

**PORT OF NEWPORT  
MINUTES  
July 22, 2008  
Combined Work Session and Regular Meeting**

**I. CALL TO ORDER**

Commission President Rob Halverson called the combined work session and regular meeting of the Port of Newport Board of Commissioners to order at 6:00 p.m. in the Port of Newport Conference Room, the same being within the boundaries of the Port District.

**II. INTRODUCTIONS**

**Commissioners Present:** Rob Halverson, President; Ginny Goblirsch, Vice-President, Dean Fleck, Secretary; Don Mathews, Treasurer; JoAnn Barton, Assistant Secretary-Treasurer.

**Port of Newport Management and Staff:** Don Mann, General Manager; Patti Britton, Finance Director; Pete Dale, Project Manager; Kent Gibson, Port Operations; Maureen Keeler, Special Projects Manager; Patty Benjamin, Administrative Assistant.

**Others Present:** Yale Fogarty and Pat Ruddiman, ILWU Local 53; Patricia Patrick-Joling, Newport City Council; Mike Schmid, KPFF Consulting Engineers.

**III. ELECTION OF OFFICERS 2008-2009**

Commissioner Goblirsch nominated Rob Halverson to continue as President of the Board of Commissioners. Commissioner Fleck seconded the motion. By way of discussion, Commissioner Fleck said he thought Commissioner Halverson had done an excellent job as president and would be a good choice for the next term, if he were willing to continue to serve. Commissioner Halverson said that he would do so. The motion passed 5-0.

It was the consensus of the commission that the balance of the slate of officers would remain the same through the next term.

President:	Rob Halverson
Vice President:	Ginny Goblirsch
Secretary:	Dean Fleck
Treasurer:	Don Mathews
Asst Secretary-Treasurer:	JoAnn Barton

Noting that this had been a very busy year, the chairman said he appreciated the efforts of the other commissioners in attending meetings, serving on committees, and supporting the Port and the community in moving forward.

**IV. MINUTES**

**A. Work Session and Regular Meeting—June 24, 2008.**

Commissioner Goblirsch moved, Barton seconded, to approve the minutes of the Combined Work Session and Regular Meeting of June 24, 2008 as submitted. The motion passed 5-0.

**V. FINANCIAL STATEMENTS**

Before addressing the Finance Reports and Accounts Paid, Finance Director Patti Britton said it had come to her attention that there had been a transposition of numbers on Resolution 4-2008, adopting the supplemental budget and increasing appropriations. The resolution had been approved by the commission during the June 2008 regular meeting. She suggested correcting the numbers on the original resolution and asking the Commission President and Secretary initial the corrections. It was the consensus of the commission to do that.

Commissioner Barton moved to modify Resolution 4-2008, correcting the transposed number and total. Commissioner Goblirsch seconded the motion and it passed 5-0.

Britton noted that correcting the transposition actually decreased the amount of the supplemental budget.

**A. Financial Reports.** Moving on to the Financial Reports, Finance Director Britton asked for questions on her written report and the financial statements, which included Current Assets and Liabilities, Revenue Statement, Comparative Revenue and Expense Statement, and Departmental Revenue and Expense Statements. Commissioners Fleck and Mathews asked about

a couple of notations under miscellaneous expenses in Britton's written report, and Commissioner Goblirsch asked about the percentage realized on the Repairs & Maintenance budget.

**B. Accounts Paid.**

Commissioner Fleck moved to approve the Financial Statements and Accounts Paid, Check Nos. 11201-11211/Construction Fund and Check Nos. 27667-27800/Operating Account, as presented. Commissioner Mathews seconded the motion and the motion passed 5-0.

**VI. PUBLIC COMMENT**

There was no public comment.

**VII. STAFF REPORTS (\* Indicates no questions or additional comments.)**

**A. Department Reports.**

- **Betty Ballhorn, Marina Office Supervisor**—Commissioner Goblirsch commented on the chart included with Betty Ballhorn's report showing how RV guests had learned about the South Beach facility, and Commissioner Fleck noted that the nearly 62% of return guest spoke very well of the South Beach staff.
- **Kevin Bryant, Commercial Marina Harbormaster\***
- **Pete Dale, Projects Manager\***
- **Maureen Keeler, Special Projects Manager**—Commissioner Fleck asked for an update on the Zero Fish Waste Recycling project. Keeler had gotten an extension on the project grant through May 2009, which will allow time for more testing during the next crab season.
- **Ron Smith, Terminal Manager**—Commissioner Goblirsch said she had seen the west entrance to the terminal and thought it was greatly improved since the brush and debris had been removed. General Manager Mann said that the road still needs to be patched but the increased visibility had reduced the Port's liability tremendously and he felt comfortable with using it during the construction at the terminal.
- **Chris Urbach, South Beach Marina Harbormaster\***

**B. General Manager.**

In answer to a question from Commissioner Goblirsch, the General Manager said he had conducted a conference call with representatives from the Dungeness Crab Commission, the Salmon Commission, and the Oregon Trawl Commission, and they are interested in venues for meeting space and events but are not ready to commit to office space in the proposed Fisheries Center Building at this time.

