

**PORT OF NEWPORT COMMISSION REGULAR MEETING**

Tuesday, August 23, 2022, 6:00 p.m.  
South Beach Activity Room  
2120 SE Marine Science Dr.  
Newport, OR 97365

*This will be a hybrid meeting, which means you can attend in-person, or you can view the live stream of this meeting on our website: <https://www.portofnewport.com/2022-08-23-commission-meetings-2022-august-23-2022-6-00-p-m>*

*Anyone interested in making public comment must complete the form on our website and submit it by 11:00 a.m. on Monday, August 22, 2022: <https://www.portofnewport.com/2022-08-23-commission-meetings-2022-august-23-2022-6-00-p-m>*

**I. Call to Order**

**II. Changes to the Agenda**

**III. Public Comment (3-minute limit per person)**

**IV. Consent Calendar**

**2022**

- A. Minutes.....July 26.....Page 3
- B. Financial Reports – *to be provided at September meeting*
- C. Accounts Paid.....Page 9
- D. Declaration of Excess Property – *Bretz*.....Page 14
- E. Approval of NOAA Warehouse Hot Water Heater – *Bretz*.....Page 15
- F. Approval of Correction to the Newport Fab Lease Term – *Miranda*.....Page 20

**V. Old Business**

- A. Items Removed from Consent Calendar
- B. Approval of Amendment to US Customs Lease – *Miranda*.....Page 21

**VI. New Business**

- A. Closure of NOAA Checking and Money Market Accounts – *Brown*.....Page 27
- B. Public Hearing Regarding Ordinance No. 2022-02 Update to Facilities Code – *Bretz*.....Page 28

**VII. Staff Reports**

- A. General Manager – *Miranda*.....Page 30
  - 1. Director of Finance & Business Services – *Brown*.....Page 33
  - 2. Director of Operations – *Bretz*.....Page 35

**VIII. Commissioner Reports**

**IX. Calendar/Future Considerations 2022**

- Labor Day – Port Offices Closed.....Sept. 5, 2022
- SDAO Summer Conference – Salem ..... Sept.15, 2022

Next Commission Meeting.....Sept. 27, 2022  
OPPA Annual Conference - Waldport..... Sept. 29-30, 2022  
PNWA Annual Conference – Vancouver, WA..... Oct. 12-14, 2022

**X. Public Comment (3-minute limit per person)**

**XI. Adjournment**

July 26, 2022  
6:00 P.M.  
Newport, OR

**PORT OF NEWPORT COMMISSION 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 South Beach Activity Room, 2120 SE Marine Science Dr., and virtually via Microsoft Teams. In attendance were Commissioners Burke, Lackey, Sylvia, Retherford, and Chuck. Also in attendance were General Manager Paula Miranda, Director of Finance and Business Services Mark Brown, Administrative Assistant Gloria Tucker, and visitors from the public Mike Sorensen, and Lauren Craven.

**PUBLIC COMMENT**

Sorensen, Charter operator, stated he has some friends who would like to donate a covering at the main fillet tables. He noted they would donate all materials and time to completely cover the two tables. He indicated it's a \$10-15,000 investment. He added they would like to make the donation as a memorial for two dogs and another friend that passed away.

Sorensen stated he talked to Harbormaster Kody Robinson and learned the sensor for the lights above the tables is at an electrical box nearby, so they would not be affected by the cover. He noted the cover is heavy duty. He indicated this would not be a fly by night outfit. He added his friends have been interested since May, and they would like to get this done ASAP.

Sorensen stated they have the materials, and it would be a one-day project. He noted installation will not interfere with the fillet tables at all. Miranda stated she is aware of the interest, and Operations Director Aaron Bretz is coordinating that. She noted this donation does not entitle anyone to exclusivity. Sorensen replied he expects nothing from it.

Miranda added Business Oregon may have grants to fund some additional tables. She recommended Commission authorize her to negotiate with the donors.

Burke added Cover for Fillet Tables to New Business.

**CONSENT CALENDAR**

MOTION was made by Lackey, seconded by Chuck, to approve the Consent Calendar as presented. The motion carried unanimously in a voice vote.

**OLD BUSINESS**

**Amendment to Memorandum of Understanding between Port of Newport and City of Newport - Additional Changes by City Attorney.** Burke introduced the agenda item. Miranda reported this is back before Commission because the city's attorney had not reviewed it yet. She noted she ran this by the Port's attorney, and he approved it. She explained it is important for the Port to have this understanding with the city. She stated both have benefits from it. She indicated the Port gets to store sand that is not usable at the airport, and the city gets to use materials for free, but would have to pay the same transportation tariff charged to others for bringing heavy trucks into the site.

MOTION was made by Chuck, seconded by Sylvia, to approve the amended Memorandum of Understanding to include the additional language, as requested by the City of Newport. The motion carried unanimously in a voice vote.

**Renewal of DSL 11865-SG Application.** Burke introduced the agenda item. Miranda reported this renewal has to be done every three years. She stated without this license, the Port loses the ability to place dredge material.

MOTION was made by Lackey, seconded by Chuck, to authorize the General Manager or Designee to execute the State of Oregon Department of State Lands Royalty License for Shore-cast Dredge Spoils as provided. The motion carried unanimously in a voice vote.

**Approval of Grant Funds for Rogue Seawall Project.** Burke introduced the agenda item. Brown reported during the last legislative session, the state approved \$1.14 million grant funds for repair of the seawall. He noted they didn't require any matching funds, but he estimates 20 percent of the project will be paid by the Port. He stated the Port has the funds to do that. He added the seawall is in need of repair, otherwise, it will fail causing structural damage to that building, which would cost significantly more to fix. Miranda added staff and the consultant are in the middle of working on the permit. She noted the work would be between November and February. She stated once the Port has the permit, the Port can go out for bid for the actual work. She explained at that point, the Port will know the ticket price, and the grant funds may cover the entire amount.

Chuck asked once the seawall is repaired, will there be an engineering report to make sure the tenants don't overload the capacity. He emphasized the Port does not want to have new construction that will increase the weight load. Miranda replied once the work is done, the Port can let them know what they can and cannot do.

Sylvia asked staff for clarification on the grant match. Miranda explained when she talked to Representative Gomberg, who brought this to the Legislature, she gave him a list of projects and the Port's budget. She noted she did not realize these funds would not require a match. Brown explained the Port may have to contribute funds, rather than match them.

Lackey asked if Rogue's equipment's weight and location are documented. He asked if there is anything in the lease about what they can put and where. Miranda replied the lease has no restrictions, but no one wants the liability. She noted there has been an understanding of taking weight into consideration for the equipment. She stated once this repair is done, it would be good to have a Memorandum of Understanding. She added there is language about condemning a building, so as the landlord, the Port can condemn it if the structure becomes weak.

Lackey recommended for the future lease renewal, negotiating some specificity. Miranda replied the Commission would discuss that at that point. She added she may be coming back to Commission with a sublease for Rogue regarding a wastewater management company's use of the property.

Burke asked when the lease is up for renewal. Tucker replied the warehouse lease renewal is 2027.

MOTION was made by Chuck, seconded by Lackey, to authorize the General Manager or Designee enter into a grant agreement with the State of Oregon in the amount of \$1,140,000 for Rogue Seawall repairs. The motion carried unanimously in a voice vote.

## **NEW BUSINESS**

**Approval of Additional Sediment Sampling for Dredging.** Burke introduced the agenda item. Miranda reported the sampling is an Army Corps requirement. She explained testing is required every five to 10 years depending on depths. She noted NIT had testing a little more than five years ago, and NOAA has been more frequent. She stated South Beach has had 20 plus years since it has been dredged, so they need additional sampling. She added the sampling will be needed for everywhere except NOAA. Burke confirmed with staff this testing will be good for five years.

MOTION was made by Lackey, seconded by Sylvia, to authorize the General Manager or Designee to contract with Advanced Remediation Technologies for sediment sampling to support dredge permits not to exceed \$33,095, which includes a 10% contingency. The motion carried unanimously in a voice vote.

**Approval of Electrical Improvements Old Cherry Plant Building.** Burke introduced the agenda item. Miranda reported Bretz had explained before those repairs would be needed, but he thought it would stay under \$10,000. She noted it ended up costing more. She stated she talked with Doug's Electric and told them not to do this kind of work without a PO in the future. She indicated the work was done and it was needed, and she is requesting approval to make the payment to Doug's Electric.

Chuck asked if the buildings are in good enough shape for improvements. He noted the Port talked about demolishing buildings a few years ago. Miranda replied this building is good, but the Port is talking about removing a different building on the site and has restricted access to that one. Burke added the tenants will help pay for these improvements (through the rent).

MOTION was made by Chuck, seconded by Lackey, to authorize the General Manager or Designee to pay Doug's Electric for high voltage work at the former Cherry Plant in an amount not to exceed \$12,089.00. The motion carried unanimously in a voice vote.

