this expenditure (ex: XXX-XX)		TOTAL	NET OF GRANTS	
FY 2023-2024 Budget for the Account being reduced		\$	\$	
Amount Spent Year-to-Date for this Account		\$	\$	
Amount Available to Spend for this Account		\$	\$	
SECTION D	3			
	If Commission approval is required, please specify date Request for Expenditure will be submitted to Commission for approval.			
(Specify date of Commission meeting when item is scheduled to be heard/approved)				
06/04/2024				
SECTION E	Signature of Department Head		Signature of Deputy Director	
	Date		Date	
Signature of Finance Manager		Signature of Executive Director		
Date		Date		
(required if cost is unbudgeted, or > \$5,000 budgeted)				

(over for Quotation Analysis)

Project: GenSet - Electrical Contract

Project Manager: JoeTadei

Quotes obtained by: Shane Jensen

Procurement Method: Small procurement Intermediate procurement Request for Bid
 Sole source Emergency Request for Proposal

Solicitation Method: Verbal quotes (informal) Requests for written quotes (informal) Public solicitation (formal)

Vendor	Amount	Description	Availability	Specific expertise	Other information
MD Electric	\$75,290				
Bogh Electric	\$50,565				
Wells Electrical	\$60,260				

See Attachment

Vendor selection & justification:
(REQUIRED)

Contractor Selection – Port Security Grant 2022 – Pier One Back Up Generator Electrical Contract

The selection of Wells Electrical Contracting (“Wells”), for a contract in the amount of \$60,260, was made under the ‘Intermediate Procurements’ section (§ D) of the Public Contracting Rules and Procedures of the Port of Astoria established in Resolution 2017-07 (hereafter, "Port Rules"), and ORS 279B.070.

Section D of the Port Rules requires conformity with ORS 279B.070 for this type of procurement – that is, a non-construction, non-professional services contract less than \$150,000 but more than \$10,000. The main requirements are to obtain at least three informally solicited competitive price quotes from prospective [in this case, electrical] contractors. As indicated in the RFE, the Port obtained three price quotes for this work. In evaluating the bids, subsection (4) requires the Port to “. . . award the public contract to the offeror whose quote or proposal will best serve the interests of the contracting agency, taking into account price as well as considerations including, but not limited to, experience, expertise, product functionality, suitability for a particular purpose and contractor responsibility under ORS 279B.110. Port staff have determined that i) Wells is a responsible bidder, in accordance with the requirements of ORS 279B.110; and ii) Wells’ bid will best serve the interests of the Port, as discussed below.

1 Time to Complete the Work

As this project will require power to the Pier One building to be disconnected for an extended period of time, and as the only period of time feasible under the circumstances is overnight and on a weekend, timing is critical. The bidder must have sufficiently qualified staff, knowledge of the required work, and a detailed plan that evinces a high degree of conscientiousness, so as to meet the exacting time requirements. While it is likely that all three bidders possess the first two requirements, only Wells has exhibited that degree of forethought, planning, and conscientious attention to detail sufficient for this project.

2 Bid Quality

Wells provided a level of detail and exhibited a degree of expertise in their bid that exceeded the other two bidders. This includes i) an itemized, detailed scope of work sufficiently comprehensive to minimize the possibility of change orders (Bogh’s bid excluded ATS installation *and* assumed re-use of existing wiring – a shaky assumption that, if wrong, will trigger the need for a change order); ii) detailed specifications for all major pieces of equipment that, in combination with the price analysis (see below), allow the reasonable inference that the equipment and/or supplies to be used by Wells are of a superior quality than Bogh and at least as good as that to be used by MD Electric; iii) minimal excavation costs (Bogh and MD Electric assumed use of a sub-contractor for this work, which raised the cost disproportionately relative to the materials/supplies cost).

3 Price

The price of Wells' bid falls between the other two bids. Port staff believe that the benefits offered, as discussed above, outweigh the extra cost. First, contractor failure to complete the job within the narrow time window is likely to interrupt Port tenants' operations to a degree that the Port may incur liability to those tenants; while further analysis of the affected leases would be required to determine this question with certainty, avoidance of these kinds of problems is a high priority considering the associated high administrative costs. Second, for the reasons discussed above, change orders — and consequent increased costs — are more likely on the Bogh than on the Wells bid. Third, Wells has provided greater assurance of material quality than Bogh. Fourth, Wells has minimized the cost of excavation — the one task on this project that the Port could easily assist with.

For the above reasons, Port staff recommend Wells Electrical Contracting for this project.



Wells Electrical Contracting Inc.
42249 Bagley Lane Astoria, OR 97103
(503)338-8762 Office, (503)440-6289 Cell
Oregon CCB License #225203

Date: 5/03/2024 *Pricing good until August 2024*

To: Port of Astoria

Re: Pier 1 building generator connection

Thank you for the opportunity to serve your electrical construction needs.

