



**MEETING MINUTES  
DECEMBER 17, 2024**

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

**Call to Order:**

Chairman Stevens called the Workshop Session to order at 4:00 pm.

**Roll Call:**

**Commissioners Present:** Robert Stevens; Jim Campbell; Tim Hill; Dirk Rohne. Frank Spence was absent.  
**Staff Present:** Executive Director Will Isom; Deputy Director Matt McGrath; Head of Maintenance Joe Tadei; Office Manager Dianna Delgado.  
**Port Counsel:** Eileen Eakins was not present.

**Pledge of Allegiance**

**Changes/Additions to the Agenda:**

Executive Director Will Isom presented a copy of the invitation to the 2025 Pacific Northwest Waterways Association (PNWA) Mission to Washington, D.C.. Both Isom and Deputy Director Matt McGrath have attended the conference for the past two years, finding it to be highly beneficial to the Port. This item was presented to the Commission to approve registration and travel arrangements.

**Public Comment:**

No public comment was received.

**Action Items:**

**6a. Additional Update to Personnel Policies**

This action item proposes an update to the Personnel Policy's bereavement definition for family. The revised policy aligns the definition of "family member" with the Oregon Family Leave Act (OFLA) to ensure that any future changes to OFLA's definition will automatically apply, eliminating the need for policy revisions. The update also adds two additional days of paid leave in the event of the death of an employee's spouse/partner, parent, or child.

*Commissioner Rohne moved to Approve the Change of the Personnel Policy's Bereavement Leave. Commissioner Campbell seconded. The motion carried 4-0 amongst the Commissioners present.*

**7b. RFE #0205 – T-Dock Power Upgrade Extension**

- This Request for Expenditure (RFE) seeks approval for Wells Electric to complete the T-Dock

power upgrade extension, which will finalize the power upgrade project. Wells Electric previously completed the first phase of the project, and a Request for Bid was not issued, as it was determined to be most efficient for the same contractor to complete the extension.

- The total project cost exceeds Isom’s spending authority, requiring Commission approval.
- Head of Maintenance Joe Tadei informed the Commission that the project began in September 2024 but has experienced delays. As a result, material costs have increased, particularly copper. Weather permitting, the project is expected to be completed in early 2025.

Commissioner Campbell moved to Approve the \$110,000 Expense to Complete the T-Dock Power Upgrade Extension. Commissioner Hill seconded. The motion carried 4-0 amongst the Commissioners present.

#### 7c. RFE #0206 – East Mooring Basin Dredging

McGrath prefaced the action item by explaining that the Port will not be dredging this year due to permitting challenges with the City of Astoria and the Department of Land Conservation and Development. Earlier this year, the Port issued an Intent to Bid for dredging at the East Mooring Basin, and the project was awarded to Bergerson Construction.

The Port is able to enter into a contract with Bergerson Construction for dredging next year while maintaining this year’s bid price of \$762,745.00. The project is expected to begin on November 1, 2025.

Commissioner Rohne moved to Approve the Bid for Dredging for \$762,745. Commissioner Hill seconded. The motion carried 4-0 amongst the Commissioners present.

#### 7d. 2025 Mission to D.C.

Commissioner Campbell recalled that in previous years, the Port and the City collaborated to create a basket of local Astoria food items to share at the event. Isom agreed that this would be a good idea and suggested preparing a basket from the Port.

Commissioner Hill asked how many people would be attending. Isom confirmed that two representatives—McGrath and himself—would attend. He explained that it is common for agencies to send more than one representative, as sessions often overlap, allowing them to cover multiple discussions. Meetings are already being scheduled between the Port and other agencies to collaborate on current projects and challenges.

Commissioner Hill moved to Approve for the Executive Director Plus One to Attend the 2025 Mission to D.C. with the Pacific Northwest Waterways Association. Commissioner Campbell seconded. The motion carried 4-0 amongst the Commissioners present.

#### **Commission Comments:**

Commissioner Campbell commented on the following:

It’s windy out.

Commissioner Rohne did not have any comments.

Commissioner Hill commented on the following:

Missed the Holiday party this year.

Commissioner Stevens commented on the following:

Commercial crabbing season is now open.

#### **Executive Director Comments:**

- Met with Dena Horton from PNWA to discuss ongoing Customs and Border Protection (CBP) issues. The Port requested Horton’s assistance in coordinating a meeting with Senators

Ron Wyden and Jeff Merkley's offices. Espen Swanson from Representative Suzanne Bonamici's office attended the meeting at the Port. A packet of information detailing the CBP challenges and related correspondence was prepared and shared. Swanson, who has been working with the Port on this issue for months, is currently investigating whether other Ports are experiencing similar challenges.

- The group also discussed potential legislative solutions, as CBP's recent letter indicated that due to conflicting schedules and mandatory requirements, CBP cannot guarantee agents will be available to process passengers at the Port, despite the Port's participation in CBP's Reimbursable Services Program.
- The deadline for the Request for Expressions of Interest for the rehabilitation of the Central Waterfront passed two weeks ago. The Port received nine responses, and the selection committee is currently evaluating proposals and scheduling interviews.
- Received a letter from the National Oceanic and Atmospheric Administration (NOAA) commending the Airport staff for their exceptional service during NOAA's visit.
- Thanked Commissioner Frank Spence for the holiday gifts brought for the Port's leadership team.

**Upcoming Meeting Dates:**

- Regular Meeting – January 7, 2025, at 4:00 PM
- Workshop Session – January 21, 2025, at 4:00 PM

**Adjourned:**

Chairman Stevens adjourned the meeting at 4:34 PM.

**APPROVED:**



Robert Stevens, Board Chairman  
Board of Commissioners

**ATTEST:**



Tim Hill, Secretary  
Board of Commissioners

Respectfully submitted by:  
Dianna Delgado  
Office Manager

February 4, 2025  
Date Approved by Commission