

**MINUTES
OCTOBER 3, 2017**

**PORT OF ASTORIA
WORKSHOP SESSION
PORT ADMIN BUILDING
10 PIER 1, SUITE 209
ASTORIA, OR 97103**

Call to Order

President Spence called the Workshop Session to order at 4:00 pm.

Roll Call

Commissioners Present: Frank Spence; Dirk Rohne; Robert Stevens; and Bill Hunsinger.
Commissioner Campbell was available via phone.

Staff present: Executive Director Jim Knight; Director of Operations Matt McGrath; and Director of Finance Will Isom.
Port Counsel was Eileen Eakins for this session.

Pledge of Allegiance

Changes/Additions

No changes or additions were requested for this session.

Commissioner Comments

- Commissioner Stevens reported attending a plaque exchange on a cruise ship last week.
- Commissioner Hunsinger reported working on a presentation to the State of Oregon. He explained that he will have more to report on at a future meeting.
- Commissioner Spence reported on inaugural visits from two Princess cruise ships, the Emerald Princess and the Ruby Princess and the plaque exchange. He also noted the Explorer of the Seas had visited the Port four times this cruise season.

Public Comment – for items on the agenda

There were no public comments for items on the agenda.

Workshop: Review of Contracting Rules

Port Counsel Eileen Eakins began the review by noting that some significant changes had been made to the contracting rules and procedures as the most current version the Port has was adopted in 2005. Ms. Eakins went on to review the proposed rules and procedures by section, covering the following areas in the draft document:

- A. Delegation
- B. Professional (Personal) Services
- C. Small Procurements
- D. Intermediate Procurements
- E. Special Procurements and Exemptions
- F. Emergency Contracts

Workshop: Review of Contracting Rules (continued)

- G. Disposal of Surplus Property
- H. Appeals of Prequalification Decisions and Debarment Decisions
- I. Public Improvement Contracts (Construction)
- J. Purchases from Federal Catalogues
- K. Electronic Advertising

Discussion during the review included items such as: The Executive Director's spending authority; conditions for approval of tenant leases and subsequent lease extensions; bidder qualifications versus lowest bid when determining contract award; contract timelines and extensions approval; methods for disposal of surplus property; and the need to establish rules for federal purchases and electronic advertising if these options are desired.

The revised draft will be available for adoption, in resolution form, at the next Commission meeting on October 17, 2017.

Workshop: Committee Assignments

Commissioner Spence noted that he had reviewed the list of various organizations and local government meetings that the Commission normally attends and invited the other Commissioners to join in attending meetings in south county, as he would not be able to attend all meetings.

Commissioner Spence then asked for, and received, feedback from the Commission.

Discussion followed regarding Port representation to Oregon Public Ports Association (OPPA) and the Marina Advisory Committee.

Public Comment – for items not on the agenda.

There were no public comments for items not on the agenda.

Consider Future Agenda Items

Commissioner Hunsinger requested an executive session regarding the Param Group lawsuit which is scheduled to go to trial next week.

Commissioner Spence will take the request into consideration.

Upcoming Meeting Dates

- Regular Session – October 17, 2017 at 5:00 PM.

Adjourned

President Spence adjourned the meeting at 5:30 pm.

APPROVED:



Frank R. Spence, Board President
Board of Commissioners

ATTEST:



Robert Stevens, Secretary
Board of Commissioners

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

10.17.17

Date Approved