

Board of Commissioners

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

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

Regular Session

May 2, 2023 @ 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.

Agenda

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. COMMISSION REPORTS
5. CHANGES/ADDITIONS TO THE AGENDA
6. 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.
7. CONSENT CALENDAR:
 - a. Meeting Minutes –
 - Finance Committee Meeting Minutes 03/15/2023 3
 - b. Financials – March 2023..... 7
 - c. Event Calendar – May 2023 13
8. ACTION:
 - a. Request for Expenditure #0141 West Mooring Basin Asphalt 14
9. 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.
10. EXECUTIVE DIRECTOR COMMENTS
11. UPCOMING MEETING DATES:
 - a. Budget Committee Meeting – May 10, 2023 at 1:00 PM
 - b. Workshop Session – May 16, 2023 at 4:00 PM
 - c. Budget Committee Meeting – May 24, 2023 at 1:00 PM
12. ADJOURN

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
HOW TO JOIN THE ZOOM MEETING:

Online: Direct link: <https://us02web.zoom.us/j/86905881635?pwd=amhtTTBFcE9NUElxNy9hYTFPQTlzQT09>
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.

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**MEETING MINUTES
MARCH 15, 2023**

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

Call to Order:

The meeting was called to order at 12 PM by John Lansing, Finance Committee Chairman.

Roll Call:

Committee Members Present: John Lansing; Cliff Fick; David Oser; Mindy Landwehr; Commissioner Jim Campbell; and Finance, HR & Business Services Manager Melanie Howard. Walt Postlewait was not present for this meeting.

Commissioners Present: Dirk Rohne; Robert Stevens; and Frank Spence. Scott McClaine was not present for this meeting.

Staff Present: Executive Director Will Isom and Deputy Director Matt McGrath.

Also Attending: Grant Writer Shane Jensen and Ethan Myers of *The Astorian*.

Chairman John Lansing opens the meeting by inquiring if any of the committee members have additional topics to address. Committee members have no additional agenda items. Chairman Lansing thanks Finance, HR, and Business Services Manager Melanie Howard for the report included in the meeting packet.

Cashflow Projections Report

Finance, HR & Business Services Manager Melanie Howard explains that she has provided each committee member with an updated Cashflow Summary report along with the packet materials. Howard comments that the Port budget and financials are built on an accrual basis of accounting; revenues are recognized when income is earned, and expenses are recognized systematically and rationally. Howard explains, for example, that insurance is paid annually, but the expense is amortized monthly. Howard refers to the Cashflows detail on page two of the updated Cashflow Summary report; the detail report shows the balance forward for March and estimates for the months of April, May, and June. Howard explains that there are a lot of unknown factors when we look at capital projects; it is difficult to estimate the timing of cash outflows. Discussion highlights include:

- The finance department is working on Harbor Fee repayments. Howard notes that most of the repayments were paid out at the beginning of the fiscal year, but there is one remaining company that is still in process.
- David Oser inquires if the Port has a policy in place regarding having cash on hand to operate for a set number of days. Howard replies that no, the Port does not have a policy in place.
- Oser suggests using comparative reports to see how accurate the cashflow estimates are. Howard inquires if the committee would like to see these reports at each quarterly meeting. Oser answers that yes, it would be beneficial for the committee.
- Executive Director Isom comments that when he started at the Port in 2015, the Port was in a position where there was no cash on hand, and lines of credit were needed to operate. The Port auditor at the time, Moss Adams, presented a report to the Commission concerning operating cash reserves. The recommendation was to keep 60 days of cash reserves. There was a recognition

of the seasonality of Port businesses. Isom adds that the calendar year begins with large payments for insurance and capital project expenses, and from a revenue perspective, this is when revenues are lowest; it is typical for the Port to have the lowest cash balance in March. Most of the Port's operating revenue is generated in the spring and summer months.

- Commissioner Campbell inquires if the Port can utilize a line of credit. Isom answers that when he started at the Port in 2015, the Port was using a line of credit as cash reserves were low. Since that time, the line of credit was closed since it was no longer needed, and there was an expense to keep the line open.
- Commissioner Stevens notes that there is a balancing act. Governmental agencies may not think we need funds if cash reserves are too high.

