

**MINUTES
OCTOBER 17, 2017**

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

Call to order

President Spence called the Regular Meeting to order at 4:00 pm.

Roll Call

Commissioners present: Frank Spence, Dirk Rohne, Robert Stevens, Jim Campbell, and Bill Hunsinger.

Staff present: Executive Director Jim Knight, Director of Operations Matt McGrath, Director of Finance Will Isom, and Executive Assistant Judy Fattori.

Port Counsel was not present for this session.

Pledge of Allegiance

Commission Reports

Commissioner Hunsinger reported that disaster relief funds would soon be available to commercial fishermen as a subsidy under the old 'Governor's Plan'. He explained that many of the fishermen are hesitant to accept the funds as this might obligate them to follow the 'Plan'.

Commissioner Campbell reported attending an Associated General Contractor's meeting last Friday.

Commissioner Stevens reported having a discussion with Warrenton Mayor Henry Balensifer in regard to the Port's support of the city of Warrenton.

Commissioner Stevens also noted attending the Association of General Contractor's meeting with Commissioner Campbell, as well as the Port trial during the past week.

Commissioner Spence reported on the 2018 cruise ship season, noting that of 18 ships scheduled, 5 will be inaugural visits to the Port.

Changes/Additions

Mr. Knight requested the addition of the August 22, 2017 Special session minutes to the consent calendar.

Commissioner Hunsinger requested the addition of a brief discussion on the Pacific Marine Expo, which was added to the agenda as advisory item 9a.

Public Comment for items on the agenda

There were no public comments for items on the agenda.

Consent Calendar

The Consent Calendar consisted of the following:

- October 3, 2017 Workshop meeting minutes
- September 19, 2017 Regular Session meeting minutes
- August 22, 2017 Special Session meeting minutes

Consent Calendar (continued)

- Events Calendar for November 2017
- Financials through end of August 2017

Overview of the Profit & Loss Actual vs. Budget statement through August 2017:

▪ Operating Revenues:	\$ 1,731,388 (92.58% of budget)
▪ Operating Expenses:	\$ 1,288,501 (100.50% of budget)
▪ Total income from operations:	\$ 442,887 (75.31% of budget)
▪ Non-Operating Revenues:	\$ 18,577 (102.75% of budget)
▪ Non-Operating Expenses:	\$ 439,262 (100.38% of budget)
▪ Net Income:	\$ 22,202 (13.17% of budget)

Commissioner Hunsinger moved to approve the consent calendar as presented. Commissioner Stevens seconded.

There being no objections, the motion passed.

Action Items

❖ 8a) Seaside Aquarium Facility Use Agreement – Jim Knight

Mr. Knight explained to the Commission that the Seaside Aquarium has had a long-standing lease with the Port for a small portion of property along highway 101 across from the Young's Bay Plaza, for the purpose of advertising the aquarium. He further explained that the time has come for lease renewal and the aquarium would like to extend the term of their lease for another three years.

Commissioner Campbell moved to approve the Seaside Aquarium Facility Use Agreement.

Commissioner Rohne seconded.

Motion carried unanimously.

❖ 8b) Marina Pile Replacement – Matt McGrath

Mr. McGrath spoke to the Commission about the condition of the nearly 300 pilings in the West Mooring Basin. He explained that of those pilings, 25 are either missing or are in need of replacement.

Mr. McGrath went on to explain that the Port had received two bids for the replacement of the 25 pilings; one from Bergerson Construction and one from WCT Marine Construction. Of the two bids received, the apparent low bidder was Bergerson Construction with a bid of \$72,375, nearly half of the bid by WCT Marine.

Discussion followed regarding items such as: bid details; potential discretionary needs percentage; a timeframe for installation; and the upcoming dredge season.

Commissioner Hunsinger moved to award the contract to Bergerson Construction for the replacement of the marina pilings for an amount not to exceed \$72,375 plus ten percent discretionary needs. Commissioner Campbell seconded.

Motion carried unanimously.

❖ 8c) Executive Director's Contract Extension – Commissioner Spence

Commissioner Spence noted a few amendments to be considered for the Executive Director's employment agreement renewal, which involve contract term length; a base salary increase of four percent; an annual cost of living adjustment (COLA); and the option to award additional compensation based on an annual performance review.

Each Commissioner then had an opportunity to express their opinion in regard to Mr. Knight.

Discussion included items such as: a rolling contract versus a fixed-term contract; contract negotiations; and a need to consider the total benefit/compensation package.

Commissioner Campbell moved to approve the Executive Director's Employment Contract Extension with an amendment to term length to be set at 3 years, with 2 one year options.

Commissioner Stevens seconded.

❖ 8c) Executive Director's Contract Extension (continued)

The vote went as follows:

<u>Commissioner Hunsinger</u>	<u>No</u>
<u>Commissioner Rohne</u>	<u>No</u>
<u>Commissioner Campbell</u>	<u>Yes</u>
<u>Commissioner Stevens</u>	<u>Yes</u>
<u>Commissioner Spence</u>	<u>Yes</u>

❖ 8d) Resolution 2017-07 Adopting Contracting Rules & Procedures – Jim Knight

Commissioner Spence noted that upon comparison of the final draft and notes from the previous discussion on the contracting rules and procedures, all of the Commission's concerns had been addressed within the document.

*Commissioner Rohne moved to approve Resolution 2017-07. Commissioner Stevens seconded.
Motion carried unanimously.*

Advisory item

❖ 9a) Pacific Marine Expo – Commissioner Hunsinger

Commissioner Hunsinger spoke to the Commission about the need for Commissioners to become more involved in Pacific Marine Expo (PME) and urged their attendance as Port representatives. Commissioner Spence requested additional information on the annual event be sent to each Commissioner for their consideration.

Executive Director Comments – Jim Knight

Mr. Knight shared the good news of the completion of the Astoria Middle School Rain Garden project and presented slides via PowerPoint. He noted the importance of the project to assist with stormwater control in the area, and the advantage of an opportunity to assist the community in lieu of a portion of the DEQ fine previously imposed on the Port.

Mr. Knight explained that a sign is the only remaining element of the project that needs to be completed, and that the school would like to celebrate the completed project.

Let the record show: Commissioner Hunsinger departed the meeting at 4:57 pm, prior to the slide presentation.

Public Comment - for non-agenda items

There were no public comments for non-agenda items.

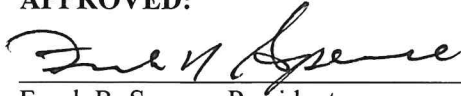
Upcoming Meeting Dates

- Workshop Session – November 7, 2017 at 4:00 PM
- Regular Session – November 21, 2017 at 4:00 PM

Adjourned

President Spence adjourned the Regular session at 5:07 pm.

APPROVED:



Frank R. Spence, President
Board of Commissioners

ATTEST:



Robert Stevens, Secretary
Board of Commissioners

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

NOV. 21, 2017

Date Approved