

PORT OF NEWPORT MINUTES

June 23, 2020

Regular Commission Meeting

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

This meeting was held virtually only through Zoom. The media and public were invited to view the live stream of this meeting on our YouTube Channel, Port of Newport Commission Meeting Audio, and were invited to participate during public comment. Live chat was not monitored. The public could also submit a comment through a form on our website no later 4:00 pm on Monday, June 22nd. No comments were received in advance of the meeting.

Agenda Item

Audio Time

I. CALL TO ORDER 0:00

Commission Vice-President Jim Burke called the Regular Commission Meeting of the Port of Newport Board of Commissioners to order at 6:00 pm.

Commissioners Present: Walter Chuck (Pos. #1), Secretary/Treasurer; Kelley Retherford (Pos. #2); Gil Sylvia (Pos. #3); Jeff Lackey (Pos. #4); and Jim Burke, Vice-President (Pos. #5).

Management and Staff: Paula J. Miranda, General Manager; Aaron Bretz, Director of Operations; Mark A. Brown, Director of Finance & Business Services; and Karen Hewitt, Administrative Supervisor.

Members of the Public and Media: Sara Skamser; Angela Nebel, Summit Public Relations Strategies.

II. COMMISSIONER RECOGNITION, SARA SKAMSER 0:59

Miranda said she invited Skamser to attend the meeting for a chance to give proper goodbyes. Each Commissioner gave words of thanks to Skamser for her service on the Commission and her contributions to the community. Skamser spoke of her pleasure at seeing the changes in the Port during her tenure. Miranda also expressed gratitude for her guidance, and she said she will be missed by staff. Miranda presented a plaque recognizing Skamser’s service to the Port.

III. COMMISSIONER KELLEY RETHERFORD OATH OF OFFICE 13:59

Retherford recited the oath of office, formally becoming a Port Commissioner.

IV. CHANGES TO THE AGENDA 15:28

There were no changes to the Agenda.

V. PUBLIC COMMENT..... 15:39

There was no public comment at this time.

VI. CONSENT CALENDAR..... 15:45

- A. Minutes
 - 1. Budget Hearing & Regular Commission Meeting..... May 26, 2020
- B. Resolution 2020-08 Authorizing Engagement of Auditor yrs 2 and 3
- C. Financial Reports
- D. Contracts
 - 1. DSL Waterway Amended Lease 11873-ML, Commercial Marina (\$36,016.23)
 - 2. NOAA Landscape Maintenance – Spiro Landscapes

A motion was made by Lackey and seconded by Chuck to approve the Consent Calendar. The motion passed 5 – 0.

VII. OLD BUSINESS..... 16:29

- A. Items Removed from Consent Calendar

There were no items removed from the Consent Calendar.

- B. Accounts Paid 17:30

A motion was made by Chuck and seconded by Lackey to approve the Accounts Paid. The motion passed 5 – 0.

- C. Resolution 2020-09 Authorizing Check Signers 18:08

Brown introduced the resolution and said this give the Port the ability to change signers when someone leaves Port services or the Commission to avoid the risk of fraudulent activity.

A motion was made by Chuck and seconded by Lackey to adopt Resolution 2020-09 Authorizing Check Signers. The motion passed 5 – 0.

- D. Resolution 2020-10 Setting Rates, Fees & Charges 21:13

Brown introduced the Resolution, which is part of the budget process. He commented that there was generally a 4% increase in rates, with a 10% increase in commercial marina rates per an agreement. He said a utility fee for liveaboards and a parking fee at the Recreational Marina were added. The parking fee would help with replacement of the blacktop when needed. Miranda said a public comment was sent to her from Ray Brant saying he felt there was veteran’s discrimination because discounts were on limited fees. Miranda said Brown had done some research reaching out to other ports. Miranda said veterans’ discounts were not a requirement, and the Port of Newport currently gives the most discounts for military and veterans. The Commission decided this could be discussed further with next year’s budget process. Chuck asked how the parking fee would apply to

the marina charter office customers. Miranda said customers with leases would be provided with a certain amount of parking and she will look at the Marina Store lease. Miranda said the Port was looking to give warnings the first 2 – 3 months of the new parking fees and no penalty has been set at this point. Chuck suggested designating parking spots for cars vs boats. He also suggested it be clear that the parking fee did not apply to a spot on Marine Science Drive.

