

**PORT OF NEWPORT**  
**MINUTES**  
**July 23, 2013**  
**Combined Work Session and Regular Meeting**

**I. CALL TO ORDER**

Commission President JoAnn Barton called the combined work session and regular meeting of the Port of Newport to order at 6:00 p.m. on Tuesday, July 23, 2013, at the South Beach Marina Activities Room, 2120 SE Marine Science Drive, Newport, OR 97365, the same being within the boundaries of the Port District.

**Commissioners Present:** JoAnn Barton, President; David Jincks, Vice-President; Walter Chuck, Secretary; Lloyd "Oly" Olson, Commissioner-Elect.

**Commissioner Excused:** Dean Fleck, Assistant Secretary-Treasurer.

**Port of Newport Management and Staff:** Don Mann, General Manager; Pat Albaugh, Finance Director; Pete Dale, Project Manager; Rick Fuller, NOAA Facilities Manager; Maureen Keeler, Special Projects Manager; Patty Benjamin, Administrative Assistant.

**Others Present:** Dr. Richard Beemer, Newport City Council; Larry Coonrod, News Times; Wayde and Barb Dudley, Newport residents; George Dunkel, Special Districts Association of Oregon; Lee Fries, CM/GC Selection Committee; Lt. Jason Malloy, Newport Police Department; Jim Meyers, Great Albacore Tuna BBQ Challenge; Dave Morgan, News Lincoln County; Dr. Hal Pritchett, Facility Use & Design and Terminal Steering Committees; Pat Ruddiman, ILWU Local 53; Jim Shaw, South Beach resident.

**II. OATHS OF OFFICE**

The Commission Chair administered the oaths of office for Walter Chuck, Position 1, 2-year unexpired term expiring 06/30/2015; David Jincks, Position 2, 4-year term expiring 06/30/2017; and Lloyd "Oly" Olson, Position 4, 4-year term expiring 06/30/2017, who had won seats on the board in the May 21, 2013 special election.

**III. ELECTION OF OFFICERS**

Commissioner Jincks nominated Commissioner Barton as President; himself as Vice-President; Commissioner Chuck as Secretary; Commission Olson as Treasurer; and Commissioner Fleck as Assistant Secretary-Treasurer. Commissioner Olson seconded the motion.

By way of discussion, Commissioner Jincks said this would normally have been a year when the slate of officers would have changed, but in view of the fact that a committee had been formed to search for a new General Manager, he felt the stability of Commissioner Barton remaining board chair was important. Commissioner Chuck said it had been Commissioner Fleck's intention to nominate him as Commission President but he would support Commissioner Jincks' motion.

There being no other nominations, the chair called for a vote and the motion passed 4-0.

**IV. MINUTES**

**A. Budget Hearing & Combined Work Session & Regular Meeting—June 25, 2013**

Commissioner Chuck moved to approve the minutes of the Budget Hearing & Combined Work Session & Regular Meeting of June 25, 2013 as submitted. Commissioner Jincks seconded the motion and it passed 4-0.

**V. FINANCIAL STATEMENTS**

**A. Financial Reports.**  
**B. Accounts Paid.**

There were no questions or comments on the Financial Statements or Accounts Paid.

Commissioner Jincks moved, Olson seconded, to approve the Financial Statements and Accounts Paid, Check Nos. 11711-12056/Construction Fund; Check Nos. 12014-12064/NOAA Checking-OCB; and Check Nos. 34356-34466/Operating Account. The motion passed 4-0.

## **VI. PUBLIC COMMENT**

Lt. Jason Malloy, Newport Police Department, reported that the 30<sup>th</sup> annual National Night Out was Tuesday, August 6. He said more information about the block parties and celebrations associated with that event was available on the Police Department's website and at City Hall. He also reported that incidents of car clouts were up and advised not leaving valuables in sight inside vehicles and locking car doors.

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

### **A. Department Reports.**

- Kevin Bryant, Commercial Marina Harbormaster\*
- Pete Dale, Project Manager\*
- Jim Durkee, Terminal Operations Supervisor\*
- Rick Fuller, NOAA Facilities Manager\*
- Maureen Keeler, Special Projects Manager\*
- Gina Nielsen, Marina Office Supervisor\*
- Chris Urbach\*

### **B. General Manager.**

General Manager Don Mann said he, Commissioner Jincks, and Terminal Operations Supervisor Jim Durkee had met with McRoberts Maritime Security at the terminal to survey the area and discuss traffic flow, gates, and a security plan for that facility.

The Port had received written comments from commercial fishermen regarding the requirement in the new Ordinance Code for vessels to carry general liability and pollution insurance coverage. The General Manager will set up a meeting with Commissioner Jincks, insurance agent John McKnight, and concerned fishermen to explore alternatives and options.

