

**PORT OF NEWPORT  
MINUTES  
January 27, 2015  
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 6:00 P.M. at the South Beach Marina and RV Park 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).

**Port of Newport Management and Staff:** Kevin Greenwood, General Manager; and Stephen Larrabee, Director of Finance.

**II. CHANGES TO AGENDA**

No changes were made to the agenda.

**III. PUBLIC COMMENT**

Newport Police Chief Mark Miranda distributed 2015 emergency preparedness calendars. He noted that the Seafood and Wine Festival would occur (on Port property) in several weeks. Barton asked whether Miranda had earthquake/tsunami backpacks, and Miranda reported that he does have these supplies in an outbuilding on his property. He also mentioned that he has purchased landslide insurance for his property.

**IV. CONSENT CALENDAR**

No changes were made to the consent calendar as presented. The consent calendar consisted of the following items:

- A. Minutes of Regular Meeting - December 16, 2014; Minutes of Special Meeting - December 23, 2014; and Minutes of Work Session - January 13, 2015;
- B. Financial Reports;
- C. Award of Insurance;
- D. Captain's Charter Lease Renewal;
- E. Special Use Permit for Moxie Pictures;
- F. Information Technology Contract.

MOTION was made by Fleck, seconded by Barton, to approve the consent calendar as presented. The motion carried in a 5-0 vote.

## V. CORRESPONDENCE/PRESENTATIONS

- A. Jim Myers reported on the plans for the NOAA 4<sup>th</sup> Anniversary event, and the proposed Salmon Enchanted Evening event. The NOAA event is scheduled for August 7, 8, 9, 2015, and the Salmon Enchanted Evening event will occur on July 4, 2015. He thanked the Port for its support of both events.
- B. Bob Ward - Newport Sea Lion Docks Foundation. There was no discussion on this item.
- C. Spencer Nebel - City of Newport - Multi-Use Path in South Beach. The letter from Nebel was discussed, and the Commission agreed to accept the city's plans as presented.

## VI. OLD BUSINESS

- A. Accounts Paid - Fleck reported that he has a conflict and will abstain from voting on this issue. MOTION was made by Brown, seconded by Jincks, to approve the accounts paid as presented. The motion carried in a 4-0 vote with Fleck abstaining.
- B. Resolution Setting Rates, Fees, and Charges - Greenwood reported that this document, if adopted, would set rates, fees, and charges for the upcoming year. He noted that he had incorporated suggestions made at the last meeting, including the provision for call-out pay. A discussion ensued regarding call-out pay, and it was concluded that a uniform and clear policy on call-out pay would cover commercial and recreational uses. Greenwood agreed to meet with Jincks to clarify the wording related to call-out pay. A discussion ensued regarding the half-hour minimum charge, and Greenwood noted that this is down from an hour, and includes both personnel and equipment. Greenwood agreed to keep the Commission apprised.
- C. Budget Committee, Officer, and Calendar Review - Greenwood reported that the Brian Barth and Ron Benfield agreed to serve another term on the Budget Committee. He added that the budget calendar is the same as last year with the dates adjusted. MOTION was made by Barton, seconded by Brown, to approve the proposed budget calendar, Budget Committee, and officers for FY2015/2016. The motion carried in a 5-0 vote.
- D. Consideration of Resolution No. 2015-01 - A Resolution Authorizing Interfund Transfers, Interfund Loans, Adopting a Supplemental Budget to the 2014/2015 Fiscal Year Budget, and Making Appropriations - Greenwood

reviewed the resolution noting that it was a follow-up from the special meeting. He reported that work is moving smoothly, but that an extension might be needed on the culvert upgrade. He reported that the Port's auditor, Signe Grimstad, had reviewed this resolution. MOTION was made by Jincks, seconded by Barton, to adopt Resolution No. 2015-01. The motion carried in a 5-0 vote.

- E. **General Manager Annual Performance Evaluation** - Greenwood reported that he appreciates the completion of the evaluation forms. He noted that the packet contains a compilation of the submissions, and that he has reviewed them with Chuck. He added that the next step is to discuss this issue in an executive session that is scheduled immediately after this meeting. He stated that a summary report of the goals, rankings, and ratings that are to be used for his contract renewal discussions will be presented at the February meeting.