Our budgetary proposal is based on the following:

- Narrative scope provide by customer.
- Jobsite visit

New 800 amp service and transfer switch

- Install a new 800 amp CT meter and main breaker disconnect outside near the generator.
- Install 4” PVC conduits from the pacific power transformer vault up to to the new CT cabinet.
- Install the new 800 amp main breaker enclosure next to the CT cabinet.
- Install the new transfer switch (provided by the Port) next between the generator and CT cabinet.
- Get service inspection completed and ready for power company connection.
- Re-route the existing pacific power conduits from the existing main disconnect inside the building over to the new transfer switch.
- Install new underground cable in the newly re-routed conduits between the transfer switch and the building.
- Install meter bypass and blanks in all the locations in the mechanical room.
- Clatsop county permit fees and plan review

Total labor.....\$24,000.00
Total Material.....\$33,660.00
Total Excavation (not including backfill or landscape).....\$2,600.00

\$60,260.00

This project will require some extremely careful planning. The power to the building will be interrupted for one night. The outage will start at a planned time on a weekday evening. The power will be restored before 8am the following day.

This estimate is contingent on the location, depth, and difficulty of working on the existing buried pacific power conduits that currently feed the building. If they are buried running parallel to the building past the new equipment that will be the easiest possible path and will be easily covered in this estimate. If the conduits run straight from the transformer and under the building it will require a lot more conduit and excavation. I bid the project based on that scenario. The big issue would be obstacles in the way of the trench running the new conduits over to the new equipment. If we have to dig very deep or go shallow and pour concrete over the conduits we will have to do a change order and negotiate the new cost. So to re-cap my estimate is for conduits being dug up near the transformer. Re-routing them at 36" depth parallel to the building and stubbing up near the new equipment. The original locate and excavation will need to be completed before plan review and permit so I can have accurate information to give to the county.

My estimate includes locates and excavation to find the conduits and create a safe, clean work area to cut and re-route the existing conduits. This excavation would be step one in the project. It will allow me to find the existing conduits. Then I can make a plan to trench to the new location. There is so much possible variation with excavation and route that I really want the port crew to excavate past the original finding and vac truck removal of dirt around the existing conduits. That will give me the best chance to deliver an on budget project. Brian Majors costs \$350 per hour. I only want to use him for the more difficult part of the project. I am not including backfill and landscaping once the job is complete.

Labor breakdown: 2 electricians 80 hours

I estimate this project will be divided in 2 parts. The known part above ground, and the unknown part underground. The known part consists of mounting, wiring of all equipment, Control wiring between the generator and transfer switch, concrete, plan review, inspections etc. I have 2 electricians for 48 hours to complete this.

The unknown part consists of excavating the area to expose the buried conduits. Once we know exactly where they are, how deep they are, and

what obstacles are in the way we can get the final layouts for all the equipment. I assume the conduits will be 36"-48" deep. I assume they will be running north to south along the front of the building in the landscaped area or straight under the building. I assume there are some obstacles between them and the new gear location that may make them difficult to cut and re-route. Therefore I have put 2 electricians at 32 hours to accomplish the conduit layout, stub up, and fabrication of all pieces needed to cut and re-route the conduits. We will be on site during excavation, and will have to make a safe barrier around the excavated hole.

Material list will be included in a separate document.

References:

Chang Lee
General manager
Da Yang seafoods
503-381-7596

Dan Humphreys
General Manager
Bio Oregon
503-791-1011

Sincerely,



Ryan Wells

Estimate Accepted by _____

Signed _____

Date _____



PO BOX 1059
Warrenton, OR 97146
Office 503-325-5000
CCB# 188326

April 30, 2024
Port of Astoria
Attn; Matt McGrath
mmcgrath@portofastoria.com
shane@grantwriter.us
RE: Pier One Back Up Generator-REVISED

Thank you for the opportunity to bid this project.
This Proposal is based on the Port of Astoria Invitation to Bid (Scope of Work Letter) and site visit with Joe Tadei, PP&L Crewman, and Big River Excavation Representative.

After discovering a few unknown issues with this project, BOGH ELECTRIC inquired and was informed that CAT is supplying the Generator and the ATS. The ATS originally designed for this project was not readily available, a replacement was found, but this replacement was not "Service Rated" which is a requirement needed to meet the NEC. This prompted the Electrical Contractor which provided the scope of work to add a "service rated" disconnect to the material list provided by PLATT Electrical Supply. This single piece of gear added a significant amount to the material price and labor to install. After meeting with the Power Company and gaining access to the transformer vault, it became obvious that the (4) 4" conduits feeding the building were at least 4' deep and routed beneath the building, extending about 120' to the electrical room. To intercept these conduits that deep, reroute to a new location for the new ATS and avoid having to reinstall new feeder conductors, times 4, is not likely. The time for a shut down is also a concern. For (1) night or even a Saturday will most likely not be enough time to make a successful transfer, especially if the conductors are too short. The excavation on this project will most likely be preformed with a Vac truck due to all of the other utilities that are located in the same area along with the depth that is needed to intersect the existing conduits. The Vac truck is the safest method since it will perform with the least amount of damage. The excavation Contractor will also be supplying sand backfill but most likely will not be providing landscaping.

*This project is not a simple or straight forward project and comes with some big risk and unknowns.

