

PORT OF NEWPORT MINUTES

October 23, 2018

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**
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 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; Jeff Lackey (Pos. #4); and Jim Burke (Pos. #5).

Management and Staff: Teri Dresler, Interim General Manager; Aaron Bretz, Director of Operations; Mark Harris, Accounting Supervisor; and Becca Bishop, Accounting Clerk.

Members of the Public and Media: Jim Shaw; Pat Ruddiman, ILWU; Jim Cline, Rogue; Leon Noble, Sea Scouts Rampart.

II. CHANGES TO THE AGENDA

0:10

There were no changes to the agenda.

III. PUBLIC COMMENT

0:30

There was no public comment at this time.

IV. CONSENT CALENDAR.....

0:46

A. Minutes:

- 1. Regular Commission Meeting & Supplemental Budget
Hearing..... 9/25/18
- 2. Special Commission Meeting 10/15/18

B. Financial Reports

A motion was made by Skamser and seconded by Lackey to approve the Consent Calendar as written. The motion passed 5 – 0......

1:08

V. CORRESPONDENCE/PRESENTATIONS

- A. William Lackner for the members of the Clam Diggers Association of Oregon Crabbing at the International Terminal.....

1:35

Dresler advised that Lackner was not at this meeting because he was sick. He will attend a future meeting.

B. <u>Sea Scouts Rampart, Leon Noble</u>	1:56
--	------

Noble introduced his request expressing a need for work experience so that young people could develop skills. He said he was requesting that the Port provide a location for their operation at zero cost in exchange for service. He referred to the report and application included in the Meeting Packet. Noble spoke to the values and activities anticipated for the Sea Scouts. He referred to the property in South Beach for consideration. Dresler introduced a letter of support received from Superintendent Gray, added as a Meeting Packet Addendum. She said that Bretz had researched the costs for improvements that would be needed at the facility; Bretz provided some details. Burke commented on the dissolution of a previous Sea Scout unit in Newport, and expressed concerns about derelict vessels and liability to the Port. Noble explained how a unit is formed, and how assets would be assumed when a unit folded. Dresler noted that legal counsel has not yet reviewed the proposal, but this would be developed as a lease with attorney and risk management review. A grant would be sought for repairs to the facility. Lamerdin said this situation may need additional scrutiny as to possible liability. Skamser commented on the opportunity this would provide, but also concerns about the building. Chuck raised the issue of another business potentially interested in leasing the property. Lackey asked if there were other Sea Scout units in Oregon, and Noble said there were others who were associated with yacht clubs in Portland and Eugene. Lamerdin said the Commission in general supported the idea but this was subject to further investigation by staff. Dresler will provide an email update to the Commissioners.

C. <u>Loyalty Days Carnival</u>	41:34
---------------------------------------	-------

Lamerdin referred to the letter included in the Meeting Packet. Dresler said that Sgt. Bobega was not present to speak to this item. She provided some background on the contract for the carnival and the scholarship provided by the Loyalty Days committee. The committee members had met with Dresler to discuss their ability to provide the scholarships with the increased rate, and the use of the Port’s property. She proposed asking for a fee of \$500 for the 2019 event and a provision for an increase in subsequent years.

VI. OLD BUSINESS

A. <u>Items Removed from Consent Calendar</u>	
---	--

There were no items removed from the Consent Calendar

B. <u>Accounts Paid</u>	49:10
-------------------------------	-------

Mark introduced the report and explained the new format. The Commission expressed appreciation for the efficiency.

VII. NEW BUSINESS

A. <u>General Manager Hiring Process</u>	52:08
--	-------

1. <u>Position Description</u>	52:14
--------------------------------------	-------

Lamerdin declared a potential conflict of interest in that he intended to apply for the position, and would recuse himself from the discussion once he applied as advised by George Dunkel of SDAO. He added that it was important for the Port to move forward with recruiting for the two positions.

Dresler introduced the draft Position Description included in the Meeting Packet and the Organizational Chart identified in item B(1). She said she had consulted with George Dunkel in preparing this information, and she felt he was well prepared to help with the process. She advised that the Commission would need to approve the Position Description, the recruitment process, and the contract with SDAO for consulting services. Dresler explained how she had developed the draft Position Description. The Commission provided feedback on the document. They commented that it was important to get the right candidate, and the process could be re-run if a suitable candidate was not found. Lackey commented that Dresler would be helpful in this process and expressed concern with finding out sufficient information about candidates before making a decision. Dresler added that a passion for public work should be part of the conversation.