Grant Update – Shane Jensen

Port Grant Writer Shane Jensen discusses the following grant updates:

- The Federal Aviation Administration (FAA) has announced that they have completed their development addendum. The addendum will provide roughly \$32,000 for the airport wastewater system project that was completed last year. The funds are expected in the next couple of months.
- The Port submitted a Rebuilding American Infrastructure with Sustainability and Equity (RAISE) grant in February for Pier 2 West rehabilitation. The Port will also submit a grant application for the Port Infrastructure Development Grant (PIDP) grant in April. These grants are administered by the Maritime Administration.
- Direct appropriations requests have been made to Senator Suzanne Weber and Representative Cyrus Javadi. Jensen has been in contact with Katy Pritchard at Senator Weber's office.
- This year, federal legislators have also entertained direct appropriations requests. The Port has submitted a Congressionally Directing Spending Request to Senators Wyden and Merkley. This request was in the amount of three million dollars for pre-construction activities, including design and engineering for the Pier 2 West rehabilitation.
- A Community Project Funding Request will be sent to Representative Bonamici today for Pier 2 West; this request is also for 3 million dollars for preconstruction activities. Jensen notes that the dollar amount of the requests was suggested by Special Districts Association of Oregon (SDAO) federal lobbyist Ray Bucheger.
- The Pier 2 West outreach brochure is complete. The brochure was distributed with the Port's fall newsletter, as well as to state and federal representatives. The brochure highlights the value of Pier 2 West operations based on the economic impact analysis conducted by Johnson Economics.
- Port Security Grant projects are underway. The Cyber Security improvement project Invitation to Bid has gone out and bids will be received by the end of the month.
- A small shipyard grant was submitted several months ago through the MARAD grant program. This request was in the amount of \$800,00 for a new 150-ton lift for the boatyard. This grant is a 75% matching grant.
- The T-hangar fence project is complete. The project has been closed successfully with the Oregon Department of Aviation.

Jensen asks the Finance Committee members if they have any questions.

- Committee member Lansing inquires what Johnson Economics is. Jensen explains that they are consultants who conduct economic impact studies based on specific business operations. For example, the report on Pier 2 West indicates how much direct, indirect, and induced economic output the fish processors on Pier 2 produce.
- David Oser inquires if the legislators understand the importance of the Port's geographic location and suggests that Isom and McGrath make that point known during their time in Washington DC.

- Commissioner Rohne comments that the Port's priority was to put its house in order and now the Port is in a position to go to Washington and tell our story. The Port has approved plans, complete economic analysis, and support from government officials.
- Commissioner Campbell notes the importance of the Port's deep-water terminal. If there was a national disaster, there would be a devastating effect on the supply chain.
- Commissioner Stevens notes that there is a big need for a small boatyard in this area. Hyak's operations are suited for larger vessel operations; there is not much competition with Hyak.

The discussion continues involving the Port's greatest needs and how best to allocate resources. For the complete discussion, please see meeting audio.

Update on Real Estate Agent/Potential Tenants

Executive Director Isom explains that the Finance Committee originally sent a formal recommendation to the Commission regarding leasing or sale of underutilized properties. The recommendation was broadened to solicit a professional commercial real estate firm to assist the Port in the process of evaluating properties. The first step will be to perform a market analysis on certain properties and identify if infrastructure improvements are needed. Popkin real estate was selected as the real estate firm to move forward with. Isom and Terminal & Customer Support manager, Susan Transue, met with Mark Popkin and David Koller. They had a strong grasp of Port properties and are very interested in this project. Popkin is currently working on a market analysis of the identified Warrenton Port properties. Isom notes that it is encouraging to see this process move forward with Popkin.

Pier 2 West Project Update

Deputy Director McGrath gives a brief update on the status of the Pier 2 West Project. The Construction Manager/General Contractor contract is being finalized with Bergerson Construction. After the contract is finalized, McGrath will be meeting with tenants to discuss the project and discuss how to best phase the project for tenant operations. Isom and McGrath met with Executive Director of Business Oregon, Sophorn Cheang, and regional representative, Melanie Olson, recently and they have been very supportive. Business Oregon has tentatively agreed to contribute \$1.2 million dollars to help fund planning and permitting for the project. McGrath notes that in developing properties, most growth is not from new tenants, but from supporting existing tenants to expand. McGrath adds that operations on Pier 2 West are an economic driver for the Port and the region. Isom notes that a point of focus is to take decision makers to see the state of Pier 2. Over the last eight months, Isom and McGrath have taken representatives from the offices of Senator Wyden, Senator Merkley, Senator Weber, Representative Bonamici, and members of the Regional Solutions Team to walk over the steel plates and see the deterioration of Pier 2.

Adjourn

Chair Lansing inquires if there are any additional questions or comments. Commissioner Rohne thanks the committee members for their input. Commissioner Stevens agrees and comments that as the Port moves forward with the Astoria Waterfront Master Plan, Pier 1 should be kept in mind for cargo operations. Commissioner Spence comments that Isom and McGrath have good relationships with the local offices of Oregon legislators, and it will be valuable to meet their staff in Washington DC. Chair Lansing adjourned the meeting at 1:40pm.

