

**PORT OF NEWPORT
MINUTES
January 13, 2014
Special Meeting**

I. CALL TO ORDER

Commission President JoAnn Barton called the special meeting of the Port of Newport Board of Commissioners to order on Monday, January 13, 2014 at 12:00 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. The purpose of the special meeting was to administer the Oath of Office for Commissioner Ken Brown and to finalize and approve the general manager's contract.

Commissioners Present: JoAnn Barton, President; David Jincks, Vice-President; Walter Chuck, Secretary; Dean Fleck, Assistant Secretary-Treasurer; Commissioner-Appointee Ken Brown.

Port of Newport Management and Staff: Don Mann, General Manager; Patty Benjamin, Administrative Assistant.

Others Present: Dennis Anstine, News Times; Stephanie Brown, Newport resident; Larry Coonrod, Lincoln County Dispatch; George Dunkel, Special Districts Association of Oregon; Dr. Hal Pritchett, Facility Use & Design/Terminal Steering Committees.

II. OATH OF OFFICE

Commission President JoAnn Barton administered the Oath of Office for Commissioner Ken Brown, who had been appointed to fill the commission vacancy, Position No. 4, left by the death of Lloyd "Oly" Olson, for an unexpired term ending June 30, 2017.

III. GENERAL MANAGER CONTRACT

Commissioner Barton introduced George Dunkel, Special Districts Association of Oregon (SDAO). Dunkel had been working as a consultant in negotiating the proposed employment agreement between the Port of Newport and Kevin Greenwood, who had been selected as the Port's new general manager. Commissioner Barton asked Dunkel to highlight any specific areas of the contract that differed substantially with the contract the Port had with its current general manager, Don Mann. Dunkel responded that the only substantial change was the format, and added that the contract had been vetted by numerous attorneys, including the Port's legal counsel. He said the new general manager's health insurance would cover his entire family, rather than just the employee and spouse; and the contract was for one year, with a provision for extension or re-negotiation. Greenwood would be granted two weeks' accrued vacation upon arrival, and would accrue vacation at a regular monthly rate as set by Port policy; however, in answer to a question from Commissioner Fleck, Dunkel said the two weeks that were initially granted would not carry over into the following year if not used. General Manager Don Mann pointed out that the Port is in the process of changing to a PTO policy, rather than allowing sick leave and vacation time to accrue, and Greenwood would participate in the process of drafting language for the new Port policy and employee handbook. The proposed contract set an annual salary for Greenwood of \$114,000. Commissioner Jincks suggested going into executive session to discuss contract negotiations and compensation matters, and the chair called for executive session at 12:15 p.m. However, an executive session had not been printed on the public agenda so the specific Oregon Revised Statute citations were not available to be read into the minutes. The discussion continued in open session. Referring to Greenwood's starting salary of \$114,000. Commissioner Jincks said his concern was what the ending salary would be. Commissioner Barton noted that the current general manager's contract had reached its maximum salary cap several years ago. Dunkel said Greenwood's contract did not include a salary cap, but suggested an alternative to salary increases, which would be an annual contract renewal at the same salary with an end-of-the-year bonus based on performance. Commissioners Brown and Fleck said they would be in favor of a performance based bonus. Commissioner Barton said that was a policy that the commission would need to discuss, develop, and formalize. She called for a motion.

Commissioner Chuck moved to approve the final draft of the employment agreement between the Port of Newport and Kevin Greenwood. Commission Jincks seconded the motion.

A brief discussion followed as to whether the motion would need to be amended to include an authorization for the commission president to sign the final employment agreement. It was decided that the motion would stand.

The chair called for a vote and the motion carried 5-0.

George Dunkel thanked the commission for allowing SDAO to participate in the search process and contract negotiations for the new general manager. He said he felt Kevin Greenwood was a great choice and a good fit for the Port. Commissioner Jincks added that he had been extremely pleased with the selection committee's work and their commitment to the process. Commissioner Barton thanked the other commissioners for their help and support.

IV. PUBLIC COMMENT

There was no public comment.

V. UPCOMING MEETINGS/EVENTS

- A. Martin Luther King Day, January 20, Port Office Closed
- B. Work Session & Regular Meeting, January 28, 6:00 p.m., South Beach Marina Activities Room

VI. ADJOURNMENT

There being nothing more to come before the Board of Commissioners, the special meeting was adjourned at 12:30 p.m.

ATTEST:

JoAnn Barton, President

Walter Chuck, Secretary

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