**Approval of Resolution 2022-06 Regarding Memorial Policy.** Burke introduced the agenda item. Miranda reported she recently received a request from Heather Mann to possibly put something into the new Administration Building for David Jincks, a former commissioner who passed away. She explained as staff talked about this, they realized the Port doesn't have a memorial policy. She stated she wanted to make it real clear why and how memorials are done. She noted she did some research and developed this policy that establishes the purpose, procedures, and other criteria. She indicated another thing that was needed was a policy for the Fishermen Memorial Walkway. She added she will probably come back with an official request from Mann.

Chuck asked if the Port has a list of memorials on Port property. Miranda replied she does not know, but it is a good idea to make a list and keep track of age and maintenance. Chuck noted a plaque in South Beach, and in the past memorials were done in an ad hoc way.

MOTION was made by Chuck, seconded by Retherford, to approve Resolution 2022-06, a resolution authorizing the Port of Newport to create a Memorial Policy. The motion carried unanimously in a voice vote.

**Cover for Fillet Tables.** Burke introduced the agenda item. Miranda suggested a motion to approve the General Manager and staff negotiate with the folks donating this and approve it as long as it serves the Port. Lackey stated he is in favor of the cover.

MOTION was made by Chuck, seconded by Lackey, to authorize the General Manager, or designee, to negotiate plans and approve the building of a cover for the South Beach fillet tables

with material and labor to be donated, no exclusive uses implied, and a possible dedication. The motion carried unanimously in a voice vote. Miranda added the state recommends covering for tables.

## STAFF REPORTS

**General Manager.** Miranda reported this has been a very challenging month for staff, especially with the shortage of staff. She stated one week the Port had to send out a notification because staff was down to one person for NIT and Commercial. She noted the Port has three or four positions open. She explained staff have been discussing rearranging the Harbormaster positions, and it may be more efficient to go to one Harbormaster, have two Assistant Harbormasters for each site, and hire more maintenance staff. She indicated right now staff are rewriting those job descriptions.

Miranda reported the Port opened the Wharfinger position. She stated once the Port gets that person, the Port can start focusing more on arranging the moorage assignments. Burke stated he is in favor using staff across the Port. Miranda stated cross training has been used quite a lot in order to make things work. She indicated the staff like it, and they learn more skills. She added it has worked well, and the Port will continue that rotation as much as possible.

Burke noted Bretz could use help with project management. Miranda replied with one Harbormaster he could spread the work and focus on projects, while management of staff would be less. Sylvia confirmed with staff the Harbormaster would supervise the Assistant Harbormasters. Miranda added the Harbormaster could be in the Admin Building. Burke asked how the tiers would work. Miranda replied the Harbormaster would be a slightly higher tier, NIT and NOAA Directors would stay the same, and the Assistant Harbormasters would be lower.

Miranda reported the Port is in the middle of the transition with its reservation system. She noted the Port has gotten a lot of complaints, and it did not go as smooth as expected. Brown stated mid-August the system should be working. Miranda stated the Admin Building is moving along. She noted there has been a couple of unexpected change orders, but the Port is still on budget. She indicated she expects it to be finished mid-December. She added the contractor stated they would try to finish in time for the Port to have a Christmas party at the building.

Miranda reported channel dredging of the Commercial Marina is moving along and should be finalized next year. She noted the RFQ for PD7 planning should be ready for the next meeting. She explained staff completed the RORO Dock RFQ and is doing some interviews now. She stated that will probably come to Commission in August too. She indicated the evaluation for PD5, regarding the recent vessel sinking, found the dock fixable and will probably cost \$15,000. She added staff will bring that to Commission, although it will be paid by insurance. Burke confirmed with staff that the Port will hire out that work.

Miranda reported staff are discussing securing the Commercial areas and NIT. She noted there is vandalism and stealing, and sometimes people dumpster dive. She stated most ports do have security fences. She indicated she asked Bretz to come up with a layout for fencing that can be discussed with the Commercial Fishing Users Group. She added once everyone is on board, the Port can apply for a grant.

Miranda reported she had a discussion with the longshoremen and the potential log company, and the longshore's opinion is the barge they have is anti-union. She noted the company is still looking for other alternatives, and they haven't given up. She added she hopes the Port gets its own equipment in the fall. Burke asked when the grant would be announced. Miranda replied

mid-to late September. She stated the Port does not want to take sides. She added the Port wants business, but also wants to keep its partnership.

Lackey asked if 2022 is getting less likely to have something happen. Miranda replied the company is still trying, but it is less likely. Lackey confirmed with staff if something were to gain momentum, there would be discussion with commercial fishing users.

Miranda reported the City of Newport has started parking advisory committee meetings, and Bretz is the representative for the Port. Regarding the South Beach parking, she noted staff have started putting signs up in South Beach, and notices will go to moorage holders and tenants. She indicated staff are trying to establish an implementation date of September 1. She stated notices will go out sooner than that. She added staff will also send letters to RV park tenants related to the trailers. She explained initially there will be warnings, then tickets.

Chuck noted in the past, a commissioner served on the City's parking committee. He asked if these meetings have anything to do with the parking district formed in the past, in which the Port contributed money. Miranda replied she is not sure, but she will look into it. Chuck emphasized the importance of finding out where that money went. He asked if the city knows the Port is charging for parking in South Beach. Miranda replied she has talked to the City Manager. She added the marina has 600 slips and a little more than 200 parking spaces, which drives the need for carpooling. Sylvia asked if the problem is folks not being used to paying for parking or the shortage of parking overall. Miranda replied it is both.

Miranda reported the SDAO Summer Conference is September 15 in Salem. She noted there is a SDAO training in Newport in August. She indicated OPPA will have the annual conference in Waldport at the Port of Alsea on September 29 and 30. She added the first Wild Seafood Cookoff was Saturday. She thanked Chuck for being a judge. She explained the event was sold out and a success. She praised Jim Myers' efforts.

Chuck requested more details on the new person from TCB. Miranda replied Bretz will provide a list of procedures next week.

### **COMMISSIONER REPORTS**

Chuck stated attended he attended the Fishermen's Wives Dinner and the Cookoff. He noted in talking with South Beach users, there was confusion about rules, and the Marina Store has been fielding a lot of questions. He suggested they have a sign or something similar indicating they are separate from the Port. Miranda replied she would work out with Craven the best message. She added the letter should address a lot of things.

Chuck stated last week close to half of the people using the Recreational Marina were Charters. He noted it would be nice to get that worked out because when they are conducting business, they are blocking traffic. Miranda explained some Charters don't have their license and aren't following the rules. She noted staff can talk to the Coast Guard. Chuck suggested changing the MLA language. Miranda replied she would look into that. Burke confirmed with staff that TCB could be used to help as well. Miranda added staff are discussing changing part of the policy, so people get warnings and then are excluded.

Sylvia asked Chuck for clarification on the Charter issue. Chuck replied while Charters are conducting business, they are creating liability on Port property. Miranda explained they need to have licenses and the proper insurance, so that the liability is covered for the Port. Sylvia asked if that includes smaller guide boats. Miranda replied anyone who is charging for service needs a permit. Brown added they are required to have permits from the state as well.

Lackey noted so far inflation and gas prices have not been affecting use of the Port. He asked if that is still the case. Brown replied the RV Park is booked through the end of September, going into October, and there are 80 voicemails of people wanting to book. Miranda added she gets calls from people asking if there is space. Lackey asked if there has been a change on the Commercial side. Brown replied he has not seen changes. Miranda replied she doesn't know how it is affecting fishermen, but the Port would find that out later if people started selling their boats. Brown stated Bretz has told him that moorage is a small part of their operations. Miranda added talking to Manager Don Moon, that NIT is busy too.

### **PUBLIC COMMENT**

Craven, owner of the Newport Marina Store, stated she needs information on what to tell people about parking. She noted she would like to work with Miranda on a parking pass for customers. Miranda recommended Craven give her a call and talk about her needs. She added the Port is treating all the Charters the same.

Sorensen asked if the cover is a go. Miranda replied either she or Kody will give him a call. Sorensen noted there's talk in the RV Park that the Port is talking about doing away with long-term stays, and a lot of people are concerned about that. He indicated the Coast Guard does not enforce anything with Charter boats. He added the expansion of Rogue took much of the parking. He suggested the money made by the RV Park go back into South Beach rather than the General Fund. Brown replied he can walk through the financials with him.

Craven added it has been frustrating with the parking. She recommended putting information on Facebook and on the website about parking and dry camping. Miranda replied staff are not there yet, and she does not want to put information out there that is false. She added as soon as the Port has the information ready, staff will make sure Craven is one of the first people to get it.

### **ADJOURNMENT**

Having no further business, the meeting adjourned at 7:38 p.m.



