# PORT OF NEWPORT MINUTES April 8, 2014 Commission Work Session 2014-15 Budget Priorities Workshop

#### I. CALL TO ORDER

Commission Vice-President David Jincks called the work session meeting of the Port of Newport Board of Commissioners to order at 6:00 pm. in the South Beach Marina Activities Room.

<u>Commissioners Present:</u> David Jincks, Vice-President; Walter Chuck, Secretary; Dean Fleck, Assistant Secretary-Treasurer.

**Commissioners Absent:** JoAnn Barton, President; Ken Brown, Treasurer.

<u>Port of Newport Management and Staff</u>: Greenwood, General Manager; Albaugh, Director of Finance; Webster, Administrative Assistant.

Others Present: Yale Fogarty and Pat Ruddiman, ILWU Local 53.

#### II. PERSONNEL EXPENSES:

Greenwood presented a one page summary of current personnel expenses broken down by costs to the Port related to personnel by department and line item; included was also a column summary of the previous year's budget (FY 2013-14). Several positions budgeted in FY 2013-14 no longer exist and evaluations of duties will need to be done. Greenwood recommended \$220,000 to be budgeted for future staffing needs resulting from organizational changes, 70% would be in salaries and 30% towards personnel costs. The change proposed in personnel costs is 3% more than last year's budget. Overall this brings back 2.5 FTE to 3 FTE and we would then still need to evaluate the loss positions of the Port Manager-Engineer Tech and the Special Project Coordinator which will be evaluated at a later time. A salary step structure was presented for recommendation. The first step would increase some employees by 2.5% but these employees would not receive this increase before passing a positive annual performance review. The only position eligible for a COLA is the Maintenance III position that needs to reflect state minimum was laws. In all this report reflects current cost levels of employees as well as anticipated increases in various personnel benefits, employee paid benefits and taxes.

#### III. <u>FEE STRUCTURES:</u>

Draft of Port of Newport Resolution #2014 xx. This was a tentative summary of all fees, charges and rates that the Port assesses; more information is to be added at a later meeting. Greenwood recommended that this document be reviewed and updated annually. A version of this document will be distributed to port customers via the Fisherman's Forum, SB Users Group, website and others. Overall the summary of fees shows an increase of 3% to cover increases in operations caused by insurance, cost of goods, and employees and various other areas. Recommendations were made regarding job costing to compare current staff to subcontracting projects and choosing the most cost effective method. Question was asked if we were charging for water usage and should we; this will be reviewed. Discussion was made regarding how the moorage rates are not consistent and that the system was designed back in 1970 and does need to be updated. Rates for Live aboard fees and how both marina's charge differently and how we need to have uniformity. Also that the dock box's at the South Beach Marina are doing well and are effect for both the customers and the Port. Some feed back from customers who use the RV Park relayed to us that we are an expensive park. But we are still considering charging for extra vehicles, people and pets. Section 6 of this draft is new regarding civil penalties and no comments were made. Section 9 & 10 covers insurance requirements and guidelines which should reflect standardization for marina or land use. recommendation was made to charge for these items listed in this section. Section 12 requests a delegation to authorize and implement rates listed. A review of how charter services are operating at the South Beach Marina was requested to evaluate uniformity of conducting business in our area. Some charter services operate as an annual business locally and others from other parts of the country that may not be operating in the same format, review and information will be brought forth at a later date.

## IV. PROJECT PRIORITIES:

A list of projects what was compiled by Department Heads and their staff and prioritized by them was presented. Such projects included new docks on Dock 7, a replacement of the hoist dock, a new customs building, Terminal Warehouse/Tenants Imps, A/E Admin Office and thirteen other projects the first five with the high rating due to urgency of repair and or replacement. Costs and some resources were included in this document.

# V. <u>REMINDER OF BUDGET COMMITTEE MEETING: Tuesday, May 13<sup>th</sup> at 6pm at SB Marina Activities Room</u>

- VI. MEETING RECESS at the discretion of the chair. (No meeting recess was taken)
- VII. OTHER (No other business was brought forth)
- VIII. PUBLIC COMMENT (No public comments were made)

### IX. UPCOMING MEETINGS/EVENTS

- A. Work Session, South Beach Marina Activities Room, April 14, 6:00 pm
- **B.** Marina Users Meeting, South Beach Marina, April 16, 8:30 am
- C. Regular Meeting, South Beach Marina Activities Room, April 22, 6:00 pm
- **D.** Barrel to Keg Relay, Rogue Ales Distillery, July 12, 2014
- E. Fishermen's Forum, Port Dock 7 Operations Shop, May 14, 8:30 am
- F. Seaport Landing of the Lady Washington & Hawaiian Chieftain May 14<sup>th</sup>
- G. Marina Users Meeting, South Beach Marina, May 21, 8:30 am

# X. <u>ADJOURNMENT</u>

There being nothing more to come before the Board of Commissioners, the meeting was adjourned at 7:45 pm

	ATTEST:
David lineka Vice President	Wolter Chuck, Secretary/Tracquirer
David Jincks, Vice-President L:\Minutes\RM 2014.04.08	Walter Chuck, Secretary/Treasurer