2. Draft Timeline..... 1:24:37

Skamser asked if there would be community involvement in the process. Chuck discussed some past practices. Stewart commented on the items in the draft timeline and those who would be involved. Teri spoke about some options. Dresler suggested she make some changes and work with Dunkel on formatting, and send them to the Commissioners for review. Commissioners will send any additional comments to Dresler. Dresler commented that the timeline is a guide. Dresler will discuss with Dunkel about comments from this Commission Meeting. She spoke about the possibilities for who would be involved at each step. Lamerdin suggested a Work Session to discuss some of the details with Dunkel, where a recruitment process and Position Description could be formally adopted.

Lamerdin invited public comment. There was no public comment at this time.

3. SDAO Consulting Services Contract..... 1:29:58

A motion was made by Chuck and seconded by Lackey to enter into negotiations with SDAO to conduct the General Manager search at a rate of \$50.00 per hour not to exceed 80 hours, plus expenses not to exceed \$1000.00 without additional approval. The motion passed 5 – 0.

B. Director of Business Operations (Formerly Director of Finance) 1:31:08

1. Organizational Chart..... 1:31:20

Dresler commented on the addition of the Accounting Supervisor position required change to the previous organizational chart and change to the director position.

2. Position Description..... 1:32:07

Dresler said this description included input from Todd Kimball, financial consultant. Dresler explained the development of the description and proposed role of the Director of Business Operations, and a suggestion to start the recruitment in the next month and a half. She asked for feedback from the Commission on the draft. There was discussion about the timing of the hiring for this position. Chuck suggested a couple of Commissioners be involved in the hiring process. Skamser commented that an increase in efficiencies would be good for the Port. There was consensus that there was a business need to fill this position. Chuck will act as a Commission liaison on the hiring process and report back to the Commission.

VIII. DEPARTMENTAL REPORTS

A. Accounting Supervisor..... 1:49:39

Harris introduced the Staff Report, financial analysis, and long term debt report included in the Meeting Packet and addenda. He said that Todd Kimball had completed the bulk of the work on the analysis, and the focus was on the General Fund. The Commissioners expressed appreciation for the analysis. Harris added comments on changes to the bank accounts. There was some discussion on the long term debt report.

B. Director of Operations..... 2:01:18
1. September Occupancy Report

Bretz introduced the Staff Reports included in the Meeting Packet. He added information about additional amp service at the Port Dock 5 pier. Bretz elaborated about fill material needs. There was some discussion of property owned by Ted Painter and other items on the Rondys property and Port property at the Terminal. Bretz said he received responses to the Request for Proposal for sorting material at McLean Point and some options were discussed, as well as royalties. Skamser commented on the good communication between the Port and Rondys.

C. General Manager..... 2:22:05

Dresler introduced the Staff Report. Dresler advised the Commission about the retirement of Bryan Farmer, Commercial Marina Operations staff. She said that January 1, 2019, would be the deadline for taking any corrective action regarding pay equity. More information will be presented in November.

Lackey declared an actual conflict of interest in regards to the Midwater Trawlers Cooperative request for a letter of support because he managed two fishing vessels owned by his father-in-law. There was consensus among the remaining Commissioners to send a letter of support. Dresler will work with Heather Mann to compose the letter. Dresler proposed sending a letter of thanks to the Coastal Caucus for their advocacy for Army Corps of Engineers funding. The Commission directed Dresler to draft a letter. Dresler introduced the Major Port Activities spreadsheet included as an addendum to the Meeting Packet. She proposed that this be updated quarterly to be brought to the Commission at Regular Meetings. The Commissioners requested that this be sent electronically. Dresler commented this would also be valuable for staff.

IX. COMMISSIONER REPORTS/COMMENTS..... 2:32:56

Lamerdin reported that he, Skamser and Dresler met with Representative David Gomberg to discuss Port issues and moving forward. Skamser commented that communication will continue to be important across the board and the importance of the Port of Newport to the State’s economy. Lamerdin talked about sending out a bullet point list of what’s going on at the Port to local media and others as part of the communication effort. Teri will work with the Commission on preparing this one-pager.

X. CALENDAR/FUTURE CONSIDERATIONS..... 2:36:44

- Fishermen’s Appreciation Day 11/9
- Dia de los Muertos Run 11/3
- Veteran's Day Observed - Office Closed 11/12
- Newport Turkey Trot 11/22

Strategic Business Plan Kick-off Meetings	11/19-11/20
Thanksgiving Holiday – Office Closed.....	11/22-11/23
Regular Commission Meeting	11/27
Port Holiday Party.....	12/7
Cascades West Area Commission on Transportation Commission Meeting	12/13
Regular Commission Meeting	12/18
Christmas Day – Office Closed	12/25

There were no changes to the Calendar/Future Considerations.

XI. PUBLIC COMMENT..... 2:37:23

Jim Shaw apologized for his phone going off during the meeting.

XII. ADJOURNMENT 2:37:58

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

ATTESTED:

Stewart Lamerdin, President

Walter Chuck, Secretary/Treasurer