

PORT OF NEWPORT MINUTES

2/16/2016

Commission Work Session

I. CALL TO ORDER

Commission President Walter Chuck called the Work Session of the Port of Newport Board of Commissioners to order at 12:00 noon at the South Beach Activities Room, 2120 SE Marine Science Drive, Newport, Oregon.

Commissioners Present: Walter Chuck (Pos. #1), President; Ken Brown (Pos. #4), Vice-President; and David Jincks (Pos. #2), Secretary/Treasurer, Stewart Lamerdin (Pos. #3); and Patricia Patrick-Joling (Pos. #5).

Management and Staff: Kevin Greenwood, General Manager; Stephen Larrabee, Director of Finance; Rick Fuller, Director of Operations; and Karen Hewitt, Administrative Assistant.

Members of the Public and Media: Mike Goff, TCB Security; Dennis Anstine, Newport News-Times; Lee Fries.

CHANGES TO THE AGENDA: Since Mike Goff would be arriving later in the meeting, Greenwood requested that the Commission first discuss the Volunteer Policy.

II. VOLUNTEER POLICY

Fuller asked for Commission feedback on the Volunteer Handbook included in the Meeting Packet. Jincks said he was impressed with the document but wanted a description of volunteer duties included. Since establishing a maintenance plan was a goal for staff, Jincks emphasized staff needs to be evaluated for the maintenance plan, excluding volunteers. He also requested a budget for volunteer program. Lamerdin suggested a "scope of work" be adopted so that volunteer tasks would fall within those parameters. Fuller said he did not want to unduly narrow the tasks that could be asked of the volunteers. Patrick-Joling also asked how volunteer hours would be accounted for; the volunteers should check out as well as in. Patrick-Joling suggested an application and emergency contact information should be required. Patrick-Joling also asked for a clarification of the hierarchy, specifically, who would be the volunteer coordinator.

Fuller said the Volunteer Service Handbook was a product of the volunteers, based on research of other volunteer policies and based primarily on the handbook of the Aquarium. Fuller responded to Commission questions that he would head the volunteer program, but the volunteers would be directed by the department in which they were working: South Beach, Chris Urbach; North Commercial, Kevin Bryant; International Terminal, Pete Zerr. The tasks would be further defined per project requirements. Payments for volunteer supplies would be assigned to the Port group where work was done. Fuller added that the tasks may include painting of signs, manpower for concessions at events, park hosts and kiosks. These are tasks that are currently low priorities for staff. Fuller would make the suggested revisions to the Volunteer Service Handbook for presentation to the Commission at the Regular Commission Meeting following the Work Session.

III. REVIEW OF TCB AGREEMENT

Greenwood introduced Mike Goff from TCB. Greenwood said he had worked with Larrabee and the Port's attorney on the agreement to collect fines from tickets. Following up to last month's Regular Meeting, Patrick-Joling asked if TCB was licensed as a collection agency. Goff explained they would not be acting as a collection agency, but would be billing for tickets that they issued, as was their arrangement with the City of Newport. Should the billing not be paid after several notices, then the option would be considered whether to send it to a collection agency. Larrabee added this step was intended to formalize the process and enable more consistent collection on ticket fines. TCB has the technology to keep track of tickets and send statements, as well as provide information about the process should bills remain delinquent. Patrick-Joling asked about the dispute resolution for ticketed parties. Greenwood said the contract was reviewed by the Port's attorney and deemed satisfactory. The Commission agreed this contract could be finalized at the Regular Meeting.

IV. ROGUE LEASE MODIFICATIONS

Greenwood handed out two documents that were not in the original packet: an email from Brett Joyce on 2/15/2016 and the lease modification with comments. Greenwood said there was a discrepancy of approximately 15K square between Rogue and the Port of the current leased area. Greenwood said Hewitt was working on this from the maps because the lease language was not clear. Greenwood added that the lease payment amount was already agreed upon as a total, so the price per square foot may need to be adjusted. Port staff will work on this and share with Joyce as well as inform Brown and Jincks. Greenwood advised the lease modifications would not be ready for approval at the Regular Meeting that evening. Joyce had also questioned the inclusion of parking provisions in the lease since that was outside lease boundaries. Greenwood said it was important because of city requirements. Brown suggested adding "as required by city" to the document. Greenwood also suggested changing the language about the lease modification period to actual occupancy by Rogue rather than the issuance of an Occupancy Permit, since the city may be delayed in issuing the permit. He referred to page two of the modification, where Joyce wanted the language changed from "first phase" and "last phase" to "phase 1" and "phase 2". Jincks commented that since the Memo of Understanding already included that this was the last expansion allowed for Rogue at South Beach that this was acceptable. Greenwood then referred to page 3 regarding the increase in rent based on the Consumer Price Index (CPI). He proposed that during the time that rent was abated to cover the Port's portion of the construction cost the CPI increase not apply in exchange for no interest being charged on the "loan" from Rogue. Jincks commented that if the price per square foot when recalculated was too low perhaps the property should be opened to others. Lamerdin suggested perhaps a survey was needed. Greenwood responded not yet; it was first critical to determine what the current lease and construction plans say. Greenwood will take the Rogue Lease Modifications off of the Agenda for the Regular Meeting as an action item.

Having no further business, the meeting adjourned at 12:40 pm.



Walter Chuck, President

ATTESTED:



David Jincks, Secretary / Treasurer

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