

PORT OF NEWPORT MINUTES

May 28, 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

I. CALL TO ORDER

0:00

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: Paula Miranda, General Manager; Aaron Bretz, Director of Operations; and Karen Hewitt, Administrative Supervisor and Jim Durkee, PON NOAA Facilities Manager.

Members of the Public and Media: Doug Cooper, Hampton Lumber; Angela Nebel, Summit Public Relations; Mike Hopkins, NOAA; Yale Fogarty, ILWU; Pat Ruddiman, ILWU; and Jim Shaw, South Beach resident.

Lamerdin reminded those present of the options for Public Comment.

II. CHANGES TO THE AGENDA

0:29

There were no changes to the Agenda.

III. PUBLIC COMMENT

0:35

There was no public comment at this time.

IV. CONSENT CALENDAR

0:45

A. Minutes

- 1. Regular Commission Meeting April 30, 2019
- 2. Budget Committee Meeting May 14, 2019

B. Financial Reports

- 3. As of March 31, 2019
- 4. As of April 30, 2019

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

V. OLD BUSINESS

2:22

A. Items Removed from Consent Calendar

There were no items removed from the Consent Calendar.

B. Accounts Paid

2:31

Lamerdin asked about the payment on page 66 to the Parking District and asked what value this brought to the Port. Bretz said this was a payment for the 2017-18 fiscal year per the Intergovernmental Agreement (IGA) with the City of Newport. There was some discussion about the original intent of the Parking Pass fees going toward the Parking District, and additional discussion about the plans moving forward by the Parking District. Miranda said she would look into the IGA and talk to the City. Lackey said he would provide more information about the Parking District under Commissioner Reports. Lamerdin asked how the Master Gardener program partnership had worked out; Bretz said two South Beach maintenance crew members had completed the program, and one in particular contributed a lot to the landscaping in South Beach. Skamser asked how the cost of TCB Security might compare with the cost of getting more security cameras.

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

C. Resolution Adopting FY 2019-20 Capital Improvement List
(Bylaws §6(H))(Res. 2018-13)

13:36

Lamerdin asked about the exclusion of the RV Park Annex redesign from the projects for Fiscal Year 2019-20. Bretz said he was still evaluating how to include that in the FY budget. Miranda will look into qualifying for a Connect Oregon or planning grant. There was additional discussion about this project.

A motion was made by Burke and seconded by Chuck to approve Resolution 2019-05 Adopting FY 2019-20 Capital Improvement List. The motion passed 5 – 0.

D. Resolution Adopting Compensation Plan
(Bylaws §6(E))(Res. 2018-06)

20:03

There was some discussion about the difference between the updates regarding pay equity and Fair Labor laws vs. adjustments to the compensation plan to be market competitive. Lamerdin commented there was a budget allocation for possible adjustments. Chuck recommended reviewing the RV Park Manager salary when the new Director of Finance was in place. Miranda commented on the value of the market competitive research and adjustments moving forward.

A motion was made by Burke and seconded by Lackey to adopt Resolution 2019-06 Adopting a Compensation Plan as written. The motion passed 5 – 0.

E. Resolution Setting Rates, Fees & Charges.....
(ORS 294.160)(Res. 2018-07)

23:30

Lamerdin asked about previously discussed increases in rates for downwind slips and for high traffic times. Bretz said this was removed based on staff recommendations. There was discussion about the potential impact of such increases, and discussion about implementation in future years with some discussion and input with users prior to that. Chuck commented on the difficulty with

contacting the approximately 70% of users who aren't in the marina full-time. Bretz commented that the new rates for the Recreational Marina don't go into effect until October 1st so there could be further discussion. Skamser stated concern for the additional bookkeeping needed if these changes were made. Lamerdin also asked why the rates weren't rounded. Bretz said the percent increases were rounded.

A motion was made by Chuck and seconded by Lackey to adopt Resolution 2019-07 Setting Rates, Fees and Charges. The motion passed 5 – 0.

F. Resolution 2019-08 Adopting Fiscal Management Policies.....

40:29

Staff provided information about the changes made since the initial presentation in February. Skamser asked about flexibility to make changes; Hewitt referred to Section 2 of the Resolution.

