

PORT OF NEWPORT
MINUTES
August 28, 2012
Regular Meeting

I. CALL TO ORDER

Commission President JoAnn Barton called the regular meeting of the Port of Newport Board of Commissioners to order on Tuesday, August 28, 2012 at 6:00 p.m. in the South Beach Marina Activities Room, 2120 SE Marine Science Drive, Newport, OR, the same being within the boundaries of the Port District.

Commissioners Present: JoAnn Barton, President; David Jincks, Vice-President; Walter Chuck, Secretary; Don Mathews, Treasurer.

Commissioner Excused: Dean Fleck, Assistant Secretary-Treasurer.

Port of Newport Management and Staff: Don Mann, General Manager; Pat Albaugh, Director of Finance; Pete Dale, Project Manager; Rick Fuller, NOAA Facilities Manager; Jim Durkee, Terminal Operations Supervisor; Maureen Keeler, Special Projects Manager.

Others Present: Lon Brusselback, Newport City Council; Larry Coonrod, Newport News Times; Rex Capri and Barb Dudley, Newport residents; Yale Fogarty and Pat Ruddiman, ILWU Local 53; Lee Fries, CM/GC Selection Committee; Dave Morgan, News Lincoln County; Jim Myers, Great Albacore BBQ Challenge; Dr. Hal Pritchett, Facility Use & Design and Terminal Steering Committees; Jim Shaw, South Beach resident.

II. MINUTES

- A. Work Session—July 24, 2012**
B. Regular Meeting—July 24, 2012

Commissioner Chuck moved, Mathews seconded, to approve the minutes of the Work Session of July 24, 2012. The motion passed 4-0.

Commissioner Jincks moved, Mathews seconded, to approve the minutes of the Regular Meeting of July 24, 2012 as submitted. The motion passed 4-0.

III. FINANCIAL STATEMENTS

- B. Financial Reports.**
C. Accounts Paid.

There were no questions or discussion on the financial reports and accounts paid.

Commissioner Chuck moved, Jincks seconded to approve the Financial Statements and Accounts Paid, Check Nos. 11631-11639/Construction Fund; Check Nos. 11763-11785/NOAA Checking-OCB; and Check Nos. 33051-33166/Operating Account.

In answer to questions from Commissioners Barton and Mathews, Finance Director Pat Albaugh said the South Beach Marina & RV Park was still “making ends meet”, even though revenue was down compared to last year. He said those areas were being carefully examined to see how the numbers could be improved.

The motion to approve the financial reports and accounts paid passed 4-0.

IV. PUBLIC COMMENT

There was no public comment.

V. 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, RV-Marina Office Supervisor*
- Chris Urbach, South Beach Marina Harbormaster*

B. General Manager.

The General Manager reviewed topics included in his written report and added the following items:

- A brief discussion about establishing an alternative parking area for fishermen at Port Dock 7 while construction work is being done at the Lincoln County Historical Society building on the bayfront.
- Distributed an informational brochure provided by Newport Police Chief Mark Miranda on beach debris.
- Discussed possible dates for the commission to meet with Benkendorf and Associates to discuss the Port of Newport Strategic Business Plan/Capital Facilities Plan.
- Asked the commissioners to forward their questions relating to PERS to the General Manager or Finance Director, so a representative from PERS can research information prior to meeting with Port management and staff about the PERS program.
- Asked for and received a consensus from the board on issuing a memo to marina users and moorage holders to clear miscellaneous gear, appliances, fillet tables, and other storage or debris from all marina docks and fingers. Mann said there would be public hearings on the new ordinance, which will address specific rules and regulations for dock storage but, in the meantime, clutter on the docks had become a safety issue.
- Reported that the proposed location of the new administration office had been staked out in the grassy area east of the modular office, and invited comments, questions, or suggestions.
- Commissioner Barton encouraged the commissioners to get back to the General Manager with a date that they would be free to schedule a public forum to update the community on the proposed Teevin Bros. log export project.

C. Commissioners' Reports.

The commissioners had no reports apart from working on their normal Port committees and activities.

VI. OLD BUSINESS

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

1. Amendment No. 21—General Conditions
2. Amendment No. 22—Remaining Work on East Dock

The Commission had received an update on the Terminal Renovation Project from Frank Berg, Day CPM Services, at the noon work session and took action, approving Amendments No. 21 and 22 to the contract between the Port of Newport and Natt McDougall Company. The chair ratified that vote and invited comments or questions on the action from the public. There were none.

B. NOAA MOC-P First Anniversary Celebration/Albacore Tuna BBQ Challenge—Jim Myers

Jim Meyers, organizer of the NOAA MOC-P First Anniversary Celebration/Albacore Tuna BBQ Challenge, provided an update on the two-day event, which had been held at Port Dock 7 on August 11, 2012. He said it had been an excellent showcase for the Port, the community, and the region. He said plans were already underway for next year's event, including a declaration of August as "Oregon Albacore Month". The Tuna BBQ Challenge is a fund-raiser for the Newport Food Pantry and, in keeping with the agreement between the Port and the event's organizers to "split the profits", Meyers handed Commissioner Barton a check in the amount of \$1,506. Barton proposed donating the Port's portion of the profits back to the Food Pantry and complimented Meyers on his enthusiasm and dedication to the community. The General Manager and other commissioners were in full agreement.

C. Oregon Brewing/Rogue Expansion Project.

1. Statutory Quitclaim Deed and Release of a Portion of Water Pipeline Easement
2. City of Newport Public Utility Easement

The General Manager explained that as a result of expansion of the Rogue Brewery, the main water line and easement had to be rerouted, eliminating the existing water pipeline easement and creating a new one. The City of Newport issued a quitclaim deed, releasing the old property back to the Port and requested an easement for the new location.