The following items/scope of work will be provided:

1. Generator and ATS to be supplied and set in place by others.
2. Coordinate with Pacific Power & Light to perform night or weekend outage and change over.
3. Coordinate with excavation contractor to expose underground conduits and backfill.
4. Bid to complete Port of Astoria "Invitation to Bid on Electrical Services Contract for Pier One Back Up Generator" Scope of Work. Pages 3 of 3 and 4 of 4.
5. Provide Clatsop Country Electrical Permit and Plan Review.

Total cost of the above project.....\$50,565.00

This estimate expires after 30 days from written date.



PO BOX 1059
Warrenton, OR 97146
Office 503-325-5000
CCB# 188326

April 30, 2024
Port of Astoria
Attn; Matt McGrath
mmcgrath@portofastoria.com
shane@grantwriter.us

RE: Pier One Back Up Generator-REVISED

Labor and Material Breakdown:

- Labor- Journeyman Hours & Apprentice Hours..... \$22,240.00
- Material.....\$17,850.00

- General Material-

- List Provided by Platt-
- (1) Current Transformer, Mounting Base 800-amp MFR Eaton B-line #403481
 - (1) Current Transform Enclosure, NEMA 3 MFR Eaton B-line #413714
 - (1) CT Meter Socket NEMA 3 MFR Eaton B-line # 15595
 - (1) 800-amp Enclosure Breaker MFR Eaton B-line #DH327NRK
 - (550') 400-MCM Aluminum XHHW #0069667
 - (12) 4" PVC 36" Sweep 90 #0051615
 - (16) 4" PVC Conduit Schedule 40, 10' length #0069295
 - (8) Galvanized Deep Strut and Fittings

- Excavation (Vac Truck & Back Fill) \$9,350.00
Excavation bid provided by Big River Excavation
(10) Hours of Vac Truck time.
(8) Hours of sand backfill
\$8,500.00 x 10% markup = \$9,350.00

- Permit and Plan Review.....\$1,125.00

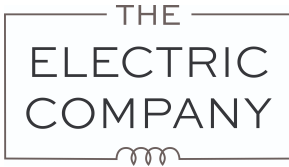
THANK YOU
Tony Bogh

Please read, verify, sign, and return;

I grant authorization to proceed with the above listed project and agree to pay 50% of the total project sum upon approval and acceptance of this bid, and the remaining 50% of the sum will be paid immediately upon completion.

SIGNATURE _____ DATE _____

This estimate expires after 30 days from written date.



The Electric Company Llc
7410 North Jordan Avenue
Portland, OR
97203, US
503.875.7343

Prepared By:
The Electric Company
503.869.1628
ivan@theelectriccompanyllc.com

Project: **Port of Astoria Generator and Transfer Switch**

Scope of Work

Design, Plan Review and Permit

	Quantity	Material Cost	Labor Cost and/or Adjustments	Total Cost
	--	\$605.00	\$5,942.75	\$6,547.75

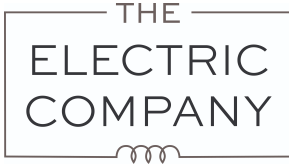
Construction

	Quantity	Material Cost	Labor Cost and/or Adjustments	Total Cost
Excavation	1 ea	\$1,100.00	\$6,384.40	\$7,484.40
Underground Conduits	1 ea	\$2,750.00	\$3,412.20	\$6,162.20
Install CT Cabinet, Meter, and Transfer Switch	1 ea	\$1,650.00	\$6,439.40	\$8,089.40
Switch over	1 ea	\$16,940.00	\$11,105.60	\$28,045.60
Demo PPL Equipment From Building Interior	1 ea	\$1,083.50	\$3,245.55	\$4,329.05
	--	\$23,523.50	\$30,587.15	\$54,110.65

Travel Expense

	Quantity	Material Cost	Labor Cost and/or Adjustments	Total Cost
	--	\$3,300.00	\$330.00	\$3,630.00

Mobilization



Quote: 1088 / Date: 4/29/2024
Project Number: 2024-2

Quantity	Material Cost	Labor Cost and/or Adjustments	Total Cost
--	\$7,150.00	\$3,852.20	\$11,002.20

Excluded (-)

1. CT Can
2. CT Meter and components
3. Generator/Setting of the Generator
4. Concrete Pad

Notes

Summary

Price	
Labor and Adjustments	\$40,712.10
Materials	\$34,578.50
Subtotal	\$75,290.60