General Manager Mann said that the Friends of the Aquatic Center would like to make a presentation to the commission at some time to provide an update on their project.

Commissioner Goblirsch and General Manager Mann will attend the meeting with Oregon Economic Development Department meeting on August 1, 2008, in Salem. The meeting topic will be the department's reorganization.

The General Manager will follow up with the Oregon Government Ethics Commission on quarterly report forms for the commissioners.

Commissioner Mathews suggested making sure that paperwork or contracts are in place to protect the Port's interests after improvements are made on approximately two acres of property that the Port leases from Rondys, Inc. The proposed improvements will be made at Port expense and relate to the Terminal Renovation Project. While acknowledging that the Port has a cordial relationship with Wilburn Hall, Commissioner Mathews said that the situation could be very different if Mr. Hall were no longer in the picture, and Commissioners Goblirsch and Barton agreed.

Commissioners Barton and Fleck tentatively agreed to attend the Cruise Vessel Feasibility Study Committee meeting that is scheduled for July 30, 2008, at 5:15 p.m. Commissioner Goblirsch said she would serve as an alternate if either of the other two commissioners is unable to attend.

A discussion followed about setting up a meeting between the Port, KPFF Consulting Engineers, and community members who have questions or concerns about the Terminal Renovation Project. The General Manager added that KPFF's progress reports on the project are now being distributed to the permitting agencies, and Commissioner Goblirsch suggested posting them on the Port's website.

**VIII. OLD BUSINESS**

**A. Terminal Renovation/KPFF Consulting Engineers.** Mike Schmid, KPFF Consulting Engineers, began his monthly update by reporting on the meetings that had been held earlier that day with the Terminal Renovation Project Steering Committee and the Project Team. He said they had received good feedback during the meetings, including recommendations on dolphin placement and specific dates for the project timeline. Schmid said that the team is mobilized to get everything into place so that construction could start December 1, if the permit is in hand. Natt McDougall Company (NMC) will finalize the Guaranteed Maximum Price on September 23, predicated on KPFF finishing the 60% design by end of August, and Schmid said they were on track to do that. A discussion followed about delays in the permitting process, mitigation requirements, and mobilization schedules.

The General Manager made a photo presentation of ongoing Port projects, including improvements to the west entrance road at the terminal, upland excavation work at the terminal, the steering gear room of the Hennebique where Project Manager Pete Dale took samples for asbestos testing, new cracks in the overhead of the engine room of the Pasley, and the proposed refrigerated van storage area site.

**B. Terminal West Entrance Road.** This update was covered during the photo presentation.

**C. Refrigerated Van Site.** The General Manager presented a proposed budget that he and Project Manager Pete Dale had developed for the relocation of refrigerated unit containers at the terminal, as discussed at the regular meeting in June. The Port currently rents space for three units and the General Manager said there has been interest indicated in having space for up to six units. The budget total was \$24,565 and included costs for electrical wiring, a security fence, building repairs, and equipment rental. The funds would come from the Port's operating fund, not from the terminal renovation construction fund.

Commissioner Goblirsch moved to approve the plan for the refrigerated container storage area and directed staff to move forward with the project. Commissioner Fleck seconded the motion and it passed 5-0.

## **IX. NEW BUSINESS**

### **A. OCZMA Designated Representative and Alternate.**

Commissioner Barton was appointed to serve as the designated representative to the Oregon Coastal Zone Management Association (OCZMA) for 2008-2009, with Don Mann as designated alternate. Commissioner Goblirsch said she would fill in for Commissioner Barton at the meetings, if needed.

## **X. OTHER**

Patricia Patrick-Joling provided an update on actions at the recent City Council meeting.

The General Manager said that he would invite Jim Hawley, Dean Sawyer, and Ed Simon from Lincoln County Emergency Services to attend the next regular meeting of the Port Commission to discuss the Port's emergency plan.

## **XI. UPCOMING MEETINGS/EVENTS**

- A.** Cascades West Area Commission on Transportation, July 24, 5:00 p.m.
- B.** Association of Public Ports, Stockton, CA, August 10-13
- C.** Fishermen's Forum, August 13, 8:30-9:30 a.m.
- D.** Regular Port Commission Meeting, August 26, 6:00 p.m.

## **XII. ADJOURNMENT**

The meeting was adjourned at 7:42 p.m.

ATTEST:

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Rob Halverson, President  
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Dean Fleck, Secretary