



**MEETING MINUTES
NOVEMBER 05, 2024**

**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 4:00 PM.

Roll Call

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

Staff Present: Executive Director Will Isom; Deputy Director Matt McGrath; Terminal & Customer Support Manager Sue Transue; Executive Assistant Dianna Delgado.

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

Also Attending: Port Finance Advisory Committee Chairman David Oser, and Rebecca Norden-Bright of *The Astorian*.

Pledge of Allegiance

Commission Reports

Commissioner Hill did not have anything to report.

Commissioner Rohne reported on the following:

Compliments to the leadership team on the Port of Astoria flyer. It provides a helpful overview of current Port activities.

Commissioner Campbell did not have anything to report.

Commissioner Stevens reported on the following:

A cruise ship docked at the Port on October 31st. Processing went smoothly as the cruise ship crew collaborated with customs officials to process approximately 3,000 passengers.

Commissioner Spence reported on the following:

Shared news of a recent trip and fall accident, which resulted in a three-day hospital stay and some loss of equilibrium. Although unable to attend in person, appreciation was expressed to the opportunity to attend via zoom.

Changes/Additions to the Agenda

Executive Director Will Isom proposed the addition of the intergovernmental agreement for the acceptance of a \$125,000 grant through Oregon State Marine Board (OSMB).

Commissioner Rohne moved to approve the agenda as amended. Commissioner Hill seconded. The motion carried 5-0 amongst the Commissioners present.

Public Comment for items on the agenda:

No public comment was received.

Consent Calendar

The Consent Calendar consisted of the following:

- Meeting Minutes – Finance Committee 8/14/2024; Regular Session 9/3/2024; Workshop Session 9/17/2024; Regular Session 10/1/2024.
- Financials – September 2024
- Event Calendar – November 2024

Commissioner Rohne moved to approve the consent calendar as presented. Commissioner Hill seconded. The motion carried 5-0 amongst the Commissioners present.

Advisory Items:**8a. East Mooring Basin Dredging**

- The Port issued an Invitation to Bid (ITB) for the dredging project at the East Mooring Basin, receiving three bids ranging from \$2,047,500 to \$762,745. Due to the City permit requirements, which require language revisions for the disposal of dredged materials on AOC 2 and 3, dredging will be postponed until spring 2025. The budgeted funds for this project will instead be allocated to the removal of the East Basin Marina causeway, which is closer in cost to the budgeted dredging amount.
- Commissioner Dirk Rohne noted that it's positive to see the Port progressing with other projects. Commissioner Tim Hill inquired about the impact of delaying dredging. Deputy Director Matt McGrath responded that while the delay won't immediately affect the boat dock, dredging will need to be completed next year.
- Commissioner Jim Campbell raised the concern that project specifications had not been reviewed by the Commission prior to issuing the ITB. He stated that, per policy, the Commission should have the opportunity to review project specifications to be well-prepared for project discussions.
- Executive Director Will Isom explained that the Port's leadership team frequently contacts contractors for project quotes and adheres to established procurement policies. He clarified that it is the administrative staff's responsibility to issue ITBs, while the Commission's role is to approve the project and contractor selection. Given that bid requests occur frequently, requiring pre-approval for each project would be impractical. Isom noted that, to his knowledge, bids have not been taken to the Commission for review prior to issuance, but they are reviewed by the Commission during the contract approval stage. He emphasized that all project documents are public.
- Commissioner Robert Stevens added that, in his eight years at the Port, he has not encountered the policy described by Campbell, only the existing policy that Isom outlined. McGrath confirmed that all specifications for ITBs are public information. Commissioner Stevens proposed that the Commission be notified in advance of upcoming projects to allow time for review before the approval process. Isom, Stevens, and Campbell agreed to meet offline to discuss this matter further.

Action Items:**9a. Set up LGIP Account**

- The Port's deposits are currently held with Lewis and Clark Bank. Now that the busy season is over and the Port enters the maintenance season, cash flow will be more limited. As of November 5th, excluding uncleared checks, the Port's operating account holds just over \$2 million. From now until March, expenses are expected to exceed revenue in that account, so

the Port is exploring an investment in the Local Government Investment Pool (LGIP), a suggestion made by Port Finance Advisory Committee Chairman David Oser, to earn returns on deposits during this period. The LGIP, managed by the State Treasury, is designed to preserve principal while providing liquidity, though returns are subject to market conditions and not guaranteed. Transactional fees for LGIP accounts are minimal. Isom requested Commission approval to enroll in the LGIP.

- Oser further explained that the LGIP invests in U.S. Treasury bills, government agencies, commercial paper from large banks, and other secure short-term instruments, with most investments held for 90 days or less, which limits risk exposure.
- Commissioner Rohne expressed appreciation for the recommendation, noting that it was a strong idea.

Commissioner Hill moved to Approve the LGIP Application. Commissioner Rohne seconded. The motion carried 5-0 amongst the Commissioners present.

9b. Business Oregon Loan Application for Bales Hangar Purchase

The purchase of the Bales Hangar at the Airport was initially presented to the Commission for approval on September 3rd. With the purchase now completed, the Port is requesting approval to secure a \$240,000 loan through Business Oregon. Since the Port is actively pursuing grant funding, the Business Oregon loan offers flexibility with no early payoff fees. Commissioner Hill requested clarification on the loan amount, to which it was explained that Business Oregon requires a 20% down payment, resulting in the \$240,000 loan amount.