Accounts Paid Report  
June-July 2022

Posting Date	Document No.	Vendor Name	Description	Line Funds	Amount
6/15/2022	PPI00226	Oregon Coast Magazine		100	50.00
6/15/2022	ACH008	VOYA-OREGON SAVINGS GROWTH	VOYA-OREGON SAVINGS GROWTH	100	630.00
6/15/2022	ACH0011	Washington State Support Registry	Washington State Support Registry	100	200.00
6/15/2022	47675-D	Pacific Source Administrators Inc	Pacific Source Administrators Inc	100	194.75
6/17/2022	EFT003	ADP, Inc.	ADP, Inc.	100	193.07
6/23/2022	DS0001	US Bank	US Bank	100	84,703.16
6/23/2022	DS0002	US Bank	US Bank	400	118,524.32
6/24/2022	47686-E	Amazon Capital Services Inc	Amazon Capital Services Inc	100	110.68
6/24/2022	15330	Alsea Bay Power Products Inc	Alsea Bay Power Products Inc	100	254.99
6/24/2022	47683	Airgas USA LLC	Airgas USA LLC	100	34.08
6/24/2022	47683 B	Airgas USA LLC	Airgas USA LLC	100	39.74
6/24/2022	47683 C	Airgas USA LLC	Airgas USA LLC	100	84.70
6/24/2022	47710	Oregon Department of Human	Oregon Department of Human	100	278.29
6/30/2022	ACH	Washington State Support Registry	Washington State Support Registry	100	200.00
6/30/2022	ACH009	VOYA-OREGON SAVINGS GROWTH	VOYA-OREGON SAVINGS GROWTH	100	630.00
6/30/2022	47677/15329	Special Districts Insurance Services	Special Districts Insurance Services	100	19,848.76
6/30/2022	47697	Jim Durkee	Jim Durkee	100	1,947.32
6/30/2022	47702	Mark Harris	Mark Harris	100	50.19
6/30/2022	47707	Andrew Meats	Andrew Meats	100	94.99
6/30/2022	47763	NW Natural	NW Natural	100	193.72
6/30/2022	47763A	NW Natural	NW Natural	100	78.16
6/30/2022	47770	Sierra Springs	Sierra Springs	100	22.94
6/30/2022	46478	petty cash	petty cash	100	203.08
6/30/2022	47680	Gloria Tucker	Gloria Tucker	100	94.12
6/30/2022	47724	Paula Miranda	Paula Miranda	100	2,013.26
6/30/2022	47762	Newport Ace Hardware Inc	Newport Ace Hardware Inc	100	189.04
6/30/2022	47762A	Newport Ace Hardware Inc	Newport Ace Hardware Inc	100	44.53
7/6/2022	15327	Pioneer Connect	Pioneer Connect	100	177.98
7/6/2022	47512	Hyak	Hyak	100	5,032.00
7/6/2022	47668	Business Oregon - IFA	Business Oregon - IFA	100	2,083.33
7/6/2022	47673	Integrity Data	Integrity Data	100	200.00
7/6/2022	47675-A	PacificSource Administrators Inc	PacificSource Administrators Inc	100	194.75
7/6/2022	47675-B	PacificSource Administrators Inc	PacificSource Administrators Inc	100	194.75
7/6/2022	47675-C	PacificSource Administrators Inc	PacificSource Administrators Inc	100	85.00
7/6/2022	47676-A	Pioneer Connect	Pioneer Connect	100	221.84
7/6/2022	47676-B	Pioneer Connect	Pioneer Connect	100	40.68
7/6/2022	47679	TCB Security Services Inc.	TCB Security Services Inc.	100	7,472.00
7/6/2022	47684	Alsco Inc	Alsco Inc	100	32.95
7/6/2022	47686-A	Amazon Capital Services Inc	Amazon Capital Services Inc	100	87.28
7/6/2022	47686-B	Amazon Capital Services Inc	Amazon Capital Services Inc	100	417.41
7/6/2022	47686-C	Amazon Capital Services Inc	Amazon Capital Services Inc	100	97.90
7/6/2022	47686-D	Amazon Capital Services Inc	Amazon Capital Services Inc	100	50.92
7/6/2022	47704	IconiPro Security Alarms Inc	IconiPro Security Alarms Inc	100	215.31
7/6/2022	47686 F	Amazon Capital Services Inc	Amazon Capital Services Inc	100	250.34
7/6/2022	47686 G	Amazon Capital Services Inc	Amazon Capital Services Inc	100	492.99
7/6/2022	47686 H	Amazon Capital Services Inc	Amazon Capital Services Inc	100	337.68
7/6/2022	EFT002	ADP, Inc.	ADP, Inc.	100	256.84
7/6/2022	47685	Alsea Bay Power Products Inc	Alsea Bay Power Products Inc	100	317.00
7/8/2022	EFT	Windcave**EFT**	Windcave**EFT**	100	165.00
7/9/2022	EFT0001	Direct TV	Direct TV	100	798.06
7/11/2022	10022	Aboveboard Electric Inc	Aboveboard Electric Inc	100	2,123.91
7/11/2022	10023	Amazon Capital Services Inc	Amazon Capital Services Inc	100	485.11
7/11/2022	10023	Amazon Capital Services Inc	Amazon Capital Services Inc	100	46.86
7/11/2022	10024	Barrelhead Supply Inc	Barrelhead Supply Inc	100	130.32
7/11/2022	10025	Copeland Lumber Yards Inc	Copeland Lumber Yards Inc	100	319.15
7/11/2022	10025	Copeland Lumber Yards Inc	Copeland Lumber Yards Inc	100	7.49
7/11/2022	10026	Englund Marine Supply Co Inc	Englund Marine Supply Co Inc	100	13.25
7/11/2022	10026	Englund Marine Supply Co Inc	Englund Marine Supply Co Inc	100	28.00
7/11/2022	10027	Les Schwab Tire Center Inc	Les Schwab Tire Center Inc	100	564.16
7/11/2022	10028	Newport Rental Service	Newport Rental Service	100	46.49

Accounts Paid Report  
June-July 2022

7/11/2022	10029	Newport News Times	Newport News Times	100	175.00
7/11/2022	10030	Pacific Digital Works Inc	Pacific Digital Works Inc	100	212.00
7/11/2022	10031	Papé Material Handling Exchange Inc	Papé Material Handling Exchange Inc	100	334.28
7/11/2022	10032	Pioneer Printing Inc	Pioneer Printing Inc	100	426.89
7/11/2022	10033	Newport Fab Shop	Newport Fab Shop	100	1,250.00
7/15/2022	10068	Alsco Inc	Alsco Inc	100	32.97
7/15/2022	10068	Alsco Inc	Alsco Inc	100	33.94
7/15/2022	10069	Alsea Bay Power Products Inc	Alsea Bay Power Products Inc	100	18.05
7/15/2022	10070	Amazon Capital Services Inc	Amazon Capital Services Inc	100	67.34
7/15/2022	10070	Amazon Capital Services Inc	Amazon Capital Services Inc	100	76.99
7/15/2022	10070	Amazon Capital Services Inc	Amazon Capital Services Inc	100	184.77
7/15/2022	10071	Business Oregon - IFA	Business Oregon - IFA	100	2,083.33
7/15/2022	10072	Chemsearch	Chemsearch	100	376.90
7/15/2022	10073	City of Newport Water/Sewer	City of Newport Water/Sewer	100	14,965.94
7/15/2022	10074	Astound CoastCom By Wave	Astound CoastCom By Wave	100	1,516.03
7/15/2022	10075	Ecolube Recovery LLC	Ecolube Recovery LLC	100	37.05
7/15/2022	10076	Hyak	Hyak	100	5,032.00
7/15/2022	10076	Hyak	Hyak	100	10.00
7/15/2022	10076	Hyak	Hyak	100	10.00
7/15/2022	10077	IconiPro Security Alarms Inc	IconiPro Security Alarms Inc	100	251.94
7/15/2022	10078	Integrity Data	Integrity Data	100	200.00
7/15/2022	10079	KOPIS	KOPIS	100	9,213.75
7/15/2022	10080	Lincoln County Public Works	Lincoln County Public Works	100	405.96
7/15/2022	10081	MacPherson, Gintner & Diaz	MacPherson, Gintner & Diaz	100	3,960.00
7/15/2022	10082	Newport Fishermen's Wives	Newport Fishermen's Wives	100	5,000.00
7/15/2022	10083	Newport News Times	Newport News Times	100	200.00
7/15/2022	10084	Orkin	Orkin	100	53.33
7/15/2022	10085	Pacific Digital Works Inc	Pacific Digital Works Inc	100	255.75
7/15/2022	10086	PBS Engineering and Environmental	PBS Engineering and Environmental	100	12,138.75
7/15/2022	10087	Pioneer Connect	Pioneer Connect	100	227.41
7/15/2022	10087	Pioneer Connect	Pioneer Connect	100	41.81
7/15/2022	10087	Pioneer Connect	Pioneer Connect	100	181.37
7/15/2022	10088	Spiro Landscapes Inc	Spiro Landscapes Inc	100	480.00
7/15/2022	10088	Spiro Landscapes Inc	Spiro Landscapes Inc	100	455.00
7/15/2022	10088	Spiro Landscapes Inc	Spiro Landscapes Inc	100	990.00
7/15/2022	10089	Streamline	Streamline	100	450.00
7/15/2022	10090	Summit Public Relations Strat LLC	Summit Public Relations Strat LLC	100	2,610.00
7/15/2022	10091	T & L Septic & Chemical Toilet	T & L Septic & Chemical Toilet	100	400.00
7/15/2022	10091	T & L Septic & Chemical Toilet	T & L Septic & Chemical Toilet	100	85.00
7/15/2022	10091	T & L Septic & Chemical Toilet	T & L Septic & Chemical Toilet	100	85.00
7/15/2022	10091	T & L Septic & Chemical Toilet	T & L Septic & Chemical Toilet	100	85.00
7/15/2022	10091	T & L Septic & Chemical Toilet	T & L Septic & Chemical Toilet	100	85.00
7/15/2022	10091	T & L Septic & Chemical Toilet	T & L Septic & Chemical Toilet	100	85.00
7/15/2022	10091	T & L Septic & Chemical Toilet	T & L Septic & Chemical Toilet	100	340.00
7/15/2022	10092	TCB Security Services Inc.	TCB Security Services Inc.	100	920.00
7/15/2022	10093	Thompson's Sanitary Service Inc	Thompson's Sanitary Service Inc	100	7,037.79
7/15/2022	10094	Toyota Industries Commercial	Toyota Industries Commercial	100	1,539.81
7/15/2022	10094	Toyota Industries Commercial	Toyota Industries Commercial	100	955.40
7/15/2022	10095	Toyota Lift Northwest	Toyota Lift Northwest	100	955.54
7/15/2022	10095	Toyota Lift Northwest	Toyota Lift Northwest	100	1,629.79
7/15/2022	10095	Toyota Lift Northwest	Toyota Lift Northwest	100	1,539.81
7/15/2022	10096	Valley Fire Control Inc	Valley Fire Control Inc	100	2,000.00
7/15/2022	10097	VenTek International Inc	VenTek International Inc	100	2,070.00
7/15/2022	10098	WHA Insurance Agency Inc	WHA Insurance Agency Inc	100	25.00
7/15/2022	10099	Carlson Testing	Carlson Testing	100	1,600.00
7/15/2022	10100	MASA	MASA	100	28.00
7/15/2022	10101	Baldwin General Contracting, Inc	Baldwin General Contracting, Inc	100	77,429.29
7/19/2022	15331A	Amazon Capital Services Inc	Amazon Capital Services Inc	100	77.51
7/19/2022	15331B	Amazon Capital Services Inc	Amazon Capital Services Inc	100	90.82
7/19/2022	15331C	Amazon Capital Services Inc	Amazon Capital Services Inc	100	259.99
7/19/2022	15332	Bill's Pest Control LLC	Bill's Pest Control LLC	500	135.00