The General Manager and Commissioners Barton and Olson will attend the City Council meeting and public hearing at 7:00 p.m. on August 5 to present a summary of the process the Port used in developing its Strategic Business Plan and Capital Facilities Plan.

### **C. Commissioner's Reports.**

Commissioner Jincks reported on a meeting that had been held on Monday, July 22, 2013, with Terminal Renovation Project Manager Frank Berg to discuss issues, including mitigation planning for future dredging and the Port's application for a 1200Z permit, that were still outstanding. At the request of Commissioners Barton and Jincks, the General Manager explained that the 1200Z permit requires stringent monitoring, testing, and reporting on water that goes into the storm drains and into the bay. Commissioner Barton pointed out that it had been the consensus of the Port's consultants that pursuing the more stringent testing would probably not have been required, but it was decided that it was in the Port's best interests and the water quality's best interests to hold to the higher standard. The application is in process. Commissioner Jincks said security had also been discussed at the construction meeting and Homeland Security grants might be available for barricades, cameras, and fencing. The General Manager said he and the McRoberts representative would follow up. Jincks said signage would be especially important to let the public know that the terminal facility was not a recreational area.

## **VIII. OLD BUSINESS**

### **A. Terminal Renovation Project—Frank Berg, Day CPM Services.**

Frank Berg, Day CPM Services, was not present at the meeting.

## **IX. NEW BUSINESS**

**A. Great Albacore Tuna BBQ Challenge.**

Jim Meyers said that last year had been the trial run for the Great Albacore cook-off and it was so successful that the Oregon Albacore Commission decided to hold the event for a second year with a two-day competition. The site will be held south of the bridge, in the fenced area that was formerly the NOAA construction site. The event will kick off with a Newport Chamber of Commerce After-Hours visit on Friday, August 9, and will run through Sunday, August 11. Meyers said it would be a great event that would highlight the albacore tuna industry, the Port, the working waterfront, and NOAA MOC-P on its second anniversary in Newport. Proceeds from the Great Albacore Tuna BBQ Challenge will benefit the Newport Food Pantry.

**B. Job Description, Benefit Package, Process Timeline—General Manager Position.**

George Dunkel, Special Districts Association of Oregon, provided an update on the progress of the search for a new General Manager for the Port of Newport. He had given the commissioners copies of the job description and process timeline for their review. He suggested holding an open reception October 6, the night before the interview process, so that the candidates would be available to community members directly associated with the Port, and the commission could receive input on peoples' impressions of them away from a formal setting. A discussion followed on the salary range, benefits package, and attracting quality candidates. Commissioner Jincks said that he was comfortable with the job description and timeline, and his input on the benefits package would be a starting annual salary of \$90,000 and negotiable from there. Commissioner Barton recapped the proposal to have the salary range begin at \$90,000 annually—negotiable, commensurate with experience, with benefits as per current district policy.

Commissioner Jincks moved to approve the job description, benefits package, and the process timeline for the position of General Manager of the Port of Newport. Commissioner Olson seconded the motion.

Commissioner Chuck asked if the commission would get a copy of the job announcement, and Dunkel said the job announcement would be developed from the job description and done after the job description was approved by the board.

The chair called for a vote and the motion passed 4-0.

Dunkel added that the job posting would begin the following day and an announcement flyer would be completed later in the week.

**X MEETING RECESS** at discretion of the chair.

There was no meeting recess.

**IX. OTHER**

There was no other business.

**X. PUBLIC COMMENT**

Newport resident Lee Fries said he was pleased to see Port of Newport signs on the sides of Port vehicles, and was happy that the bumpers on the South Beach launch ramp were a work in progress and that the Port crew had trimmed the trees and brush along the road above the International Terminal. He said he would like to see a bigger, better, and brighter sign for the International Terminal and added that some of the other signs at the Port of Newport need painting. He also suggested that the Port of Newport should have its own flag.

South Beach resident Jim Shaw reported that there was a 40-foot sailboat broadside on the rocks on the north jetty.

**XI. UPCOMING MEETINGS**

- A. Association of Pacific Ports Annual Conference, Redwood City, CA, August 4-7
- B. Fishermen's Forum, Port Dock 7 Operations Shop, August 14, 8:30-9:30 a.m.
- C. Grand Re-Opening of International Terminal/Ribbon Cutting, August 16, 3:00 p.m.
- D. Marina Users Meeting, South Beach Marina, August 21, 8:30-9:30 a.m.
- E. Combined Work Session and Regular Meeting, South Beach Marina Activities Room, August 27, 6:00-8:00 p.m.

**XII. ADJOURNMENT**

There being nothing more to come before the Board of Commissioners, the meeting was adjourned at 6:45 p.m.

**ATTEST:**

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JoAnn Barton, President

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Walter Chuck, Secretary