

**PORT OF NEWPORT MINUTES**  
Tuesday, 29 May 2018  
Regular Monthly Commission Meeting

*This is not an exact transcript. The audio of the session is available on the Port's website.*

**Agenda Item**

**Audio  
Time**  
0:27

**I. CALL TO ORDER.....**

Commission President Pro-Tempore Stewart Lamerdin called the Regular Monthly 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:** Walter Chuck (Pos. #1), Secretary/Treasurer Pro-Tempore; Sara Skamser (Pos. #2), Vice President Pro-Tempore; and Jeff Lackey (Pos. #4).  
Stewart Lamerdin (Pos. #3), President Pro-Tempore, participated by phone (see note on page 2\*)

**Management and Staff:** Doug Parsons, General Manager; Aaron Bretz, Director of Operations; Mark Harris, Accounting Supervisor; Pete Gintner, Port Attorney; and Karen Hewitt, Administrative Supervisor.

**Members of the Public and Media:** Chris Olson, Newport Marina Store & Charter; Doug Cooper, Hampton Lumber; David Jincks; Fran Matthews, Bayfront Community; Don Matthews, Marine Discovery Tours; Jim Burke; Rodger Close, Live-Aboard C Dock; Steve Houghan, rent dock space; Cody Chase, Chelsea Rose Seafood; Dietmar Goebel, Newport City Council.

**II. CHANGES TO THE AGENDA .....**

0:39

There were no changes to the Agenda.

**III. PUBLIC COMMENT.....**

0:53

Lamerdin explained the Public Comment forms. There was no Public Comment at this point.

**IV. CONSENT CALENDAR.....**

4:01

**A. Minutes**

1. Regular Monthly Commission Meeting 24 April 2018
2. Special Commission Meeting to Declare  
Commission Vacancy & Appoint Pro-Tempore Officers 7 May 2018

**B. Special Use Permits**

1. Yaquina Bay Yacht Club Summer Sailstice
2. Sea Scouts Rampart Recruitment Barbecue

**A motion was made by Chuck and seconded by Lackey to approve the Consent Calendar. The motion passed 4 – 0.**

V. CORRESPONDENCE/PRESENTATIONS.....

4:40

A. Don Matthews – Petition Regarding Tall Ships Visits

Don Matthews spoke in opposition to the planned Tall Ships visit scheduled for July. He also commented on the importance of transparency with the Commission and community. The petition and other materials were posted as a Meeting Packet Supplement. Lamerdin commented that the Special Use Permit was not submitted to the Commission before approval as had been past practice, and directed staff to include them in the future.

Fran Matthews spoke to the negative impact the Tall Ships visit in July would have on other Bayfront businesses, in terms of tourist competition, dock crowding, and traffic. She proposed moving the Tall Ships to another location and having them here in the shoulder seasons.

Cody Chase commented on the negative impact the Tall Ships visit in July would have on his business, with a significant part of his revenue generated in July.

Lamerdin commented that the commercial stakeholders were a concern and the middle of the summer was not the best time; the shoulder season would be a better fit. Skamser agreed that staff should reach out to GHHS because the Port does not have space. Lackey said it looked like there were two issues; the schedule for this July and what the procedure should be. Chuck commented on the use at the commercial marina that was already at capacity, and suggested rescinding the agreement or move the Tall Ships to the Recreational Marina. Lamerdin mentioned there are concerns about practicality and safety. Additional discussion took place considering options and asking for feedback from the Commercial Fishing Users Group Committee (CFUG). Skamser said she could add that to the CFUG agenda for 11 June. The Commission directed Parsons reach out to GHHS about where the Port has flexibility to reschedule toward the end of the summer or early fall.

VI. NEW BUSINESS.....

54:15

A. Special Districts Association of Oregon (SDAO); Board Practices Assessment

Hewitt referred to the flier included in the Meeting Packet. The Commissioner directed Hewitt to contact George Dunkel at SDAO to schedule the assessment.

VII. OLD BUSINESS.....

56:04

A. Items Previously Removed from Consent Calendar

No items were removed from the Consent Calendar.

B. Resolution 2018-08 Authorization to Transfer Previously Appropriated Funds to Cover the Remaining Costs for the NOAA Recreational Access Floating Dock .....

56:13

Harris presented the proposed Resolution and the need for moving funds from contingency.

**A motion was made by Chuck and seconded by Lackey to approve the Resolution as presented. The motion passed 4 – 0.**

C. Awaiting Budget Committee Feedback: Resolution 2018-07 Setting Rates, Fees & Charges.

1:00:17

Lamerdin said there would not be a vote on the Resolution at this meeting but was another opportunity for review. There was discussion among the Commissioners about the process being rushed and what changes may be made to the Resolution. Parsons spoke to the need for the adopted rates to address Port needs and be more comparable with other State and regional Ports.

Robert Waddell commented that the Charter rates should be the same as commercial moorage rates.

\*(Skamser ended call-in.)

1:12:52

Olson referred to past policy of having commercial rates for brick-and-mortar Charter operations.