Accounts Paid Report  
June-July 2022

7/19/2022 15333	Coastal Refrigeration Heating & AC	Coastal Refrigeration Heating & AC	100	1,015.00
7/19/2022 15335	Newport Fab Shop	Newport Fab Shop	100	50.00
7/19/2022 15336/47719	TWGW Inc NAPA Auto Parts	TWGW Inc NAPA Auto Parts	100	61.87
7/19/2022 15339	Englund Marine Supply Co Inc	Englund Marine Supply Co Inc	100	150.59
7/19/2022 15340	Pacific Habitat Services Inc	Pacific Habitat Services Inc	100	588.17
7/19/2022 47676A	Pioneer Connect	Pioneer Connect	100	221.84
7/19/2022 47676B	Pioneer Connect	Pioneer Connect	100	40.68
7/19/2022 47678	Suburban Propane	Suburban Propane	100	322.89
7/19/2022 47682	Newport Rental Service	Newport Rental Service	100	32.99
7/19/2022 47684B	Alsco Inc	Alsco Inc	100	32.95
7/19/2022 47687	ArchiveSocial Inc	ArchiveSocial Inc	100	2,988.00
7/19/2022 47689A	Barrelhead Supply Inc	Barrelhead Supply Inc	100	158.15
7/19/2022 47689B	Barrelhead Supply Inc	Barrelhead Supply Inc	100	25.98
7/19/2022 47690	Builders FirstSource Inc	Builders FirstSource Inc	100	13.99
7/19/2022 47692A	Century Link	Century Link	100	40.41
7/19/2022 47692B	Century Link	Century Link	100	40.41
7/19/2022 47693	Coastal Paper & Supply Inc	Coastal Paper & Supply Inc	100	785.29
7/19/2022 47694A	Copeland Lumber Yards Inc	Copeland Lumber Yards Inc	100	12.57
7/19/2022 47694B	Copeland Lumber Yards Inc	Copeland Lumber Yards Inc	100	0.79
7/19/2022 47695A	Dahl & Dahl Inc	Dahl & Dahl Inc	100	217.50
7/19/2022 47695B	Dahl & Dahl Inc	Dahl & Dahl Inc	100	158.05
7/19/2022 47695C	Dahl & Dahl Inc	Dahl & Dahl Inc	100	152.25
7/19/2022 47698	Ecolube Recovery LLC	Ecolube Recovery LLC	100	47.19
7/19/2022 47700	Foress Sign & Manufacturing, LLC	Foress Sign & Manufacturing, LLC	100	14,511.00
7/19/2022 47701	Good Sam RV Travel & Savings Guide	Good Sam RV Travel & Savings Guide	100	7,948.80
7/19/2022 47703	Hyak	Hyak	100	159.00
7/19/2022 47705	Industrial Safety Products	Industrial Safety Products	100	46.28
7/19/2022 47708	Mobile Modular	Mobile Modular	100	1,200.00
7/19/2022 47709A	New Pig Corporation	New Pig Corporation	100	1,287.33
7/19/2022 47709B	New Pig Corporation	New Pig Corporation	100	3,265.88
7/19/2022 47711	Orkin	Orkin	100	53.33
7/19/2022 47712	Pacific Coast Lock & Safe LLC	Pacific Coast Lock & Safe LLC	100	155.00
7/19/2022 47713	Pacific Northwest Waterways Assoc.	Pacific Northwest Waterways Assoc.	100	8,600.00
7/19/2022 47714A	Patrick Bishop	Patrick Bishop	100	1,350.00
7/19/2022 47714B	Patrick Bishop	Patrick Bishop	100	675.00
7/19/2022 47715	Pioneer Printing Inc	Pioneer Printing Inc	100	50.80
7/19/2022 47716	Sherwin-Williams	Sherwin-Williams	100	116.45
7/19/2022 47717	Sure Clean Northwest	Sure Clean Northwest	100	338.00
7/19/2022 47718	Toyota Industries Commercial	Toyota Industries Commercial	100	659.55
7/19/2022 47751	Amazon Capital Services Inc	Amazon Capital Services Inc	100	437.83
7/19/2022 47752A	Barrelhead Supply Inc	Barrelhead Supply Inc	100	472.62
7/19/2022 47752B	Barrelhead Supply Inc	Barrelhead Supply Inc	100	369.51
7/19/2022 47752C	Barrelhead Supply Inc	Barrelhead Supply Inc	100	203.90
7/19/2022 47753	Carver Inc	Carver Inc	100	160.70
7/19/2022 47754	City of Newport	City of Newport	100	1,200.00
7/19/2022 47755	Englund Marine Supply Co Inc	Englund Marine Supply Co Inc	100	33.76
7/19/2022 47757	Kathy Groff	Kathy Groff	100	615.00
7/19/2022 47759	Industrial Safety Products	Industrial Safety Products	100	196.35
7/19/2022 47760	Mobile Modular	Mobile Modular	100	380.00
7/19/2022 47761	Newport Rental Service	Newport Rental Service	100	32.99
7/19/2022 47764	OR Business Development Dept. -	OR Business Development Dept. -	100	7,800.00
7/19/2022 47765	Pacific Source Administrators Inc	Pacific Source Administrators Inc	100	200.00
7/19/2022 47768	Rondys Inc dba Yaquina Industrial	Rondys Inc dba Yaquina Industrial	100	2,000.00
7/19/2022 47769	Sherwin-Williams	Sherwin-Williams	100	141.36
7/19/2022 47771	Suburban Propane	Suburban Propane	100	288.56
7/19/2022 47772	TCB Security Services Inc.	TCB Security Services Inc.	100	7,472.00
7/19/2022 47767	Ram Steelco Inc	Ram Steelco Inc	100	255.16
7/19/2022 47722	Wells Fargo Financial Leasing	Wells Fargo Financial Leasing	100	283.00
7/19/2022 47758	Harvey's Lock & Key Service	Harvey's Lock & Key Service	100	281.25
7/19/2022 47699A	Englund Marine Supply Co Inc	Englund Marine Supply Co Inc	100	93.18
7/19/2022 47699B	Englund Marine Supply Co Inc	Englund Marine Supply Co Inc	100	345.55

