

**MINUTES
FEBRUARY 13, 2014**

**PORT OF ASTORIA
SPECIAL SESSION
PORT COMMISSION CHAMBERS**

Call to order

Chairman Campbell called the Special Meeting to order.

Roll Call

Commissioners present: Jim Campbell, Bill Hunsinger, Steve Fulton, Ric Gerttula and Jack Bland.

Staff present: Interim Director Michael Weston.

Also present: Port Counsel Ron Guerra.

Pledge of Allegiance

Changes/Additions

Add Washington D.C. trip to New Business as 5a.

Add Role Policy to New Business as 5b.

Commissioner Bland moved to approve additions to agenda, Commissioner Fulton seconded. Motion carried unanimously.

No public comment.

Special Presentations

N/A

Consent Calendar

N/A

Public Hearings

N/A

New Business

1. **Budget Committee Appointment and Roster**

Interim Director Mike Weston read the list of applicants for the openings on the Budget Committee. They are as follows:

- William Weed
- Mary Iverson
- Michael Ferrell
- Frank Spence

Commissioner Hunsinger moved to place all budget committee member names on a list and appoint those with the highest votes to the main seats, leaving the others to the alternate seats. Commissioner Fulton seconded. Motion carried unanimously.

The following were voted in as members:

- John Lansing
- Chris Connaway
- William Weed
- Mary Iverson

The following were voted in as alternates:

- Frank Spence
- Michael Ferrell

The Commission did not vote on Richard Lee, as he has already been appointed by the Commission.

Commissioner Fulton moved to approve members of Budget Committee, Commissioner Hunsinger seconded. Motion carried unanimously.

Commissioner Bland moved to approve alternates on Budget Committee, Commissioner Gerttula seconded. Motion carried unanimously.

2. Bylaw Amendment

Interim Director Mike Weston presented an amendment to Resolution 93-01 by adding a new section to Article 5, Section 4.

Discussion about what type of amendments should be made to the Bylaws, such as term increase from 3 years to 4 years, and possibly limiting the number of seats on a committee.

Mr. Weston will make further adjustments to the drafted amendment and present to the Commission again at the March 4th Special Session.

3. Westerlund Assignment

This item has been tabled until the next meeting on March 4th, 2014, due to lack of legal documentation.

4. Executive Director Job Description

Interim Director Mike Weston presented a 5 page illustrated draft of the job description, which he compiled using previous Executive Director job descriptions, as well as similar job descriptions from around the state.

- Page 1 Description of Astoria
- Page 2 Skills and Qualifications
- Page 3 Job Description
- Page 4 Ideal Candidate Profile
- Page 5 Application Process

Discussion on the subject raised concerns, leading to the need to revise the draft. Mr. Weston requested that the Commissioners email any requested changes to him for the revision.

Commissioner Fulton moved for the Commission to have staff return within two weeks with a job description for the Executive Directors position and the application will be sent out within thirty days. Commissioner Gerttula seconded.

Commissioner Fulton revised his motion to include the date of 3/15/2014. Commissioner Gerttula seconded. Revised motion reads as follows:

The solicitation for Executive Director will be on the streets by 3/15/2014, and the staff will be presenting a revised job description per the commission's request, pending inputs to Mr. Weston's office, prior to 3/4/2014.

Motion carried unanimously.

5.a Washington D.C. Trip

The Commission discussed whether to send a Commissioner to Washington D.C. with Interim Director Mike Weston. Also noted is that Roger Nance will accompany Mr. Weston on the trip to champion the development of Pier 3, and that Nance's trip will not be financed by the Port.

Commissioner Bland moved that the Commission send a Chief Executive to Washington D.C. Commissioner Gerttula seconded. The vote went as follows:

Commissioner Bland: Yes

Commissioner Gerttula: Yes

Commissioner Fulton: Abstained

Commissioner Hunsinger: Abstained

Commissioner Campbell: Yes

5.b Role Policy

Interim Director Mike Weston expressed concern over the lines of communication and the need to fulfill his role in the Executive Director position. Legal counsel will draft a memo identifying the lines of communication and establish a policy. Also, Mr. Weston requested a limit to the number of meetings held within a month, as the time for preparing for a meeting takes away from the time to see to the operational needs of the organization.

Commissioners/Director Reports

N/A

Good of Order - Public comment for items not on the agenda.

- Interim Director Mike Weston reported on the Port's new Quick Response Vessel (the Trident), its capabilities, and the benefits to the Port and the community.
- Commissioners discussed the possibility of limiting the length of time spent in a meeting.

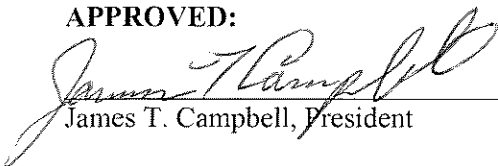
Next Meeting Dates

- Work/Special Session, March 4th, 2014 at 5:00 PM

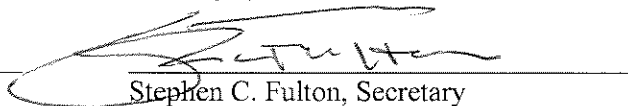
Adjourned

Motion made to adjourn by Commissioner Hunsinger. Seconded by Commissioner Gerttula.

APPROVED:


James T. Campbell, President

ATTEST:


Stephen C. Fulton, Secretary

Respectfully submitted by:
Judy Farfan, Administrative Clerk

5/20/14
Date Approved