APPROVED:

ATTEST:

Dirk Rohne, Board Chairman
Board of Commissioners

Frank Spence, Secretary
Board of Commissioners

Respectfully submitted by:
Stacy Bandy
Executive Assistant/Administrative Coordinator

May 2, 2023

Date Approved by Commission

DRAFT



MARCH 2023 FINANCIALS NARRATIVE

For July 2022 through March 2023, the Port is showing an operating gain of \$525,644. This operating gain is trailing prior-year profits by \$139,582 and is \$659,774 below budget projections. Operating revenue YTD is at 89% and operating expenses are at 99% of seasonally trended budget. Non-operating income is at 99% and non-operating expenses are 76% of budget. Total net loss YTD is \$(510,371), which is \$84,795 ahead of budget expectations.

The budget and prior-year deficits for dockage are \$(295,420) and \$(425,080), respectively. For the year-to-date budget, \$284,399 had been included for estimated Harbor Fee income; the total FY23 budgeted amount for Harbor Fee income is \$380,000, none of which is expected to be collected. Looking at the prior-year differences, for July 2021 through March of 2022 the Port had billed for \$295,200 of Harbor Fee income.

Lease and rental income was \$296,665 less than budgeted, primarily as a result of a partial deferment of the Bornstein warehouse loan; the decrease in income will be offset by a decrease to debt service.

Gross Marina revenues were at 96% of budget with Boatyard gross revenues at 110% of budget. Net profits from marina and airport fuel sales were up \$97,352 from the prior year.

Personnel services came in \$82,000 under budget while materials and services were \$5,680 over budget.

Looking at non-operating totals, debt service expense is \$754,711 below budget as a result of a new debt deferment agreement with Business Oregon. Capital spending in March was primarily for West Basin Marina dredging, Boatyard electrical upgrades, and the airport master plan update.

Fuel Sales Summary:

Marina Fuel	Unleaded Sales \$	Unleaded Sales Gal	Unleaded COGS	Unleaded Profit	Diesel Sales \$	Diesel Sales Gal	Diesel COGS	Diesel Profit
Jul - Mar 2023	\$ 446,536	64,855	\$ 316,872	\$ 129,664	\$ 223,957	36,266	\$ 149,656	\$ 74,301
Jul - Mar 2022	\$ 404,506	74,036	\$ 266,089	\$ 138,417	\$ 196,784	48,995	\$ 129,276	\$ 67,508
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 - Mar 2023	\$ 696,878	117,834	\$ 480,880	\$ 215,998	\$ 114,271	16,473	\$ 88,675	\$ 25,596
Jul - Mar 2022	\$ 391,027	91,737	\$ 261,955	\$ 129,072	\$ 66,174	12,141	\$ 52,964	\$ 13,210

Port of Astoria
Profit & Loss Actual vs. Budget
March 2023

	Actuals Jul 2022 - Mar 2023	Actuals Jul 2021 - Mar 2022	Budget Jul 2022 - Mar 2023	Budget Variance Through Mar	% of Budget Through Mar	Full '22-'23 Budget
<u>Operating Revenues</u>						
Dockage & Vessel Service	413,834	838,914	709,254	-295,420	58%	1,226,657
Lease & Rental Income	2,010,824	1,601,205	2,307,489	-296,665	87%	3,118,224
Rebilled Expenses	1,166,897	1,014,796	1,201,574	-34,677	97%	1,713,380
Boat Haulout	470,477	420,618	428,814	41,663	110%	665,527
Marina Revenues	416,164	443,686	434,799	-18,635	96%	680,780
Fuel Sales	1,481,642	1,058,491	1,542,128	-60,486	96%	1,882,280
Ticket Revenues	2,220	5,135	7,497	-5,277	30%	9,540
Other Income	42,308	82,017	108,876	-66,567	39%	148,266
Total Operating Revenues	6,004,366	5,464,862	6,740,430	-736,064	89%	9,444,654
<u>Operating Expenses</u>						
Personnel Services	2,028,313	1,913,773	2,110,282	-81,969	96%	2,820,490
Materials and Services	3,450,410	2,885,863	3,444,731	5,679	100%	4,481,686
Total Operating Expenses	5,478,723	4,799,636	5,555,013	-76,290	99%	7,302,176
Income from Operations	525,644	665,226	1,185,418	-659,774	44%	2,142,478
<u>Non-Operating Revenues</u>						
Property Tax Revenues-Genl Fund	887,092	826,067	848,640	38,453	105%	890,248
Timber Tax Revenues	111,957	83,258	111,957	0	100%	198,811
Other County Revenues	177	36,084	38,126	-37,949	0%	39,500
Grants*	371,437	2,023,293	371,437	0	100%	1,940,763
Interest Income	3,208	1,328	13,853	-10,645	23%	18,303
Total Non-Operating Revenues	1,373,871	2,971,242	1,384,012	-10,141	99%	3,087,625
<u>Total Non-Operating Expenses</u>						
Capital Outlay*	1,925,659	3,298,773	1,925,659	0	100%	3,959,368
Interest Expense	145,382	42,966	375,049	-229,667	39%	474,936
Principal Expense	338,845	68,807	863,888	-525,044	39%	1,135,728
Total Non-Operating Expenses	2,409,886	3,410,546	3,164,597	-754,711	76%	5,570,032
Net Income (Loss)	-510,371	225,922	-595,167	84,795	86%	-339,929

