

**PORT OF NEWPORT  
MINUTES  
August 26, 2014  
Regular Meeting**

**I. CALL TO ORDER**

Commission President Walter Chuck called the regular meeting of the Port of Newport Board of Commissioners to order at 6:03 pm. in the South Beach Marina Activities Room.

**Commissioners Present:** Walter Chuck (Pos. #1), President; Dean Fleck (Pos. #5), Vice President; Ken Brown (Pos. #4), Secretary/Treasurer; JoAnn Barton (Pos. #3); David Jincks (Pos. #2).

**Commissioners Absent:** None.

**Port of Newport Management and Staff:** Greenwood, General Manager; Barb Martin, Interim-Director of Finance; Darlene Webster, Administrative Assistant.

**Others Present:** Dennis Anstine, News Times; Yale Fogarty and Pat Ruddiman, ILWU Local 53; Jim Shaw, South Beach Resident; Lee Fries, Newport; Hal Pritchett, Private Citizen; Dave Schmidt, 2<sup>nd</sup> Vice President of Oregon Small Woodlands Assn; Dietmar Goebel, Architect, Dustin & Amanda Capri, Capri Architecture, LLC; Russ Glascock, RG Ranch; B. Starker, Starker Forest, Inc.; Dick Beemer, Newport City Council; Jim Myers, Great Albacore Tuna Challenge.

**II. Changes to Agenda:** Added under New Business discussion about meeting locations.

**III. Public Comment:** No public comment was made.

**IV. Consent Calendar-Approval of Minutes and Financial Report:**

Commission reviewed minutes from July 22 regular meeting and the financial reports. Motion by Barton, seconded by Brown to approve the Consent Calendar. Motion carried 5-0.

**V. Correspondence/Presentations:**

A. Great Albacore Tuna Challenge

Meyer updated the Port on the great success the Tuna Challenge had this year. And that the event drew a 30% increase from last year. They had a Chamber salute on Friday with a great turnout of NOAA facility families. The comment made by most of the families was how welcomed they have been made by the citizens of Newport. Saturday was a sell out with no Tuna left for the day. Many from out of town were very impressed by the Port area and of the event. There was a lot of great food, competition, judging and fun for many. Meyers complimented the South Beach Port staff for all their help. The challenge raised money for the Newport Food Program and the proceeds are split with the Port. Total proceeds came to \$9,400.00 for this event and ½ going to the Port.

Motion made by Barton, seconded by Brown to donate the Port's funds from this event to the Newport Food Program. Motion carried 5-0.

B. Small Woodlands Owners of Oregon

Schmidt has a tree farm and appreciates the Port's efforts to bring economic options to the small tree farmers in the area. He presented his economic analysis to the commission and went on to say that this will not only bring employment but additional revenue to small tree farm families. Schmidt commented that the Port needs to continue their efforts in the support and development of the export log facility. Decisions made by the Port take into consideration all economic viability through development that can be obtain as a whole. Schmidt's economic analysis report will be added to the record.

**VI. OLD BUSINESS:**

A. Financial Report-Accounts Paid

Accounts Payable conflict noted by Fleck and Brown. Motion by Jincks, seconded by Barton to approve the Accounts Paid as presented. Motion carried 5-0.

Regular Meeting  
August 26, 2014  
Page 1 of 4

B. Administration Building – Architectural Design Contract w/Goebel/Capri Architecture, LLC

Workshop's attended by Brown, Jincks and Fuller on a regular basis has been very productive in reviewing the contract of Goebel/Capri. The next step is the CM/GC phase, which is the method of procurement; in which it was the consensus of the commission of the process to follow in this phase. Page 9 of Additional Services, Fuller separated out all the fine details of all the listings under these additional services categories. In all the total cost will be fewer than 65K which is still within budget. Now begins the next step of design and construction of the Administration Building. Noted was the request to increase the insurance coverage from 1.1MM to 1.7MM which was agreed upon by both architects. Commission wanted note for the record that Rick Fuller will be the CM on this project. Greenwood mentioned that we did receive a letter from the City Manager authorizing the temporary use through the end of construction. This allows the use of the two modular units occupied by the Port Administration office and the Customs Office. Barton noted that in previous projects the CM/GC method has worked very well for the Port.

Motion by Brown, seconded by Barton to approve the General Manager to enter into a Contract with Goebel/Capri that would not exceed \$64,875.00. Motion carried 5-0.

C. International Terminal Dredging Contract

Greenwood received DSL permits for winter dredging. Greenwood is still working on piggy backing on the Corp dredging. Discussion regarding how much rock and how much silt needs to be removed. Commissioners mentioned that they recalled a survey had been done and that further search should be done to obtain these reports. Greenwood will follow up to find such information. Frank Berg will be available to assist in this dredging project, since Fuller has other projects assigned to him already.

D. International Terminal Mitigation Contract

Discussion about the mitigation site behind the aquarium. Will remove undersized culvert and replace with larger culvert. Will also remove about 1500 cy of material forming earthen dikes in the estuary. Natt McDougal, the Port's contractor on the International Terminal project, had submitted an amendment a few months ago, but the Commission agreed that it made sense to continue moving forward with the project and McDougal.

