Regular Board Meeting
Tuesday, February 16, 2021 @ 6:00 p.m.
Meeting Via Zoom

1. **Call to Order**: Commission Chair, Aaron Ashdown, 6:05 p.m.
   a. **Roll Call**
   
   **Commissioners**: Commission Secretary & Redevelopment Committee Chair, Tom Calvanese (TC), Commission Vice President, Leila Thompson (LT), Commissioner Dave Bassett, (DB), Commission Treasurer, Brett Webb (BW), Commission President, Aaron Ashdown (AA).

   **Managers**: Port Manager Pat Cox, Redevelopment Project Manager Shannon Souza, Office Manager Jenny Houck.

   b. **Conflicts of Interest**: None

2. **Public Comment**: None

3. **Approval of Minutes**: Regular Board Meeting 1/19/21

   Commissioner Thompson motioned to approve. Commissioner Calvanese seconded.

   Discussion: Change title of Commissioner Calvanese in roll call from Redevelopment Project Director to Redevelopment Committee Chair. Add Jenny Houck, Office Manager.

   Commissioner Thompson amended her motion to approve to include discussed changes. Commissioner Calvanese seconded amended motion.

   VOTE: TC – Yes, DB – Yes, LT – Yes, BW abstained, AA – Yes. Motion to approve carried.

4. **Manager's Report**

   Pat Cox shared a rough draft of Port Goals for 2021-22. Sent letter to the fleet with Port rules and expectations. Have had regular safety meetings. OSHA came on invite to assist with making sure the Port complies as required by DEQ. Working on updating all Port manuals. Limiting spending as funds are low. Looking into a product hoist ramp grant. Soil test came back negative. Spoke with the City regarding usage of a dredge platform to assist with dredging process. Have prepped for dredging. Purchased a new hydraulic pump for the 25T. Looking into rebuilding the old winch and preparing for that in the upcoming budget. Working with Coast Guard on getting a beacon at the end of the jetty. Commissioner Bassett commented that the fleet letter was good and encouraged more of those.

5. **Unfinished Business**
   a. **Seafood Hub Redevelopment Update**

      Redevelopment Project Manager, Shannon Souza shared that we are in the process of submitting funding applications. Hoping to soon select a Seawater Design consultant and would like to be able to select a Geo contractor. Both would be a notice of intent to award a negotiation of what that language looks like and would be pending funding because there's
no funding at this point. Looking to update and expand the funder/partner inventory to Blue Economy Industry, Research NGOs and agencies as well as federal options. The Design update consists of the Seawater Design. Bid walk proposal was done, looking to review proposal and then negotiate intent to award pending funding. The Geo Hazard RFP was reissued. We were inclusive to everyone that was a plan holder that had confirmed they could provide the scope of services. Pending the Boards decision on the Seawater Design, we can firm up the notice of intent to award on both the Design and the Geo assessment parts of this project. Then we can negotiate with that selected contractor with that intent to award so as soon as the funding is lined up, we are ready to go. As a reminder, EDA funding does not require the funds transferred, they just need the notice of intent and Wild Rivers is ready to step into the first aspects of this project. We also expect to be presenting to Ways and Means and hope to compel them to lift us to the top of the priority list.

6. New Business
   a. Seawater System Design Proposal
      Public Contracting Rules discussed in length. Port Manager and Commissioners want to be sure they have followed the guidelines diligently. Commissioner Calvanese agrees that the proposal warrants a review by the Commission. After further discussion, it was agreed that there would be a Redevelopment/Special Meeting on 3/2/21 to go over the OAR’S to be sure that the Port has followed due diligence with the Public Contracting rules as it relates to the proposal from PND. Then review the proposal and then decide on which direction to go. Will keep items on the agenda for next month’s regular board meeting.

   b. Port Goals 2021-2022
      Port Manager, Pat Cox introduced an outdated Port Goals list as a base to start from. Discussion had and all commissioners agreed that the current plan is out of date and needs to be updated. Commissioner Calvanese will keep it in the shared folder so that all commissioners can submit their ideas as part of the update. Commissioner Ashdown would like it kept on the agenda each month until it is finalized.

7. Financial Reports
   Port Manager, Pat Cox shared that the Profit & Loss Previous Year Comparison is behind. The Port paid the Bond off so no longer has any income from taxes from that Bond. Unexpected expenses with the 25T hoist have been incurred. Will have to do a supplemental budget for the new QT Pod 4000 fuel station that was not included in last year’s budget. CPI increases discussed and deferred to Port Manager.

8. Executive Session: None

9. Commissioner Concerns: None

10. Correspondence: None

11. Future Agenda Items:
    Port Goals
    Strategic Plan
    Selecting Budget Officers
    Seawater Design & Geo Design Special Meeting Scheduled for 3/2/21.
Commissioner Calvanese has a future agenda item request to share about the Pacific Fisheries Management Council workshop. Wants to talk about the scenario planning for the fisheries of 2040. Wants to report back about some of what went on in the workshop, what some of the findings are and how that is relevant to our Port.

12. Adjourn 8:03 p.m.