Taxes	
Labor and Adjustments Tax	\$0.00
Material Tax	\$0.00
Total Taxes	\$0.00

\$75,290

Accepted By	Date

REQUEST FOR EXPENDITURE

RE# 0188

S E C T I O N A	Date:	05/23/2024	Department:	Airport
	Staff Contact:	Matt McGrath	Vendor (if determined):	Custom Excavation
	Description of Product or Service being requested:	Recology gravel pad extension.		
	Purpose of Product or Service being requested:	Additional parking and lay down area for Port tenant.		
Cost Estimate:	\$244,368.00			
S E C T I O N B	1. Does this expenditure exist within the current budget? (Original Budget Amount)			
	<input type="checkbox"/> No (Skip to Section C-2)	/	<input checked="" type="checkbox"/> Yes (Proceed)	\$ 250,000
	2. Does this expenditure exceed \$5,000?			
<input type="checkbox"/> No (Skip to Section D)	/	<input checked="" type="checkbox"/> Yes (Proceed to Section C-1)		
3. Will services be performed on Port of Astoria property?				<input type="checkbox"/> No / <input checked="" type="checkbox"/> Yes
S E C T I O N C	1.			
	Account # for Budgeted Item (ex: XXX-XX)	TOTAL NET OF GRANTS		
		710-00		
	FY 2024-2025 Budget for this Account	\$ 5,177,230	\$ 3,094,830	
	Amount Spent Year-to-Date for this Account	\$ 0	\$ 0	
	Amount Available to Spend for this Account	\$ 5,177,230	\$ 3,094,830	
	Does this Request for Expenditure require Commission Approval (>=\$25,000)? <input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No			
	2. If Not included in the current budget or the current budget for this account # has been spent:			
	Does this Request for Expenditure require Commission Approval (>=\$5,000)? <input type="checkbox"/> Yes / <input type="checkbox"/> No			
	Account # to deduct funds from to reallocate & accommodate this expenditure (ex: XXX-XX)			
FY 2024-2025 Budget for the Account being reduced				
Amount Spent Year-to-Date for this Account				
Amount Available to Spend for this Account				
S E C T I O N D	3			
	If Commission approval is required, please specify date Request for Expenditure will be submitted to Commission for approval. (Specify date of Commission meeting when item is scheduled to be heard/approved) 06/04/2024			
S E C T I O N E	Signature of Department Head		Signature of Deputy Director	
	Date		Date	
	5-29-24		5-29-24	
	Signature of Finance Manager		Signature of Executive Director	
Date		Date		
5-29-24		5-20-24		
(required if cost is unbudgeted, or > \$5,000 budgeted)				

(over for Quotation Analysis)

Project: Recology Gravel Pad Extension

Project Manager: Matt McGrath

Quotes obtained by: Matt McGrath

Procurement Method: Small procurement Intermediate procurement Request for Bid
 Sole source Emergency Request for Proposal

Solicitation Method: Verbal quotes (informal) Requests for written quotes (informal) Public solicitation (formal)

Vendor	Amount	Description	Availability	Specific expertise	Other information
Lyda Excavating	\$320,950	Resident bidder. Have worked several projects that require environmental permit compliance. Anticipates project to take one month.		In business since 2006. Oregon CCB License SAIF Certificate	
Paramount Ironworks	\$292,237	Anticipates project to take 4 to 6 weeks to complete.			
Raz Construction	\$292,000	Non-resident bidder. Anticipates project to take one month.		In business since 1996. Have worked with public agencies before.	
Custom Excavating	\$244,368	Anticipates project to take one month.	Starting June-July	In business since 1994. Have worked with local public agencies before.	

Custom Excavating submitted the lowest qualifying bid for this project.

Vendor selection & justification:
(REQUIRED)

BID DOCUMENTS

Bids shall be completed and submitted on the Bid forms provided.

By signing the signature page of the Bid, the Contractor acknowledges and agrees to the terms and conditions of each of the following forms and all requirements included in the Bid documents.

BIDDER INFORMATION

BID SUBMITTED BY:

LYDA EXCAVATING, INC

Contractor

P.O. Box 365

Address

BANKS, OREGON 97106

City, State, Zip

(503) 318-7396

Telephone

BID AND ACKNOWLEDGEMENT OF ADDENDA

To: Board of Commissioners
 Port of Astoria
 Astoria, Oregon

The undersigned hereby certifies that the location and details of the work outlined below and further delineated in Exhibit A have been personally examined for the Port of Astoria’s FY 2023-24 Gravel Pad Extension project and that he/she has read and thoroughly understands the plans, specifications and all attachments and conditions associated with the U.S. Army Corps of Engineers and Department of State Lands’ permits issued for the Port of Astoria’s FY 2023-24 Gravel Pad Extension Project referenced on page 3 of this Invitation to Bid. The undersigned also hereby certifies that he/she has personally examined the contract governing the work included in this project and the method by which payment will be made for such work and hereby proposes to undertake and complete the work included in this project in accordance with said plans, specifications, contract and schedule.

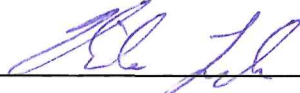

Award will be based on the lowest Bid from a responsive, responsible Bidder.

Instructions regarding completion of Bid table:

- Show prices in legible figures (not words) written in ink or typed
- Where conflict occurs unit price shall prevail
- Bid shall be considered non-responsive and void if:
 - Figures are illegible
 - Minimum Bid requirements are not met (where applicable)

Item #	Qty	Description	Unit Price	Total Price
1	1 LS	Mobilization	Lump Sum	\$ 30,000. ⁰⁰
2	1 LS	Project Work	Lump Sum	\$ 290,950. ⁰⁰
Grand Total (Add Items 1 & 2 for total project cost)				\$ 320,950.⁰⁰

The following Addendum/Addenda is/are hereby acknowledged:

Addendum No.	Date of Addendum/Addenda	Signed Acknowledgement
<u>1</u>	<u>3/20/24</u>	<u></u>
<u>2</u>	<u>3/20/24</u>	<u></u>

Note: Failure to acknowledge addenda may render the Bid non-responsive and therefore void. If no addenda, mark "none."