A motion was made by Lackey and seconded by Burke to adopt Resolution 2019-08 Adopting Fiscal Management Policies as written. The motion passed 5 – 0.

G. Lease Negotiations with Rondys Inc. For Gear Storage at NIT (including an update on Community Ice planning)

42:27

Bretz reviewed a PowerPoint presentation regarding gear storage at the International Terminal (NIT), included in the Meeting Packet. There was discussion about what would be considered “unusable gear” and whether to ask users to remove that gear from storage at the Port. Skamser said it was important to look to keep gear on Port property, and the difficulty of setting what is usable gear at the policy level. Miranda said that there should be a policy set by the Commission regarding storage at the Terminal and said she would welcome a meeting to discuss that issue, should they want to make a distinction on acceptable storage items. There was additional discussion about what would need to happen if Rondys gave 90 days’ notice of termination of the lease. Skamser commented on the loss of space to stretch out nets with the location of Community Ice. Lamerdin asked if there are currently agreements in place regarding storage and suggested clarifying and formalizing those arrangements. Miranda said she would look into that. She proposed that the Commission could decide to wait until the next meeting when an agreement form could be presented, or allow staff to complete the negotiations with Rondys and sign a lease. There was discussion about the impact to users should Rondys exercise the 90 day option. Skamser commented that storage was a policy issue and part of the discussion of policy on NIT usage, so it would take a while to implement changes to storage. Bretz commented that storage terms were part of the current Moorage License Agreement which made it simple for staff to use. Skamser asked that a notice be sent to the users of NIT saying that there still will be storage available and the terms have changed, including the 90 days term. Miranda said she would work with Aaron on what storage agreements are currently in place and any changes that need to be made. There was further discussion about what a storage agreement should cover including the 90 day notice, and storage options. Lackey asked if this would also apply at the Commercial Marina and suggested having a Commercial Fishing Users Group Committee Meeting to discuss storage. Lamerdin commented that there were other contracts, agreements and policies that needed to be formalized at the Port. Jim Durkee added that creating delineated storage areas had been discussed and dismissed before; the current system allowed for fluidity. He said that storage needs are also seasonal. Because the contract with Rondys expires June 25th which is the date of the next Commission Meeting, Miranda said the Commission could authorize a contract with Rondys as presented or it could be worked on by staff and discussed further at the next Commission meeting. Bretz said the rate of \$2,000 per month was the lowest Rondys was willing to offer.

A motion was made by Lackey and seconded by Burke to authorize the General Manager to enter into contract negotiations with Rondys for a gear storage lease, at the rate of \$2,000 per month, for 12 months, with a 90 day notification by both parties. The motion passed 5 – 0.

Bretz introduced the Staff Report included in the Meeting Packet. He said Community Ice wanted to access the Port’s water line, and easements would be needed for other utilities. Miranda said the current sublease was expiring on June 25th so a new agreement would be prepared to address services provided. Skamser said she was glad administrative fees were accounted for. There was additional discussion about forklift use and the intention on including related terms in the agreement. Miranda said the Port would have an agreement in place before Commercial Ice was operational. She added there could be additional discussion about the footprint to allow for stretching nets. Bretz responded to questions from the Commission that there is no current discussion about Community Ice using the NIT pier.

1:18:50

H. Final 2019 Strategic Business Plan Update – for Review Only (Addendum Link)
https://www.portofnewport.com/files/cbc37be92/2019.05.28+RM+Addendum+-+PoNewport_SBP+Final_10_May-2019.pdf

There was no deliberation on this item.

VI. STAFF REPORTS

A. Accounting Supervisor.....

1:37:43

Miranda introduced the report since Harris was not in attendance. She said that she is looking into selecting a Director of Finance. Ten applications were reviewed by her and Harris, and she intended to get Bretz involved. Miranda plans to set up phone interviews, hopefully the next week. Lamerdin said that staff could manage the recruitment without a Commissioner involved.