Commissioner Rohne moved to Approve the Business Oregon Loan Application for the Bales Hangar Purchase and Authorize the Executive Director to Sign. Commissioner Hill seconded. The motion carried 5-0 amongst the Commissioners present.

9c. Watershed Wellness Lease Agreement

Terminal & Customer Support Manager Sue Transue presented the Watershed Wellness lease agreement to the Commission for approval. The original lease, set to expire on November 30th, covers four suites in the 10 Pier 1 building and includes a single 5-year renewal option, along with a separate lease for Suite 304 in the same building. The tenant has requested modifications to consolidate these leases into a single agreement. The proposed new terms would establish a 3-year lease with a 3-year renewal option, canceling all previous lease agreements.

Commissioner Rohne moved to Approve the Commercial Lease Agreement Between the Port of Astoria and Watershed Community Wellness, LLC. Commissioner Campbell seconded. The motion carried 5-0 amongst the Commissioners present.

9d. RFE #202 East Basin Marina Causeway Removal

- McGrath presented the request for expenditure for the causeway removal to the Commission, explaining that the structure has been deteriorating at an accelerated rate over the last few years, with approximately 300 feet collapsed into the water and 600 feet still standing. The invitation to bid, issued on September 12, sought the removal of both the remaining structure and the collapsed sections in the water. Three bids were received, ranging from \$1,150,000 to \$519,500, with the lowest bid submitted by Bergerson Construction. Approval was requested from the Commission to award the project to Bergerson Construction, with work to be completed during the designated water window.
- Commissioner Hill inquired about funding for the project, to which Commissioner Rohne responded that funds initially allocated for dredging would be redirected to cover the causeway removal. Commissioner Campbell also inquired about the disposal of debris from the causeway removal, and McGrath clarified that this responsibility would lie with the contractor.

Commissioner Rohne moved to Approve the Request for Expenditure #0202 East Basin Marina Causeway Removal with Bergerson Construction for \$519,500. Commissioner Hill seconded. The motion carried 5-0 amongst the Commissioners present.

9e. OSMB – Boating Facility Grant

The Port submitted a grant application to the Oregon State Marine Board (OSMB) for the pile replacement project in the West Basin Marina. As a final step, McGrath presented the project details to the Board, and the grant was awarded to the Port. The \$100,000 grant will cover nearly half of the project's costs, with a condition requiring completion and full expenditure of funds by June 2025. Bergerson Construction is currently in the final phase of the pile replacement, with project completion anticipated by December. McGrath noted that OSMB has consistently been cooperative and offers an efficient grant process. Approval was requested from the Commission to accept the grant award and authorize the subsequent agreement, pending proposed adjustments.

Commissioner Rohne moved to Accept the Oregon State Marine Board – Boating Facility Grant. Commissioner Hill seconded. The motion carried 5-0 amongst the Commissioners present.

Public Comment for items not on the agenda:

There were no public comments.

Executive Director Comments:

- Expressed appreciation to McGrath for covering responsibilities during Isom's absence and to Commissioner Stevens and McGrath for organizing the meeting and agenda.
- The Port's application to provide estuary mitigation for the Pier 2 West project was denied by the City of Warrenton Planning Commission. Initially, the Port filed an appeal; however, after consulting with an environmental attorney, mitigation consultants, and City of Warrenton staff, it was advised that pursuing the appeal through the Warrenton City Council is unlikely to succeed, as denied decisions are rarely overturned by LUBA. Moving forward, the Port will work closely with the City to identify an option that meets both parties' needs, enhancing the likelihood of approval on a subsequent application. Proceeding with the appeal now and receiving another denial would impose a 12-month waiting period before reapplying, which would delay the Pier 2 West Rehabilitation project by another year. Commissioner Rohne noted that the City's concerns involve the potential future industrial use of the mitigation site; however, the site also supports regional economic development. Rohne expressed hope that the City of Warrenton will recognize the economic benefits of the Pier 2 rehabilitation project.
- The Port's website has been recovered following a cyberattack affecting the provider, iFocus. Although the Port was not directly targeted, the incident disrupted website access. The new website is now live and has been functioning well.
- The fall newsletter has been distributed to the community and has received positive feedback. Isom highlighted the value of sharing Port updates in a concise format. Commissioner Rohne suggested expanding the newsletter's reach, and Isom agreed, noting that while many copies have been distributed, further distribution to additional areas and local businesses would be beneficial.
- Plans are underway for an executive session on November 19th at 3 p.m., preceding the workshop meeting scheduled for 4 p.m.

- Commissioner Campbell inquired about the Bales Hangar and potential new tenancy. Isom explained that a tenant is in place under a short-term agreement, and if successful, a new lease agreement will be presented to the Commission for consideration.


Upcoming Meeting Dates:

- Workshop Session – November 19, 2024 at 4:00 PM
- Regular Session – December 3, 2024 at 4:00 PM

Adjourned:

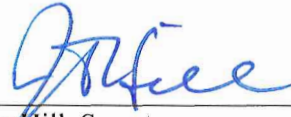
Chairman Stevens adjourned the meeting at 4:49 PM.

APPROVED:



Robert Stevens, Board Chairman
Board of Commissioners

ATTEST:



Tim Hill, Secretary
Board of Commissioners

Respectfully submitted by:
Dianna Delgado
Office Manager

December 3, 2024

Date Approved by Commission