The undersigned hereby certifies that said person(s), firm, association or corporation has/have not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive Bidding in connection with the project for which this Bid is submitted.

The undersigned declares that before preparing the Bid, he or she read carefully the specifications and requirements for Bidders; the Bid is made with the full knowledge of the kind, quality and quantity of services and equipment to be furnished; and the Bid is as stated on these pages. By signing below, the Contractor acknowledges and agrees to the terms and conditions of each of the forms and all requirements included in the Bid documents.


Authorized Official (Signature)

3/28/24
Date

MIKE LYDA
Printed Name of Authorized Official

PRESIDENT
Title of Authorized Official

LYDA EXCAVATING, INC
Company Name

(503) 318-7396
Telephone Number

P.O. Box 365 Banks, OR 97106
Address

MVL@LYDAEX.COM
E-mail

OR State Contractor's License #: 169420

Federal I.D. #: 542195068

Port of Astoria
FY2023-24 Gravel Pad Extension
Recology / Western Oregon Waste

Bidder Qualifications

1. Names & Titles of Principal Contacts:
Mike Lyda – President
2. Company Address:
P.O. Box 365
Banks, Oregon 97106
3. First-Tier Subcontractor Disclosure Form:
Attached
4. Statement of Resident Bidder:
We are a resident bidder
5. Description of business activities and experience:
 - a. We have worked on several projects that require environmental permit compliance. Some examples are culvert replacements for Washington County and City of Seaside. We performed a landfill remediation for DEQ at Hawk's Landing along the Columbia River.
 - b. We have been in business since 2006. Attached is a list of previous projects with pertinent information.
6. Applicable Licenses:
Oregon CCB License #169420 expires 3/28/26
7. We anticipate this project to take a month from beginning to end.
8. Certificate from SAIF is attached.
9. We ensure responsibility for all our subcontractors on the project.
10. We have an active drug testing program.
11. The attached reference letter has contact information for all projects completed in the last 5 years.
12. We have not had any litigation in the last 5 years regarding dredging.

BID DOCUMENTS

Bids shall be completed and submitted on the Bid forms provided.

By signing the signature page of the Bid, the Contractor acknowledges and agrees to the terms and conditions of each of the following forms and all requirements included in the Bid documents.

BIDDER INFORMATION

BID SUBMITTED BY:

Paramount Ironworks LLC

Contractor

30016 Leghorn Ave

Address

Eugene, Oregon 97402

City, State, Zip

(541) 636-4982

Telephone

BID AND ACKNOWLEDGEMENT OF ADDENDA

To: Board of Commissioners
 Port of Astoria
 Astoria, Oregon

The undersigned hereby certifies that the location and details of the work outlined below and further delineated in Exhibit A have been personally examined for the Port of Astoria’s FY 2023-24 Gravel Pad Extension project and that he/she has read and thoroughly understands the plans, specifications and all attachments and conditions associated with the U.S. Army Corps of Engineers and Department of State Lands’ permits issued for the Port of Astoria’s FY 2023-24 Gravel Pad Extension Project referenced on page 3 of this Invitation to Bid. The undersigned also hereby certifies that he/she has personally examined the contract governing the work included in this project and the method by which payment will be made for such work and hereby proposes to undertake and complete the work included in this project in accordance with said plans, specifications, contract and schedule.



Award will be based on the lowest Bid from a responsive, responsible Bidder.

Instructions regarding completion of Bid table:

- Show prices in legible figures (not words) written in ink or typed
- Where conflict occurs unit price shall prevail
- Bid shall be considered non-responsive and void if:
 - Figures are illegible
 - Minimum Bid requirements are not met (where applicable)

Item #	Qty	Description	Unit Price	Total Price
1	1 LS	Mobilization	Lump Sum	\$9,000.00
2	1 LS	Project Work	Lump Sum	\$283,237.00
Grand Total (Add Items 1 & 2 for total project cost)				\$292,237.00


The following Addendum/Addenda is/are hereby acknowledged:

Addendum No.	Date of Addendum/Addenda	Signed Acknowledgement
<u>Addendum No 1</u>	<u>3-25-2024</u>	
<u>Addendum No 2</u>	<u>3-25-2024</u>	

Note: Failure to acknowledge addenda may render the Bid non-responsive and therefore void. If no addenda, mark "none."

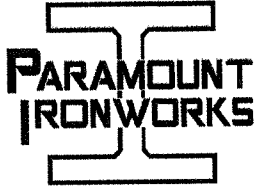
The undersigned hereby certifies that said person(s), firm, association or corporation has/have not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive Bidding in connection with the project for which this Bid is submitted.

The undersigned declares that before preparing the Bid, he or she read carefully the specifications and requirements for Bidders; the Bid is made with the full knowledge of the kind, quality and quantity of services and equipment to be furnished; and the Bid is as stated on these pages. By signing below, the Contractor acknowledges and agrees to the terms and conditions of each of the forms and all requirements included in the Bid documents.

