

PORT OF NEWPORT
MINUTES
September 25, 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, September 25, 2012 at 6:00 PM 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; 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; Barb Martin, Accounting Assistant; Patty Benjamin, Administrative Assistant.

Others Present: Dianna Billot, Gold Beach resident; Wayde Dudley, Newport resident; Yale Fogarty and Pat Ruddiman, ILWU Local 53; Lee Fries, CM/GC Selection Committee; Dave Morgan, News Lincoln County; Dr. Hal Pritchett, Facility Use & Design and Terminal Steering Committees; Jim Shaw, South Beach resident; Derrick Tokos, Community Development Director, City of Newport.

II. MINUTES

- A. Work Session—August 28, 2012**
- B. Regular Meeting—August 28, 2012**

Commissioner Jincks moved to approve the minutes of both the Work Session and Regular Meeting of August 28, 2012 as submitted. Commissioner Mathews seconded the motion and it passed 5-0.

III. FINANCIAL STATEMENTS

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

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

Commissioner Fleck moved, Commissioner Chuck seconded, to approve the Financial Statements and Accounts Paid, Check Nos. 11640-11649/Construction Fund; Check Nos. 11786-11815/NOAA Checking-OCB; and Check Nos. 33167-33307/Operating Account. The motion passed 5-0.

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—Commissioner Fleck asked about the development of recreational access areas as mitigation sites. Dale and General Manager Don Mann explained that one of four sites is done, and the Port is working with DSL, ACOE, and ODFW on adding one additional site to take the place of one that was designated as a crabbing dock at Port Dock 7. John Van Staveren, Pacific Habitat Services, is working on the permit applications. Mann said there were no penalties for the delay in completing the sites.
- 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.

General Manager Don Mann said that Al Benkendorf, The Benkendorf Associates Corp., would like to meet with key staff and two commissioners on the Strategic Business Plan/Capital Facilities Plan. The meeting is scheduled for October 4, 2012, from 1:30 p.m. – 3:30 p.m. Commissioners Jincks and Chuck will attend.

The General Manager provided an update on recent meetings he had attended:

- Participated in a ninety-minute briefing with Colonel Funkhouser, who has assumed command of the Army Corps of Engineers (ACOE) Northwest Division. Also present were representatives from the Columbia River Pilots, Port of Portland, PNGC Power, Shaffer Transportation, Port of Coos Bay, and Pacific Northwest Waterways Association (PNWA).
- Attended Special Districts Association of Oregon (SDAO) regular board meeting. Will arrange for staff to attend SDAO risk management training. Commissioner Barton encouraged all commissioners who can to attend SDAO annual meeting in February.
- Attended Oregon Public Ports Association (OPAA) business meeting and quarterly ports meeting.
- No firm date had been chosen for the next public forum on the Teevin log handling yard but mid-to-late October is being considered.

General Manager Don Mann said that he had received a request from the non-profit Newport Sea Lion Dock Foundation to purchase 80 feet of wooden dock that is tied at the end of the hoist dock at Port Dock 7. Their intent is to use the dock to replace the old floating dock inside the Port Dock 1 area on a temporary basis, until it can be replaced by a concrete dock they purchased from the Embarcadero. Mann recommended that if the dock is declared surplus, it should be sold to the foundation at \$35 per linear foot with the understanding that they would be responsible for removing and storing the dock when they come up with a permanent plan. Commissioner Jincks cautioned that the dock might be surplus now but when pier issues come up at Port Dock 5, the Port will need any additional dockage available to make a link between Port Docks 5 and 7. In answer to a question from Commissioner Jincks, Project Manager Pete Dale estimated that reconditioning a concrete dock would cost a minimum of \$250 for every ten feet, plus labor. Commissioner Mathews questioned whether the wooden dock in question was sturdy enough to withstand the winter weather, and added that he had gotten rid of his own concrete dock because it was so hard on the piling and “took out everything in its path” during a surge. A discussion followed about wear and tear the concrete dock could potentially cause on the pilings. It was the consensus of the commission to follow Mann’s recommendation, with the provision that the non-profit group be well aware that they would be responsible for the dock after they purchase it and liable for any damage to the Port’s infrastructure.

C. Commissioners’ Reports.

Commissioner Chuck reported that the first meeting of the Port of Newport and City of Newport Pedestrian/Vehicle Safety Plan Task Force had been held at the city council chambers on September 19. He said the Port’s role was to facilitate and the meeting had been well run and well attended. In answer to a question from Commissioner Jincks, Port Manager Don Mann said notes from the meeting would be circulated to the commissioners and the task force would prepare a written recommendation to the Port Commission and Newport City Council to include both short term and long term solutions.

