

**PORT OF NEWPORT MINUTES**

**September 25, 2018**

Supplemental Budget Hearing and Regular Commission Meeting

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

**Agenda Item**

**Audio Time**

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

0:00

Commission President Stewart Lamerdin 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:** 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) participated by phone.

**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:** Becca Bishop, Port Accounting Clerk; Barb Dudley, U-DA-MAN; Pat Ruddiman, ILWU; Yale Fogarty, ILWU; Doug Cooper, Hampton Lumber; Evan Hall, Rondys, Inc.; George Hall, Rondys, Inc.; Ed Backus, Collaborative Fisheries Associates, LLC.

**I. SUPPLEMENTAL BUDGET HEARING; PUBLIC COMMENT .....**

0:34

Commission President Stewart Lamerdin called the Supplemental Budget Hearing of the Port of Newport Board of Commissioners in accordance with ORS 294.471 to order at 6:02 pm.

There was no public comment at this time.

**II. FISCAL YEAR 2018-19 SUPPLEMENTAL BUDGET HEARING .....**

0:49

**A. Resolution 2018-13 Updating the Port of Newport's Capital Improvement Project Prioritization List**

**A motion was made by Lackey and seconded by Chuck to adopt Resolution 2018-13 Updating the Port of Newport's Capital Improvement Project Prioritization List. The motion passed 5 – 0.**.....

\*6:29  
Change in  
order  
\*1:35

**B. Resolution 2018-14 Adopting a Supplemental Budget for Fiscal Year 2018-19 .....**

Harris introduced the draft Resolution included in the Meeting Packet and offered a correction to the Supplemental Budget Total Appropriations from \$4,545,705 to \$4,570,706 to include the change to Materials and Services for consulting for the Strategic Business Plan. Chuck commented on the need to adopt a Supplemental Budget for this year.

**A motion was made by Chuck and seconded by Skamser to adopt Resolution 2018-14 Adopting a Supplemental Budget for Fiscal Year 2018-2019 and Making Appropriations as corrected. The motion passed 5 – 0.**.....

5:07

Commission President Stewart Lamerdin closed the Supplemental Budget Hearing and reconvened the Regular Meeting of the Port of Newport Board of Commissioners at 6:07 pm.

**III. COMMISSIONER CHANGES TO THE AGENDA..... 7:32**

There were no changes to the Agenda.

**IV. PUBLIC COMMENT..... 7:39**

Barb Dudley thanked the Port and Port staff for supporting U-DA-MAN and shared some details about the upcoming event.

**V. CONSENT CALENDAR..... 8:52**

- A. Minutes
  - 1. Commission Work Session .....August 27, 2018
  - 2. Regular Monthly Commission Meeting.....August 28, 2018
- B. Resolutions
  - 1. Resolution 2018-15 Designating Bank Accounts and Authorizing Check Signers
- C. Financial Reports
- D. Contracts
  - 1. Recreational Marina Fuel Dock Solenoid Cut-off Valve
- E. Special Use Permits
  - 1. Run with Paula – Bay to Brews ½ Marathon, 10K and 5K
- F. Declaration of Surplus Property – Two 110’ Pilings
- G. Grimstad & Associates Engagement Letter - Audit

**A motion was made by Skamser and seconded by Lackey to approve the Consent Calendar. The motion passed 5 – 0..... 9:15**

**VI. OLD BUSINESS**

A. Items Removed from Consent Calendar

No items were removed from the Consent Calendar.

B. Accounts Paid ..... 9:32

Harris introduced the report included in the Meeting Packet and commented that the reports were now up to date. Commissioners asked questions about some of the disbursements, and staff responded.

C. Commission Liaison Assignments – Update ..... 13:00

Lamerdin thanked Hewitt for completing the updated list.

**VII. NEW BUSINESS**

A. Strategic Business Plan Consultant Proposals ..... 13:28

Dresler updated the Commission on the status of obtaining proposals. Dresler said she would provide additional information to the Commission and plans to have a phone meeting when staff is prepared to offer a recommendation, and outlined steps for moving forward.

B. Rondys Inc. Proposed Lease Amendment ..... 19:07

Bretz introduced the staff report and Proposed Lease Addendum and an email chain with questions from Heather Mann for Midwater Trawlers Cooperative, which were included in Addenda to the Meeting Packet. Bretz discussed some of the negotiations that had taken place, and responded to questions from the Commission. The Commission also discussed the Port’s nine-acre property adjacent to the Rondys property at McLean Point, the dredge spoils located there, and the wetlands area. Lackey asked for clarification of the dates the changes would occur, and Evan Hall responded. The Commissioners also commented on the cooperation with Rondys in developing the area.

**A motion was made by Chuck and seconded by Lackey to approve and execute the Addendum to Lease with Rondys, Inc. The motion passed 5 – 0.** ..... 35:10

**VIII. DEPARTMENTAL REPORTS**

A. Accounting Supervisor..... 35:36

Harris introduced the staff report included in the Meeting Packet. He thanked the accounting staff for their work on the audit. Chuck suggested the Port continue to keep track of the interest rate for the Oregon Local Government Investment Pool.

B. Director of Operations..... 40:41

Bretz introduced the staff report included in the Meeting Packet. He also spoke about ORPIN as a resource to attract bids on projects. There was additional discussion about the problems at the toe of the South Beach boat ramp. Bretz and Lamerdin commented on the good work being done by the Maintenance Crew.

C. General Manager..... 52:42

Dresler introduced the staff report included in the Meeting Packet. She commented that this was her fifth week at the Port and it was amazing to work with the Port team. She added she is learning about Port business and will be looking to tighten up procedures and policies. Dresler provided additional information about the work with SDAO on Human Resource and Personnel policies review and the steps to be taken to comply with the Equity Pay Law. Dresler spoke about the opportunities provided by attending conferences and pointed out the links provided on the Agenda. She also spoke of a possible outline for updating the Strategic Business Plan and Capital Facilities Plan.

Lackey requested that a “year at a glance” document be submitted to the Commission to get an idea of when projects are expected to take place. Dresler said staff would work on that. Chuck asked about the recruitment of a Chief Financial Officer. Dresler said there was need for development of a job description that reflected the Port’s needs.

Dresler shared that Harris had been named as Greater Newport Chamber of Commerce for the month of September and read the submission.

**IX. COMMISSIONER REPORTS ..... 1:12:20**

Skamser requested that the Agenda item Commission Reports also refer to Commissioner Comments; Lamerdin agreed to make that modification. Skamser also talked about how the Commission could use the Commercial Fishing Users Group Committee. She also suggested considering a fee schedule for passenger vessels at the Terminal.

Chuck said that he attended the Ocean Policy Advisory Council (OPAC) Meeting where the wind energy test facility was discussed.

Lamerdin said he had attended the Oregon Cascade West Council of Governments (OCWCOG) meeting, which he considered valuable for funding and networking opportunities. Chuck said membership also included membership in the Cascade West Area Commission On Transportation, which was important when seeking Connect Oregon funds.

**X. CALENDAR/FUTURE CONSIDERATIONS ..... 1:22:10**

There were no changes to the Calendar/Future Considerations. Hewitt was asked to send out a Doodle Poll for available dates until the end of the year for meeting scheduling.

**XI. PUBLIC COMMENT ..... 1:25:39**

Evan Hall thanked Lamerdin, Bretz and Dresler for working on the Lease addendum and looked forward to working with the Port moving forward.

**XII. ADJOURNMENT ..... 1:26:58**

Having no further business, the meeting adjourned at 7:26 pm.

ATTESTED:

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Stewart Lamerdin, President

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Walter Chuck, Secretary/Treasurer