

**PORT OF NEWPORT MINUTES**

December 12, 2018

Commission Special Meeting

*This is not an exact transcript. The audio of the session is available on the Port's website.*

**Agenda Item**

**Audio  
Time**  
0:00

**I. CALL TO ORDER**

Commission President Stewart Lamerdin called the Regular Commission Meeting of the Port of Newport Board of Commissioners to order at 12:02 pm at the South Beach Activities Room, 2120 SE Marine Science Drive, Newport, Oregon.

**Commissioners Present:** Walter Chuck (Pos. #1), Secretary/Treasurer; Sara Skamser (Pos. #2), Vice President; Stewart Lamerdin (Pos. #3), President; and Jeff Lackey (Pos. #4). Jim Burke (Pos. #5) arrived at 12:07 pm.

**Management and Staff:** Teri Dresler, Interim General Manager; and Karen Hewitt, Administrative Supervisor.

**Members of the Public and Media:** No members of the public or media were present.

**I. PUBLIC COMMENT**

There was no public comment.

**II. GENERAL MANAGER SEARCH COMMITTEE REQUEST TO EXTEND  
TIMELINE.**

0:11

**A. Staff Report**

Lamerdin declared an actual conflict of interest and did not participate in the discussion or vote. Skamser acted as Chair for the remainder of the meeting.

Dresler introduced the staff report and proposed revised timeline from Bill Anderson, consultant from SDAO. She commented on dates that correspond to holidays, and Newport schools' Spring Break, and other dates that should be considered in the timeline. Burke and Skamser spoke about the discussion in the selection committee regarding the choices of dates. There was discussion about shortening the timeline, the timing of background checks, the Commission reserving the right to complete some background research, the salary offered, and veterans' preference.

0:30

**A motion was made by Burke and seconded by Lackey to adopt the following timeline for  
General Manager Recruitment:**

December 31, 2018	Recruitment Period Opens, Special Districts Association of Oregon (SDAO) posts job description and profile.
February 8, 2019	Recruitment Period Closes at 4:00 PM
Week of Feb. 13, 2019	Candidate resumes to Search Committee for review and ranking.

Search Committee – George Dunkel, Teri Dresler,  
2- Commissioners, 2-Community Members.

Week of Feb. 15, 2019 Search Committee Meeting in Newport to create a list of semi-finalists.

March 3, 2019 4 pm – 6 pm Community Open House for candidates.

March 4, 2019 Interviews: All Commissioners, 4 – 5 Community Members. Simultaneously Port staff conduct walking tours/interviews of limited number of facilities.

March 5, 2019 Board of Commissioners Meeting and possible announcement of contingent offer to new General Manager.

Week of March 18, 2019 Complete Background Checks and Final Agreement with final Candidate.  
*Regular Monthly Meeting is scheduled for March 26, 2019.*

April 1 - 15, 2019 Projected start date for new General Manager.

**The motion passed 4 – 0. (Lamerdin abstained.)**

45:30

**III. PUBLIC COMMENT**

There was no public comment.

**IV. ADJOURNMENT**

46:01

Having no further business, the meeting adjourned at 12:46 pm.

ATTESTED:

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Stewart Lamerdin, President Pro Tem

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Walter Chuck, Secretary/Treasurer Pro Tem