 _____	<u>3/27/2024</u> _____
Authorized Official (Signature)	Date
<u>Jordan Adams</u> _____	<u>President</u> _____
Printed Name of Authorized Official	Title of Authorized Official
<u>Paramount Ironworks LLC</u> _____	<u>(541) 636-4982</u> _____
Company Name	Telephone Number
<u>30016 Leghorn Ave Eugene, Oregon 97402</u> _____	<u>jordan@paramountironworks.com</u> _____
Address City, State, Zip	E-mail

OR State Contractor's License #: 206517 _____

Federal I.D. #: 47-2370159 _____



Paramount Ironworks LLC

30016 Leghorn Ave Eugene, Oregon 97402

Paramount Ironworks anticipates the project to take an estimated 4 to 6 weeks to complete after the agreed upon start between the Port of Astoria and Paramount Ironworks.

For any and all questions please contact Justin Jones (541) 521-2948
email: justin@paramountironworks.com

BID DOCUMENTS

Bids shall be completed and submitted on the Bid forms provided.

By signing the signature page of the Bid, the Contractor acknowledges and agrees to the terms and conditions of each of the following forms and all requirements included in the Bid documents.

BIDDER INFORMATION

BID SUBMITTED BY:

Raz Construction Co.

Contractor

20800 NW Krieger Rd.

Address

Ridgefield, WA 98042

City, State, Zip

(360) 405-3221

Telephone

BID AND ACKNOWLEDGEMENT OF ADDENDA

To: Board of Commissioners
 Port of Astoria
 Astoria, Oregon

The undersigned hereby certifies that the location and details of the work outlined below and further delineated in Exhibit A have been personally examined for the Port of Astoria’s FY 2023-24 Gravel Pad Extension project and that he/she has read and thoroughly understands the plans, specifications and all attachments and conditions associated with the U.S. Army Corps of Engineers and Department of State Lands’ permits issued for the Port of Astoria’s FY 2023-24 Gravel Pad Extension Project referenced on page 3 of this Invitation to Bid. The undersigned also hereby certifies that he/she has personally examined the contract governing the work included in this project and the method by which payment will be made for such work and hereby proposes to undertake and complete the work included in this project in accordance with said plans, specifications, contract and schedule.

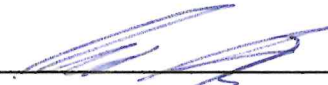

Award will be based on the lowest Bid from a responsive, responsible Bidder.

Instructions regarding completion of Bid table:

- Show prices in legible figures (not words) written in ink or typed
- Where conflict occurs unit price shall prevail
- Bid shall be considered non-responsive and void if:
 - Figures are illegible
 - Minimum Bid requirements are not met (where applicable)

Item #	Qty	Description	Unit Price	Total Price
1	1 LS	Mobilization	Lump Sum	\$ 25,000. ⁰⁰
2	1 LS	Project Work	Lump Sum	\$ 267,000. ⁰⁰
Grand Total (Add Items 1 & 2 for total project cost)				\$ 292,000.⁰⁰

The following Addendum/Addenda is/are hereby acknowledged:

Addendum No.	Date of Addendum/Addenda	Signed Acknowledgement
<u>1</u>	<u>3-20-2024</u>	
<u>2</u>	<u>3-20-2024</u>	

Note: Failure to acknowledge addenda may render the Bid non-responsive and therefore void. If no addenda, mark "none."

The undersigned hereby certifies that said person(s), firm, association or corporation has/have not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive Bidding in connection with the project for which this Bid is submitted.

The undersigned declares that before preparing the Bid, he or she read carefully the specifications and requirements for Bidders; the Bid is made with the full knowledge of the kind, quality and quantity of services and equipment to be furnished; and the Bid is as stated on these pages. By signing below, the Contractor acknowledges and agrees to the terms and conditions of each of the forms and all requirements included in the Bid documents.


Authorized Official (Signature)

3/27/24
Date

Art Raz
Printed Name of Authorized Official

President
Title of Authorized Official

Raz Construction Co.
Company Name

(360) 518-2665
Telephone Number

20800 NW Krueger Rd,
Address
Ridgefield, WA 98042
City, State, Zip

artraz@msn.com
E-mail

OR State Contractor's License #: 156575

Federal I.D. #: 27-2361217



20800 NW Krieger Rd
Ridgefield WA 98642
(360) 518-2665
artjraz@msn.com

March 27, 2024

Principal Contacts:

Art Raz- 360-518-2665, artjraz@msn.com

Terry Pifer – 360-605-3221, terryp.razcc@gmail.com

Located at:

20800 NW Krieger Rd, Ridgefield, WA 98642

Accounts Payable- Diana Christensen – 360-904-7912, razcc.ap@gmail.com

Raz Construction Co. is a non-resident bidder.

Raz Construction Co. has been in business since 1996. We are a general contractor with the majority of our business being in excavation and underground utilities. We have experience working with the following public agencies: Clark County Fair Board, Clark County, Washington State Department of Transportation, City of Ridgefield, City of Vancouver.

Our experience includes ponds, lines, swales, erosion control, demolition of buildings, decommissioning oil tanks and septic tanks.

Oregon Construction Contractors Board License: 156575, expires 8.17.2025

Metro Contractor's Business License: 11925, expires 4.1.2025

Oregon Plumbing Contractors License: PB806, expires 7.1.2026

Timeline for completion of project: Please see attached schedule.