Chuck and Lamerdin spoke about possibilities for Charter operations concerns to be addressed. Parsons will set up a meeting with Parsons, Olson, Bretz and Hewitt. Lackey asked staff to research what was done at other ports.

D. Candidate Applications for Vacant Port Commissioner Position #5 Received. .....

1:25:09

Parsons referred to the materials provided in the Meeting Packet and said the next step would be the Meeting on 4 June. Lamerdin clarified the interview process.

E. Contracts for Board Approval

1. Fire/Burglary Detection for Two International Terminal Buildings.....

1:27:57

Bretz referred to the report in the Meeting Packet. There was discussion about this project versus the previously planned fish table at the Recreational Marina.

**A motion was made by Chuck and seconded by Lackey to authorize the General Manager to contract with IconiPro to install and monitor a fire/burglary system at the Newport International Terminal and the adjacent net shop at the quoted priced. The motion passed 3 – 0.**

2. Hoist Dock Electrical Safety Upgrades .....

1:31:45

There was discussion among the Commissioners and staff regarding the need, cost and timing of this project. Parsons noted that Bretz had been able to get the quote price reduced from \$33,194 to \$12,981 while keeping the project scope the same. Bretz was directed to rebid the job by a consensus of the Board.

**VIII. STAFF REPORTS**

A. Accounting Supervisor.....

1:43:04

Lamerdin asked about the Financial Statements not being included in the Meeting Packet. Parsons said they were being presented quarterly. Staff was directed to again provide these monthly in the Meeting Packets.

Harris referred to the Staff Report included in the Meeting Packet. He added that he had brought bank signatory forms for Commissioners' signatures at the Meeting and provided an update on the status of the Newport Belle lease.

<b>B. Director of Operations .....</b>	<b>1:48:39</b>
1. April 2018 Occupancy Report for RV Park & Recreational Marina	
2. Hoist Dock Revenue Increase	
3. Moorage Capacity in the Commercial Marina	
4. Shoaling at Swede's Dock	
5. Employee Assistance Program.	

Bretz referred to the reports included in the Meeting Packet. Chuck asked whether the planned propane tank installation at South Beach would cut into the asphalt, and commented on the variability of expectations and needs at the Hoist Dock. There was also discussion around Commercial Marina moorage reaching nearly full capacity and the shoaling at Swede's Dock caused by the City's drainage outfall.

<b>C. General Manager.....</b>	<b>2:14:55</b>
--------------------------------	----------------

Parsons referred to his monthly General Manager's Report included in the Meeting Packet, and reviewed three specific reflections at the end of the report. He also said Bretz had blossomed in his Director of Operations job, and the staff team was working well together. Parsons added that some longer term items specified in his monthly report would be addressed once the Budget process was completed. Chuck suggested reviewing the NOAA lease and setting a meeting with Lamerdin and NOAA representatives. Parsons advised that Tom Balutis, the incoming Director of Finance, was delayed in starting due to a serious family medical issue and they had discussed a possible part-time arrangement. A concern was taking care of Port of Newport employees who are overworked and underpaid, and who stay employed at the Port for other reasons. Parsons suggested other ideas for discussion at the upcoming Budget Meeting.

<b>IX. COMMISSIONER REPORTS .....</b>	<b>2:28:41</b>
---------------------------------------	----------------

Chuck said he attended a phone conference for the Nature Conservancy Fisheries Management Council considering a Climate Initiative. A conference folder has been posted as a Meeting Packet Supplement.

Lamerdin said he had an introductory lunch meeting with Representative Gomberg and discussed in general how things were going at the Port.

<b>X. CALENDAR/FUTURE CONSIDERATIONS.....</b>	<b>2:30:35</b>
---	----------------

There were no changes to the Calendar/Future Considerations.

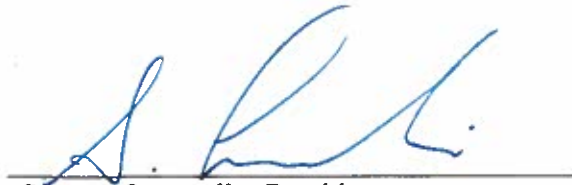
<b>XI. PUBLIC COMMENT.....</b>	<b>2:31:29</b>
--------------------------------	----------------

David Jincks commented on capital projects and repairs needed at the commercial docks, CFUG's review of proposed rates, and the issue of "seaworthy" vessels.

Cody Chase commented on timing for the Tall Ships visits.

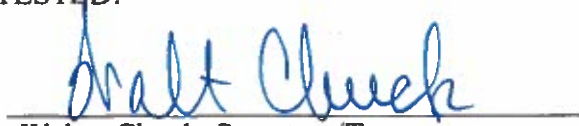
## XII. ADJOURNMENT

Having no further business, the meeting adjourned at 8:38 pm.



Stewart Lamerdin, President  
Pro-Tempore

ATTESTED:



Walter Chuck, Secretary/Treasurer  
Pro-Tempore