

PORT OF NEWPORT MINUTES

August 27, 2018

Commission Work Session

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

Agenda Item

**Audio
Time**
0.00

I. CALL TO ORDER

Commission President Stewart Lamerdin called the Regular Commission Meeting of the Port of Newport Board of Commissioners to order at 12:02 pm at the South Beach Activities Room, 2120 SE Marine Science Drive, Newport, Oregon.

Commissioners Present: Walter Chuck (Pos. #1), Secretary/Treasurer; Sara Skamser (Pos. #2), Vice President; Stewart Lamerdin (Pos. #3), President; and Jeff Lackey (Pos. #4). Jim Burke (Pos. #5), was absent.

Management and Staff: Teri Dresler, Interim General Manager; Aaron Bretz, Director of Operations; Mark Harris, Accounting Supervisor; and Karen Hewitt, Administrative Supervisor.

Members of the Public and Media: Dietmar Goebel, Newport City Council.

II. PUBLIC COMMENT.....

0:24

There was no public comment at this time.

Lamerdin asked Bretz if there was an update on Evan Hall and the associated leases. Bretz explained some of the issues and concerns related to dredge spoil royalties and leased area. He provided some suggested solutions and informed the Commission about the current status of negotiations. There was also some discussion about dredge spoils moving to the airport and some Port pilings on Rondys property.

0:50

III. CAPITAL PROJECT PRIORITIZATION.....

12:05

Bretz introduced the spreadsheets on pages 3 through 6 of the Meeting Packet with staff recommended capital improvement projects, which had been trimmed down from the original budget. There was discussion about the camels at NOAA and other individual projects. The Commission also discussed the planned redesign of the RV Annex and bathrooms at the Port overall. Lamerdin asked about the possible value of selling the Annex property. Chuck commented that this was a revenue generating project.

Lamerdin talked about more formally protecting the cash reserves. Dresler spoke about the value of having a financial policy in place. Bretz also commented on the value of policy on providing direction to staff. The Commission also discussed the Budget Committee, its role and selection.

IV. PERSONNEL SERVICES BUDGET REVISIONS

44:00

Harris introduced the spreadsheets on pages 7 and 8 of the Meeting Packet with staff recommended Personnel Services, which showed a reduced personnel budget with changes highlighted in gray. He said the goal after meeting with Chuck, Lackey and Bretz was to bring the ending fund balance

back up. The Commission discussed the changes and thanked Harris for his work on this, and Lamerdin also thanked Lackey and Chuck for their involvement.

V. RECOMMENDED REVISIONS TO THE GENERAL OPERATING FUND BUDGET.....

51:50

Harris introduced the spreadsheets on pages 8 and 9 of the Meeting Packet. He explained changes made with the goal of increasing the ending fund balance from the approved budget. Commissioners commented on the value of having an increase in the ending fund balance, and Dresler added that this would be part of developing a Financial Plan. The Commissioners also asked Dresler to plan her short term priorities to present to the Commission at next month's meeting. Chuck commented that it was important that the ending fund balance had been addressed.

VI. TARGET DAYS OF CASH ON HAND

57:50

Harris referred to page 11 of the Meeting Packet. The Commission discussed the importance of having operating funds available to meet obligations and have grant matching funds. Bretz added that the diversity of Port enterprises can complicate this evaluation. Dresler commented that establishing a Financial Policy and an updated Strategic Plan would also play into any decisions. Lamerdin said updating the Strategic Business plan would warrant further discussion and will be a priority for Dresler.

VII. COMMITTED CASH - NOAA FUND

1:11:55

Harris submitted a Meeting Packet Addendum regarding NOAA funds. There was discussion about the restricted and non-restricted NOAA funds, and how they could be used. Harris added that these funds had been reviewed by Todd Kimball, financial consultant. Bretz commented on some of the maintenance items that needed to be re-evaluated. There was discussion about reviewing the NOAA lease terms. Chuck suggested that anything invested should be in revenue producing opportunities.

VIII. PUBLIC COMMENT.....

1:26:30

There was no public comment at this time.

IX. ADJOURNMENT

1:26:39

Having no further business, the meeting adjourned at 1:29 pm.

ATTESTED:

Stewart Lamerdin, President Pro Tem

Walter Chuck, Secretary/Treasurer Pro Tem