

**PORT OF NEWPORT MINUTES**

2/16/2016

Regular Commission Meeting

**I. EXECUTIVE SESSION**

Commission President Walter Chuck called an Executive Session of the Port of Newport Board of Commissioners to order at 5:30 pm at the South Beach Activities Room, 2120 SE Marine Science Drive, Newport, Oregon, pursuant to ORS 192.660(2)(i) for the performance evaluation of the General Manager. No decisions were made in Executive Session.

**Commissioners Present:** Walter Chuck (Pos. #1), President; Ken Brown (Pos. #4), Vice-President; and David Jincks (Pos. #2), Secretary/Treasurer, Stewart Lamerdin (Pos. #3); and Patricia Patrick-Joling (Pos. #5).

**Management and Staff:** Kevin Greenwood, General Manager.

Executive Session was adjourned at 5:55 pm.

**II. CALL TO ORDER**

President Chuck called the Regular Commission Meeting of the Port of Newport Board of Commissioners to order at 6:00 pm at the South Beach Activities Room, 2120 SE Marine Science Drive, Newport, Oregon.

**Commissioners Present:** Chuck, Brown, Jincks, Lamerdin, and Patrick-Joling.

**Management and Staff:** Greenwood; Stephen Larrabee, Director of Finance; Rick Fuller, Director of Operations; and Karen Hewitt, Administrative Assistant.

**Members of the Public and Media:** Clay Moore; Lee Fries; Candy Garrison; Pat Ruddiman, ILWU; Yale Fogarty, ILWU; Keith Kominski, ILWU Toledo; Ben Forceman; Wayde Dudley; Barb Dudley; K. J. Konink; Kiera Morgan, KYTE.

**III. CHANGES TO THE AGENDA**

Greenwood requested that the Port Dock 7 electrical contract be added to the Consent Calendar. The Commissioners agreed.

**IV. PUBLIC COMMENT**

There was no public comment at this time.

**V. CONSENT CALENDAR**

- A. Minutes: Regular Commission Meeting 1/26/2016.
- B. Financial Reports
- C. Notary Journal Agreement
- D. Special Use Permit – OMSI Coastal Discovery Center Grand Opening of Camp Gray
- E. Special Use Permit – 3<sup>rd</sup> Annual Newport Shamrock Run
- F. Declaration of Surplus Property

G. Approve Port Dock 7 Above Board Electric Agreement

**A motion was made by Patrick-Joling and seconded by Jincks to approve the Consent Calendar. The motion passed 5 – 0.**

## VI. CORRESPONDENCE/PRESENTATIONS

A. Approval of HMSC Sublease with American Genetic Association

Greenwood said this letter was included in the meeting packet for information purposes. There were no questions or comments from the Commissioners.

## VII. OLD BUSINESS

A. Items Removed from Consent Calendar

There were no items removed from the Consent Calendar.

B. Accounts Paid

There were no questions or comments from the Commissioners.

**A motion was made by Patrick-Joling and seconded by Brown to accept the accounts paid. The motion passed 5 – 0.**

C. Contract Amendment with TCB for Additional Collection Services

Greenwood commented that this topic had been discussed at the Work Session, there were no additional staff comments and no changes made at this time. Greenwood recommended the Commissioners approve the Contract Amendment.

**A motion was made by Patrick-Joling and seconded by Lamerdin to approve the Contract Amendment with TCB for Additional Collection Services. The motion passed 5 – 0.**

D. General Manager Annual Performance Evaluation (ORS 192.660(2)(i))

Chuck read the summary report, included in the packet. The Commission approved a list of projects to be accomplished by the General Manager and renewed the contract for one year with a 2% salary increase.

**A motion was made by Patrick-Joling and seconded by Lamerdin to approve the General Manager Annual Performance Evaluation as amended in the Executive Session. The motion passed 5 – 0.**

E. Resolution Setting Rates, Fees and Charges (ORS 294.160)

Greenwood commented that there were not many changes since the last Regular Meeting. The document would be reviewed with staff at the Department Head Meeting on Wednesday, February 17, 2016. Patrick-Joling asked if our fees would cover our costs. Greenwood said so far, yes, but the Port is waiting for information from the insurance company regarding health insurance. There has been no change in water or electric rates, which were taken into account. Greenwood said there should be a version presented to the Commission for approval by May.

## **F. International Terminal Shipping Facility Update**

Greenwood related he had spoken with Steve Rich from the City of Newport, which is interested in acquiring buildable sand in exchange for removing clean unbuildable material to the airport in equal amounts. This would save the Port in royalty fees. Greenwood suggested that a deadline be set for the City to get the material or release rights to the material. A document will need to be approved by the Commission when drafted.

The ConnectOregon scoring of the Port of Newport's grant application ranked below the median. This internal staff rating is to be used only as a guide for committees. The Port will need to lobby to rise the ratings. Greenwood referred to page 53 of the meeting packet listing presentation dates. Chuck will join Greenwood at Thursday's presentation. The Port will seek additional information from Teevin and the Hall family. Greenwood said Rondys has shared their investment plans for the site. Greenwood was invited by Kevin Mannix for Friday to discuss legislation relating to container business and how Newport relates to this topic.