Oregon Worker's Compensation Insurance: SAIF Policy 100012758

Washington Worker's Compensation Insurance: L & I Account ID 131,934-01

Raz Construction Co. is and will be responsible for each subcontractor engaged to work on the project.

Raz Construction Co. has a drug-testing program in place and will continue throughout the term of this Agreement.

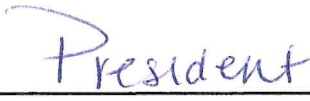
Contact Information for references:
Clark County Fair: Jason Young
FDM Development – Dean Maldonado
Team Construction –
Perlo –

Raz Construction has not had any litigation in the last 5 years pertaining to previous dredging contracts.

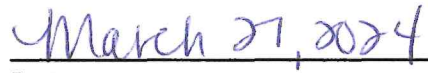
I certify the above to be true and accurate to the best of my knowledge.



Art Raz



Title



Date

PRELIMINARY SCHEDULE SUBJECT TO CHANGE BASED ON WEATHER & GROUND CONDITIONS

Task	Start Date	Finish Date
Erosion Control	July 1-2024	July 9-2024
Clear & Grub	July -8-2024	July -12-2024
Subgrade Site & Base Fill	July -15-24	July-26-2024
Place Agg Base	July-22-24	July -28-2024
Swales & Walls	July -22-2024	August 2-2024
Final Grade and Clean up	August-5-2024	August 9-2024

BID DOCUMENTS

Bids shall be completed and submitted on the Bid forms provided.

By signing the signature page of the Bid, the Contractor acknowledges and agrees to the terms and conditions of each of the following forms and all requirements included in the Bid documents.

BIDDER INFORMATION

BID SUBMITTED BY:

Custom Excavating by Dean Larson Inc.
Contractor

2060 SE Airport Lane
Address

Warrenton, OR 97146
City, State, Zip

503-861-6030
Telephone

BID AND ACKNOWLEDGEMENT OF ADDENDA

To: Board of Commissioners
 Port of Astoria
 Astoria, Oregon

The undersigned hereby certifies that the location and details of the work outlined below and further delineated in Exhibit A have been personally examined for the Port of Astoria’s FY 2023-24 Gravel Pad Extension project and that he/she has read and thoroughly understands the plans, specifications and all attachments and conditions associated with the U.S. Army Corps of Engineers and Department of State Lands’ permits issued for the Port of Astoria’s FY 2023-24 Gravel Pad Extension Project referenced on page 3 of this Invitation to Bid. The undersigned also hereby certifies that he/she has personally examined the contract governing the work included in this project and the method by which payment will be made for such work and hereby proposes to undertake and complete the work included in this project in accordance with said plans, specifications, contract and schedule.

Award will be based on the lowest Bid from a responsive, responsible Bidder.

Instructions regarding completion of Bid table:

- Show prices in legible figures (not words) written in ink or typed
- Where conflict occurs unit price shall prevail
- Bid shall be considered non-responsive and void if:
 - Figures are illegible
 - Minimum Bid requirements are not met (where applicable)

Item #	Qty	Description	Unit Price	Total Price
1	1 LS	Mobilization	Lump Sum	\$20,000
2	1 LS	Project Work	Lump Sum	\$224,368
Grand Total (Add Items 1 & 2 for total project cost)				\$244,368

The following Addendum/Addenda is/are hereby acknowledged:

Addendum No.	Date of Addendum/Addenda	Signed Acknowledgement
#1		
#2	3/18/2024	

Note: Failure to acknowledge addenda may render the Bid non-responsive and therefore void. If no addenda, mark "none."

The undersigned hereby certifies that said person(s), firm, association or corporation has/have not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive Bidding in connection with the project for which this Bid is submitted.

The undersigned declares that before preparing the Bid, he or she read carefully the specifications and requirements for Bidders; the Bid is made with the full knowledge of the kind, quality and quantity of services and equipment to be furnished; and the Bid is as stated on these pages. By signing below, the Contractor acknowledges and agrees to the terms and conditions of each of the forms and all requirements included in the Bid documents.

[Signature]
Authorized Official (Signature)

March 28, 2024
Date

Dean Larson
Printed Name of Authorized Official

President
Title of Authorized Official

Custom Excavating by Dean Larson Inc.
Company Name

503-861-6030
Telephone Number

2060 SE Airport Ln Warrenton, OR
Address City, State, Zip 97146

customex.trailsend@gmail.com
E-mail

OR State Contractor's License #: 99574

Federal I.D. #: 93-1209050



2060 SE AIRPORT LANE WARRENTON, OR 97146 *(503)861-6030 * FAX (503)861-4341

Project Proposal

Proposal Identification: FY 2023-24 Gravel Pad Extension

Proposal Date: March 28, 2024 4:00 PM

Prepared for: Port of Astoria Administrative Offices,
422 Gateway Avenue, Suite 100
Astoria, Oregon

Principal Contacts: Alex Raichl 503-741-6867

Prepared by: Custom Excavating by Dean Larson, Inc.
DBA: Trails End Recovery
2060 SE Airport Lane, Warrenton, Oregon 97146
Office: 503.861.6030; FAX: 503.861.4341
CCB No. 99574 Expiry Date: 06/22/2025