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7/19/2022 47699C	Englund Marine Supply Co Inc	Englund Marine Supply Co Inc	100	32.90
7/19/2022 47699D	Englund Marine Supply Co Inc	Englund Marine Supply Co Inc	100	24.01
7/19/2022 47699E	Englund Marine Supply Co Inc	Englund Marine Supply Co Inc	100	16.50
7/19/2022 47720	ULINE	ULINE	100	315.70
7/19/2022 EFT006	First Interstate Bank**EFT**-Debt	First Interstate Bank**EFT**-Debt	100	5,105.31
7/19/2022 EFT9	Verizon Wireless	Verizon Wireless	100	449.63
7/19/2022 47691B	Carver Inc	Carver Inc	100	251.74
7/19/2022 47672A	Hyak	Hyak	100	159.00
7/19/2022 EFT0011	Carson Oil Co Inc**EFT**	Carson Oil Co Inc**EFT**	100	357.74
7/20/2022 BONDPM001	US Bank	US Bank	100	1,563,181.40
7/21/2022 10127	Alsea Bay Power Products Inc	Alsea Bay Power Products Inc	100	463.83
7/21/2022 10128	Amazon Capital Services Inc	Amazon Capital Services Inc	100	97.94
7/21/2022 10128	Amazon Capital Services Inc	Amazon Capital Services Inc	100	494.72
7/21/2022 10128	Amazon Capital Services Inc	Amazon Capital Services Inc	100	315.97
7/21/2022 10128	Amazon Capital Services Inc	Amazon Capital Services Inc	100	122.00
7/21/2022 10129	Barrelhead Supply Inc	Barrelhead Supply Inc	100	87.20
7/21/2022 10129	Barrelhead Supply Inc	Barrelhead Supply Inc	100	452.46
7/21/2022 10129	Barrelhead Supply Inc	Barrelhead Supply Inc	100	78.89
7/21/2022 10130	Dahl & Dahl Inc	Dahl & Dahl Inc	100	158.05
7/21/2022 10131	DOWL	DOWL	100	645.00
7/21/2022 10132	Hyak	Hyak	100	207.00
7/21/2022 10132	Hyak	Hyak	100	749.00
7/21/2022 10133	DJC Oregon	DJC Oregon	100	301.62
7/21/2022 10134	Pioneer Printing Inc	Pioneer Printing Inc	100	301.60
7/21/2022 10135	Bay Area Enterprises Inc	Bay Area Enterprises Inc	100	15,766.30
7/21/2022 10136	Industrial Welding Supply, Inc.	Industrial Welding Supply, Inc.	100	53.20
7/21/2022 10136	Industrial Welding Supply, Inc.	Industrial Welding Supply, Inc.	100	89.78
7/21/2022 10137	Int'l Institute of Municipal Clerks	Int'l Institute of Municipal Clerks	100	140.00
7/21/2022 10138	Mobile Modular	Mobile Modular	100	1,200.00
7/21/2022 10139	OR Dept of Environmental Quality	OR Dept of Environmental Quality	100	1,441.44
7/21/2022 10140	Power Motors Inc	Power Motors Inc	100	2,015.11
7/21/2022 10141	Proctor Sales Inc	Proctor Sales Inc	100	96.00
7/21/2022 10142	Toyota Industries Commercial	Toyota Industries Commercial	100	659.55
7/21/2022 10143	Streamline	Streamline	100	450.00
7/21/2022 GARN0001	OR Dept of Revenue-Garnishments	OR Dept of Revenue-Garnishments	100	553.09
7/21/2022 ACH0010	VOYA-OREGON SAVINGS GROWTH	VOYA-OREGON SAVINGS GROWTH	100	630.00
7/22/2022 GARN0002	Oregon Coast Magazine	Oregon Dept of Justice	100	50.00
7/22/2022 GARNEFT002	OR Dept of Justice	OR Dept of Justice	100	50.00
7/22/2022 GARNEFT003	OR Dept of Revenue-Garnishments	OR Dept of Revenue-Garnishments	100	564.52
7/22/2022 GARNEFT004	OR Dept of Justice	OR Dept of Justice	100	50.00
7/22/2022 GARNEFT005	OR Dept of Revenue-Garnishments	OR Dept of Revenue-Garnishments	100	611.12
7/22/2022 ACH001	Washington State Support Registry	Washington State Support Registry	100	200.00
7/22/2022 10144	Oregon Department of Human	Oregon Department of Human	100	284.16
7/22/2022 10145	Oregon Department of Human	Oregon Department of Human	100	256.59
7/22/2022 ACH002	DE LAGE LANDEN **EFT**	DE LAGE LANDEN **EFT**	100	672.00
7/22/2022 ACH003	Direct TV**EFT**	Direct TV**EFT**	100	441.48
7/22/2022 ACH004	Central Lincoln PUD**EFT**	Central Lincoln PUD**EFT**	100	20,602.31
7/22/2022 ACG007	Direct TV**EFT**	Direct TV**EFT**	100	798.06
7/22/2022 ACH006	Direct TV**EFT**	Direct TV**EFT**	100	441.48
7/22/2022 ACH0012	Virginia Division of Child Support	Virginia Division of Child Support	100	187.94
7/25/2022 10147	Virginia Farell	Virginia Farell	100	82.50
7/28/2022 EFT081122	First Interstate Bank**EFT**-Debt	First Interstate Bank**EFT**-Debt	100	5,105.31
7/28/2022 10148	Alsea Bay Power Products Inc	Alsea Bay Power Products Inc	100	26.29
7/28/2022 10149	Amazon Capital Services Inc	Amazon Capital Services Inc	100	199.89
7/28/2022 10149	Amazon Capital Services Inc	Amazon Capital Services Inc	100	56.00
7/28/2022 10149	Amazon Capital Services Inc	Amazon Capital Services Inc	100	73.47
7/28/2022 10150	Bio-Med Testing Services Inc	Bio-Med Testing Services Inc	100	58.00
7/28/2022 10151	Century Link	Century Link	100	41.21
7/28/2022 10152	Copeland Lumber Yards Inc	Copeland Lumber Yards Inc	100	21.49
7/28/2022 10153	Dahl & Dahl Inc	Dahl & Dahl Inc	100	252.30
7/28/2022 10153	Dahl & Dahl Inc	Dahl & Dahl Inc	100	191.40

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7/28/2022 10154	Digital Connex	Digital Connex	100	1,695.00
7/28/2022 10155	Edge Analytical Inc	Edge Analytical Inc	100	409.00
7/28/2022 10156	Englund Marine Supply Co Inc	Englund Marine Supply Co Inc	100	154.67
7/28/2022 10156	Englund Marine Supply Co Inc	Englund Marine Supply Co Inc	100	204.34
7/28/2022 10157	MASA	MASA	100	84.00
7/28/2022 10158	TWGW Inc NAPA Auto Parts	TWGW Inc NAPA Auto Parts	100	38.48
7/28/2022 10158	TWGW Inc NAPA Auto Parts	TWGW Inc NAPA Auto Parts	100	75.98
7/28/2022 10159	Newport Rental Service	Newport Rental Service	100	1,531.20
7/28/2022 10160	NW Natural	NW Natural	100	137.18
7/28/2022 10161	Patrick Bishop	Patrick Bishop	100	900.00
7/28/2022 10162	Platt Electric Supply Inc	Platt Electric Supply Inc	100	50.54
7/28/2022 10162	Platt Electric Supply Inc	Platt Electric Supply Inc	100	77.68
7/28/2022 10163	Petroleum Compliance Services LLC	Petroleum Compliance Services LLC	100	1,455.00
7/28/2022 10164	Pioneer Printing Inc	Pioneer Printing Inc	100	356.75
7/28/2022 10165	Pacific Source Administrators Inc	Pacific Source Administrators Inc	100	110.00
7/28/2022 10165	Pacific Source Administrators Inc	Pacific Source Administrators Inc	100	135.00
7/28/2022 10166	Papé Material Handling Exchange Inc	Papé Material Handling Exchange Inc	100	913.55
7/28/2022 10167	Quadient Finance USA Inc	Quadient Finance USA Inc	100	400.00
7/28/2022 10168	Sierra Springs	Sierra Springs	100	30.88
7/28/2022 10169	Suburban Propane	Suburban Propane	100	80.00
7/28/2022 10169	Suburban Propane	Suburban Propane	100	176.71
7/28/2022 10169	Suburban Propane	Suburban Propane	100	304.18
7/28/2022 10170	TCB Security Services Inc.	TCB Security Services Inc.	100	3,168.00
7/28/2022 10171	T & L Septic & Chemical Toilet	T & L Septic & Chemical Toilet	100	450.00
7/28/2022 10172	Verizon Wireless	Verizon Wireless	100	646.62
7/28/2022 10173	Wells Fargo Financial Leasing	Wells Fargo Financial Leasing	100	283.00
7/28/2022 10174	Rondys Inc dba Yaquina Industrial	Rondys Inc dba Yaquina Industrial	100	2,000.00
7/28/2022 10175	Newport Ace Hardware Inc	Newport Ace Hardware Inc	100	44.53
7/28/2022 10176	Industrial Welding Supply, Inc.	Industrial Welding Supply, Inc.	100	196.35
7/28/2022 10177	NW Natural	NW Natural	100	28.18
7/31/2022 ACH0008	Washington State Support Registry	Washington State Support Registry	100	200.00
7/31/2022 EFT00082	DE LAGE LANDEN **EFT**	DE LAGE LANDEN **EFT**	100	672.00





## CONSENT CALENDAR AGENDA ITEM

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**DATE:** 02 August 2022  
**RE:** Surplus Property Declaration  
**TO:** Port of Newport Board of Commissioners  
**ISSUED BY:** Aaron Bretz, Director of Operations

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### **BACKGROUND**

Due to equipment configuration changes, the Port had to switch to different waste disposal containers for fish waste in South Beach a couple years ago. Since then, the prior containers have sat idle and are taking up space in the garbage compound in South Beach. North Lincoln Sanitary still operates rear-loading trucks and can make good use of the old dumpsters; there are 24 of them.

