

PORT OF NEWPORT MINUTES

February 25, 2020

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

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 at the South Beach Activities Room, 2120 SE Marine Science Drive, Newport, Oregon.

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

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: Kenneth Lipp, Newport News-Times; Doug Cooper, Hampton Lumber; Dietmar Goebel, Newport City Council; Evan Hall, Rondys, Inc.; Rex Capri, Newport resident.

II. CHANGES TO THE AGENDA

0:20

There were no changes to the Agenda.

III. PUBLIC COMMENT

0:26

There was no public comment at this time.

IV. CONSENT CALENDAR.....

0:38

- A. Minutes
 - 1. Regular Commission Meeting Jan 28 2020
- B. Financial Reports
- C. Contracts
 - 1. Arthur J. Gallagher Risk Management Services, Inc.
Marine Liability Renewal & Vessel Coverage (\$11,738.50)
- D. Resolution 2020-01 Adopting a Prevention of Workplace Discrimination, Harassment & Retaliation Policy

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

V. OLD BUSINESS.....

0:55

A. Items Removed from Consent Calendar

There were no items removed from the Consent Calendar.

B. Accounts Paid

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

VI. NEW BUSINESS.....

1:20

A. Resolution 2020-xx Adopting a Supplemental Budget for Fiscal Year 2019-2020 and Making Appropriations (Brown)

1:44

Brown introduced the Staff Report and Resolution draft included in the Meeting Packet. He added the \$100K contingency in reserves for NOAA was budgeted last year in non-capital asset category, which will change next year.

A motion was made by Lackey and seconded by Chuck to adopt Resolution 2020-02 Adopting a Supplemental Budget for Fiscal Year 2019-2020 and Making Appropriations. The motion passed 4 – 0.

B. Resolution 2020-xx Authorizing Use of Local Government Investment Pool, Designating Signers, and Authorizing Refinancing of Loans (Brown).....

3:40

Brown introduced the Staff Report and Resolution draft included in the Meeting Packet. He added that LGIP was designed for governments to set aside money long term, was not easy to access, and provided a higher rate of return than most financial institutions. There was some discussion about the possible use of this fund and possible return.

A motion was made by Chuck and seconded by Sylvia to adopt Resolution 2020-03 Authorizing Use of Local Government Investment Pool, Designating Signers, and Authorizing Refinancing of Loans. The motion passed 4 – 0.

C. Resolution 2020-xx Designating Bank Accounts, Banking Institutions, and Signers (Brown)

7:51

Brown introduced the Staff Report and Resolution draft included in the Meeting Packet. He reviewed the selection process and the reasons for choosing First Interstate Bank. Miranda added that the Port should look into options for these types of services approximately every 5 years. Sylvia commented that Brown had done a great job managing the process, the scoring and weighting were consistent, and they had done a good job finding the best financial institution.

A motion was made by Sylvia and seconded by Chuck to adopt Resolution 2020-04 Designating Bank Accounts, Banking Institutions, and Signers. The motion passed 4 – 0.

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| D. <u>EDA Grant Award for Port Dock 5 Pier Access Project (Brown)</u> | 13:06 |
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Brown introduced the Staff Report, Resolution draft and grant documents included in the Meeting Packet. He said the Port will have the team to oversee the entire grant. Miranda said the goal was to manage the grant very well to show the Port is capable of managing this type of grant as the Port seeks money in the future. She added staff is creating internal systems to check deadlines and verify meeting regulations. Bretz added the Commission can expect to see an RFP for contract management. He reviewed some of the reasons for the contingency numbers. There was some discussion about what would happen if the project came in under budget.

A motion was made by Chuck and seconded by Sylvia to authorize the General Manager to accept the Department of Commerce’s Economic Development Administration Grant in the amount of \$1,195.563.00 requiring a Port match of the same amount. The motion passed 4 – 0.

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| E. <u>Clearwater Easement (Bretz)</u> | 22:13 |
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Bretz introduced the Staff Report included in the Meeting Packet. He said he had heard from Pete Gintner, the Port’s attorney, who suggested maybe using a license. Miranda said she would talk further with Gintner. She recommended the Commission approve the easement subject to working with the attorney.

A motion was made by Lackey and seconded by Chuck to authorize the General Manager to record an Easement with Clearwater Restaurant under the above conditions, pending approval by the Port’s attorney. The motion passed 4 - 0.

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| F. <u>City of Newport Amended MOU (Miranda)</u> | 24:48 |
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Miranda introduced the staff report and draft Memorandum of Understanding (MOU) included in the Meeting Packet. She added that she was waiting for comments from the City, which may result in some amendments to the draft. This agreement clarifies the truck toll and includes indemnification language. She recommended the Commission approve the MOU as substantially presented subject to some amendments that would not change the intent.

