

**PORT OF NEWPORT MINUTES**

February 26, 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 6:01 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; Jeff Lackey (Pos. #4); and Jim Burke (Pos. #5).

**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:** Signe Grimstad, Grimstad & Associates; Greg Speer, US Army Corps of Engineers (USACE); Jim Shaw, South Beach resident; Stephen Webster; Wayde Dudley, Port Volunteer Mates; Yale Fogarty, ILWU; Pat Ruddiman, ILWU; Robert Smith, F/V Raven; Doug Cooper, Hampton Lumber; Todd Kimball, CFO Selections; Arnie Schaufler, Lincoln City resident.

Lamerdin said he had spoken with the Ethics Commission and there was not a conflict with him applying for the Port General Manager position and his position as President of the Port of Newport Board of Commissioners. He reminded those in attendance about public comment forms.

**II. COMMISSIONER CHANGES TO THE AGENDA**

There were no changes to the Agenda.

**III. PUBLIC COMMENT**

There was no public comment at this time.

**IV. CONSENT CALENDAR.....**

1:40

**A. Minutes**

- 1. Commission Special Meeting ..... 1/16/2019
- 2. Regular Commission Meeting ..... 1/22/2019
- 3. Commission Work Session ..... 1/24/2019

**B. Financial Reports**

**C. Special Use Permits**

- 1. HST Oregon Bus Training
- 2. CAST for Kids Foundation fishing/crabbing event

Chuck spoke favorably about the CAST for Kids Foundation and asked that Jay Yelas be invited to make a presentation at the next monthly Commission meeting.

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

2:50

**V. CORRESPONDENCE/PRESENTATIONS**

A. Port of Newport Financial Year in Review – Todd Kimball .....

3:05

Kimball presented a PowerPoint slide, which is appended to the Meeting Packet. He commented he had updated slides from his previous presentation (Dec 2017) through fiscal year 2017-2018, and had removed others. He added that profit/loss could be misleading because depreciation is a major element in operating expenses, and there were significant PERS adjustments: \$3.2MM. Kimball answered Commission questions.

B. Audit Presentation – Signe Grimstad .....

47:25

Grimstad presented the final audit for Fiscal Year 2017-2018, which is appended to the Meeting Packet. She commented that there was a clean opinion of the Port’s financials. She specifically referred to the Balance Sheet, Profit and Loss and notes included in the report. Grimstad added that analytics were available. She suggested that the Port lock into a schedule for the current fiscal year. Chuck commented on the value to the Port of Harris’ experience with audits.

**VI. OLD BUSINESS**

A. Items Removed from Consent Calendar

There were no items removed from the Consent Calendar.

B. Accounts Paid .....

1:02:33

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

1:02:50

C. Letter of Intent – PD 1 Lot Line Adjustment .....

1:03:04

Dresler introduced the draft letter included in the Meeting Packet, and said she had been in touch with the Port attorney regarding this proposal. Chuck said this was important for opening markets up. The Commission came to a consensus to have Lamerdin sign the letter.

D. Final Review of Values/Vision/Mission .....

1:05:13

Dresler said this was included to provide an additional opportunity for Commission feedback. Lamerdin suggested including communication in values. Dresler said she would reach out to Commissioner’s for any additional comment by the end of the day Monday.

- E. Commercial Fishing Users Group (CFUG) Committee, Heather Mann, Chair  
Update on Fishing Industry Recommendation for NIT use ..... 1:08:34
- Skamser advised that Mann was unable to attend this Commission Meeting, and that the CFUG Committee would be meeting on March 7<sup>th</sup>. Burke asked to receive notice of CFUG meetings.

**VII. NEW BUSINESS**

- A. Appointments to Cascades West Area Commission on Transportation ..... 1:10:29
- The Commission discussed the importance and benefits of being an active member of this Committee.

**Chuck proposed and Lamerdin seconded nominating Skamser as Commission representative and Lackey as alternate to the Cascades West Area Commission on Transportation. The nominations were approved with a vote of 5 – 0.** ..... 1:17:39

- B. Resolution 2019-03 Amending the Port of Newport Facilities Code to Add a Definition of Regular Hours by Location and Clarify Hoist Dock Usage Standards ..... 1:18:15
- Bretz introduced the draft Resolution and said this did not represent a change but rather a formalization of current policy.

