

**PORT OF NEWPORT MINUTES**

November 27, 2018

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:** Sara Skamser (Pos. #2), Vice President; Stewart Lamerdin (Pos. #3), President; Jeff Lackey (Pos. #4); and Jim Burke (Pos. #5). Walter Chuck (Pos. #1), Secretary/Treasurer, was absent.

**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:** Doug Cooper, Hampton Lumber; Wayde Dudley, Port of Newport Mates; Barb Dudley, Port of Newport Mates; Jim Cline, Rogue; Jim Shaw, South Beach resident; Rex Capri, Newport resident; Josh Hulsey, South Beach resident; Dietmar Goebel, Newport City Council.

**II. CHANGES TO THE AGENDA.....**

0:29

There were no changes to the Agenda

**III. PUBLIC COMMENT.....**

0:33

Rex Capri commented that the Port should prioritize a plan to implement new users at the International Terminal.

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

2:12

A. Minutes:

1. Regular Commission Meeting ..... 10/23/18
2. Commission Special Meeting ..... 11/13/18

B. Financial Reports

Skamser commented on the value of the financial reports in showing trends from year to year.

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

3:31

**V. OLD BUSINESS**

A. Items Removed from Consent Calendar

There were no items removed from the Consent Calendar.

B. Accounts Paid ..... 3:35

Lamerdin expressed approval for the new layout.

**VI. NEW BUSINESS**

A. Website Preview ..... 4:33

Hewitt introduced the Staff report and showed a preview of a new site online at portofnewport.specialdistrict.com. There was consensus to move forward with implementing the new site January 1, 2019. The Commission provided some feedback. Hewitt will ask for additional feedback by email.

**VII. STAFF REPORTS**

A. Accounting Supervisor..... 29:12

Harris introduced the Staff Report. He added that staff is moving forward with consolidating accounts and reviewing interest rates. Harris said that Todd Kimball is working on a Finance Policy Manual, Procurement Manual, and a Collections and Seizures Policy, in addition to helping with the audit. Dresler said she had asked Kimball to do a financial analysis for the Strategic Business Planning, which will be presented to the Commission and the economic consultant from BST, Brian Winningham.

B. Director of Operations ..... 35:49

Bretz introduced the Staff Report. He added that there are more Dungeness crab boats this year than in the past. He said that the increased demand for sand presented a coordination challenge. There was discussion about the hoist dock electrical system and possible improvements. Bretz explained the photos of the sand on the McLean Point site.

Bretz also discussed the meeting he attended for the Yaquina Bay Brownfields initiative. Commissioners asked Bretz about the EDA Grant and an OPPA Grant opportunities. Bretz suggested the Port proceed with the grant applications, but have a contingency funding plan if one or more grants weren't awarded to the Port.

The Commissioners commented that the TCB report included too much detail, and asked for a summary report in the future. Bretz said he had recently met with TCB. The City of Newport had ended the contract with TCB for parking enforcement, so they have more time for enforcement at

the Port. Bretz added that staff had asked that parking passes also be issued for parking at the International Terminal.

C. General Manager.....

1:12:03

Dresler introduced the Staff Report. She provided a summary of the recent activity with the consultants at BergerABAM for the Strategic Business Plan. She said it would be important that the Port team has a road map to follow, and the Commission to know where the Port was headed. Dresler said that she should hear back before the end of the year about a timeline for the next steps in the planning process.

As for the Oregon Pay Equity Law project, Dresler advised that the Port staff will next be working on determining the financial impact and a clear compensation schedule. Dresler said she was working on timing for the recruitment of the Director of Business Operations, and had spoken with George Dunkel at SDAO about the status of the General Manager recruitment. Dresler updated the commission of the activity on the General Manager recruitment.

Dresler shared some information about conversations with Harris and Kimball about the extension request for the audit. Kimball said he doesn't anticipate any penalties or issues, but this is not a good practice to get into. There was some discussion about rotating auditors, and Harris advised that the current contract with Signe Grimstead was in its last of five years.

Dresler added to the EDA grant discussion and the Port Dock 5 Pier access project, stating the need to work together to build support with Business Oregon by meeting with elected officials and getting letter of support. There is a need for strategic communication. She proposed meeting with Representative Gomberg, and will reach out to his staff to schedule. There will be an opportunity to talk with individuals at the federal level at the PNW Mission to Washington in March; Dresler suggested the General Manager and some Commissioners should attend.

Dresler said she had also talked with George Dunkel about scheduling board training in February, which would include inviting other public bodies. She added that she was looking for a part-time communications person who could also tune up material for the website.

**VIII. COMMISSIONER REPORTS/COMMENTS.....**

1:40:36

Lackey suggested taking a look to see if all revenue is being captured at the Port; Dresler said she is working with Bretz and Harris about tightening up the process.

Skamser commented that fishermen were asking about the Commercial Fishing Users Group Committee, and suggested that there be a meeting held after the holidays.

Lamerdin said that he and Dresler has presented information to the Newport City Council about the Port's Strategic Business Plan process after the SWOT Analysis meeting.

<b>IX. CALENDAR/FUTURE CONSIDERATIONS.....</b>	<b>1:45:45</b>
Association of Pacific Ports Seminar.....	11/29/18
Port Holiday Party.....	12/07/18
Cascades West Area Commission on Transportation Meeting.....	12/13/18
Regular Commission Meeting .....	12/18/18
Christmas Holiday – Office Closed .....	12/25/18

There were no changes to the Calendar/Future Considerations.

<b>X. PUBLIC COMMENT.....</b>	<b>1:46:14</b>
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There was no public comment at this time

<b>XI. ADJOURNMENT .....</b>	<b>1:46:30</b>
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Having no further business, the meeting adjourned at 7:46 pm.

ATTESTED:

Stewart Lamerdin, President

Walter Chuck, Secretary/Treasurer