

## PORT OF NEWPORT MINUTES

January 24, 2017

Commission Special Meeting

### I. CALL TO ORDER

Commission Vice-President Ken Brown called the Commission Special Meeting of the Port of Newport Board of Commissioners to order at 12:00 noon at the South Beach Activities Room, 2120 SE Marine Science Drive, Newport, Oregon.

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

**Management and Staff:** Kevin Greenwood, General Manager; Stephen Larrabee, Director of Finance; Jim Durkee, Interim Director of Operations; and Karen Hewitt, Administrative Assistant.

**Members of the Public and Media:** Sara Skamser, Foulweather Trawl LLC; Dietmar A. Goebel, Newport City Council; and Jeff Lackey, F/V Miss Sue and F/V Seeker.

### II. 2017 GOAL SETTING REVIEW

Greenwood referred to the Staff Report which included the summary of the top goals from the December meeting packet which summarized the goals from the November session. He recommended the Commissioners prioritize their five top goals to generate scores for further review. Greenwood said it had been difficult to get a consensus because of different methods used by the Commissioners to rank the goals originally, so it was important to talk about how to rank. Beck suggested that a key was needed for how to rate the goals, and suggested a key be included in future grading. Brown said that in the past tiers were used to rank goals. Beck added that some of the goals items were represented in more than one item. Lamerdin suggested reviewing the goals for commonality, then tier priorities into goals that have an end. Beck added that Financial Strength would be an number one ongoing goal that would include items like fees, etc. Patrick-Joling agreed tiers would be useful, with Financial Strength #1, Maintenance and Port Property #2, and Marketing #3, each with related goals underneath.

Greenwood said that for the General Manager's evaluation, tiers came from scores one through ten. Items that scored closely at the highest level were tier one, etc. Beck suggested it would not be the Commissioners' task to go into the minutiae, but to serve the district by setting goals and oversight of the Port. Many of the goals included were outside the scope of the Commissioners job. Issues would come from management to the Commission for decisions. Financial Strength is key, but this can be broken down. Greenwood said that the Port's Mission, Vision and Values would set the 10,000 foot view, and be reflected in policies. Particular goals like funding the International Terminal would fall under a value. Financial Strength does not have an end, but funding the International Terminal would be an objective under this value. Greenwood suggested general grouping for the goals could come from the strategic business plan: maintenance and capital, management, finance, marketing, and environmental. After some discussion, the Commissioners agreed to identify the goals from the goal setting session that fit each category. A summary of the goals by category is appended to the minutes.

Lamerdin said it would be important to revisit the goals throughout the year. Patrick-Joling suggested including the list each month in the packet for review. Greenwood said that management could refer to the goals in their monthly reports. Lamerdin acknowledged that the goals given to staff would be in addition to their daily jobs, so the Commission should be careful not to overburden staff.

Patrick-Joling referred to the information about the RV Park rates that had been provided to the Commissioners at this meeting. Larrabee said that Bill Hewitt was researching rates at other parks. Patrick-Joling requested to meet with Greenwood, Larrabee, and Beck following the meeting to discuss some specific recommendations.

III. PUBLIC COMMENT

Skamser said that more about the fishing industry could be considered in the Port's goals; it would be good for users to see the words.

IV. ADJOURNMENT

Having no further business, the meeting adjourned at 12:50 pm.

ATTESTED:



Walter Chuck, President



Patricia Patrick-Joling, Secretary/Treasurer

-###-