- C. **A motion was made by Lackey and seconded by Burke to adopt Resolution 2019-03 Amending the Port of Newport Facilities Code to Add a Definition of Regular Hours by Location and Clarify Hoist Dock Usage Standards. The motion passed 5 – 0.** ..... 1:19:16

- D. Resolution 2019-04 Supporting Funding Efforts for the Port Dock 5 Pier ..... 1:19:56
- Bretz introduced the draft Resolution and said the primary reason to have this in place was to include this in the grant application to the EDA to show the Port’s commitment to this project as a priority. Dresler mentioned additional letters of support for the project that were received. The Commission discussed additional information about the project priority, grant applications, and contacts that would assist in acquiring grants. Bretz added the project permits would be active for a few years.

- E. **A motion was made by Burke and seconded by Skamser to adopt Resolution 2019-04 Supporting Funding Efforts for the Port Dock 5 Pier. The motion passed 5 – 0.** ..... 1:30:50

- F. Resolution 2019-XX Adopting Fiscal Management Policies ..... 1:31:24
- Chuck suggested that there be discussion about the proposed Resolution, but that a vote take place at a future date to allow more time to review the document. Harris added that the policies were drafted by Kimball with staff input, and some policies were already being followed. Some particularly important changes would be found in the proposed procurement and collections policies, which would allow staff to develop new procedures. Lamerdin commented on the

spending limits included in the draft document. Bretz added that he had procurement experience and having policies in place could help steer spending. Lamerdin tabled the Resolution.

**VIII. STAFF REPORTS**

**A. Accounting Supervisor .....**

1:38:39

Harris introduced the staff report. Burke suggested 180 days as a benchmark for maintaining a cash-on-hand balance. Chuck commented on the possible negative impact of the gas tax on Port revenue. Lamerdin asked Harris make a proposal regarding days of cash-on-hand at the March regular meeting, and Skamser asked that this be included in the financial policies.

**B. Director of Operations .....**

**1. January Occupancy Report**

1:46:50

Bretz introduced the staff report and explained the planning process for dredging the commercial marina channel.

**C. General Manager .....**

2:00:54

Dresler introduced the staff report. She also talked about the budget calendar and committee. Chuck asked if there had been any recent news from Teevin; Dresler said there was not. Dresler also commented that she would bring changes to the BST contract regarding preparation of the financial information to the Commission, but does not yet have a final dollar amount.

**IX. COMMISSIONER REPORTS/COMMENTS .....**

2:20:30

Lamerdin talked about his visits to Salem and the importance of communicating regularly with elected officials. Burke said he found the SDAO Annual Conference beneficial. Chuck said he forwarded information on an aquaculture grant, and agreed on the importance of communication with Salem.

**X. CALENDAR/FUTURE CONSIDERATIONS .....**

2:23:39

- Pacific Northwest Waterways Association (PNWA)
- Mission to Washington ..... 3/10 – 3/14/2019
- 5<sup>th</sup> Annual Shamrock Run – Ardor Adventures ..... 3/17/2019
- Community Open House, General Manager Semi-Finalist
- Candidates..... 3/17/2019
- Interviews, General Manager Candidates ..... 3/18/2019
- Commission Executive Session & Work Session..... 3/19/2019
- Commission Work Session, Strategic Business Plan ..... 3/20/2019
- Community Open House, Strategic Business Plan ..... 3/20/2019
- Regular Commission Meeting ..... 3/26/2019
- Commission Budget Priorities Work Session..... 4/9/2019

There were no changes to the Calendar/Future Considerations.

**XI. PUBLIC COMMENT .....**

2:24:19

Wayde Dudley encouraged the Commission to take serious consideration of the public's recommendations regarding the General Manager candidates.

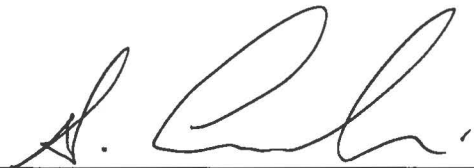
Yale Fogarty said he agreed with Dudley's comment. Dresler advised a draft Strategic Business plan will be posted online when available in response to Fogarty's question.

**XII. ADJOURNMENT .....**

2:26:03

Having no further business, the meeting adjourned at 8:27 pm.

ATTESTED:

  
\_\_\_\_\_  
Stewart Lamerdin, President

  
\_\_\_\_\_  
Walter Chuck, Secretary/Treasurer