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

Port of Astoria

Balance Sheet

as of March 2023

	<u>March 31, 2023</u>
ASSETS	
Current Assets	
Cash & Cash Equivalents	
Cash Funds	-10,949
Operating Account #1442	772,646
Payroll Account #5344	33,436
Bornstein MMA #0004	63,332
Money Market #1259	262,607
Total Lewis & Clark Bank	<u>1,132,022</u>
Total Cash & Cash Equivalents	1,121,073
Accounts Receivable	303,943
Other Current Assets	2,773,213
Total Current Assets	<u>4,198,229</u>
Fixed Assets	35,732,702
Other Assets	
Long-term Receivables	<u>18,013,773</u>
TOTAL ASSETS	<u><u>57,944,704</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	561,611
Other Current Liabilities	15,900,820
Total Current Liabilities	<u>16,462,431</u>
Long Term Liabilities	
Accrued Vacation Payable	142,253
Accrued Sick Leave	158,204
Notes Payable	13,785,573
Net Pension Liability	829,427
Lease Liability	725,809
OPEB Liability	85,017
Pollution Remediation AOC 4 Liability	2,966,175
Less Current Portion LT Debt	-963,782
Total Long Term Liabilities	<u>17,728,678</u>
Total Liabilities	34,191,109
Equity	
Retained Earnings	24,263,967
Net Income	-510,371
Total Equity	<u>23,753,596</u>
TOTAL LIABILITIES & EQUITY	<u><u>57,944,704</u></u>



Capital Projects
March 2023
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 3/31/2023	Grants Received through 3/31/2023	Expenses through 3/31/2023 NET OF GRANTS	Budgetary Estimate of Remaining POA Expense	Priority (1-10) 9=Comp 10=Remvd
Department	Description								
WFW	P2 West PS&E Documents; CM/GC work to 100% Design	250,000	-	250,000	2,333	-	2,333	247,667	1
Airport	Airport Master Plan	389,253	361,163	28,090	359,625	349,256	10,369	17,722	2
WFE - Marinas	West Marina Dredging	496,250	-	496,250	486,279	-	486,279	9,972	2
Administration	2022-23 IT Upgrades	30,000	-	30,000	20,499	-	20,499	9,501	3
Airport	Backfill and Site Prep Behind Overbay	30,000	-	30,000	2,678	-	2,678	27,322	3
WFW	Security Upgrades: Trident equipment; Pier 1 Generator; Pier 1 Booth; Cyber Security	200,000	150,000	50,000	4,034	3,771	263	49,737	3
Airport	Hangar Maintenance	50,000	-	50,000	-	-	-	50,000	4
Airport	Vegetation Management	30,000	-	30,000	45,465	-	45,465	(15,465)	4
WFW	Pier 2 East - Repairs based on ODOT reports	50,000	-	50,000	1,762	-	1,762	48,238	4
Airport	Industrial Park	250,000	225,000	25,000	525	-	525	24,475	5
Airport	Terminal Building Upgrades	150,000	142,500	7,500	9,550	-	9,550	(2,050)	5
Airport	Tide Gate Feasibility Study	99,600	99,600	-	2,894	-	2,894	(2,894)	5
WFW	Fire suppression/system upgrades - Pier 2	20,000	-	20,000	-	-	-	20,000	5
WFW	Repave Gateway Avenue / Restripe	110,000	110,000	-	-	-	-	-	5
WFW	Replace Cruise Ship Gangway Decking	15,000	-	15,000	-	-	-	15,000	5
WFW - Boatyard	Boatyard Electrical Upgrades	10,000	-	10,000	58,494	-	58,494	(48,494)	5
WFW - Boatyard	Boatyard Upgrades	650,000	455,000	195,000	136	-	136	194,864	5
Airport	Backfill and Site Prep Behind Recology	55,000	-	55,000	23,929	-	23,929	31,071	8
Airport	Utility Trailer	7,500	-	7,500	-	-	-	7,500	8
WFE	Maintenance - Flatbed Truck	13,500	-	13,500	-	-	-	13,500	8
WFE - Marinas	East Mooring Basin Causeway Design & Repairs	500,000	350,000	150,000	-	-	-	150,000	8
WFW	Maintenance - Flatbed Truck	31,500	-	31,500	-	-	-	31,500	8
Airport	T-Hangar Fencing	50,000	37,500	12,500	38,089	28,567	9,522	2,978	9
Airport	Gator Utility Vehicle	15,000	-	15,000	19,599	-	19,599	(4,599)	9
Airport	Airport Generator	20,000	10,000	10,000	6,195	832	5,363	4,637	9
WFE - Marinas	West Marina Piling Replacement (25)	133,500	-	133,500	189,060	-	189,060	(55,560)	9
WFW	Fender Pile Replacement (25) Pier 1 West, Pier 2 East, Pier 2 West	221,875	-	221,875	195,019	-	195,019	26,856	9
WFW	Pier 1 Face Chip Seal	15,000	-	15,000	13,760	-	13,760	1,240	9
WFW	Repave Pier 2 Entrance to Gateway	50,000	-	50,000	41,500	-	41,500	8,500	9
WFW - Boatyard	Boatyard Stands	16,390	-	16,390	14,587	-	14,587	1,803	9
	Misc				389,649	-	389,649	(389,649)	
TOTALS		3,959,368	1,940,763	2,018,605	1,925,659	382,426	1,543,233	475,372	

