

**PORT OF NEWPORT
MINUTES
FEBRUARY 25, 2014
Regular Meeting**

I. CALL TO ORDER

Commission President JoAnn Barton 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: JoAnn Barton, President; David Jincks, Vice-President; Walter Chuck, Secretary; Ken Brown, Treasurer; Dean Fleck, Assistant Secretary-Treasurer.

Port of Newport Management and Staff: Kevin Greenwood, General Manager; Pat Albaugh, Director of Finance; Kent Gibson; Darlene Webster, Administrative Assistant.

Others Present: Dennis Anstine, News Times; Larry Coonrod, Lincoln County Dispatch; Wayde and Barb Dudley, Newport residents; Yale Fogarty and Pat Ruddiman, ILWU Local 53; Rebecca Harver, Hatfield Marine Science Center; Jim Cline, Rogue Ales; Jim Shaw, South Beach resident.

II. MINUTES

- A. **Work Session—December 12, 2013**
- B. **Special Meeting—January 13, 2013**
- C. **Regular Meeting—January 28, 2014**

Commissioner Barton moved. Commissioner Dean Fleck motioned to approve the minutes of the Regular Session of January 28, 2014 as submitted and Walter Chuck seconded the motion and it passed 5-0. December 12th Session and January 13th Meetings was already approved at the January 28th Meeting.

III. FINANCIAL STATEMENTS

- A. **Financial Reports.**
- B. **Accounts Paid.**

There were no questions or discussion on the financial reports and accounts paid.

Commissioner Barton entertained a motion to approve the Financial Reports & Accounts Paid as submitted, Commissioner David Jincks motioned to approve and Dean Fleck seconded. The motion passed 5-0.

The Chair noted that on behalf of all the Commissioners, she expressed appreciation for Pat Albaugh, Financial Director; for all the hard work he and his staff have done thus far and the improvements he has made and the confidence they have in him.

IV. PUBLIC COMMENT

There was no public comment.

V. STAFF REPORTS (* Indicates no questions or comments.)

A. Department Reports.

- Kevin Bryant, Commercial Marina Harbormaster*
- Jim Durkee, Terminal Operations Supervisor*
- Rick Fuller, NOAA Facilities Manager*
- Penny Gabrielson, South Beach Occupancy Report*
- Chris Urbach, South Beach Marina Harbormaster*

B. General Manager

The General Manager presented to the Commissioners the following points:

1. A staff report facilitating future adoption of Commission By-Laws. He included a draft Ordinance of which the Port of Garibaldi commission worked on for two years. Their document was reviewed by staff, the Commission, the Port's attorney, and several state agencies/associations. The Ordinance is split up into seven Parts or chapters (Governance by Policies, Board of Commissioners, Duties of Commission Officers, Ethics and Conflicts of Interest, Commission Meetings, Rules of Order and Administrative Provisions). The Port does not have to adopt these by-laws by Ordinance, but was a recommendation by the GM to formalize the document and withstand public scrutiny and allow for a more public process to change. This would send a message to the taxpayers in the district that the Port takes good governance seriously. A special meeting on March 11, 2014 at noon was scheduled for workshop. One week before the meeting Commissioners would be reminded to turn in any questions or comments to present at the meeting via email. Final draft would be reviewed by Port's attorney. And this would coordinate with the Rogue Ales Expansion Lease review that is pending further information to present to the Commissioners.
2. A Development of Policy for Filling Vacancies. GM presented the Commissioners a sample resolution of what was used at the Port of Garibaldi (Resolution No 2009-07) and should be considered for review after the By-laws are formulated.
3. A review of Organizational Liaisons was discussed that would need to be updated as to which Commissioners are assigned to certain organizations. The General Manager will provide a current list of record to be reviewed by the Commissioners at the next meeting.
4. Update of the Sea Lion Docks and the project as it stands currently and the start date of the next phase in November. A review of the status of the "safe" observation deck and the funds needed to complete that portion of the project is about \$40k away from meeting that goal of acquiring the funds needed to move forward. A discussion regarding the longevity of the current proposed pilings being used and the use of zincs to assist in the possible corrosion, that the pilings may have a possible life expectancy of about 10 years was brought up. GM to discuss with Bob Ward.
5. Presented to the Commission a request from the Newport High Booster Club-Newport Marathon to expand onto Port property to include a ½ marathon to bring additional attendance. The location would be a tented area west of the Yaquina Bay Yacht Club building for families and runners. Rogue will be helping out in the project with the booster club as well.
6. Connect Oregon Hoist Dock Renovation Grant attendance and the presentation made by Kevin Greenwood, Pat Albaugh and Kevin Bryant. Great job on the presentation Kevin Bryant and Pat Albaugh. Next upcoming meeting scheduled is March 27th for Cascades West ACT.