**VII. NEW BUSINESS:**

A. Pacific Habitat Service – International Terminal Amendment

Discussion about PHS work on the terminal permitting and that there will continue to be work until the project is over. Motion by Fleck, second by Barton to approve the General Manager to enter into a Contract with Pacific Habitat Service, Inc. Motion carried 5-0.

B. Legal Services Agreement with Macpherson, Gintner & Diaz

Greenwood noted that SDAO recommended that the Port has a formal agreement on the books with a general services attorney. Discussion about creating a process for evaluating the port attorney. Greenwood will research a method of evaluation and bring forward to commission.

Motion by Barton, second by Jincks to approve the General Manager to enter into a Contract with Macpherson, Gintner & Diaz. Motion carried 5-0.

C. LCHS Propeller Promenade Ten-Year Loan Extension

Greenwood recommended approval by the commissioners to extend the loan of the Pasley Propeller to LCHS for a total of ten years. (A previous contract had been signed for five years.)

Motion by Jincks, second by Brown to approve the General Manager to enter into a Ten-Year Loan Agreement with LCHS for the Pasley Propeller. Motion carried 5-0.

D. Bylaws Amendment – Taped Meetings

Recommendations were made to not tape meetings due to the complexity of IT knowledge needed, cost of equipment, cost of storage, and maintenance of audio to limited server space the Port currently has and not having a permanent meeting room location to establish permanent equipment is a problem. In the past a small recorder was used mainly to assist the recorder of minutes in transcription of the minutes to paper. It was strongly noted that the Port always wants conduct itself in full transparency to everyone at all times. It is the hope that when the new administration building is completed that the Port could be able to fulfill the needs to have taped meetings. It was the consensus of the commission to wait until the new building is completed to approach this matter again.

E. Locations for Future Meetings

Commissioner Chuck brought up the idea of holding Port meetings at other locations in District. District stretches from Otter Rock in the North to Seal Rock in the South. Discussion about ensuring that locations are ADA accessible. Chuck agreed to research possible sites and report back to the Commission next month.

**VIII. STAFF REPORTS:**

Discussion was made regarding the information provided by the South Beach Operations pertaining to the injuries with use of the dumpsters. Noted was that at one time modifications were done to the dumpsters to decrease injuries. Mentioned was that the modifications did decrease injuries but that the current injuries are due to the pushing of the dumpsters.

B. General Manager's Report  
1. Director of Finance Recruitment

Greenwood had 36 applicants and that the final four candidates will be interviewed this Friday with the hope of coming away with a final choice by the end of the day. John Baker is assisting in the interview process with the assistance of committees, of Port Staff, area professionals, commissioners and city counselors. These committees were selected and coordinated to assist the Port manager in the selection of the new Finance Director.

2. NOAA Recreational Mitigation Project

Due to other projects having a greater priority there are no new updates to report.

3. Rondy's Lease Negotiation at McLean Point

Due to other projects having a greater priority there are no new updates to report.

4. Sea Lion Dock Update

Bob Ward sent a correspondence regarding changes to the presented design and submitted a letter in response to make a few changes. As in the platform they would like to see it be 6 foot and not 5 foot wide. And also would like the platform to be the full length of the Port Dock One pier, with three to four access points' verses two. Feed back is yet to be obtained to date. Ward has received 120k in sponsorship funding to date.

5. Toledo Wooden Boat Show Results

Port of Newport entered into the race with the help of Jim Durkee in the construction of the boat and Darlene Webster for the Pirate Costume. Newport came in 2<sup>nd</sup> behind Port of Toledo Port manager Bud Shoemake. A huge trophy was displayed as the future "Yaquina Cup" trophy for future races. Commissioners that attended the event mentioned that it was a great turn out and the competition between the two Ports was very well received. It was noted that Jim Durkee built the best boat at the event. Discussion regarding joint meetings from time to time with both Port commissioners and manager's of Newport and Toledo. The first joint meeting would be targeted for September 4<sup>th</sup>, 2014 at the Port of Toledo administration offices at 6pm pending confirmation by Port Manager Bud Shoemake.

6. Insurance Renewal

Mentioned to the commissioners and encouraged by Greenwood for everyone to take the "insurance" training. And that we have available at the Port office one hour DVD's that commissioner's can check out to complete the training so we can receive credit for this training taken. Commissioner's will follow up and check out information to take training.

**IX. COMMISSIONER REPORTS:**

Brown attended the Airport Advisory meeting which was very productive and mentioned that funds left over from the Port of St Helens were possibly still available through Connect Oregon. Chuck received letter from the Wind Float Project regarding support. Barton & Greenwood attended Oregon Coastal Economic Summit in Florence this month. Barton praised Greenwood's efforts in rallying support for the dredging that the port would like to do in conjunction with the Corps project.

**X. PUBLIC COMMENT:**

Fries commended Port staff for wearing clearly identifiable Port clothing. This is very good marketing and properly identifies them from the general public while they are working. He did comment that the property is looking a lot better and that in years past sometimes time didn't allow for those to recognize areas that needed attention like the current signage at Port Dock one that needs a little attention at present. He mentioned that sometimes we need to stand back and look and see what we have to view the areas that we could improve.

**XI. UPCOMING MEETINGS/EVENTS:** Calendar was reviewed.

**XII. ADJOURNMENT**

There being nothing more to come before the Board of Commissioners, the meeting was adjourned at 7:45 pm

ATTEST:

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Walter Chuck, President

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Ken Brown, Secretary/Treasurer