

**PORT OF NEWPORT COMMISSION SPECIAL MEETING AGENDA**  
**DECLARE COMMISSION VACANCY & APPOINT OFFICERS PRO-TEMPORE**

Monday 7 May 2018, 12:00 pm  
South Beach Activities Room  
2120 SE Marine Science Drive, Newport, OR 97365

*(This is not an exact transcript.)*

**I. CALL TO ORDER**

Commission Secretary/Treasurer Stewart Lamerdin called the Special Commission Meeting to order at 12:00 pm at the South Beach Activities Room, 2120 SE Marine Science Dr., Newport OR, 97365.

**Commissioners Present:** Walter Chuck (Pos. #1); Sara Skamser (Pos. #2); Stewart Lamerdin (Pos. #3), Secretary/Treasurer; and Jeff Lackey (Pos. #4).

**Management and Staff:** Doug Parsons, General Manager; Aaron Bretz, Director of Operations; Pete Gintner, Port Attorney; and Karen Hewitt, Administrative Supervisor.

**Members of the Public and Media:** Steve Beck; Jim Cline, Rogue; Dennis Anstine, Newport News-Times; and Kiera Morgan, KYTE/KNPT radio.

**II. DECLARE PORT COMMISSION POSITION #5 VACANT**

Lamerdin said Commission Position #5 needed to be filled because Patrick-Joling had stepped down from that position. He asked Parsons what the process would be to move forward. Parsons said a Commissioner would make a motion to declare the position vacant, and once that carries, Parsons will have some steps to take. He will post the vacancy on the Port website, along with the requested items for submission by a candidate. When these are delivered to the Administration Office, candidates will be provided with a receipt. Once the vacancy and related Candidate requirements and instructions are posted on the Port website, Hewitt will send the information to the media. Parsons said the steps to follow were outlined in Resolution 2014-08 (included as an addendum to the Meeting Packet). Lamerdin asked if this was the process followed with David Jincks resigned. Parsons said he looked at some past vacancy procedures, he had also read state statutes and consulted with Port Attorney Gintner. Lamerdin expressed concern that the mailing list did not necessarily represent "the public". Gintner said that the Resolution included more specific requirements than did State law. In this case, posting the information on the website and sending by email to the media/public and Commissioners who receive meeting notices should be appropriate notice.

**A motion was made by Chuck and seconded by Lamerdin to declare Port Commission position #5 vacant. The motion passed 4 – 0.**

**III. APPOINT PRESIDENT PRO-TEMPORE, VICE-PRESIDENT PRO TEMPORE, AND SECRETARY/TREASURER PRO-TEMPORE TO SERVE IN THESE POSITIONS UNTIL THE SCHEDULED ELECTION OF OFFICERS AT THE FIRST REGULAR MONTHLY COMMISSION MEETING IN JULY 2018.**

Gintner said the appointments could be made by nomination & second, by ballot, or by consensus. He noted that since the Commission passed their by-laws and resolutions, they can amend or rescind the resolution detailing the process as long as it did not violate State law.

**A motion was made by Lackey to appoint a plank of officers with Lamerdin as President Pro-Tempore and Skamser as Vice-President Pro-Tempore. There was no second.**

Parsons added for clarification that if Lamerdin were appointed President Pro-Tempore a Secretary/Treasurer Pro-Tempore would need to be appointed.

**A motion was made by Skamser and seconded by Lackey to appoint Lamerdin as President Pro-Tempore.**

Chuck asked Lamerdin if he would wish to be President. Lamerdin agreed he would serve in that capacity. Gintner confirmed that if Lamerdin were appointed President Pro-Tempore he would still be able to run for President in the July election of officers.

**The motion passed 4 – 0.**

**A motion was made by Chuck and seconded by Lackey to appoint Skamser as Vice-President Pro-Tempore. The motion passed 4 – 0.**

**A motion was made by Lackey and seconded by Skamser to appoint Chuck as Secretary/Treasurer Pro-Tempore. The motion passed 4 – 0.**

Lamerdin said he would work with Parsons on a number of things and email the Commissioners. Important items were preparing the budget documents and drafting an operations plan for NIT. Communication is key. Skamser said that transparency was essential, and thanked Lamerdin for his dedication. Lamerdin told the Commissioners to let him know if there was anything he could do.

Parsons said he and Skamser were attending SDAO training on public meetings on 22 May 2018 in Astoria. Three attendees were paid for, and he asked if any Commissioners wanted to attend in Patrick-Joling's stead, or he could send Hewitt. It was agreed that Hewitt will attend. Skamser will have limited availability from 22 May to 1 June while traveling out-of-state for a funeral. She did not want to hold up progress but her schedule was a concern. Lamerdin said he would work with Parsons to schedule Commissioner Candidate interviews; it is critical that all Commissioners attend. Parsons said all Candidate submissions are due one week before the Regular Commission Meeting while additional Candidates are sought. The deadline could be moved back 1-2 days. If the Commission did not appoint a Candidate at the Regular Meeting 29 May 2018, the decision would go to the next Regular Meeting. Skamser asked if that would give


enough time. Gintner suggested everyone read the previously mentioned resolution. If something didn't work or posed an impediment to doing the job, he suggested altering or modifying the resolution to the Commission's satisfaction. Whichever guideline is more specific is followed, and in this case, that would be the resolution, which the Commission could change rather than the Port's By-Laws or the State Statutes. Skamser proposed adding an allowance for conflicts in scheduling. Gintner said the resolution already allows for scheduling a Special Meeting. Lamerdin said he would see what the Commissioners responded then decide as a group how to proceed.

#### IV. PUBLIC COMMENT

There was no public comment.


#### V. ADJOURNMENT

Having no further business, the meeting adjourned at 12:22 pm.



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Stewart Lamerdin, President  
Pro-Tempore



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Walter Chuck, Secretary/Treasurer  
Pro-Tempore

Regular Monthly Commission Meetings are scheduled for the fourth Tuesday of every month at 6:00 pm.

The Port of Newport South Beach Activities Room is accessible to people with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours in advance of the meeting to Port of Newport Administration Office at 541-265-7758.

Link for directions to the South Beach Activities Room:  
<http://portofnewport.com/rv-parks/map.php>