Port of Astoria
Vouchers Paid -- Operating Acct

Type	Date	Num	Name	Memo	Credit
102-00 - Cash					
102-02 - CCB Operating #1442					
Bill Pmt -Check	04/04/2023	82190	✓A Coastal Lock & Key, LLC		20.00
Bill Pmt -Check	04/04/2023	82191	✓ALS Environmental		1,060.00
Bill Pmt -Check	04/04/2023	82192	✓Astoria Ford		73.87
Bill Pmt -Check	04/04/2023	82193	✓AT&T	Acct # 019 295 1870 001	24.59
Bill Pmt -Check	04/04/2023	82194	✓Brian Jacobsen (A/P)	Reimbursement for Twic Card	125.25
Bill Pmt -Check	04/04/2023	82195	✓Business Oregon	Acct # 1230000433 Loan # X08002	14,626.82
Bill Pmt -Check	04/04/2023	82196	✓Card Service Center		7,292.57
Bill Pmt -Check	04/04/2023	82197	✓Cartomation, Inc.	Invoice #61	500.00
Bill Pmt -Check	04/04/2023	82198	✓CenturyLink	Acct # 497163267	102.90
Bill Pmt -Check	04/04/2023	82199	✓Charter Business - 0229	8787 14 680 0000229	2,112.93
Bill Pmt -Check	04/04/2023	82200	✓Charter Business - 5587	Acct # 8787 14 002 0105587	39.99
Bill Pmt -Check	04/04/2023	82201	✓Charter Business - 5595	Acct # 8787 14 002 0105595	189.97
Bill Pmt -Check	04/04/2023	82202	✓Cintas Corporation	10829	354.97
Bill Pmt -Check	04/04/2023	82203	✓City Lumber	Cust # 7259	791.12
Bill Pmt -Check	04/04/2023	82204	✓City of Astoria - utilities		11,789.60
Bill Pmt -Check	04/04/2023	82205	✓CityServiceValcon		52,544.74
Bill Pmt -Check	04/04/2023	82206	✓Clatsop County Lawn & Tractor	544212	71.88
Bill Pmt -Check	04/04/2023	82207	✓Columbia Steel Supply		2,401.18
Bill Pmt -Check	04/04/2023	82208	✓Del's OK Point S Tire	POR101	63.00
Bill Pmt -Check	04/04/2023	82209	✓DSL	Joint Permit Application Fee - EMB Dredging	957.00
Bill Pmt -Check	04/04/2023	82210	✓Frank Spence, Commissioner	Reimb - Feb 2023	100.00
Bill Pmt -Check	04/04/2023	82211	✓HOFMANN ADC		1,800.00
Bill Pmt -Check	04/04/2023	82212	✓iFocus Consulting, Inc.		1,057.00
Bill Pmt -Check	04/04/2023	82213	✓Island Creative	2023 Columbia River Cruise Guide Ad	350.00
Bill Pmt -Check	04/04/2023	82214	✓J P Plumbing Company, Inc.	Cust ID: AS75	80.00
Bill Pmt -Check	04/04/2023	82215	✓Joey Gochis (A/P)	Reimb for Safety Boots	95.00
Bill Pmt -Check	04/04/2023	82216	✓John Anderson.	JA - Group: 10013822 Subscriber: T62752933 Augu...	1,323.90
Bill Pmt -Check	04/04/2023	82217	✓Key Government Finance, Inc.	Acct # 581049019 Inv 4931854	50,633.33
Bill Pmt -Check	04/04/2023	82218	✓Lawson Products	Cust # 10075026	197.69
Bill Pmt -Check	04/04/2023	82219	✓Matthew McGrath (A/P)	Reimbursement - Feb 2023	156.23
Bill Pmt -Check	04/04/2023	82220	✓Melanie Howard (A/P)		70.39
Bill Pmt -Check	04/04/2023	82221	✓North Coast Truck Parts		22.50
Bill Pmt -Check	04/04/2023	82222	✓Northwest Local Government Legal Advi...	Mar 2023	3,025.00
Bill Pmt -Check	04/04/2023	82223	✓NW Natural		2,294.71
Bill Pmt -Check	04/04/2023	82224	✓Orkin Pest Control	28012851	109.99
Bill Pmt -Check	04/04/2023	82225	✓Pacific Power		13,801.62
Bill Pmt -Check	04/04/2023	82226	✓Pape Machinery, Inc.	Cust # 101890	65.43
Bill Pmt -Check	04/04/2023	82227	✓PetroCard, Inc.	01-0004280	939.10
Bill Pmt -Check	04/04/2023	82228	✓Platt Electric Supply (Rexel)	Acct #135946	34.96
Bill Pmt -Check	04/04/2023	82229	✓Pro-Fresh LLC	Customs & Border Protection Office	194.95
Bill Pmt -Check	04/04/2023	82230	✓Recology Western Oregon		3,183.06
Bill Pmt -Check	04/04/2023	82231	✓S. Bruce Conner	April 2023	2,100.00
Bill Pmt -Check	04/04/2023	82232	✓Shane Jensen - Grant Writer	Grant Writing - Mar 2023	7,758.75
Bill Pmt -Check	04/04/2023	82233	✓Sierra Springs	928320221793628	140.66
Bill Pmt -Check	04/04/2023	82234	✓Special Districts Health Premiums	Cust # 03-0016324	48,942.30
Bill Pmt -Check	04/04/2023	82235	✓Spectrio, LLC	Acct # SPX755863	105.00
Bill Pmt -Check	04/04/2023	82236	✓Standard Insurance Co.	Policy # 00 158620 0001	1,935.06
Bill Pmt -Check	04/04/2023	82237	✓Staples Advantage		367.77
Bill Pmt -Check	04/04/2023	82238	✓State of Oregon - Employment Tax	BUS ID#: 0504015-4	16.91
Bill Pmt -Check	04/04/2023	82239	✓Sunset Auto Parts - NEW	Cust # 76004	65.52
Bill Pmt -Check	04/04/2023	82240	✓Traffic Safety Supply Co.	C003028	753.00
Bill Pmt -Check	04/04/2023	82241	✓Trails End Recovery		114.00
Bill Pmt -Check	04/04/2023	82242	✓United Rentals		437.58
Bill Pmt -Check	04/04/2023	82243	✓Verizon Wireless #7705-1	270297705-00001	613.38
Bill Pmt -Check	04/04/2023	82244	✓Whitney Equipment Co., Inc.		1,491.00
Bill Pmt -Check	04/04/2023	82245	✓Wilcox & Flegel	Acct # 0053592	99.88
Bill Pmt -Check	04/04/2023	82246	✓Will Isom (A/P)	Reimb for mileage driven	225.32