### **DETAIL SUPPORTING**

We have negotiated a purchase price of \$500 each with North Lincoln Sanitary.

### **RECOMMENDATION**

I recommend that a Commissioner make a MOTION TO DECLARE 24 galvanized dumpsters as excess property.





## COMMISSION MEETING ITEM

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**DATE:** August 17, 2022  
**RE:** NOAA Warehouse Hot Water Heater  
**TO:** Director of Operations  
**ISSUED BY:** Jim Durkee– NOAA Facilities Manager

---

### **BACKGROUND**

1. As part of the NOAA lease the port was required to supply and maintain a hot water heater in the warehouse building supporting break-rooms, bathrooms, several shop sinks, and showers.
2. The Building Automation System reported a hot water temperature drop and the computer on the device reported an ignition failure. After replacing the broken ignitor, the tank heated up and began leaking into the ignition chamber, that's probably why the old ignitor failed.
3. We explored replacing the hot water heaters in both buildings with a bid of \$43,994.00 from Groth-Gates.
4. After looking at the costs of the hot water heaters we found ourselves we decided to just replace the one hot water heater with Lincoln Plumbing's bid of \$14,300.00.

### **PURPOSE, SCOPE AND DETAIL**

The hot water heater has been out for over a month now because of the failed initial repair. Since the bid we have is not much higher than the costs we found ourselves and much lower than Groth-Gates, we decided to go with Lincoln Plumbing's, their supplier has a new unit on hand.

The new unit will communicate with the building automation system just like the last one.

The port will supply labor and equipment to get the new hot water heater up into the machine space and bring the old one down, Lincoln Plumbing will supply the unit, remove and install, and dispose of the old one.

The facility manager is requesting that a purchase be approved in the amount of \$14,300.00 from Lincoln Plumbing.

### **RECOMMENDATION**

Recommend that the commission move to Authorize the General Manager to sign a purchase order for installation of a new A. O. Smith hot water heater with Lincoln Plumbing in the amount of \$14,300.00.

☆☆ **LINCOLN PLUMBING INC** ☆☆

Norman Kosydar CCB #160939

P.O. Box 315, Siletz, OR 97380

Phone (541) 265-7576; FAX (541) 265-7580

August 11, 2022

Jim Durkee - Facilities Manager  
NOAA - MOC-P  
Port Of Newport

Port Of Newport

**PROPOSAL AGREEMENT:**

Lincoln Plumbing Inc hereby proposes to furnish materials and labor necessary for the rough-in and finish plumbing at the Port Of Newport, which includes the following:

**SCOPE OF WORK: Replace Natural Gas Water Heater**

**Note # 1: New water heater will be in place prior to Lincoln Plumbing arriving to install**

**Note # 2: Old water heater to be removed by others but hauled away by Lincoln Plumbing**

**Note # 3: Warranty of new heater to be covered by manufacturer NOT Lincoln Plumbing. Lincoln Plumbing will cover parts & labor only, due to the location of heater.**

1 AO Smith BTH-199 100GL NG 199.9K BTU commercial W/H power vent w/powered anode rod

- ☆ Water Piping in PEX; Sewer piping in ABS
- ☆ Sewer and water stubbed out 2 feet.
- ☆ Shower and tub/shower doors by others.
- ☆ **Does not include county plumbing permit**
- ☆ Venting for water heater is not included unless specified above

**CHANGES:** Any alteration or deviation from the above specifications involving extra material and/or labor requested either by written and/or verbal orders will become an extra charge over the sum mentioned in this contract. The bid amount includes the fixtures listed above, therefore any change of the above listed fixtures may result in a change of the total bid amount and/or could result in a restock charge imposed by our suppliers and passed on to the homeowner and/or general contractor. Should any of the listed products become unobtainable in the time frame required to do the job, Lincoln Plumbing holds the right to substitute any or all of the listed products with product of equal or greater quality.

**BILLING SCHEDULE:** The total job will be billed out in three stages. Thirty percent of the total bid will be billed after the completion of the underground/underfloor plumbing. Forty percent of the total bid will be billed upon completion of the top out. The final thirty percent will be invoiced after the final plumbing inspection has been approved. Extras may be billed as they arise or included in the last billing, which will be at the discretion of Lincoln Plumbing Inc (LPI). All invoices are due upon receipt. **INTEREST AND ATTORNEY'S FEES:** Interest shall accrue on all charges not paid within 30 days from the date of billing at the rate of 1 ½% per month (18% annual percentage rate) until paid. Furthermore, the undersigned agrees to pay all costs including reasonable attorney's fees at trial and on appeal incurred by LPI in enforcing any of its rights in connection with this agreement. **SCHEDULING DELAYS:** LPI shall not be held liable, as regards to the completion of the work, for any delay which may be caused by reason or on account of any Act of God, unavoidable accidents, inability to secure materials or to use materials in the performance of the work by reason of laws or regulation of the United States of America or the State of Oregon, or any other circumstances beyond their control, other than the want of funds. No such delay shall be deemed a default on the part of LPI, and in the event of such a delay, Lincoln Plumbing's time limit for performance of the work shall be correspondingly extended. Workmen's Compensation and Public Liability Insurance on the above work shall be provided for the employees of LPI by LPI. Lincoln Plumbing Inc is responsible for providing a safe environment for its workers and has the right to stop work on the project if it is determined the work area is unsafe and will not be held responsible for delays caused by health hazards. **WARRANTY AND RESPONSIBILITIES:** Workmanship and materials will be provided according to state and local codes and guaranteed for one year. Warranty of material, fixtures, and faucets will be the responsibility of the provider if other than Lincoln Plumbing Inc.



The work is to be performed in Oregon in accordance with the drawings and specifications submitted for the above work. The total bid is \$ 14,300.00.

Respectfully Submitted:

By: \_\_\_\_\_ Date: \_\_\_\_\_

Norman Kosydar  
President  
Lincoln Plumbing Inc

ACCEPTANCE:

You are hereby authorized to furnish all material and labor to complete the work mentioned in the

By: \_\_\_\_\_ Date: \_\_\_\_\_

Jim Durkee  
Facilities Manager  
Port Of Newport

Groth-Gates Heating  
 2614 SE Hwy 101  
 Lincoln City, OR 97367  
 (541) 994.2631



Proposal Submitted To:
Port of Newport Attn: Jim 600 SE Bay Blvd Newport, OR 97365

## Proposal

Date	7/27/2022	Proposal No.	22-0400
Jobsite Address			
NOAA Facility 2002 SE Marine Dr			
Rep	Telephone		
RLH	541-270-0545		

Description	Yes	No	Total
Labor and materials to install (2) 100 gallon Commercial Water Heaters *Remove and dispose of failed units *(2) Reliance RUF 100 199 NE 199k btu, 100 gallon commercial gas water heaters *Plumbing/venting/gas connections *Mechanical permit/inspection ALL materials and labor to complete installation and start up by certified technician included			43,994.00

**NOTE: HIGH VOLTAGE ELECTRICAL NOT INCLUDED**

50% down, Balance upon completion	<b>Total</b>
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THIS PROPOSAL IS GOOD FOR ONLY 30 DAYS

1 1/2% per month service charge added on past due accounts. (18% ANNUAL PERCENTAGE RATE) A 15% handling charge may be made on all returned merchandise. If collection of this account is referred to an attorney or collection agency, buyer shall be liable to seller for all of seller's costs and reasonable attorney's fees in connection with the collection, whether prior to suit, at trial, or on appeal.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workers Compensation Insurance.

