

**MINUTES  
MAY 5, 2015**

**PORT OF ASTORIA  
WORKSHOP SESSION  
PORT COMMISSION CHAMBERS**

**Call to order**

Chairman Raichl called the Workshop Session to order.

**Roll Call**

Commissioners present: John Raichl, Bill Hunsinger, Steve Fulton, Jim Campbell, and Robert Mushen.

Staff present: Executive Director Jim Knight, Director of Business Development Mike Weston, and Executive Assistant Judy Farfan.

**Pledge of Allegiance**

**Changes/Additions**

Executive Director Jim Knight requested the addition of Strategy for Developing RFP for Legal Services for discussion.

Director of Business Development Mike Weston requested the addition of NOAA License Agreement 15WBR0007N and PNNL Access Agreement 258104 for Commission consideration.

Commissioner Raichl requested the addition of Consider Endorsement of Candidate for Fish and Wildlife Commission.

Commissioner Mushen moved to approve the agenda as revised. Commissioner Campbell seconded. Motion carried unanimously.

**Public Comment – for items on the agenda**

Jason Kost, Astoria

Mr. Kost spoke to the Commission about his support for the appointment of Bruce Buckmaster to the ODFW Commission, and concerns about support/conflict from the fisheries.

John Lansing, Astoria

Mr. Lansing spoke to the Commission about his experience in the fish/seafood industry, and voiced his support for Bruce Buckmaster's appointment to the ODFW Commission. He also noted there would be a hearing on Mr. Buckmaster's appointment on Thursday, May 14<sup>th</sup>, in Salem, and suggested letters be sent to elected officials expressing support, and asking them to lobby on the communities behalf.

**Workshop – Personnel Policy**

Executive Director Jim Knight noted that previously, the Commission had completed the first round of the personnel policy review. He suggested a review of the past three workshops for the personnel policy. Mr. Knight explained that they had left off with the section regarding substance abuse, and that section would be referred to the Special Districts Association of Oregon (SDAO) for consultation.

### **Workshop – Personnel Policy (Continued)**

During the review, the Commission further discussed personnel policy items such as:

- Substance abuse
- Job announcements
- Personnel files/medical records
- Pay range matrix
- Retirement insurance
- Sick-time/vacation accruals
- Code of Ethics
- Employee performance reviews
- Disciplinary actions
- Employee representation

Mr. Knight noted that the next steps would be to coordinate with Port Counsel and the SDAO to finalize the copy and bring the final draft to the Commission for approval.

### **Advisory Items**

#### **Strategy for Developing an RFP for Legal Services**

Executive Director Jim Knight noted that while evaluating the services of the Port's current counsel, he would like to issue a request for proposal to other firms to gauge current services with prospective services. Mr. Knight asked about the Commission's thoughts and concerns on the matter.

Discussion followed regarding current legal service rates; service specialization; and possibly retaining services locally.

#### **NOAA License Agreement 15WBR007N & PNNL Access Agreement 258104**

Director of Business Development Mike Weston presented the Commission with two agreements for consideration. These agreements cover a lease of ground space at the airport, as well as access to the ground space which is intended for weather related equipment.

Discussion followed regarding FAA approval; the floodplain; and possible interference with the Coast Guard.

Mr. Weston will present the agreements at the May 19, 2015 regular session for Commission action.

### **Action Items**

#### **Consider Endorsement of Bruce Buckmaster's Appointment to ODFW Commission**

Commissioner Raichl spoke to the Commission about the opportunity to support the appointment of Bruce Buckmaster to the Oregon Department of Fish and Wildlife Commission.

Commissioner Fulton moved to instruct staff to compose a letter of endorsement from the Port of Astoria Commission, to be sent to ODFW, Representative Boone, Senator Johnson, and Governor Brown; authorize the Chairman of the Budget Committee, Mr. John Lansing, to assist in composing the letter; and indicate unanimous Commission support in the letter if the vote is unanimous. Commissioner Mushen seconded.

Motion carried unanimously.

### **Good of the Order – Public comment for items not on the agenda**

#### **Veronica Montoya, Astoria**

Ms. Montoya expressed her concern about the sea lions possibly being injured on the chicken wire which was recently put in place at the east mooring basin, and inquired as to who to contact if the sea lions were to become injured.

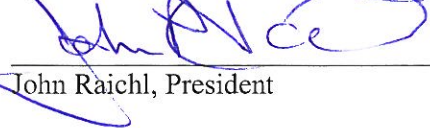
Executive Director Jim Knight explained that the Port is taking every precaution to ensure the sea lions safety while protecting the docks. He noted that the Port staff would be the contact for any problems that may arise.

**Next Meeting Dates**

- Regular Session – May 19<sup>th</sup>, 2015 at 6:00 PM

**Adjourned**

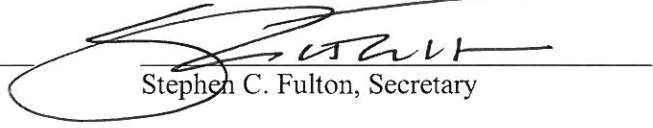
**APPROVED:**



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John Raichl, President

**ATTEST:**



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Stephen C. Fulton, Secretary

Respectfully submitted by:  
Judy Farfan, Executive Assistant

7.21.15  
Date Approved