A motion was made by Lackey and seconded by Sylvia to approve Resolution 2020-10 Setting Rates, Fees & Charges. The motion passed 5 – 0.

Chuck commented that he supported the rates and fees but didn't think the parking fee was a good idea.

E. Contract, Summit Public Relations Strategies, LLC.....

34:27

Miranda welcomed Angela Nebel and introduced the staff report and materials provided by Nebel. Miranda said she heard from the community that the Port was doing better on outreach with up to date information, largely attributable to Nebel's work. Miranda added she wouldn't want to lose the opportunity to work with a professional and desired to continue this service, which came in under the budgeted amount of \$30,000. Chuck said he had no issue with the service provided, but was concerned about potential budget changes. Sylvia said he thought it was timely to do public relations in this period of transition and was critical to the Port's future. Lackey said he appreciated the work this year and it was hard to put a dollar amount on that. Retherford commented it was important to maintain the position in the community and important to have Nebel on board. Burke said Nebel added a lot of clarity to what the Port does for its constituents, creating allies and explaining decisions. He added this will be a tough budget year but this work was paramount.

A motion was made by Lackey and seconded by Sylvia to authorize the General Manager to contract with Summit Public Relations Strategies, LLC, and move forward with the proposal not to exceed \$23,800. The motion passed 4 – 1 with Chuck opposed.

F. Resolution 2020-11 Adopting a Port of Newport Employee Handbook and Replacing the Personnel Manual.....

43:28

Miranda referred to the updated draft sent out earlier in the day. There were a couple of changes requested by SDAO and attorney Pete Gintner, mostly related to harassment. The Port does have a harassment policy in place. She said the new Handbook brought Port policy up to date with current laws. She added this would also simplify changes by doing them at management level. Brown said the handbook was based on a template from HR Answers. He commented that an on-call policy was added, the handbook includes legally mandated requirements from the recent legislative session, and included the requirement for a pre-termination hearing.

Sylvia asked if there were any other major changes besides updating to current law, and if there are any Port specific employment rules. Miranda said the Port looks at public laws and make sure to follow them, including rules governing a public entity. Brown said the old manual was reviewed to make sure nothing was missed in the new handbook. Sylvia asked if employees had reviewed the handbook. Miranda said employees would receive a copy when onboarding and current employees

will get the update. Miranda said the draft was written by Brown, sent for comments to Miranda and Bretz, the sent for review to SDAO and Gintner. Lackey said he appreciated the handbook meeting requirements and providing clarity to staff. Miranda said the employees need to know their rights and obligations and will sign an acknowledgement form.

A motion was made by Chuck and seconded by Lackey to Approve Resolution 2020-11 Adopting a Port of Newport Employee Handbook and Replacing the Personnel Manual. The motion passed 5 – 0.

VIII. NEW BUSINESS

A. Election of Commission Officers.....

53:30

A motion was made by Chuck and seconded by Lackey to hold the election of Commission Officers at the June 23, 2020 Commission Meeting, to be effective July 1, 2020 for Fiscal Year 2020-2021. The motion passed 5 – 0.

Chuck nominated Burke for President, Lackey seconded. Burke was elected President by a vote of 5 – 0.

Lackey nominated Sylvia for Vice-President, Chuck seconded. Sylvia was elected Vice-President by a vote of 5 – 0.

Lackey nominated Chuck for Secretary/Treasurer, Sylvia seconded. Chuck was elected Secretary/Treasurer by a vote of 5 – 0.