B. Director of Operations.....
1. Security Details/Enforcement Options
2. April Occupancy Report

1:41:03

Bretz introduced the Staff Report included in the Meeting Packet. He commented that the weather had affected both recreational halibut and squid. Bretz added he will present information regarding squid at the Port at the next Commission Meeting. He said that the Chelsea Rose may need more time. Bretz said the Port should hear by the end of June from the committee regarding the EDA grant. He added that the gear storage cost/benefit information was included in response to Lackey’s request. Bretz said the information regarding enforcement was for information, not a recommendation. He added that signs regarding the policy will be installed at the Recreational Marina. Lamerdin asked how far east the Federal dredging project would go. Bretz said the dredging would be for access to the Commercial Marina. The Commissioners made some suggestions for possible sources for additional letters of support.

Bretz commented that the closure of residential RV parks around town had been a reason for increased use of the RV Annex. Lamerdin asked if the Seafood and Wine issues were being addressed. Bretz said that the contractor for the festival had not put tar paper under the curbing, which had caused some damage. He added there was a deposit for needed repairs but it was difficult to assess the damage for

this year. Miranda said they were in discussions with the Chamber to about what could work in the long run. There was additional discussion about future festivals.

C. General Manager 2:05:52
 1. NOAA Pier Requirements

Miranda introduced the staff report included in the Meeting Packet. She invited Lackey as the parking liaison to join a meeting scheduled for Friday with the Chief of Police regarding parking tickets on Marine Science Drive. She referred to the Commission and staff concerns about non-NOAA vessels mooring at the NOAA pier, rather than at NIT. Miranda said she reviewed the NOAA Lease (excerpt in the Meeting Packet) and the Resolution regarding pier access (in the Meeting Packet). There was additional discussion about the issue. Miranda said she would follow up for clarification and a possible amendment to the lease to specify what vessels could moor at NOAA. Lamerdin commented that it may be difficult to modify the lease but there were concerns about liability and lost revenue for the Port. Miranda agreed she would also have the Port attorney review the terms and send notice to NOAA about the Port. Miranda referred to the Staff Report regarding the Strategic Business Plan, and added that she had received positive feedback from Dave Harlan. Miranda said she would be looking at options at NIT for the future. She also said she was discussing with Bretz replacement funds for the next 5/10 year capital projects.

D. COMMISSIONER REPORTS/COMMENTS 2:34:02

Burke welcomed Miranda. Lackey spoke about the discussions that had taken place regarding the study by the City’s Parking Committee. Chuck commented that the Port had two representatives on the Committee, and Miranda added that typically if the liaison was chosen by the Commission they could vote as part of a Committee unless the Commission had expressed disagreement. Lamerdin commented that it would be reasonable for staff to prepare a template for a storage agreement at NIT for inclusion in the June Commission Meeting. He also said that he and Miranda had been on a BOSS radio show. Skamser requested the Commissioners be told in advance if radio appearances were happening.

VII. CALENDAR/FUTURE CONSIDERATIONS 2:45:20

<u>Item</u>	<u>Date (2019)</u>
Newport Marathon	June 1
Pacific Northwest Waterway Association (PNWA)	
-- Summer Conference	June 25 - 27
Public Hearing & Adopt Budget Resolution.....	June 25
Regular Monthly Commission Meeting.....	June 25
Association of Pacific Ports (APP) Annual Conference	July 14 – 17
*Please advise before June 20 th if you plan to attend	

The Regular Meeting for June was moved to June 24th because of the conflict with the PNWA Summer Conference. There was discussion about the Port’s membership in organizations. Lamerdin suggested that he and Miranda should attend the conference.

VIII. PUBLIC COMMENT 2:50:09

Yale Fogarty welcomed Miranda and said he was looking forward to resolving issues and moving forward. He commented that parking passes were not intended to provide profit for the Port and may

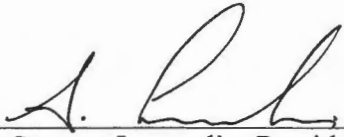
no longer be required with the City imposes parking permitting fees. Fogarty said he was willing to help work toward putting NIT to use to increase Port revenue without displacing users.

2:52:40

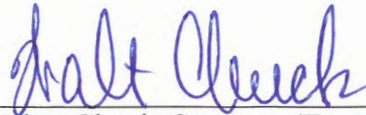
IX. ADJOURNMENT

Having no further business, the meeting adjourned at 8:54 pm

ATTESTED:



Stewart Lamerdin, President



Walter Chuck, Secretary/Treasurer