## VII. NEW BUSINESS

- A. **2014 Annual Report - ORS 777.140** - Greenwood reported that the packet contains the annual report to the Commission that is required pursuant to ORS 777.140(2). He noted that this document was compiled by reviewing minutes from the previous year's meetings, and that one of the most significant items is number 67 which was a two percent discount on insurance premiums due to board training. MOTION was made by Barton, seconded by Fleck, to adopt the first annual report. The motion carried in a 5-0 vote.

## VIII. STAFF REPORTS

### A. Departmental Reports

1. Steve Larrabee, Director of Finance
2. Rick Fuller, NOAA Facilities Manager
3. Kevin Bryant, Commercial Marina Harbormaster
4. Jim Durkee, Terminal Operations Manager
5. Penny Gabrielson, South Beach Occupancy Report
6. Chris Urbach, South Beach Marina Harbormaster
7. Mike Goff, TCB Security

Chuck asked about the soil samples related to the fuel dock contamination. Greenwood reported that borings had been taken, and that there may be one sample of concern. He noted that he has yet to receive the report, but that he expects it to be available at the February meeting. He added that the fuel tank line that was leaking has been replaced. Barton asked about stormwater testing. Greenwood reported that he would keep the Commission apprised on both these issues.

## B. General Manager's Report

1. International Terminal Update
2. Pacific NW Waterways (PNWA), Mission to DC, March 1 - 5

Greenwood reported that he plans to participate in the PNWA mission to Washington, D.C., and asked whether any Commissioner was interested in participating. It was noted that the chair had participated in the past. Chuck was not planning to participate this year, but suggested leaving the option open for future Commission chairs to participate. Greenwood reported that the issue of the retention of the U.S.C.G. Air Facility in Newport will be discussed at this forum.

3. NOAA Recreational Mitigation Projects

Greenwood reviewed two projects, including an access point under the bridge by the storm outlet, and access for kayaks, divers, etc., on the south jetty. He noted that Rick Fuller would be coordinating these projects as they are NOAA projects.

4. South Beach Vision Plan

Greenwood reported that the scope of work has been defined, and that he is sharing this information with other groups, including YBOOI, NOAA, Aquarium, and others for additional suggestions.

5. Rogue Brewery Expansion, December 9

Greenwood reported that this expansion has been narrowed down to two sites: one is the current location; and the other is the Sportsman Annex location. He noted that negotiations are ongoing, but committed that the Port has a place for the Rogue.

6. Commission Election Calendar/Forms

Greenwood reported that the packet contains important dates for the May election. He noted that all Commission seats, with the exception of Jincks position, are up for election this May.

7. Goebel Architecture Termination Letter

Greenwood reported that a termination letter had been sent to Dietmar Goebel terminating the architectural services for the planned administration building. He noted that this is a formality to bring the project to a close, but that the project can easily be resurrected when funding is available.

Greenwood reported that he had had a discussion with representatives from Teevin Brothers, and that the log exporting facility, planned in Newport, will not be constructed soon. He noted that Teevin Brothers plan to keep the permits active to

take advantage of improved markets in the future. He added that he has had a discussion with another potential log exporter to Korean markets and will keep the Commission apprised.

8. SDAO Commission Assessment

Greenwood reported that the results of the SDAO board practices assessment are included in the packet.

Greenwood reported on an update from Frank Berg that summarized the mitigation projects.

**IX. COMMISSIONER REPORTS**

Jincks asked whether there was an update on the piling inspections. He suggested looking for a better design and the development of a repair manual. Greenwood reported that he has no further information at this time.

Chuck reported that he attended a recent Council of Governments transportation meeting. He also attended a recent OCZMA meeting.

**X. CALENDAR/FUTURE CONSIDERATIONS**

Chuck read the following calendar items:

- A. 2/11 Fishermen's Forum
- B. 2/16 President's Day - Closed
- C. 2/19-22 Seafood and Wine Festival
- D. 2/24 Regular Commission Meeting

**XI. PUBLIC COMMENT**

Jim Shaw expressed dismay that the administrative building project was on hold.

Jim Shaw reported that Newport City Councilor Ralph Busby has replaced former Newport City Councilor Dick Beemer, as the city's liaison to the Port.

**XII. ADJOURNMENT**

Having no further business, the meeting adjourned to executive session at 7:00 P.M.

ATTEST:

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Walter Chuck, President

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Ken Brown, Secretary/Treasurer