



**MEETING MINUTES
FEBRUARY 04, 2025**

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

Call to Order

Chairman Stevens called the Regular Session to order at 4:01 PM.

Roll Call

Commissioners Present: Robert Stevens; Jim Campbell; Tim Hill; Dirk Rohne. Frank Spence via Zoom.

Staff Present: Executive Director Will Isom; Deputy Director Matt McGrath via Zoom; Head of Maintenance Joe Tadei; Finance & HR Director Melanie Howard; Office Manager Dianna Delgado.

Port Counsel: Eileen Eakins was not present at this session.

Also Attending: Tom Brownson of City of Astoria; Port Finance Advisory Committee Chairman David Oser, Jacob Fulk and Courtland Sorenson of Pacific Office Automation, and Olivia Palmer of *The Astorian*.

Pledge of Allegiance

Changes/Additions to the Agenda

Advisory item 7b. Second Reading, AN ORDINANCE REGULATING ENCROACHMENT INTO UNAUTHORIZED AREAS was moved to action item 8e.

The motion carried 5-0 amongst the Commissioners present. Votes were as follows: Stevens – Aye, Spence – Aye, Hill – Aye, Campbell – Aye, Rohne – Aye.

Public Comment for items on the agenda:

No public comment was received.

Consent Calendar

The Consent Calendar consisted of the following:

- Meeting Minutes – Regular Session 12/3/2024, Workshop Session 12/17/2024, Regular Session 1/7/2025
- Financials – December 2024
- Event Calendar – February 2025

Commissioner Campbell moved to approve the Consent Calendar as presented. Commissioner Hill seconded. The motion carried 5-0 amongst the Commissioners present. Votes were as follows: Stevens – Aye, Spence – Aye, Hill – Aye, Campbell – Aye, Rohne – Aye.

Advisory Items:**7a. Pier One Building – Generator Update**

Chairman Robert Stevens clarified that this was an advisory item and encouraged the Board of Commissioners to ask questions. He noted that the item could be brought forward as an action item if the Commission reached a consensus.

- Tony Bogh of Bogh Electric referenced the June 6, 2024, Regular Session, during which the contract for the Pier 1 Building Generator update was presented for approval. Bogh Electric had submitted a bid to the Port based on the scope of work outlined in the Invitation to Bid. Although Head of Maintenance Director Joe Tadei had recommended awarding the contract to Wells Electric, the Commission ultimately approved the contract with Bogh Electric, whose bid was approximately \$10,000 lower.
- As the project neared completion, Bogh Electric contacted Pacific Power to inquire about the next steps. In response, Pacific Power issued a letter to the Port detailing utility charges associated with the generator installation—charges the Port asserts it is not responsible for.
- Bogh stated that such utility costs have not previously fallen under his company's responsibility and were not outlined in the scope of work, nor was there a provision to include an allowance for utility-related expenses. He expressed that he is a fair business owner and a committed member of the community and asked that the Port revisit the scope of work and reconsider its decision regarding the \$7,000 utility charge from Pacific Power, which he stated would result in a financial loss to his company.
- Commissioner Tim Hill asked whether Bogh believed other contractors were aware of the utility fees prior to submitting bids. Bogh responded that he believes Wells Electric may have been aware of a potential utility allowance, as they had worked with the Port to prepare the scope of work, and their bid was \$10,000 higher, but he could not confirm this with certainty. Following discussion, the Commission agreed that the language in the Invitation to Bid clearly outlined the scope of work and required all associated costs to be included in the bid. Chairman Stevens thanked Bogh for his input.

For the full discussion, please refer to the meeting audio.

Action Items:**8a. Approve Spectrum Contracts for Fiber**

Finance & HR Director Melanie Howard introduced the item by explaining that the Port transitioned to Pacific Office Automation (POA) as its IT services provider in 2024.

Jacob Fulk of POA addressed the Commission and shared the following updates:

- During the onboarding process, POA identified interruptions in the Port's point-to-point connections. These issues were resolved by installing fiber internet at the Pier 1 building.
- While reviewing the Port's internet service contract, POA identified charges that could be eliminated, helping to offset most of the cost increases associated with the addition of fiber internet at both the Pier 1 and 422 Gateway buildings.
- Fulk noted that fiber internet installation typically costs more than \$10,000 per building. However, the Port will not incur this expense, as the Department of Human Services (DHS) installed fiber at the facility earlier this year and covered the cost.

Commissioner Rohne moved to approve both service agreements and authorize the Executive Director to sign. Commissioner Campbell seconded. The motion carried 5-0 amongst the Commissioners present. Votes were as follows: Stevens – Aye, Spence – Aye, Hill – Aye, Campbell – Aye, Rohne – Aye.

8b. Pacific Office Automation Service Order

- Fulk noted that POA is one of the few local companies that directly provides services typically handled by a third-party IT provider, which may offer improved support through centralized service ownership.
- For the same monthly cost as the current print services contract with YES Solutions, the Port could receive a new printer of the same model and an additional printer for the Marina office. The goal is to reduce confusion and service delays by consolidating printing and IT support under one provider, avoiding situations where the Port is unsure whether to contact the phone service provider, copier vendor, or IT department.
- Executive Director Will Isom noted that although the agreements with POA fall within his spending authority, they are being brought before the Commission because the Executive Director of the Port is not authorized to enter into contracts that extend beyond 12 months.

Commissioner Rohne moved to authorize the Executive Director to sign a New 5-Year agreement with Pacific Office Automation for copier and printing services in an amount NTE \$215 per month. Commissioner Campbell seconded. The motion carried 5-0 amongst the Commissioners present. Votes were as follows: Stevens – Aye, Spence – Aye, Hill – Aye, Campbell – Aye, Rohne – Aye.