Total 102-02 - CCB Operating #1442

239,843.37

Total 102-00 - Cash

239,843.37

TOTAL

239,843.37

Scott McClaine
Scott McClaine

OT

1:01 PM

04/20/23

Accrual Basis

Port of Astoria
Vouchers Paid -- Operating Acct

Type	Date	Num	Name	Memo	Credit
102-00 - Cash					
102-02 - CCB Operating #1442					
Bill Pmt -Check	04/20/2023	82247	A Coastal Lock & Key, LLC		30.00
Bill Pmt -Check	04/20/2023	82248	Advanced Remediation Technologies, Inc.		2,712.50
Bill Pmt -Check	04/20/2023	82249	Alex Van Slyke	10 Pier 1 Photography	250.00
Bill Pmt -Check	04/20/2023	82250	America's Phone Guys		577.86
Bill Pmt -Check	04/20/2023	82251	Bergerson Construction, Inc		129,838.50
Bill Pmt -Check	04/20/2023	82252	BOLI	VOID: Project DB # 22107 FY2022-23 Pile Replacem...	
Bill Pmt -Check	04/20/2023	82253	Campbell Environmental		1,285.00
Bill Pmt -Check	04/20/2023	82254	Card Service Center		9,230.04
Bill Pmt -Check	04/20/2023	82255	Cartomation, Inc.	Invoice #62	500.00
Bill Pmt -Check	04/20/2023	82256	Charter Business - 0590	8787 14 001 0420590	39.99
Bill Pmt -Check	04/20/2023	82257	Charter Business - 5587	Acct # 8787 14 002 0105587	39.99
Bill Pmt -Check	04/20/2023	82258	CHS Inc/Cenex	Cust # 195072	368.44
Bill Pmt -Check	04/20/2023	82259	City Lumber	Cust # 7259	125.35
Bill Pmt -Check	04/20/2023	82260	City of Astoria - utilities		93,142.66
Bill Pmt -Check	04/20/2023	82261	City of Warrenton		3,519.89
Bill Pmt -Check	04/20/2023	82262	Columbia Steel Supply		279.13
Bill Pmt -Check	04/20/2023	82263	Department of Licensing		0.08
Bill Pmt -Check	04/20/2023	82264	DSL	Acct ID # APP0060219	957.00
Bill Pmt -Check	04/20/2023	82265	Earthworx Excavation, LLC	Inv#1271	3,657.50
Bill Pmt -Check	04/20/2023	82266	Emerald Recycling	Billing Acct # PO22268	836.69
Bill Pmt -Check	04/20/2023	82267	Englund Marine (Airport)		893.63
Bill Pmt -Check	04/20/2023	82268	Englund Marine (Boatyard)		438.09
Bill Pmt -Check	04/20/2023	82269	Englund Marine (Marina)		489.27
Bill Pmt -Check	04/20/2023	82270	Englund Marine (MX)		4,170.09
Bill Pmt -Check	04/20/2023	82271	Feenaughty Machinery Co.	Acct # PORO003	185.03
Bill Pmt -Check	04/20/2023	82272	Forklift Headquarters	W/O#3302	435.00
Bill Pmt -Check	04/20/2023		Hamilton Engine, LLC	QuickBooks generated zero amount transaction for bi...	
Bill Pmt -Check	04/20/2023	82273	Harold Culver (Retiree)		277.38
Bill Pmt -Check	04/20/2023	82274	Hart Radiator		2,263.66
Bill Pmt -Check	04/20/2023	82275	Home Depot	6035 3225 3191 4798	568.98
Bill Pmt -Check	04/20/2023	82276	iFocus Consulting, Inc.		5,425.00
Bill Pmt -Check	04/20/2023	82277	Jeff Hale Painting		8,000.00
Bill Pmt -Check	04/20/2023	82278	Jim Varner's Automotive		767.60
Bill Pmt -Check	04/20/2023	82279	Kiwi Glass, Inc.	Phase 4	3,494.00
