

PORT OF NEWPORT MINUTES

January 22, 2019

Regular Commission 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 6:00 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 Jim Burke (Pos. #5). Jeff Lackey (Pos. #4) was excused.

Management and Staff: Teri Dresler, Interim General Manager; Aaron Bretz, Director of Operations; Mark Harris, Accounting Supervisor; and Karen Hewitt, Administrative Supervisor.

Members of the Public and Media: Jim Shaw, Newport resident; Jim Cline, Rogue; Fred Abousleman, Oregon Cascades West Council of Governments (OCWCOG); Wayde Dudley, Port Volunteer Mates; Brian Getting, Oregon Boating Foundation (OBF); Robert Smith; Rex Capri, Newport resident; Annie Tarr, Port Accounting Clerk; Pat Ruddiman, ILWU; Chris Nelson, Georgia Pacific; Heather Mann, Midwater Trawlers Cooperative (MTC); and Doug Cooper, Hampton Lumber.

II. COMMISSIONER CHANGES TO THE AGENDA.....

0:55

There were no changes to the agenda.

III. PUBLIC COMMENT.....

1:01

Capri asked the Commission to advise the public about the plan and timeframe for doing something at NIT, in order to address their concerns and convince the State not to come into the Port. Lamerdin said some of this would be addressed in public meetings, and encouraged the public to reach out to the Commissioners or General Manager outside of the meeting.

Cooper pointed in respect to Aaron's report on Hampton Lumber, the correct Ports used for shipping are Tacoma and Seattle, to Vancouver.

Mann agreed the Port should share information, commented on some recent incorrect information reported in the media, and thanked the Port for information they provided. She commented that much of the bond went to environmental remediation, and on the percent of the Port's budget from taxes.

IV. CONSENT CALENDAR.....

6:15

A. Minutes

- 1. Commission Special Meeting 1/2/2019

- 2. Commission Regular Meeting 12/18/2018
- 3. Commission Special Meeting 12/12/2018
- 4. Commission Regular Meeting 11/27/2018
- 5. Commission Work Session 11/19/2018
- B. Financial Reports
- C. SDIS Liability & Property Insurance (\$171,814)
- D. Servco Pacific Marine Insurance (\$8,778.00)
- E. Payne West NOAA Facilities Earthquake & Flood Insurance (\$77,502.25)
- F. Special Use Permits
 - 1. Davis Shows - Loyalty Days Carnival

A motion was made by Chuck and seconded by Skamser to approve the Consent Calendar. The motion passed 4 – 0.

V. CORRESPONDENCE/PRESENTATIONS

- A. Fred Abousleman, Oregon Cascades West Council of Governments (OCWCOG) 7:34

Lamerdin spoke OCWCOG and his representation on the Board of Directors, and introduced Abousleman. Abousleman provided the Commission with an informational pamphlet about OCWCOG, and described their purpose, programs and some current projects. He said the Port may benefit from their Economic Development, Planning, and Transportation programs. Abousleman spoke about the ways in which OCWCOG can help in finding funding, and the importance of maintaining a connection with the group. He said the OCWCOG meets every other month, and Lamerdin said these Albany meetings are simulcast in Toledo.

- B. Commercial Fishing Users Group Committee
 - 1. Minutes December 20, 2018 (Draft) 16:28

Mann commented that there was good turn out and conversation at this meeting, and the draft minutes were accurate. She spoke about the possible operations at the Terminal and the Committee’s response to House Bill 2284. She advised that the Fishing Industry Platform is being rewritten and will hopefully be available for next month’s Commission Meeting.

- C. Brian Getting, Oregon Boating Foundation Guided Kayak Tours 20:14

Getting explained the program and responded to questions from the Commission. He referenced the information provided in the Special Use Permit application, included in the Meeting Packet. There was additional discussion about parking, marina traffic patterns, and possible increased kayaking from others who may not be as responsible. Overall the Commission endorsed the activity.

VI. OLD BUSINESS

- A. Items Removed from Consent Calendar

No items were removed from the Consent Calendar.

- B. Accounts Paid 30:34

Skamser noted there was a lot of maintenance happening. Burke said it was good to see the lift station pumps were replaced.

A motion was made by Chuck and seconded by Burke to approve the Accounts Paid. The motion passed 4 – 0.

VII. NEW BUSINESS

A. 2019 Annual Report (ORS 777.140)..... 31:28

Hewitt introduced the document included in the meeting packet, representing a summary of Commission actions over the calendar year. Lamerdin suggested including the vote count in the records for future years.

B. Resolutions

1. Resolution 2019-02 Setting a Target Amount to be Budgeted as Unappropriated Ending Fund Balance. 33:20

Harris introduced a draft Resolution, which is appended to the Meeting Packet. The Commission and Dresler discussed the background for this Resolution and the analysis by Todd Kimball, CFO Selections. There was further discussion about the value of having this adopted by Resolution. Harris said this would be an internal restriction, different from the external restrictions from the NOAA lease and the bond agreement. Lamerdin said this was an extra precaution and demonstrated this as a Port priority; the recommended amount was \$2,209,445. Burke suggested this was a start at establishing preventative maintenance funds for all Port assets.