Commissioner Mathews moved to approve the statutory quitclaim deed and release of a portion of water pipeline easement. Commissioner Jincks seconded the motion and it passed 4-0.

Commissioner Chuck moved to approve the City of Newport Public Utility Easement. Commissioner Jincks seconded the motion and it passed 4-0.

D. Pedestrian/Vehicle Safety Plan Task Force.

General Manager Don Mann reviewed the process that led to the appointment of a City/County/Port task force to discuss pedestrian and vehicle safety related to increased truck traffic created by the proposed log handling yard at the Port's International Terminal. The Port would be the lead agency and the focus of the task force would be to bring a recommendation back to the Port Commission. Commissioner Barton said a facilitator would be recommended to keep the agenda moving forward, rather than a chair person. A "Doodle" meeting was conducted to establish a date for the first meeting of the task force and September 5, 2012 was proposed.

E. IFA Port Planning & Marketing Grant Application—Yaquina Bay Ocean Technology Center.

General Manager Don Mann asked the board to approve a grant application to the Infrastructure Finance Authority/Oregon Business Development Department for funding to conduct a needs assessment and cost estimate for developing a parcel of Port property adjacent the NOAA facility for an ocean technology center.

Commissioner Jincks moved to authorize the General Manager to submit a grant application to the IFA for needs assessment, concept drawings, and preliminary cost estimates on a proposed ocean technology center. Commissioner Chuck seconded the motion and it passed 4-0.

VII. NEW BUSINESS

A. Pacific Habitat Services (PHS) Contract—Permit Application and Wetland Consulting Services at McLean Point.

The General Manager explained that the contract was for environmental consultant John Van Staveren, Pacific Habitat Services, to prepare a permit application related to restoration and enhancement of wetland areas on nine acres of Port property and six acres of property belonging to Rondys, Inc. that would be the site of the proposed Teevin Bros. log handling yard at the International Terminal. The permit application expense would be shared by the Port and Rondys, Inc. The permit would be submitted to the Army Corps of Engineers for review and comment. The chair called for a motion.

Commissioner Chuck moved to authorize the General Manager to execute a contract with Pacific Habitat Services for a permit application and wetland consulting services at McLean Point. Commissioner Mathews seconded the motion and it passed 4-0.

B. Seafood Consumer Center Lease.

General Manager Don Mann said the proposed lease was for office space at the Newport International Terminal for Seafood Consumer Center and the tenant would be Heather Mann (no relation to Don Mann). The lease would commence on September 1, 2012 at the base rate of \$200.00 per month, and the term would be for one year with an option to renew. Certificates of insurance had already been received and the General Manager recommended approval.

Commissioner Jincks declared a conflict of interest and asked to recuse himself because Heather Mann was under direct contract with him for other services.

Commissioner Chuck moved to approve the proposed lease between the Port of Newport and Seafood Consumer Center and authorize the General Manager to sign the contract. Commissioner Mathews seconded the motion and it passed 3-0 with Commissioner Jincks abstaining.

C. Forklift Purchase.

The General Manager explained that financing for a replacement forklift for the South Beach Marina had been included in the 2012-2013 budgeting process. The forklift currently in use was about ten years old but could probably be sold for 2,500-3,000 to offset the cost of the new one.

Commissioner Mathews moved to authorize the purchase of a new forklift. Commissioner Jincks seconded the motion and it passed 4-0.

D. Surplus Declaration—Daewoo G25E3 Forklift.

Commissioner Jincks moved to declare the Daewoo G25E3 forklift surplus to the Port's needs so that it could be advertised for sale. Commissioner Chuck seconded the motion and it passed 4-0.

E. Electric Vehicle “Burden Carrier” Purchase—NOAA MOC-P Facilities Management Vehicle.

The General Manager explained that \$15,000.00 had been dedicated in the NOAA MOC-P budget for the purchase of an all-electrical “burden carrier” vehicle for the NOAA Facilities Manager, Rick Fuller, to use in conducting his work. Fuller had found a vehicle for \$11,722.40 and staff recommended approval.

Commissioner Chuck moved to approve the purchase of an electric vehicle “burden carrier” to be used by the NOAA Facilities Manager, not to exceed \$11,722.40. Commissioner Jincks seconded the motion and it passed 4-0.

F. OCZMA Designated Representative and Alternate.

Commissioner Chuck said he would continue as the Port's designated representative to OCZMA and made a motion to that effect. The motion was seconded by Commissioner Jincks and passed 4-0.

General Manager Don Mann agreed to continue as alternate.

VII. MEETING RECESS at discretion of the chair.

There was no meeting recess.

IX. OTHER

There was no other business.

X. PUBLIC COMMENT

There was no public comment.

XI. UPCOMING MEETINGS/EVENTS

- A. Labor Day Holiday, Port Office Closed, September 3
- B. Newport Wild Seafood Weekend, Port Dock 7, September 8-9
- C. Fishermen's Forum, Port Operations Shop, September 12, 8:30-9:30 a.m.
- D. Marina Users Meeting, South Beach Marina, September 19, 8:30-9:30 a.m.
- E. Oregon Public Ports Association, 2012 Conference, Newport, September 20-21
- F. Work Session, South Beach Marina Activities Room, September 25, 12:00 p.m.
- G. Regular Meeting, South Beach Marina Activities Room, September 25, 6:00 p.m.

XIII. ADJOURNMENT

There being nothing more to come before the Board of Commissioners, the meeting was adjourned at 6:55 p.m.

ATTEST:

JoAnn Barton, President

Walter Chuck, Secretary