B. Commission Liaisons.....

55:51

Miranda said some if the liaison positions carry additional time and obligations. Chuck commented that since he had been on the Commission they had done a good job of distributing these responsibilities rather than leaving them all on the President. He said some of the relationships were very important and needed consistency. With regard to Cascades West Council of Governments and Area Commission on Transportation, Sylvia will serve a liaison to both; often the meetings follow each other. Burke will continue as liaison to the Commercial Fishing Users Group Committee with Retherford as alternate. Chuck asked that another Commissioner serve as liaison to City Council, as BOEM Offshore Wind Task Force was a large time commitment and asked the Lackey serve as an alternate to BOEM. Lackey agreed and was appointed as alternate to BOEM and YBEF. Miranda said City Council met every other week, and staff could serve as alternate. Retherford will serve as liaison to City Council with Miranda as alternate. Chuck will send more information about BOEM.

IX. STAFF REPORTS

- A. General Manager
- 1. Director of Finance & Business Services
 - a) May Occupancy Report
- 2. Director of Operations

1:08:24

Miranda said unfortunately it was another month dealing with COVID-19. She said there were changes every day, and she had been sharing concerns with others in the region. She said SDAO and others were working on requesting funds for Ports. Miranda relayed that the Port of Newport was not hit as hard as some others. Brown projected the loss would be \$70,000 by the end of the fiscal year. Miranda said \$7,000 was recovered through the CARES Act. She added there is a possibility of applying for additional funds for projects in the budget. Miranda said she was working with the county emergency department who may be able to help with a grant application, primarily for replacement of Port Dock 7. Miranda mentioned the new Lincoln County mask requirement, and said the Port was already requiring staff to wear masks and take temperatures daily.

Miranda said the new insurance agent had already saved the Port 10%, \$10,000. She said although the Port had lost some money in the RV Park and Recreational Marina, business was steady. She commented on an article she read that more people are starting to travel by RV. Overall, the recreational side is still making money and more than last year. Miranda said the Port was also making progress on collecting on past due accounts. Miranda said work had begun on the storm sewer at South Beach, and the plan was to finish before the end of the month so it doesn't have to move to next year's budget. She said Bretz was busy providing information to the EDA. The timeline depends on what the Port wants vs. EDA expectations. The grant can be completed in 4 years, and the Port has permits for 2 years, but the Port would ideally complete the project this year. She said that the EDA was currently reviewing the Request for Proposal for a project manager. Staff would like to have the RFP out by July 1, a site visit on July 4, submissions in response to the RFP by July 17, and bring the decision to the Commission at the July Regular Meeting. The Bid Book is prepared, but needs to incorporate requests from EDA. Staff hopes to have that out for bid August 7, a site meeting August 21, and bids due on August 28. Most likely a Special Meeting will be held to approve the selection so it could be awarded by September 4, so that there is time for an EDA review before the intended start date of November 2. The in-water work would take place November to February, but work not in the water could be completed outside that window.

Lackey asked that the Commission get updated each month on the EDA grant and project. Miranda said the goal is to make sure this grant goes without any problems, demonstrating the Port can manage a federal grant. She added that Bretz is doing a great job working with the EDA.

X. COMMISSIONER REPORTS/COMMENTS

1:26:44

Walter reported on the meeting of OCZMA and some concerns about the legislative sessions coming up, particularly the bundling in some of the proposed legislation. The Maritime Task Force, initialed funded by OCZMA, received a scholarship from the Ford Foundation that will fund

the program director for two years. This organization looks to get maritime experience in the community colleges and build up the maritime sector.

Lackey gave a shout out to port staff, fishermen and processors for doing their jobs in this difficult time, contributing to the food supply and employment in the local community.

XI. CALENDAR/FUTURE CONSIDERATIONS 1:30:13

There were no changes to the Calendar/Future Considerations.

XII. PUBLIC COMMENT 1:30:32

Angela Nebel thanked the Commission, and said she was pleased with the work the past year and looked forward to working with the Commission and staff.

XIII. ADJOURNMENT 1:30:58

Having no further business, the meeting adjourned at 7:31 pm.

ATTESTED:

james m burke Digitally signed by james m burke
Date: 2020.10.01 13:38:26 -07'00'

Jim Burke, President

Walter Chuck Digitally signed by Walter Chuck
DN: cn=Walter Chuck, o=Port of Newport, ou=Port of
Newport, email=wchuck@portofnewport.com, c=US
Date: 2020.10.02 13:50:21 -07'00'

Walter Chuck, Secretary/Treasurer