C. Commissioners' Reports.

Commission Barton and the Port General Manager attended EDALC/Regional Solutions Team meeting this week. The consensus was that the development group of Lincoln County was encouraging those to work together as a way to formalize a list of projects that need to be accomplished in our own area. A regional solutions team will then identify and prioritize those projects based upon potential conflicts between state agencies. This should expedite several projects.

Commissioner's discussed another presentation meeting coming up on March 27th Cascades West COG and who would be in attendance. Commissioner Jinks is to attend if Commissioner Barton is unable. Re-affirmed the Commissioners request that the General Manager gather the information for the YBFP Lease agreement and if the General Manger needed assistance the Commissioners would be available but that they were in consensus that the General Manger could handle this project. Commissioner Chuck reported on the NMREC advisory committee which he is on reported the next test sites is scheduled for in 2016 is still getting the support and funding moving forward. Nods will be out at sea to test certain sites verses leasing ocean tracks before they can get testing to work. Ogami to make a pamphlet for "At Sea Tsunami Preparedness for Mariners" the conference had a large attendance and is driven by the University of West Virginia webinar. Commissioner Walter Chuck was also assigned to the Ocean Policy Advisory Commission this month.

VI. OLD BUSINESS

A. Terminal Renovation Project, Frank Berg, Day CPM Services, Post Construction Activities .

Frank Berg, Day CPM Services, was not present for the meeting. Discussion was made that Frank Berg will no longer be continuing with this project due to the project nearing completion. Commission Barton and Jincks have hit a milestone regarding this project and are ready to hand the final details over to the Finance Director and General Manager. Many thanks to Mr.

Berg for all his support and work on this Terminal project and will be missed. The Port will still keep the contractor of record Natt MacDougal on to complete the mitigation and dredging.

B. Post Construction Activities (Update)

The General Manager took a tour of the Aquarium with Jim Burke and saw the mitigation site where the culvert will be enlarged. Still work to be done and how much it will cost will be based on the dredging cost that will need to be estimated. The General Manager met with the Teevin and Alcan group. Alcan may start in May; Teevin in December.-Teevin building a very large log yard just off the main terminal area. Alcan will bring its own logs to the terminal but closely coordination operations with the Teevin group. In order to fully load them, the bay bottom next to the terminal docks will have to be dredged further to accommodate those ships sinking deeper in the water due to their heavier loads. Until the bay is dredged Alcan and Teevin will need to be satisfied with the loads they can ship out. The Port is working through the process to get permission to dredge further from State and Federal agencies.

VII. NEW BUSINESS

A. Rogue Distillery Expansion.

GM has been working with Brett Joyce of Rogue Ales and there is a consensus of an idea to a 10.5k sq ft extension to the old Serven Bldg that would include a large mural on the south side. The current space amount that came with the building is 75 cents per sq ft and the brewery is approximately 20-25 cents per sq ft range. GM is in the process of doing some comparables to find real market value numbers from information gathered from the city assessor's office. Kevin relayed some concerns to both Brett and Jim that the values coming from the assessor's office if you applied a cap rate we are maybe getting 10% of what maybe that land potentially should be getting. Hope is to have a draft agreement by next meeting. Earlier a discussion regarding the back of the building as being a fire access which it is not which was clarified by the City recently. And that the building has plenty of egress from the bike path and the road and that it would eventually be reconfigured by the City so that it will be clear where the fire access is defined. Rogue would like the approval for construction as soon as possible so that they could move forward quickly and what it would bring to the community in jobs as well as new innovation of Oregon white oak barrel manufacturing, which is not done anywhere in the United States