Customer Signature \_\_\_\_\_ Date \_\_\_\_\_

Rep. Signature \_\_\_\_\_ Date \_\_\_\_\_

**Visit Us At [www.GrothGates.com](http://www.GrothGates.com)**



### AO Smith BTH-199 Cyclone Mxi Commercial Water Heater Nat Gas 100 Gal. 199000 BTU

Item #: T9FB299221

Not Yet Rated

Enter zip code for delivery date estimate



**Price: \$12,749.00**

or

**\$2,124.83/mo** suggested payments with 6 month special financing OR **Save 5% on Purchase.**  
[Learn How](#) | [Apply Now](#)

1 **ADD TO CART**

Quantity

ADD TO LIST

Email Print



## **C O N S E N T   C A L E N D A R**

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**DATE:** August 23, 2022  
**RE:** Newport Fab Shop Lease Correction  
**ISSUED BY:** Paula Miranda, General Manager

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### **BACKGROUND**

Back on the April Commission Meeting commissioners approved a lease with the Newport Fab Shop. The lease term was supposed to be from May 01, 2022 through April 30, 2023 with additional renewal options. Unfortunately, there was a typo that nobody caught, as the ending term was listed as April 30, 2022 instead.

We would like to correct the term to end on April 30, 2023 as it was originally intended.

### **RECOMMENDATION**

I RECOMMEND "A MOTION APPROVING THE GENERAL MANAGER OR DESIGNEE TO MAKE THE PROPER CORRECTIONS AS MENTIONED ABOVE."



## **STAFF REPORT**

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**DATE:** *August 23, 2022*  
**RE:** *General Services Administration (GSA)/US Customs Lease Renewal*  
**TO:** *Port of Newport Board of Commissioners*  
**ISSUED BY:** *Paula J. Miranda, General Manager*

---

### **BACKGROUND**

The Port and General Services Administration (GSA) are parties to a lease for use by the US Customs which expires on 12/31/2022. GSA wishes to renew the lease for another 5 years term. The lease amount is to be increased from \$10,310.49 to \$11,276.28, which is equivalent to a 9.37% increase based on a 5-year projection cost.

The Port would like to retain the US Customs as a tenant for future services needed.

### **RECOMMENDATION**

I recommend “A MOTION TO AUTHORIZE THE GENERAL MANAGER TO EXECUTE THE LEASE AMENDMENT AS PRESENTED.”

<b>GENERAL SERVICES ADMINISTRATION PUBLIC BUILDINGS SERVICE</b>  <b>LEASE AMENDMENT</b>	LEASE AMENDMENT No. 1
	TO LEASE NO. GS-10P-LOR00129 Bldg. No. OR6266
ADDRESS OF PREMISES 600 SE Bay Blvd Newport, OR 97365-4388	PDN Number: N/A

**THIS AMENDMENT** is made and entered into between **Port of Newport**

whose address is: 600 SE Bay Blvd.  
Newport, OR 97365-4388

hereinafter called the Lessor, and the **UNITED STATES OF AMERICA**, hereinafter called the Government:

**WHEREAS**, the parties hereto desire to amend the above Lease to add and exercise a five (5) year renewal option, update payment language, and incorporate a General Clause addendum.

NOW THEREFORE, these parties for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, covenant and agree that the said Lease is amended, effective April 1, 2022 as follows:

Part I Section B Paragraph 3a, and Part I Section C are hereby deleted in their entirety and replaced below, Part I Section B Paragraph 3b is hereby deleted in its entirety, Part II Section 1 is hereby amended to add Exhibit 1-A – General Clause Addendum FAR 52.204-25 (Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment (Aug 2020) and the provisions of FAR 52.232-33 PAYMENT BY ELECTRONIC FUNDS TRANSFER - SYSTEM FOR AWARD MANAGEMENT (JUL 2013) is hereby added and incorporated into the Lease by reference.

This Lease Amendment contains 2 pages plus Exhibit 1-A (3 Pages)

All other terms and conditions of the lease shall remain in force and effect.  
IN WITNESS WHEREOF, the parties subscribed their names as of the below date.

**FOR THE LESSOR:**

\_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Entity: \_\_\_\_\_  
Date: \_\_\_\_\_

**FOR THE GOVERNMENT:**

\_\_\_\_\_  
Name: \_\_\_\_\_  
Title: Lease Contracting Officer  
General Services Administration, Public Buildings Service  
Date: \_\_\_\_\_

**WITNESSED FOR THE LESSOR BY:**

\_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

**PART I. Section B. Paragraph 3a:** To have and to hold, the said premises with their appurtenances for the term commencing on January 1, 2018 and continuing through December 31, 2027 inclusive, subject to limited termination rights.

The Government may terminate this Lease, in whole or in parts, at any time effective after a new replacing lease is negotiated and executed for an alternate location on the Port property acceptable to the Government. The effective date of the termination shall be the day prior to the commencement of the new-replacing lease term. No rental shall accrue after the effective date of termination.

~~**PART I. Section B. Paragraph 3b**~~ – **INTENTIONALLY DELETED** as renewal term will be executed with this lease amendment.

**PART I. Section C. Rental:**

Rent shall be payable in arrears and will be due on the first workday of each month. When the date for commencement of the lease falls after the 15th day of the month, the initial rental payment shall be due on the first workday of the second month following the commencement date. Rent for a period of less than a month shall be prorated.

	1/1/2023-12/31/2027 Annual Rent
Shell Rent	\$11,276.28
Operating Costs <sup>1</sup>	\$0.00
Total Rent	\$11,276.28

<sup>1</sup>Rent shall not be adjusted for changes in real estate taxes or operating costs.

Rent shall be paid to Lessor by electronic funds transfer (EFT) in accordance with the provisions of the General Clauses. Rent shall be payable using the EFT information contained in the System for Award Management (SAM). In the event the EFT information changes, the Lessor shall be responsible for providing the updated information to SAM. Failure by the Lessor to maintain an active registration in SAM may result in delay of rental payments until such time as the SAM registration is activated.

LESSOR: \_\_\_\_\_ GOVERNMENT: \_\_\_\_\_

**52.204-25 Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment (Aug 2020)**

(a) *Definitions.* As used in this clause—

*Backhaul* means intermediate links between the core network, or backbone network, and the small subnetworks at the edge of the network (e.g., connecting cell phones/towers to the core telephone network). Backhaul can be wireless (e.g., microwave) or wired (e.g., fiber optic, coaxial cable, Ethernet).

*Covered foreign country* means The People's Republic of China.

*Covered telecommunications equipment or services* means—

(1) Telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities);

(2) For the purpose of public safety, security of Government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities);

(3) Telecommunications or video surveillance services provided by such entities or using such equipment; or

(4) Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.

*Critical technology* means—

(1) Defense articles or defense services included on the United States Munitions List set forth in the International Traffic in Arms Regulations under subchapter M of chapter I of title 22, Code of Federal Regulations;

(2) Items included on the Commerce Control List set forth in Supplement No. 1 to part 774 of the Export Administration Regulations under subchapter C of chapter VII of title 15, Code of Federal Regulations, and controlled-

(i) Pursuant to multilateral regimes, including for reasons relating to national security, chemical and biological weapons proliferation, nuclear nonproliferation, or missile technology; or

(ii) For reasons relating to regional stability or surreptitious listening;

(3) Specially designed and prepared nuclear equipment, parts and components, materials, software, and technology covered by part 810 of title 10, Code of Federal Regulations (relating to assistance to foreign atomic energy activities);

LESSOR: \_\_\_\_\_ GOVERNMENT: \_\_\_\_\_



(4) Nuclear facilities, equipment, and material covered by part 110 of title 10, Code of Federal Regulations (relating to export and import of nuclear equipment and material);

(5) Select agents and toxins covered by part 331 of title 7, Code of Federal Regulations, part 121 of title 9 of such Code, or part 73 of title 42 of such Code; or

(6) Emerging and foundational technologies controlled pursuant to section 1758 of the Export Control Reform Act of 2018 (50 U.S.C. 4817).

*Interconnection arrangements* means arrangements governing the physical connection of two or more networks to allow the use of another's network to hand off traffic where it is ultimately delivered (e.g., connection of a customer of telephone provider A to a customer of telephone company B) or sharing data and other information resources.

*Reasonable inquiry* means an inquiry designed to uncover any information in the entity's possession about the identity of the producer or provider of covered telecommunications equipment or services used by the entity that excludes the need to include an internal or third-party audit.

*Roaming* means cellular communications services (e.g., voice, video, data) received from a visited network when unable to connect to the facilities of the home network either because signal coverage is too weak or because traffic is too high.

*Substantial or essential component* means any component necessary for the proper function or performance of a piece of equipment, system, or service.

(b) *Prohibition.*

(1) Section 889(a)(1)(A) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019 (Pub. L. 115-232) prohibits the head of an executive agency on or after August 13, 2019, from procuring or obtaining, or extending or renewing a contract to procure or obtain, any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. The Contractor is prohibited from providing to the Government any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system, unless an exception at paragraph (c) of this clause applies or the covered telecommunication equipment or services are covered by a waiver described in FAR [4.2104](#).

