

May 23, 2023
5:00 P.M.
Newport, OR

PORT OF NEWPORT COMMISSION WORK SESSION MINUTES

This is not an exact transcript. The video of the session is available on the Port's website.

The Port of Newport Commission met on the above date and time at the Administration Building, 600 SE Bay Blvd., and virtually via Microsoft Teams. In attendance were Commissioners Burke, Retherford, Chuck, Lackey, and Sylvia. Also in attendance were General Manager Paula Miranda, Director of Business and Finance Services Mark Brown, PR Consultant Angela Nebel, Administrative Assistant Gloria Tucker, and Pat Ruddiman.

GOALS AND OBJECTIVES

Miranda reported the strategic plan was adopted four years ago. She noted the updates to the plan and the capital improvements list. She explained part of the work is trying to maintain properties, modernizing them when needed, and adding projects as needed. She stated this is a living document, and this changes as the community, policies and funding changes. She indicated the Port adopted values, vision, mission through the plan, but that would be changed in the next strategic plan. She added staff are looking into a new strategic plan for the following fiscal year.

Miranda reported, typically, the state has contributed some funds for the planning process. She noted planning has gotten expensive, looking at \$100,000 for a strategic plan now. She explained that process involves listening sessions and talking to stakeholders. She indicated the Port's goals don't all have to be capital improvements but can also be environmental or other contributions to the community. She added the Port should stay close to its mission, though.

Retherford asked under other markets and industrial opportunities, under potential opportunities referring to the Rogue Seawall dock, if there is any way to create more transient space so more docks are fixed. Miranda replied the consensus is the Port has enough transient docks, and what the Port really needs are long-term docks that can make revenue to help maintain the whole facility overall. She explained when working with the Oregon State Marine Board (OSMB) their objective is for the good of general public use, and they require that their funds be used for transient docks. Retherford confirmed with staff that docks cannot be temporarily designated at transient or switched from transient to long-term if OSMB funds have been used.

Chuck suggested under challenges for break bulk, that tidal fluctuations, which allow deeper depths, need to be emphasized. Miranda replied the difficulty is guaranteeing to customers beyond what is guaranteed to the Port by the Army Corps. She noted with every customer she talks to, she talks about the tidal opportunity. She noted that is another topic to point out during the plan update with consultants. Burke asked if the depth charts are publicly available. Miranda replied the charts are on the Army Corps website, and she can send out a link. Retherford asked under parking charge stations at the marina, if the fiscal year should be updated. Miranda replied she would make sure the updated version is posted to the website.

Miranda reported she did not change much on the capital improvement plan criteria from last time. She noted several projects have been completed. Retherford confirmed with staff the cost estimates change once projects are bid. Miranda explained for the mitigation plan, the original amount was left because mitigation is done project by project. Discussion ensued on the difficulties of mitigation. Chuck asked if the RV Park Annex plan is a new plan or a revamp of the old one.

Miranda replied the plan was not developed after the last RFP, only talked about. She stated an RFP is out, and the Port will make a selection in June or July. Burke asked how many proposals staff have received. Miranda replied staff have not received any yet, but there are three or four consultants who have expressed interest. Brown stated he expects the cost to be in the \$250-\$300,000 range. Discussion ensued on updating the capital improvement plan and resending it to the Commission.

Miranda reported the RV Park Annex plan will include design, financial analysis, market study, and boundary requirements of the city. Burke suggested this would have a quicker ROI than Port Dock 7 planning. He asked regarding the oil tanks, does the Port have any environmental liability. Miranda replied the tanks have been checked, and the existing tanks are OK. She stated the Port may get another tank temporarily, but the desire is to include the tanks with the redesign of Port Dock 7. She noted the consultant will see if those services can be moved so they are easier to access, but the Port has to be careful of the environment.

Chuck asked if the NIT crane staff are interested in is still available. Miranda replied, yes, but it may be leased out for a couple months first. She noted she has chatted with Business Oregon trying to find grant funds, but staff don't want to miss the opportunity. Chuck suggested that purchase be made a priority. Retherford asked since staff are talking about changing from a 30- to 50-ton crane, if there is any way to have both cranes, and have the small crane for smaller vessel use. She explained sometimes there is not staffing for the 30-ton crane and customers will use it. She noted a lot of the boats don't need a 50-ton crane. Miranda replied the Port needs to have a meeting with the Commercial Fishing Users Group to talk about general needs at different locations and to understand what people are willing to pay for services. She noted it is a bad idea to allow users to use equipment because it causes a big liability to the Port. She stated the Facilities Manager would love to keep both cranes, but when it breaks down, the Port could not use it without cost. Brown noted there is also concern about where the Port would store both cranes. Burke noted a service contract may be a good investment. Brown replied the crane is maintained for certain parts, but he is not sure which parts are included.

Sylvia stated under maintaining assets in the strategic plan, there is mention of developing a set of metrics to evaluate projects and properties. He asked if that has been done. Miranda replied a part of not having metrics has to do with not having plans for a lot of assets, and that's why the Port started doing inspections. She explained the main point is to understand where the Port sits, and then come up with financial needs and revenue to be produced. She emphasized it is in much better shape than several years ago. She added staff are not quite there yet to fully put together metrics. Sylvia confirmed with staff it would take another year or two to develop the long-term plan.

Sylvia commended staff for discussing almost all of these improvements ahead of time with the Commission. He suggested listing the capital improvements under the strategic plan sections. Miranda emphasized the importance of a new strategic plan. Sylvia suggested before the Port does the next strategic plan, that Miranda summarizes under each strategy the last five years, rather than the current year. Miranda explained how the strategic planning process works.

Retherford asked what is left under Rondys' agreement at NIT. Miranda replied staff are working right now with the city and airport. She noted the agreement with Rondys expires at the end of June. She stated it is going to be a lot of work, a lot of trucks, to move material. She indicated Rondys requested moving some of the Port's dirt in exchange for bringing in their good dirt. She added the question is does the Port have enough sand for them to take. She explained the

Operations Director is looking into that. She stated having Rondys do it would save the Pot a lot of money, a couple hundred thousand in trucking.

Chuck asked if there is any way to tie the \$30,000 for expanding the South Beach office into the RV Park Annex project. Miranda replied that project has been set aside a bit. She noted staff have talked about exchanging a building with Matheson. She stated the problem with the Annex is there is not enough space as it is, and the Port wants to utilize every spot, so if staff put an office there, they'd take away from space. She added it is always something that can be considered during the design process.

Miranda stated she would make any updates and corrections needed and bring this for adoption at the June meeting. She added there is one suggested new project, that should the Port have a tenant, the Port may build a new building in South Beach near NOAA. She explained Business Oregon is always willing to loan funds if agencies have lease revenue in place.

ADJOURNMENT

Having no further business, the meeting adjourned at 6:03 p.m.

ATTESTED



James Burke, President



Walter Chuck, Secretary/Treasurer