Commissioner Fleck announced that the Tenth Annual U-DA-MAN fishing tournament would be held at the South Beach Marina on Sunday, October 7. This year’s tournament will include a silent auction. Proceeds from the tournament will go towards the continuing enhancement efforts of lower Yaquina Bay salmon stocks.

Commissioner Mathews said the Newport Fishermen’s Wives’ Wild Seafood Weekend was a success. He also mentioned that the wave energy buoy off Newport was generating a lot of interest.

VI. OLD BUSINESS

A. Terminal Renovation.

1. **Amendment No. 23—Ro-Ro Dock Modification**
2. **Amendment No. 24—2012 Dredging**
3. **Amendment No. 25—West Wall, Dolphin**

The Commission had been given an update by Frank Berg, Project Manager, Day CPM Services, at the noon work session. Berg had asked the board to approve Amendments No. 23, No. 24, and No. 25.

Commissioner Jincks moved to approve Amendment No. 23 to the Professional Services Agreement between the Port of Newport and Day CPM and to authorize General Manager Don Mann to sign the documentation. Commissioner Fleck seconded the motion and it passed 5-0.

Commissioner Fleck moved to approve Amendment No. 24 to the Professional Services Agreement between the Port of Newport and Day CPM and to authorize General Manager Don Mann to sign the documentation. Commissioner Jincks seconded the motion and it passed 5-0.

Commissioner Jincks moved to approve Amendment No. 25 to the Professional Services Agreement between the Port of Newport and Day CPM and to authorize General Manager Don Mann to sign the documentation. Commissioner Mathews seconded the motion and it passed 5-0.

VII. NEW BUSINESS

A. Accounting Software Purchase.

Finance Director Pat Albaugh explained that the Port's current software system for the two marinas was comprised of several different software packages, none of which integrated into the accounting software. He said staff had been evaluating programs to find the most cost effective package and asked for authorization to purchase new accounting software at a cost not to exceed \$14,000. In answer to a concern voiced by Commissioner Jincks, Albaugh said he would not spend the money if the system wasn't going to work. Commissioner Barton said her only hesitation was that the Port should look "farther down the road" and get a system that would satisfy its needs long term, rather than balancing what it can afford now with what it needs. Albaugh said this would be a phased-in approach with the ability to build on the system going forward. He said the improvement in accounting staff's efficiency would be immeasurable if they could spend more time analyzing current data and less time compiling historical data by hand. Commissioner Chuck asked if Albaugh could put some information together for the next commission meeting, with a description and a cost estimate of what it would take to replace the systems if it could be done in the next six months. Albaugh briefly described what he had in mind, which was eventually tying the two marinas together with one common data base and a program that would handle the commercial and recreational marinas, the RV Park, and the accounting function.

Commissioner Jincks moved, Chuck seconded, to authorize the General Manager to expend not in excess of \$14,000 on new accounting software. The motion passed 5-0.

VII. MEETING RECESS at discretion of the chair.

There was no meeting recess.

IX. OTHER

Derrick Tokos, Community Development Director, summarized a PowerPoint presentation on the City of Newport's Economic Opportunity Analysis. The analysis focused on policies to provide guidance on how the City should be working with its economic partners, including the Port of Newport, in the economic development arena. Tokos said the City shares many economic development objectives with the Port and noted that Port of Newport General Manager Don Mann had served on the Technical Advisory Committee. The analysis will be presented to the Newport City Council for adoption on October 1, 2012.

General Manager Don Mann announced that he would be on vacation starting October 19 through November 2. He asked the commission to consider changing their upcoming work session and regular meeting from October 23 to October 30, to accommodate the Oregon Finance Association meeting that is scheduled for October 23 in Portland. Finance Director Pat Albaugh will attend that meeting, as will the auditors from Talbot, Korvola & Warwick. The auditors were scheduled to present their audit report to the board at the regular meeting in October. The commission agreed to change the meeting.

X. PUBLIC COMMENT

South Beach resident Jim Shaw and Newport resident Lee Fries encouraged the Port to "build for the future" in considering the construction of a new administrative office.

XI. UPCOMING MEETINGS/EVENTS

- A. PNWA 2012 Annual Meeting, Vancouver, WA October 9-11
- B. Fishermen's Forum, Port Operations Shop, October 18, 8:30-9:30 AM
- C. Marina Users Meeting, October 17, South Beach Marina, 8:30-9:30 AM
- D. Work Session, South Beach Marina Activities Room, October 30, 12:00 PM
- E. Regular Meeting, South Beach Marina Activities Room, October 30, 6:00 PM

XIII. ADJOURNMENT

There being nothing more to come before the Board of Commissioners, the meeting was adjourned at 7:10 p.m.

ATTEST:

JoAnn Barton, President
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Walter Chuck, Secretary