

PORT OF NEWPORT MINUTES

June 24, 2019

Budget Hearing & 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

Fiscal Year 2019-20 Budget Hearing (ORS 294.430)

I. CALL TO ORDER

0:00

Commission President Stewart Lamerdin called the Budget Hearing 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; Sara Skamser (Pos. #2), Vice President; Stewart Lamerdin (Pos. #3), President; Jeff Lackey (Pos. #4); and Jim Burke (Pos. #5).

Management and Staff: Paula J. Miranda, General Manager; Aaron Bretz, Director of Operations; Mark Harris, Accounting Supervisor; and Karen Hewitt, Administrative Supervisor.

Members of the Public and Media: Jim Cline, Rogue; Doug Cooper, Hampton Lumber; Jim Shaw, South Beach resident; Angela Nebel, Summit Communications.

II. PUBLIC COMMENT

0:29

There was no public comment at this time.

III. RESOLUTION 2019-09 ADOPTING THE 2019-2020 FISCAL YEAR BUDGET, MAKING APPROPRIATIONS, AND LEVYING AND CATEGORIZING THE TAX. (2019-09)

0:41

A motion was made by Chuck and seconded by Lackey to adopt Resolution 2019-09 Adopting the 2019-2020 Fiscal Year Budget, Making Appropriations, and Levying and Categorizing the Tax. The motion passed 5 – 0.

IV. ADJOURNMENT

1:50

Having no further business, the Budget Hearing adjourned at 6:03 pm.

Regular Monthly Commission Meeting

I. CALL TO ORDER

2:12

Commission President Stewart Lamerdin called the Regular Commission Meeting of the Port of Newport Board of Commissioners to order at 6:03 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 J. Miranda, General Manager; Aaron Bretz, Director of Operations; Mark Harris, Accounting Supervisor; and Karen Hewitt, Administrative Supervisor.

Members of the Public and Media: Jim Cline, Rogue; Doug Cooper, Hampton Lumber; Jim Shaw, South Beach resident; Angela Nebel, Summit Communications.

II. CHANGES TO THE AGENDA 2:23

There were no changes to the Agenda.

III. PUBLIC COMMENT 2:30

There was no public comment at this time.

IV. CONSENT CALENDAR 2:40

- A. Minutes
 - 1. Regular Commission Meeting May 28, 2019
- B. Financial Reports
- C. PNWA Membership Renewal (\$8,010.00)

Lackey requested that next month's profit & loss statements for the end of the fiscal year, for example page 15 of the meeting packet, compare actuals for this fiscal year to the previous fiscal year. Miranda said she had spoken with Harris about that request.

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

V. CORRESPONDENCE/PRESENTATIONS 4:43

- A. Certification of Election Results

Miranda referred to the materials provided in the Meeting packet. She reviewed the results and the certification sent the Lincoln County Clerk. There was some discussion about when to complete the swearing in of Commissioners, and it was decided to move this from Item IX to now.

Jim Burke, Walter Chuck, and Stewart Lamerdin each took the oath of office:

I, [NAME], do solemnly swear that I will honestly and faithfully discharge the duties of the Office to which I have been elected, and that I will support the Laws and Constitution of the State of Oregon, and of the United States of America to the best of my ability.

VI. OLD BUSINESS 10:45

- A. Items Removed from Consent Calendar

There were no items removed from the Consent Calendar.

B. Accounts Paid

10:55

Skamser asked about the shipping container for Safe Haven Hill from Coast Equipment LLC on page 53. Bretz said the city had asked for the contribution of the container, and Miranda said it made sense for the Port to contribute since Port staff and tenants would make a good part of an evacuation.

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

C. Summit Communications LLC

13:08

1. Communication Strategy
2. Summit Communications LLC Contract

Miranda introduced the staff report and the Strategy and Contract submitted by Angela Nebel, Summit Communications LLC, included in the Meeting Packet. She commented that the current contract was at an end. Miranda reviewed the plan and scope of work. She referred to the two options presented: Option 1, which was more comprehensive, and Option 2, a narrower approach. Miranda suggested the need for continued work on outreach and getting the Port message out there, especially considering the Port’s recent history. She recommended Option 1, and suggested this could be reviewed again for next year. Lackey said he fully supported contracting with Summit, but had some hesitation on direct mailing because of the cost. Miranda said she understood that concern, but suggested direct mail may be the only way to reach certain people and encourage them to engage electronically. Nebel added this would be a valuable part of a multi-layer approach, and was included in part because of responses she had received from the public. Burke said he fully supported Miranda’s recommendation for Option 2 for year one, and then could reevaluate. Chuck suggested taking Option 2, and selecting some specific additional options, including looking at the Port & Starboard that used to be issued by the Port. He also expressed concerns about cost and the carbon footprint of printed communication, and suggested perhaps one newsletter. Skamser commented that a lot of people like to have a paper newsletter to see and hold, and billing inserts and other material directed to specific groups would be valuable. Lamerdin commented that all communication should flow through the General Manager, and nothing should go out without approval. Miranda said all information would go through staff first to both verify accuracy and whether an item was a desired message before any publication or distribution. Skamser commented that monthly press releases would be valuable and there would be plenty of content generated by the Port. Miranda added that staff updates the website and Facebook, but may miss opportunities that Nebel would be good at recognizing. There was additional conversation on specific communication options. Miranda added that the Port has budgeted \$30K for a communications consultant and an additional \$20,200 for marketing and promotion for FY 2019-20. She said this effort goes a long way in informing the community, stakeholders and elected officials. Commissioners commented that the budgeted funds would still need to be spent critically with General Manager and Director of Finance review, and perhaps some of the outreach could be handled in the future by staff directly – in general, the Commission was supportive of the importance of communication, and appreciated the work that had been done by Summit to date. Miranda suggested moving forward with Option 1 which would give room to make those choices.

