

**MINUTES  
DECEMBER 1, 2015**

**PORT OF ASTORIA  
WORKSHOP SESSION  
PORT COMMISSION CHAMBERS  
422 GATEWAY AVENUE, SUITE 100  
ASTORIA, OR 97103**

**Call to order**

Chairman Raichl called the Workshop Session to order at 5:00 PM

**Roll Call**

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

Staff present: Executive Director Jim Knight, Finance Manager Jim Grey and Executive Assistant Judy Dodge Fattori.

Port Counsel was Tim Ramis, and Amy Robinson, of Jordan Ramis, joined via phone for this session.

**Pledge of Allegiance**

None – As there was no public attending the session, the meeting was held at the conference table.

**Changes/Additions**

Commissioner Fulton requested an update on the continuance of the goal setting session.

Commissioner Hunsinger requested an update on future agenda items requested on 11/17/2015: Review Requirements for Pier 3 Public Parking, and State Marine Board Parking Regulations.

Commissioner Hunsinger also noted that he would like to discuss sea lions, as he would be attending a fisheries meeting in Rainer in the near future.

It was decided that these items would wait until the December 15, 2015 Regular Session.

Executive Director Jim Knight requested that the Discussion on Administrative Fees for Utility Rebilling be moved to the space directly before the Workshop for Port Personnel Policies.

Commissioner Fulton moved to approve the agenda as revised. Commissioner Mushen seconded.

Motion carried unanimously.

**Discussion – Administrative Fees for Utility Rebilling**

Finance Manager Jim Grey spoke to the Commission about a significant difference in the amount of actual utility costs versus the amount that is rebilled to Port tenants. He explained that in fiscal year 2014/2015, utility costs were \$1,078,985 versus approximately \$988,000 that was rebilled. Mr. Grey noted that with some research, it was found that it is fairly common for ports to add an administrative fee to the cost of rebilling utilities.

Discussion followed regarding items such as: the Port becoming a water district; how to recoup utility and associated maintenance costs; types of utilities; types of rebilling; and current metering methods.

Executive Director Jim Knight noted the need to get input from the public; work on a plan for an administrative fee; and return to the Commission with a plan to implement the fee.

It was decided to discuss this item further at another time.

**Workshop – Finalize Port Personnel Policies**

Executive Director Jim Knight spoke to the Commission about the progress of the Port Personnel Policies. He noted that the current working copy, as a culmination of previous meetings, should be near complete, and asked the Commission how they would like to proceed.

With the aid of Port Counsel Amy Robinson to answer questions, the Commission began discussion regarding the final draft.

Following is an overview of the discussion:

- Concern about sick leave accumulation as a liability to the Port as a payout at retirement; availability of accrued time for employees during long term illnesses; and keeping the Port in compliance with changing state laws. Also discussed were possibly putting a cap on accrual amounts, and allowing a percentage of accrued time at payout.
- Ensuring compliance with the ILWU requirements.
- Concerns about allowing enough bereavement leave time for employees.
- Considerable discussion on substance abuse (including state laws in regard to marijuana); drug screening policies; drugs on Port property; guidelines for employee rehabilitation; and ensuring that employees are educated on the Port’s drug policies.

The Commission decided to use the current draft, with discussed changes, for one year. The Commission could then make changes as needed.

Ms. Robinson will make the discussed changes to the draft and have it ready for adoption by the Commission at the December 15<sup>th</sup> Regular session.

**Public Comment**

None

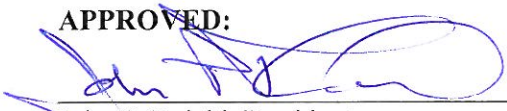
**Upcoming Meeting Dates**

- Regular Session – December 15, 2015 at 6:00 PM
- Workshop Session – January 5, 2016 at 5:00 PM
- Regular Session – January 19, 2016 at 6:00 PM

**Adjourned**

Chairman Raichl adjourned the Workshop session at 6:40 PM.

**APPROVED:**



John P. Raichl, President  
Board of Commissioners

**ATTEST:**



Stephen C. Fulton, Secretary  
Board of Commissioners

Respectfully submitted by:  
Judy Dodge Fattori  
Executive Assistant/Board Secretary

12-15-2015  
Date Approved