Greenwood advised that an application for an IFA grant of approximately \$80K-\$90K will be applied for next month. This would be used for construction soft costs that won't be covered by the TIGER grant.

## **VIII. NEW BUSINESS**

### **A. Rogue Lease Amendment**

Greenwood stated that the biggest issue is the current square footage. That along with smaller issues will require additional time to review. A hearing on Rogue's conditional use permit application will be held on February 22<sup>nd</sup>. No action was taken at this time.

### **B. Volunteer Policy**

Fuller presented a revised Volunteer Service Handbook to the Commission. He also introduced the current volunteer group who assembled the volunteer information: Lee Fries, Bard Dudley, Wayde Dudley, Candy Garrison, and Clay Moore. Fuller also presented an hours summary for 2015, which demonstrated the volunteers' investment and interest in the program. In 2015 the group built the sign inventory and map with photos, which Fuller presented to the Commission. The next task is to prioritize which signs to clean, paint and upgrade; the album will be helpful in making this assessment. Fuller added that the goal is to create a sustainable program. Fuller's time expended on the group is minimal. Greenwood gave a shout-out to Clay Moore for receiving the SDAO volunteer of the year award, and thanked Commission Chuck for attending. Moore displayed the award he received. Greenwood added that, at the SDAO Conference, several people who were previous guests at the Port's RV Park greeted Clay, and others said they planned to visit the park.

**A motion was made by Patrick-Joling and seconded Jincks to approve the Volunteer Policy. The motion passed 5 – 0.**

## **VIII. DEPARTMENTAL REPORTS**

### **A. Director of Finance**

Larrabee shared that the new time sheets are going well and provide useful information for Fuller and the budget process. Larrabee is looking into refinancing debt and may have a presentation next month.

## **B. Director of Operations**

Fuller related he is working with the department heads in projecting budgets, looking at the “how” and “when” of needed expenditures. This is the first time that the department heads have been involved in this process. Statements about time on tasks is being reported on spreadsheets. Fuller expects this to lead to a more accurate budget and he will be able to hold department heads responsible. Information on maintenance, location, equipment and vehicles was sent to HIPPO to create a South Beach preventative maintenance program. Next month Fuller will have a preventative maintenance schedule to present to the Commission for South Beach for the first time.

## **C. General Manager**

1. **Statement of Economic Interest.** Greenwood said he was including the information on the Statement of Economic Interest (SEI) filing to the Commissioners, especially Patrick-Joling and Lamerdin as new Commissioners, referring to page 67 in the packet. This year the SEIs will be filed online for the first time. The Commissioners will be sent an invitation by email.
2. **SDAO Conference/Training.** See packet, no discussion at this time.
3. **International Terminal Users Group Committee.** Greenwood said he had discussed this with Chuck (see packet pg. 67). The committee will confer about what the Terminal will look like with logs, boats, parking, etc. Greenwood asked for comment about when this should be established. Chuck said this was an opportunity to sort out some of these issues and identify potential conflicts before operations began. This group would drive themselves rather than be driven by the Commission. Brown added this would also have PR value as a community outreach. Greenwood will draft a resolution including scope of work and budget impart for the Commission’s review.
4. **SDAO Insurance Update.** See packet, no discussion at this time.
5. **Minimum Wage Update.** See packet, no discussion at this time.
6. **US-20 Summer Closures.** Greenwood said he would be meeting with the Greater Newport Chamber of Commerce and ODOT to see if the schedule can be changed due to the impact this would have during tourist season. Chuck suggested that the closures be posted to our website.
7. **Michelle Koch Complaint.** See packet, no discussion at this time.
8. **Capital Improvement List Update.** See packet, no discussion at this time.
9. **Pacific NW Waterways (PNWA), Mission to DC Mar. 1-5.** See packet, no discussion at this time.
10. **Oregon Boating Foundation Kayak Launch.** Greenwood said the request was reasonable as they would be entering away from commercial boats. The goal is to let the Foundation know we are willing to work with them.

**Other.** Lamerdin asked if the use of the salt water intake from Hatfield Marine Science center was for the replacement tenant. Greenwood said that Yaquina Bay Fruit Processing was leaving at the end of the month. The question was how much water would HMSC be willing to share with the Port; this may be 20% of the needs of the new tenant, and it will be their responsibility to establish a business plan. Long term, a new permit would be needed for a new intake which would impact the estuary. Oregon IFA has 0% loans or grants which could be used for the extension, but the business has a lot of work to do.

## **IX. COMMISSIONER REPORTS**

Chuck reported he had attended the SDAO Annual Conference.

## **X. CALENDAR/FUTURE CONSIDERATIONS**

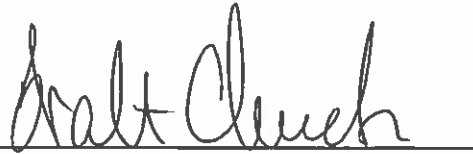
See packet, there were no changes.

**XI. PUBLIC COMMENT**

There was no public comment at this time.

**XII. ADJOURNMENT**

Having no further business, the meeting adjourned at 6:40 pm.



Walter Chuck, President

ATTESTED:



David Jincks, Secretary / Treasurer

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