I hereby certify that I recognize and agree as the President of Custom Excavating and Trails End Recovery that this proposal is in compliance with all requirements and, in addition, certify, acceptance of and responsibility for the following:

- All data presented in the proposal is accurate and complete.
- Acknowledgment that the Proposer has read and understood the requirements and the proposal is made in accordance with those requirements, unless otherwise noted in the proposal.
- The proposal and prices contained in the proposal shall be valid for ninety (90) days after submission of the proposal.
- The discovery of any significant inaccuracy in information submitted by the Proposer shall constitute good and sufficient cause for rejection of the proposal.
- An employee drug-testing program will be maintained throughout the term of this Agreement.
- Bidder will ensure responsibility for each subcontractor engaged to work on the project.
- Bidder is considered an Oregon Resident.
- Bidder provides worker’s compensation coverage for all its employees working in Oregon.

Signature: 
Dean Larson



2060 SE AIRPORT LANE WARRENTON, OR 97146 *(503)861-6030 * FAX (503)861-4341

Company Introductory Letter

Custom Excavating by Dean Larson Inc. dba Trails End Recovery is a full service excavating, demolishing, dismantling, salvaging and land clearing company based in Warrenton, Oregon. Custom Excavating and Trails End Recovery work together as a unit. While Custom Excavating accomplishes all excavation, land clearing, demolition, deconstruction and earth construction requirements for our projects, Trails End Recovery provides salvage and disposal services by sorting materials on site or at our DEQ approved processing station for processing/recycling. Trails End Recovery also provides retail materials such as crushed concrete fill, compost materials, rock, mulch, and topsoil, most of which are created from recycled materials that have been received at our Warrenton M.R.R.F. (Materials Recovery and Recycling Facility).

Custom Excavating has been in operation since 1994. Trails End Recovery has been processing and recycling urban wood waste and construction demolition materials since 2004. We pride our company on providing a comprehensive recycling program for solid waste materials from beginning to end. The Company's focus is to provide cost effective recycling options and reusable materials as an alternative to landfilling waste products.

For almost 30 years, we have had the privilege of working with our local public agencies, including, ODOT, Clatsop County Public Works, Cities of Warrenton and Astoria, The Port of Astoria, at the airport and on the Astoria piers. We have also worked on projects with the EPA, DEQ, and USACE. Over those last 30 years Custom Excavating has done many siteworks projects, built roads and parking lots, completed wetland habitat improvement projects, and worked on Superfund site doing dike repairs, creating retention ponds, and in-water work for river reclamation.

The company consists of:

An Executive Level Manager (Thirty-five years' experience), Superintendent/General Manager (Twenty years' experience), nine heavy equipment operators (eight years experience average), seven Class A Truck Drivers (eight years experience average), seven material sorters and handlers, and a full-service shop that includes technical and specialty employees.

Custom Excavating and Trails End Recovery authorized representatives include Owners, Dean and Evelind Larson, and Managers, Alex Raichl and Rachel Marriott.



2060 SE AIRPORT LANE WARRENTON, OR 97146 *(503)861-6030 * FAX (503)861-4341

A timeline for completion of the project; We would like to start after several weeks of dry weather, possibly June or July. We will coordinate with Kurt Hayrynen and Katie Hardersty at RWO for scheduling (i.e. moving the boxes) and the Airport for traffic control.

We plan to have the project done within a month depending on scheduling with all parties.

Contact information for at least three (3) companies for whom the Bidder has performed similar work:

L&D Race Tech
Don Hall
503-791-9307
1035 Marlin Ave
Warrenton, OR 97146

CREST
Tracy Hruska
503-325-0435
818 Commercial St., STE 203
Astoria, OR 97103

UPS
CBR Enterprise
Teresa Blankenship
503-858-5577
701 Rose Valley Rd
Kelso, WA 98626

AAMCO
Tim Fastabend
503-791-2983
92134 Front Rd.
Astoria, OR 97103

Port of Astoria
Matt McGrath
503-298-0909
422 Gateway, STE 100
Astoria, OR 97103

Carlson Contracting
Flint Carlson
503-861-2408
PO Box 157
Hammond, OR 97121



2060 SE AIRPORT LANE WARRENTON, OR 97146 *(503)861-6030 * FAX (503)861-4341

Notes and Exclusions:

- Bidder is proposing to use a ODOT approved compost berm instead of a silt fence to be environmentally friendly.
- Bidder is turning in this bid at current pricing, the local rock pits are sending new rock prices in the next month, depending on price increase on products Bidder will negotiate new cost of products and materials.
- Bidder is not responsible for any permitting.
- Bidder is not responsible for any warranties on parking lot repairs or on planting and/or vegetation.
- Due to the discrepancies on the ITB, Bidder will charge extra for any yardages above the 1,235 yards for export and 2,065 imported yards, with a written change order agreement.
- Bidder will not provide any concrete or asphalt work onsite unless a change order is signed.
- Bidder will not install any electrical or utility work onsite.
- If the proposed plants are unavailable, Bidder will plant an alternative plant that is approved by all parties.
- Bidder is assuming normal excavation. Anything found underground such as old structures, rock, or poor subgrade will be a change order in writing.