B. Resolution Naming Registered Agent.

GM presented and its requirements as follows; State Rs198340 requires special districts to designate a registered agent as a form of housekeeping manner. So this resolution would be sent to the Secretary of States office for formal recognition of whom the commission wants to have all correspondence directed to and to identify where the business office is located and where the housekeeping is done. Kevin recommended that he would be assigned as the designated agent and that the commission approve this resolution as presented. Commissioner Jincks made a motion to approve a resolution naming a registered agent. Commissioner Chuck made the second. Motion passed 5-0.

C. Carver Fuel Dock Lease Renewal.

Kevin presented the Carver extension lease for Port Dock 5 that was already presented and approved by the previous general manager and was just waiting for signatures by both parties. The lease document would need to be revised as to whom is to sign as it is currently presented (President and Secretary). Kevin recommended to revise the documentation to have the general manager sign the lease was made. Commissioner Brown made a motion to authorize the GM to sign a lease extension with Carver Fuel. Commissioner Jincks made the second. Motion passed 5-0.

D. Award of South Beach WiFi Installtion Contract..

Pat Albaugh presented the request to expand the WiFi system which is an asset to the park and its guests as it currently stands. The current system only covers the new RV Park and does not reach various areas, the annex and the marina in particular. The Port has tried to enhance the system but it is old equipment that you can not buy any longer and nothing else is compatible. This request is to replace the old system entirely and replace it with a new up to date system for a cost of \$11,000. Bid requests were sent out but due to volume of work that most companies in this field have only two bids

could be attained and were quite different from one to the next. The option to except the \$11,000 bid was based on not only cost but due to the type of equipment the bidder would use (more common place than proprietary) and the lesser bid was tested for range which it passed to fulfill our initial request. The goal is to have full coverage for all areas.

The WiFi is amenity to guest to the marina and park. The system that the Embarcadero uses is not the same and at a cost of \$100,000 which we could gain similar coverage for the cost of #11,000 to finish what we initially started. Previous WiFi components have been already installed such as the \$9,000 already spend for the fiber optics at South Beach and Pat feels that with this new added equipment that it would fulfill our initial goal. Commissioner Fleck made a motion to award a contract for \$11,000 to HC Etc. Inc. for WiFi Services. Commissioner Brown made the second. Motion passed 5-0.

VIII. MEETING RECESS (none)

IX. OTHER (none)

X. PUBLIC COMMENT

Rebecca Harver, Oregon Sea Grant, Oregon State University presented Highlights in regards to the upcoming "Working Waterfronts Interpretive Program" for the 2014 season on June 5th. This is to continue the volunteer training program that was started in 2012 that partnered Oregon Sea Grant with the Port of Newport to turn a conflict at Port Dock 1 (PD1) between fishers and tourists into a teaching opportunity.

Newport residents Wayde Dudley commented on the amount of attendance the Seafood and Wine Festival brought in this year but was unsure if it was an increase to previous years or not..

XI. UPCOMING MEETINGS/EVENTS

- A. Fishermen's Forum, Port Dock 7 Operations Shop, March 12, 8:30 – 9:30am
- B. Don Mann's Retirement Party (Best Western Agate Beach) March 14, 6-11:30pm
- C. Marina Users meeting, South Beach Marina, March 19, 8:30-9:30am
- D. Special Session, South Beach Marina Activities Room, March 11, 12:00pm
- E. Work Session, South Beach Marina Activities Room, March 25, 12:00 p.m.
- F. Regular Meeting, South Beach Marina Activities Room, March 25, 6:00 p.m.

XIII. ADJOURNMENT

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

ATTEST:

JoAnn Barton, President

Walter Chuck, Secretary/Treasurer