A motion was made by Chuck and seconded by Burke to approve Resolution 2019-02 for Committing Fund Balance for NOAA Capital Maintenance in the amount of \$2,209,445 for Fiscal Year 2018-2019. The motion passed 4 – 0.

2. Resolution 2019-03 Committing the Non-Restricted NOAA Funds to be Used for Capital Reserves..... 45:53

Dresler commented that Kimball wanted to talk this through before completing a draft. The Commission has the authority to approve the budget or ask for revisions so that there is an appropriate fund balance. Lamerdin said staff could develop this to present at the next Regular Commission Meeting. Kimball will also be providing an update at that meeting. The Commissioners requested a copy of Kimball’s presentation from 2017 be emailed to them.

C. Budget Committee, Officer & Calendar 49:48

Dresler introduced the document included in the meeting packet, in which the dates were logistics for working through the budget. She referred to the two committee members whose terms expired in June of 2018, and suggested the proposed replacements be presented for approval at the February Regular Commission Meeting.

VIII. STAFF REPORTS

A. Accounting Supervisor..... 53:40

Harris introduced the Staff Report, and answered Commissioners’ questions. He confirmed there will be a Request for Proposal sent out for next year’s audit.

B. Director of Operations..... 59:12
1. December 2018 Occupancy Report

Bretz introduced the Staff Report. He added that three more letters of support for the Port Dock 5 Pier funding have been received since the report was issued. He suggested combining Port Dock 5 Pier and Port Dock 5 Pilings for competitive bidding to make better use of mobilization costs. Bretz confirmed that the South Beach Boat ramp is planned for the next in-water work period, and warning signs will be installed. Bretz said he would look for documentation as to the historic density of eel grass as it would apply to the mitigation area and the request for reviewing the permit requirements. Skamser asked about continued availability of storage at the Terminal. Bretz said that storage is a significant source of revenue at the Terminal, and there are discussions about how best to go about maintaining it, but no one would be displaced. Lamerdin commented on the continued activity and revenue from the RV Parks.

C. General Manager..... 1:21:08

Dresler introduced the Staff Report. She said that she and Bretz reviewed the compilation for Capital Priorities, and will send this to Commissioners for comments. Deeper work will come out of the Capital Facilities Plan process. Dresler advised that she was working on a Special Use Permit for Sea Scout Rampart with details of the Port’s expectations. The Commission will see a draft at the February Regular Meeting. Dresler advised that she heard from Shawn Teevin, whose team is still doing financial analysis and recon, and spoke about some additional possibilities for shipping. She said that Todd Kimball will participate in phone interviews for the Director of Finance and Business Services position, to be scheduled.

IX. COMMISSIONER REPORTS/COMMENTS..... 1:29:46

Lamerdin gave an update on House Bill 2284 and Commission response. A Work Session was scheduled for Thursday, January 24, at noon to develop talking points to provide a consistent message. Lamerdin added he had done a radio interview and a presentation to the Lincoln County Commission with Dresler. Lamerdin also attended the OCWCOG meeting and provided them the Port Resolution. He commented on the proactive approach of the Port to put money away, pay attention to interest rates, generating revenue at the RV Park, looking at shipping options, auditor’s comments – all giving reassurance of sound financial.

Skamser said that there has been some misinformation about how much of the Port’s bills are paid by taxes, and would like to see this information included in Kimball’s report.

Burke said he will be attending the SDAO Annual Conference and felt the Port was moving in a good direction.

X. CALENDAR/FUTURE CONSIDERATIONS 1:35:30

- SDAO Annual Conference 2/7 – 2/10/2019
- Ardor Adventures Run Love Run Race 2/9/2019
- Commission Work Session, Draft Strategic Business Plan 2/12/19
- Strategic Business Plan Open House..... 2/12/19
- President’s Day, Port Office Closed..... 2/18/2019
- Newport Seafood & Wine Festival 2/21 – 2/24/2019
- Regular Commission Meeting..... 2/26/19

There were no changes to the Calendar/Future Considerations.

XI. PUBLIC COMMENT 1:36:06

Mann spoke to the comments made by Capri. She said there have been good things happening at the Port, and the taxpayers should be proud of the environmental remediation at the Terminal. She commented on the use of the Terminal by fishing and finding a way to fit in shipping that made sense. She also gave a “shout out” to Don Moon for doing an excellent job.

XII. ADJOURNMENT 1:40:49

Having no further business, the meeting adjourned at 7:41 pm.

ATTESTED:

Stewart Lamerdin, President

Walter Chuck, Secretary/Treasurer