A motion was made by Burke and seconded by Skamser to contract with Summit Public Relations Strategies, LLC, and move forward with Option #1, not to exceed \$28,100.

Stewart asked that Burke amend his motion to clarify this was for a 12 month period. Burke and Skamser accepted the amendment.

An amended motion was made by Burke and seconded by Skamser to contract with Summit Public Relations Strategies, LLC, and move forward with Option #1, not to exceed \$28,100, for a period of twelve months. The motion passed 5 – 0.

VII. STAFF REPORTS

A. Accounting Supervisor..... 32:35

Harris referred to the staff report included in the Meeting Packet. He commented that Revenue for the current FY was coming in above budget and above last FY, and expenses were within budget. He said the RFP period for audit services was closed, and management will review the submissions and make a recommendation at next month’s Commission Meeting. There was additional discussion about the audit firms that submitted proposals and particular areas of revenue. Harris said he was beginning work on year-end numbers.

B. Director of Operations..... 36:21
1. May Occupancy Report

Bretz introduced the staff report included in the Meeting Packet. He commented that squid was about done for the year, and overall was a good venture with a light draw on the facility. Chuck asked about the dates squid were at the Port; Bretz said he had more details in the office, but in general March and April. Bretz said the committee who would review the EDA Grant Application should be meeting on Wednesday, but he did not expect to hear from them until mid-July. Chuck said it would be important to stay on top of the committee because of the change in personnel; Bretz added that Cascades West was helping out, and they were trying to keep a good working relationship. Lamerdin raised some concerns with the reports of the decommissioning of the R/V Hi’ialakai, moored at NOAA. Bretz said he would speak with Jim Durkee and mentioned some potential concerns; Lamerdin said the Port needs to exercise due diligence in monitoring the situation.

C. General Manager..... 42:05
1. Special Use Permits

Miranda referred to the staff report included in the Meeting Packet. She commented that the letter to NOAA regarding pier usage did include an option to consider the use of the NOAA Pier for visiting vessels if there was no availability at the International Terminal. Miranda said there is ongoing research and discussion regarding the Rondys lease, including the need for an easement to access the Port’s 9-acre property, and the resolution of the electrical shed issue with a possible easement or purchase for the area where it was built. Regarding Community Ice, Miranda said that Rondys was not inclined to change the footprint but would work with Port users when area for stretching nets was needed. Miranda said an offer had been extended for a Director of Finance position to one of the candidate finalists, with a possible start date of July 22nd.

Chuck asked for more details about what comes back to the community from Ardor Adventures events. Miranda said she met with Ed Cortes about getting more details. She added that Cortes also contributed his own work and funds toward the events. Skamser said this could be part of Summit Communications work in showing what is supported by the Port. Lamerdin asked about the easement for Hatfield Marine Science Center; Miranda said this would be a water easement to the City related to the construction at HMSC. Miranda said she was looking into the HMSC lease and what might be mutually beneficial to HMSC and the Port. She added she will bring the easement to next month’s Commission meeting. Lamerdin said the Port should look more closely at how it

manages storage, which would require a bigger discussion. Miranda said that if the Commission felt storage should have limitations, it would be important for the Commission to establish a policy that staff could then follow and enforce.

VIII. COMMISSIONER REPORTS/COMMENTS 56:34

Lamerdin said he attended the City of Newport Vision 2040 Meeting the prior Wednesday, and added this was a good group for the Port to be a part of. Chuck said he attended the past Monday's Newport City Council Meeting, where parking was discussed. He suggested the Port should stay involved in this issue. Miranda said she would look more closely at the Parking District IGA and follow up on where the money contributed was or will be used. Skamser commented that it was important to the Port's public relations that Lamerdin and Chuck took the time to represent the Port.

IX. ELECTED COMMISSIONERS OATHS OF OFFICE

This was moved to item V(A).

X. CALENDAR/FUTURE CONSIDERATIONS 59:17

There were no changes to the Calendar/Future Considerations.

XI. PUBLIC COMMENT 59:30

There was no public comment at this time. Miranda said that she followed up with the State on the status of the review of the Port's Strategic Business Plan; she hopes to get more details from Dave Harlan at the PNWA Conference later this week.

XII. ADJOURNMENT 1:00:34

Having no further business, the meeting adjourned at 7:01 pm.

ATTESTED:



Sara L. SKAMSER, President



Walt Chuck, Secretary/Treasurer