Bill Pmt -Check	04/20/2023	82280	Landside Resources, Inc.	March 2023	1,350.00
Bill Pmt -Check	04/20/2023	82281	Lawson Products	Cust # 10075026	187.12
Bill Pmt -Check	04/20/2023	82282	M&N WORKWEAR		210.80
Bill Pmt -Check	04/20/2023	82283	MarinaWare	Quarterly Software License - April, May, and June 2023	450.00
Bill Pmt -Check	04/20/2023	82284	Maul Foster & Alongi, Inc.		42,252.90
Bill Pmt -Check	04/20/2023	82285	Mead & Hunt	Project R3143900-202203.01 AST Master Plan and ...	32,138.23
Bill Pmt -Check	04/20/2023	82286	National Business Furniture LLC		271.10
Bill Pmt -Check	04/20/2023	82287	Northwest Parking Equipment Co.	Semi-Annual Pay Station Servicing	1,400.00
Bill Pmt -Check	04/20/2023	82288	NW Marine Terminal Assn	2023 NWMTA Spring Meeting in Portland OR for Sue...	300.00
Bill Pmt -Check	04/20/2023	82289	NW Natural		1,521.84
Bill Pmt -Check	04/20/2023	82290	Oregon DMV	Acct # 60577	70.70
Bill Pmt -Check	04/20/2023	82291	Orkin Pest Control	28012851	98.00
Bill Pmt -Check	04/20/2023	82292	Pacific Northwest Waterways Assn.	2023 Mission to Washington DC	2,250.00
Bill Pmt -Check	04/20/2023	82293	Pacific Power		14,062.22
Bill Pmt -Check	04/20/2023	82294	PacificSource Administrators	Employer ID: P00431	1,782.13
Bill Pmt -Check	04/20/2023	82295	Performance Systems Integration, LLC	901626	1,445.00
Bill Pmt -Check	04/20/2023	82296	PERS Health	AS - Group: 10013822 Subscriber: H80550901	277.38
Bill Pmt -Check	04/20/2023	82297	PetroCard, Inc.	01-0004280	919.41
Bill Pmt -Check	04/20/2023	82298	Platt Electric Supply (Rexel)	Acct # 135946	459.23
Bill Pmt -Check	04/20/2023	82299	Quadient (postage)	X3391	104.85
Bill Pmt -Check	04/20/2023	82300	Shred-It	Cust # 16971101	120.00
Bill Pmt -Check	04/20/2023	82301	Solutions YES, LLC	Acct # PO03	114.53
Bill Pmt -Check	04/20/2023	82302	Special Touch Janitorial, Inc.	April	3,512.50
Bill Pmt -Check	04/20/2023	82303	Spectrio, LLC	Acct # SPX755863	105.00
Bill Pmt -Check	04/20/2023	82304	Staples Advantage		10.20
Bill Pmt -Check	04/20/2023	82305	State of Oregon - Employment Tax	BUS ID#: 0504015-4	4,758.41
Bill Pmt -Check	04/20/2023	82306	Sweet Septic and Portable Service	September 2022	260.00
Bill Pmt -Check	04/20/2023	82307	The Daily Astorian	Account # 12928	131.25
Bill Pmt -Check	04/20/2023	82308	ULINE	Cust # 21657453	3,085.74
Bill Pmt -Check	04/20/2023	82309	VenTek International	Cust # PORTASTORIA	380.00
Bill Pmt -Check	04/20/2023	82310	Walter E. Nelson Co.	Cust # 1629	58.07
Bill Pmt -Check	04/20/2023	82311	Wells Electrical Contracting, Inc.		37,224.35
Bill Pmt -Check	04/20/2023	82312	Wilcox & Flegel	Acct # 0053592	99.88
Bill Pmt -Check	04/20/2023	82313	Will Isom (A/P)	Reimb for mileage driven	174.32
Bill Pmt -Check	04/20/2023	82314	BOLI	Project DB # 22107 FY2022-23 Pile Replacement	383.70

