

MINUTES
PORT OF ASTORIA
WORKSHOP SESSION
NOVEMBER 13, 2007
PORT COMMISSION CHAMBERS

Chairman Dan Hess called the Workshop Session to order and took roll call.

Commissioners present: Dan Hess, Larry Pfund, Bernie Bjork, Kathy Sanders and Bill Hunsinger.

Staff present: Ron Larsen, Esther Jones, Colleen Browne, and John Hord.

Others present: See attendance sheet.

PORT OF ASTORIA MANAGEMENT REPORT – REVIEW

Attending the workshop session on invitation from the Commission. Jim Flint began the meeting reviewing findings and recommendation summary. Started with scope of management review, recommendation on page 3. Before that Commissioner Hunsinger had questions. Discussion centers on:

- Projects out to public bid: Mr. Flint explained he was only sharing his perspective on the operation of special districts. He covered management.
- Website updated, Lesle Palmeri hired to keep it updated and clean out old items
- North County, south county relations/feedback since interviews. Possibly hold commission meetings in South County.
- Partnerships during development of projects.
- Chief Financial Officer duties separate from Executive Director duties, done.
- Environmental officer moved to the port administrative office, done.
- Cross-train employees; modify job descriptions
- Solicit third-party reviews of operations; create an audit committee.
- Reduce approval authority of director in financial expenditures

Strategic planning, a key piece of port planning, is in need of updating. Flint offered his help at no charge.

Filing systems have been receiving much needed organization. Colleen Browne has been "cleaning up" lease work files while she is doing CPI increases. Commissioner Sanders added she would like the port to follow Flint's recommendations. Although it will take some time and while the port is short staffed, it is slow going.

Although financially strapped, Flint sees the port pulling out of the dire financial state in about 18 to 20 months. He also suggests the port commission to be disciplined in taking on new projects. Management of the new projects, a high priority, is something

the commission needs to look at seriously and really look at which direction the port would like to go into. "Ups and downs" is a place the port has certainly been through. Understaffed, the port is struggling to pull out of its current financial situation.

Separating the cruise ship cash management responsibilities is part of the reorganization process.

An internal control request from the auditor under "scope of services" is one way to provide assurance to have a third party expert to give us a clean bill of health or clean up particular areas. Colleen Browne added every audit includes a review of internal controls. A more clear, explicit review should be part of the report that refers to internal controls.

More discussion followed about recommendations and suggestions from Mr. Flint.

With no further business to discuss, the workshop session was adjourned.