

**PORT OF NEWPORT
MINUTES
January 27, 2011
SPECIAL WORK SESSION**

I. CALL TO ORDER

Commission President Ginny Goblirsch called the special work session of the Port of Newport Board of Commissioners to order on Thursday, January 27, 2011, at 3:00 p.m., in the Port of Newport Conference Room, 600 SE Bay Blvd., Newport, OR, the same being within the boundaries of the Port District.

The purpose of the meeting was to hold an in-house financial statements work shop.

Commissioners Present: Ginny Goblirsch, President; JoAnn Barton, Vice-President; David Jincks, Secretary; Dean Fleck, Assistant Secretary-Treasurer.

Commissioner Excused: Don Mathews, Treasurer.

Port of Newport Management and Staff: Don Mann, General Manager; Patti Britton, Finance Director; Pete Dale, Project Manager; Patty Benjamin, Administrative Assistant.

Finance Director Patti Britton conducted the work shop, which focused on the Port of Newport's monthly financial statements, fund accounting, and a summary of the budgeting process. She distributed handouts to the commissioners and projected statements and forms onto a screen to provide more detail.

The commissioners expressed the following concerns and recommendations during the work shop, and asked staff to follow up:

- How does income from hoist dock services compare with the Port's expense in terms of equipment maintenance and salaries for the operations crew?
- Would it save the Port money to hire lower wage people to run the forklifts and offload boats, freeing up the higher paid personnel to do general maintenance and eliminating inefficient "wait times" when boats are late for offloading or don't show up at all?
- Is the Port charging the fish buyers enough for forklift services, hoist services, and lot storage?
- What are the associated costs to the Port for allowing fuel to go across the terminal dock, and why is the 3-cent fueling charge not dedicated to those costs or put directly into fueling insurance or maintenance for the terminal?
- Should a formal training course be arranged for newly-elected Port commissioners?
- What is the "ballpark figure" for new revenue that will be realized from the NOAA lease?
- Should a dedicated amount of revenue from the NOAA lease be put into the maintenance reserve account annually?
- Should a certain amount of the NOAA revenue be set aside for future dredging of the commercial and South Beach marinas?
- What did the NOAA MOC-P Homeport Project SFO require as far as maintenance and what maintenance categories were set aside in the Port's proposal?
- Would it be possible to categorize separate accounts within the maintenance reserve fund and dedicate those accounts to each individual revenue center?

II. ADJOURNMENT

There being no further business to come before the Special Work Session of the Port Commission, the meeting was adjourned at 4:38 p.m.

ATTEST

Ginny Goblirsch, President

David Jincks, Secretary