Total 102-02 - CCB Operating #1442

426,767.21

Total 102-00 - Cash

426,767.21

TOTAL

426,767.21

4-21-23

May 2023

May 2023							June 2023						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
7	1	2	3	4	5	6	4	5	6	7	1	2	3
14	8	9	10	11	12	13	11	12	13	14	15	16	17
21	15	16	17	18	19	20	18	19	20	21	22	23	24
28	22	23	24	25	26	27	25	26	27	28	29	30	

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Apr 30	May 1 6PM Astoria City Council Mtg	2 4PM Regular Session 5:30PM Astoria Planning Commission 6PM CB City Council Mtg	3 7PM Gearhart City Council Mtg	4	5	6
7	8 6PM Seaside City Council Mtg	9 6PM CB City Council Work Mtg 6PM Warrenton City Council Mtg	10 12PM Budget Committee 5PM Clatsop Cnty Commission	11 10AM Col-Pac EDD Mtg 10AM NWOEA Mtg 1PM NW ACT	12	13
14	15 6PM Astoria City Council Mtg	16 4PM Regular Workshop Session	17	18	19	20
21	22 6PM Seaside City Council Mtg	23 330PM CEDR Board Mtg 530PM Astoria Planning Commission 6PM Warrenton City Council Mtg	24 12PM Budget Committee 5PM Clatsop Cnty Commission	25	26	27
28	29	30 7:30AM AWACC Breakfast Mtg	31	Jun 1	2	3

RE# 0141

REQUEST FOR EXPENDITURE

SECTION A	Date:	02/23/23	Department:	Maintenance
	Staff Contact:	Joe Tadei	Vendor (if determined):	Bayview Asphalt
	Description of Product or Service being requested:	West Mooring Basin Asphalt Project		
	Purpose of Product or Service being requested:	Rehabilitation of West Mooring Basin parking lot.		
	Cost Estimate:	\$32,356.00		
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 checked="" type="checkbox"/> Yes (Proceed to Section C-1)				
3. Will services be performed on Port of Astoria property? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes				
SECTION C	1.			
	Account # for Budgeted Item (ex: XXX-XX)	TOTAL		NET OF GRANTS
	FY 2022-2023 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 2022-2023 Budget for the Account being reduced	\$ 3,959,368	\$ 2,018,605		
Amount Spent Year-to-Date for this Account	\$ 1,926,616	\$ 1,586,220		
Amount Available to Spend for this Account	\$ 2,032,752	\$ 432,385		
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)				
04/18/2023				
SECTION D	Signature of Department Head		Signature of Operations Manager	
	Date		Date	
	Signature of Finance Manager		Signature of Executive Director	
	Date		Date	

(over for Quotation Analysis)

Project: West Basin Asphalt

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
Bayview Asphalt, Inc.	\$32,356.00	Pave area in West Basin parking lot located near Cannery Pier Hotel.	Project to be completed by late spring 2023.	Local contractor who provides quality work and can complete project within time line requested.	Contractor performs all paving projects for the port.
Olson Asphalt Maintenance, LLC	\$25,590.95	Pave area in West Basin parking lot located near Cannery Pier Hotel.	Project to be completed by late spring 2023.	Local contractor who provides seal coat and paint striping for the port and has recently started paving projects.	Contractor performs all seal coating and paint striping projects for the port.

Vendor selection & justification: (REQUIRED) Bayview Asphalt Inc. has performed paving projects for the port in the past within budgeted amount and has high quality of work.