A motion was made by Chuck and seconded by Lackey to authorize the General Manager to execute the amended Memorandum of Understanding as substantially presented. The motion passed 4 – 0.

VII. STAFF REPORTS

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| A. <u>Director of Finance & Business Services</u> | 29:36 |
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1. January Occupancy Report

Brown introduced the Staff Report included in the Meeting Packet. He highlighted the Port’s positive position compared to budget and prior ytd. He added that there would be an RFP forthcoming addressing the need for information security. He reviewed the efforts to address outstanding accounts receivable. Miranda commented that the positive financial picture was a reflection of staff efforts improving efficiencies and bringing in additional sources of revenue. She added that the collection efforts were motivated by the Port’s need to manage public assets, and those who were behind were encouraged to contact the Port.

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| B. <u>Director of Operations</u> | 39:23 |
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Bretz introduced the Staff Report included in the Meeting Packet. He commented that attendance was down in South Beach this year around the Seafood & Wine Festival. He added that there is still some cleanup work to complete at the South Beach boat ramp repair site. Bretz highlighted the positive response received from the agencies to the Port Dock 7/Public Fishing Pier presentation and the high mitigation value of the pier project. He also talked about the complexities of eel grass.

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| C. <u>General Manager</u> | 48:15 |
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Miranda introduced the Staff Report included in the Meeting Packet. She commented that the staff training funded by the Ford Family Foundation grant went well. She thanked Bretz, legislators and stakeholders for their efforts in securing the EDA Grant. She asked Commissioners to consider attending future SDAO conferences for their value to elected officials. Miranda said she was focused on budget and goal setting, and is working with Bretz and Brown. She reminded the Commissioners about her upcoming schedule. Miranda suggested that the Port should focus on planning for the Port Dock 7/Public Fishing Pier projects for the next fiscal year. The Port will see what comes out of the permitting agencies and may have a good package put together one to two years from now. She referred to the NIT marketing efforts included in the staff report. Chuck suggested verifying the draft was correct, based on dredging in 2016 to 34'9". Miranda said the 30' draft was based on the Corps of Engineers approved depth and charts. Miranda said she would be creating a folder for the NIT marketing efforts to keep better track of those efforts over time. She mentioned she was working with Angela Nebel on finalizing a Port newsletter.

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| VIII. COMMISSIONER REPORTS/COMMENTS | 1:15:25 |
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Chuck said he participated in a conference call about wind energy and can forward information to Miranda if Commissioners are interested. He commented that Miranda would be here one year in May and suggested discussing her review at the next meeting. Lackey complemented staff on doing an excellent job on leadership and said the Port was seeing the fruits of their efforts and good decision making. Sylvia said the Lackey had joined a ground fish group looking to advance the marketing of ground fish, and Sylvia commented on the challenges in aquaculture and the white fish markets. Burke said he appreciated the staff training at the Port.

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| IX. CALENDAR/FUTURE CONSIDERATIONS | 1:20:15 |
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- PNWA Mission to Washington.....Mar 1 – 5
- 6th Annual Shamrock Run – Ardor AdventuresMar 16
- Commission Work Session – Goal Setting/Budget PlanningMar 18
- HST Oregon OMSI Bus Training Mar 23 - 27
- Regular Commission MeetingMar 24
- OSU & SBSA Motorboat Operators Training Course.....Mar 24 – 26
- True Wildlife Fishing Pier CleanupMar 28
- Davis Shows Loyalty Days CarnivalApr 30 – May 4

There were no changes to the Calendar/Future Considerations. Miranda said in her absence Bretz will be in charge of the office.

X. PUBLIC COMMENT.....

1:20:25

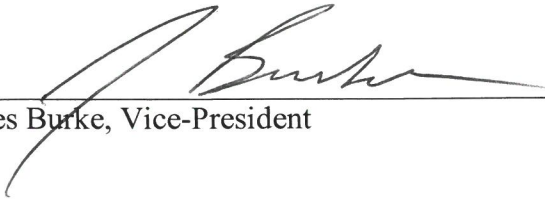
There was no public comment at this time.

XI. ADJOURNMENT

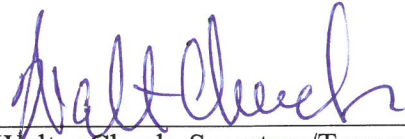
1:21:28

Having no further business, the meeting adjourned at 7:21 pm.

ATTESTED:



James Burke, Vice-President



Walter Chuck, Secretary/Treasurer