8c. RFE #201 – Commission Chambers Audio Visual

- Finance & HR Director Melanie Howard introduced the item by explaining that she has been researching potential providers for an Audio/Visual (A/V) system upgrade in the Commission Chambers since mid-2024. The quotes received were all over \$30,000, which did not seem practical for the Port, as the current system is functional, though it could benefit from upgrades. POA was able to provide a quote for a high-tech Logitech system at approximately \$13,600, making it a more feasible and cost-effective option for the Port.
- Courtland Sorenson of Pacific Office Automation (POA) provided an overview of the proposed A/V system setup from Logitech. For full details, refer to the meeting audio.
- Commissioner Dirk Rohne referenced a prior instance where the Port attempted to hold a hybrid meeting, but the existing A/V system was unable to support the connection and asked whether the new equipment would be capable of supporting hybrid meetings. Sorenson confirmed that the proposed system would be more than sufficient for that purpose.

Commissioner Rohne moved to approve RFE #0201 for the Commission Chambers Audio Visual in the amount of \$13,609.70. Commissioner Hill seconded. The motion carried 5-0 amongst the Commissioners present. Votes were as follows: Stevens – Aye, Spence – Aye, Hill – Aye, Campbell – Aye, Rohne – Aye.

8d. RFE #208 – Reseal Hydraulic Center Swivel Assembly on LinkBelt

Tadei informed the Commission that the LinkBelt crane is currently undergoing repairs at Triad Machinery. During inspection, it was discovered that the center swivel assembly is leaking oil. Due to the complexity of the system, Tadei recommended that Triad Machinery complete the necessary repairs following the scheduled work on the crane's computer system.

Commissioner Rohne noted that the crane is used to provide services to tenants and visiting vessels, making it a revenue-generating asset for the Port.

Commissioner Rohne moved to approve RFE #0208 - Reseal Hydraulic Center Swivel Assembly for the LinkBelt in the amount of \$10,176.44. Commissioner Campbell seconded. The motion carried 5-0 amongst the Commissioners present. Votes were as follows: Stevens – Aye, Spence – Aye, Hill – Aye, Campbell – Aye, Rohne – Aye.

8e. Second Reading, AN ORDINANCE REGULATING ENCROACHMENT INTO UNAUTHORIZED AREAS

The ordinance is presented to the Commission for approval and, if approved, it will go into effect in 30 days. The ordinance is intended to formally establish rules around how Port-leased property is used. It gives the Port a way to address situations where a tenant is using space outside of what's outlined in their lease, such as encroaching onto another tenant's area or into shared common space. Commissioner Campbell moved to accept Ordinance 2025-01 – An Ordinance Regulating Encroachment Into Unauthorized Areas. Commissioner Hill seconded. The motion carried 5-0 amongst the Commissioners present. Votes were as follows: Stevens – Aye, Spence – Aye, Hill – Aye, Campbell – Aye, Rohne – Aye.

Public Comment for items not on the agenda:

There were no public comments.

Commission Reports

Commissioner Campbell reported on the following:

- The Airport Advisory Committee met on Monday, January 27th.
- A fleet of 40-50 antique aircraft is scheduled to arrive at the Airport on July 14th, weather permitting.

Commissioner Rohne reported the following:

Was unable to attend the CEDR meeting last week.

Commissioner Spence reported on the following:

Commended all the commissioners who were able to attend the meeting despite the snowstorm and acknowledged the efforts of the city and county in clearing the roads.

Commissioner Hill did not have anything to report.

Commissioner Stevens reported on the following:

- Attended the Finance Committee meeting, where Mr. Oser was appointed as the new Chairman of the Finance Committee.
- The *Daily Astorian* noted issues regarding the sea lions and the effort to bring back support from the tribes.
- Raised concerns about errors in the Port Commission meeting agenda as published in the *Daily Astorian*.

Executive Director Comments:

- Isom explained that recent errors in the *Daily Astorian* were due to the requirement to submit the agenda to the newspaper before finalization in order to meet publishing deadlines for the new ordinance.
- Provided an overview of House Bill 3246, which would direct Business Oregon to develop a plan promoting Industrial Symbiosis (IS)—a process in which the resources or byproducts from one firm are used by another. If passed, the bill would require Business Oregon to create a roadmap for supporting IS activities in Oregon. Isom noted that this is important to monitor, as the Port intends to build a Byproduct Recovery Center (BRC), and the bill could lead to future funding opportunities.
- An update was provided on an ongoing issue related to water billing. The Port currently purchases water from the City of Astoria and distributes it to tenants. The Oregon Health Authority has determined that the Port qualifies as a water district, based on the assumption



that the Port receives a profit from water billing. The Port's attorney is preparing a response to clarify that the Port does not profit from water sales.

- With budget season approaching, the Port's leadership team will begin preparing the FY 2025–2026 budget in advance of the spring budget meetings. There is a vacancy on the Port's Budget Committee, and a notice will be posted to seek applicants.
- The SDAO Conference will take place later this week in Central Oregon. Melanie Howard and Dianna Delgado will be attending on behalf of the Port.

Upcoming Meeting Dates:

- Workshop Session – February 18, 2025 at 4:00 PM
- Regular Session – March 4, 2025 at 4:00 PM

Adjourned:

Chairman Stevens adjourned the meeting at 5:07 PM.

APPROVED:

A blue ink signature of Robert Stevens, consisting of a large, stylized 'R' and 'S'.

Robert Stevens, Board Chairman
Board of Commissioners

ATTEST:

A blue ink signature of Tim Hill, written in a cursive style.

Tim Hill, Secretary
Board of Commissioners

Respectfully submitted by:
Katie Brown, Administrative Assistant
Dianna Delgado, Office Manager

April 1, 2025

Date Approved by Commission