(2) Section 889(a)(1)(B) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019 (Pub. L. 115-232) prohibits the head of an executive agency on or after August 13, 2020, from entering into a contract, or extending or renewing a contract, with an entity that uses any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system, unless an exception at paragraph (c) of this clause applies or the covered telecommunication equipment or services are covered by a waiver described in FAR 4.2104. This prohibition applies to the use of covered telecommunications equipment or services, regardless of whether that use is in performance of work under a Federal contract.

(c) *Exceptions.* This clause does not prohibit contractors from providing—

LESSOR: \_\_\_\_\_ GOVERNMENT: \_\_\_\_\_

(1) A service that connects to the facilities of a third-party, such as backhaul, roaming, or interconnection arrangements; or

(2) Telecommunications equipment that cannot route or redirect user data traffic or permit visibility into any user data or packets that such equipment transmits or otherwise handles.

(d) Reporting requirement.

(1) In the event the Contractor identifies covered telecommunications equipment or services used as a substantial or essential component of any system, or as critical technology as part of any system, during contract performance, or the Contractor is notified of such by a subcontractor at any tier or by any other source, the Contractor shall report the information in paragraph (d)(2) of this clause to the Contracting Officer, unless elsewhere in this contract are established procedures for reporting the information; in the case of the Department of Defense, the Contractor shall report to the website at <https://dibnet.dod.mil>. For indefinite delivery contracts, the Contractor shall report to the Contracting Officer for the indefinite delivery contract and the Contracting Officer(s) for any affected order or, in the case of the Department of Defense, identify both the indefinite delivery contract and any affected orders in the report provided at <https://dibnet.dod.mil>.

(2) The Contractor shall report the following information pursuant to paragraph (d)(1) of this clause

(i) Within one business day from the date of such identification or notification: the contract number; the order number(s), if applicable; supplier name; supplier unique entity identifier (if known); supplier Commercial and Government Entity (CAGE) code (if known); brand; model number (original equipment manufacturer number, manufacturer part number, or wholesaler number); item description; and any readily available information about mitigation actions undertaken or recommended.

(ii) Within 10 business days of submitting the information in paragraph (d)(2)(i) of this clause: any further available information about mitigation actions undertaken or recommended. In addition, the Contractor shall describe the efforts it undertook to prevent use or submission of covered telecommunications equipment or services, and any additional efforts that will be incorporated to prevent future use or submission of covered telecommunications equipment or services.

(e) *Subcontracts*. The Contractor shall insert the substance of this clause, including this paragraph (e) and excluding paragraph (b)(2), in all subcontracts and other contractual instruments, including subcontracts for the acquisition of commercial items.

(End of clause)



**Staff Report**  
**Closing NOAA Checking**  
**and Money Market Accounts**

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**DATE:** August 23, 2022  
**TO:** Paula Miranda, General Manager  
**ISSUED BY:** Mark Brown, Director of Finance and Business Services

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**Overview**

The Port switch to Business Central use on June 1, 2022. This will allow the Port to track funds more closely, and write checks from a single account.

**Details**

The Port switched to Business Central as the new financial system on June 1, 2022, and also switched payroll systems during this same period. With these changes the Port purchased a MICR printer, this allows the Port to print payroll checks, and all other checks with blank check stock. Business Central has fund tracking functionality built-in.

By using the Fund accounting function the Port can combine the checking and money market funds at First Interstate Bank. Overall, this will reduce the amount of funds maintained in the checking account and increase the amount of funds maintained in the Money Market account, resulting in increased interest revenue, while minimizing any fees charged by First Interstate Bank.

Combining the accounts will also reduce the amount of time it takes to reconcile the bank balance each month, and simplify the Accounts Payable process.

**Recommendation**

I recommend the following motion:

I motion the Port Commission authorize the Director of Financial Services to close the NOAA Money Market and NOAA checking accounts at First Interstate Bank prior to July 1, 2023.

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## **NEW BUSINESS**

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**DATE:** August 17, 2022  
**RE:** Facilities Code Changes  
**TO:** Paula Miranda, General Manager  
**ISSUED BY:** Aaron Bretz, Director of Operations

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### **BACKGROUND**

We were recently asked by a moorage holder to be allowed to sell tuna from his vessel in South Beach directly to the public. Previously, the Port had allowed one vessel in South Beach to sell tuna in this fashion, and that vessel is now gone. When we were approached with this inquiry, the Harbormaster allowed the request and I concurred. With the proper licensing, this practice is widely allowed in the Commercial Marina.

### **DETAIL**

Seafood Product Sale or Purchase is covered under the general provisions of the Port Facilities Code under 2.41. Because it is covered under the general provisions, that means it applies *throughout* the Port (irrespective of South Beach or Commercial Marina):

“No person may set up buying stations without first obtaining all required licenses and permits and leasing from the Port, on the terms provided by the Port, the area at which any buying station is to be established.”

Because the term “buying station” is not defined in the facilities code, it is subject to interpretation. Due to other contextual references in the code, I don’t believe the term “buying station” was intended to apply to those selling directly to consumers from their vessel moored in the marina. I could be incorrect about that intent, but regardless of the original intent, because of the ambiguity this section is problematic to enforce.

After allowing the vessel to sell tuna from the boat in South Beach, it was brought to my attention that there was a desire in years past to end that practice in South Beach once the last boat that was still doing so was gone from the Marina. After finding this out, we notified the vessel that was selling tuna that we would end that practice at the end of the weekend after he set up.

If we continue to intend to prohibit the retail sale of seafood from vessels in South Beach, I have recommended here a manner in which to do that. I specified retail sales because there are a number of regular South Beach users who would be impacted by also banning wholesale seafood sales in South Beach. I do not advise that we should ban wholesale seafood sales anywhere in the Port.

### **RECOMMENDATION**

SEE ATTACHED RECOMMENDATIONS ON CODE CHANGES AND PROVIDE FEEDBACK.

**PORT OF NEWPORT  
ORDINANCE NO. 2022-02  
AN ORDINANCE REGARDING ADDITIONS TO THE PORT FACILITY CODE**

WHEREAS, the Port of Newport is a duly organized municipal corporation of Lincoln County, Oregon (ORS 777); and

WHEREAS, it is in the best interest of the citizens of the district of this Port and the public generally to have certain ordinances and regulations regarding and relating to the public process of policy development codified; and

WHEREAS, Ordinance No. 1-2013, adopted on May 28, 2013, created the Port Facilities Code.

**NOW THEREFORE, THE PORT OF NEWPORT BOARD OF COMMISSIONERS  
ORDAINS AS FOLLOWS:**

Add to Section 1.2 Definitions:

“(qq) **Retail Sales:** Sales of goods that are made directly to the consumer. For the purposes of this definition, a consumer is a person who purchases goods for personal use, and services do not apply.

(rr) **Wholesale:** Sales of goods that are made to retailers, or to industrial, commercial, institutional, or other professional business users, or to other wholesalers and the like.”

Add to Chapter 5 Recreational Marina:

“**5.31 Seafood Product Sale or Purchase.** Retail sales on the marina premises are prohibited except by tenants that operate under an active lease from the Port. Moorage holders shall not operate a retail sales business in the marina unless they are a tenant under a lease that specifically covers the retail sales business.”



## **GENERAL MANAGER MONTHLY REPORT**

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**DATE:** 08/23/22  
**PERIOD:** 07/22/22 – 08/19/22  
**TO:** Board of Commissioners  
**ISSUED BY:** Paula J. Miranda, General Manager

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### **OVERVIEW**

Summer is always a busy time here at the Port, especially at South Beach. Although this year is busy all around due to the shortage of employees and application of the new system. But we are slowly filling in the needed positions and hopefully should be at full speed by the end of the Summer.

The Admin Building is moving along. We now got a new roof, which we recycled from the roof we stored from the NOAA building but was never used. We have also reutilized the decking from the old Port Dock 5 Pier, and both turned out to look nice. We are still at budget. The building is expected to be completed by the second week of December if not earlier.

We continue to work on the Commercial Marina Channel Dredging with the US Army Corps. They were not able to complete the eelgrass survey as it was anticipated. Ultimately, that may save the Port, as the survey will now be included in the construction phase, in which Port's participation is only 10%.

We have evaluated the RFQs for PD7 Planning. Staff requested quotes from qualified consultants and will bring them to commission when a selection has been made.

Port Dock 5 & 3 pedestals have been ordered. Timeline for the installation has been extended due to outside influences on the contractor's side. We are looking into 40 weeks out.

The Port is currently searching for a contractor to repair Port Dock 5A after the events following the sinking of F/V Western Breeze. All costs will be submitted to customer's insurance.

Port staff has made a selection for the RORO Dock Piling Assessment at NIT, but we were not able to complete negotiations in time to bring it to commission this month. We will bring it to September's meeting.

Aaron has been attending the City of Newport Parking committee. He confirmed that Kevin Greenwood was the member of the committee before and Aaron replaced him once Kevin left, as he became the Interim Manager at the time. Since he had more knowledge of the issue, I thought it was wise to keep him in the committee. Funds paid by the Port was utilized to help pay for a consultant hired by the City. We are no longer making any payment towards this project.

We are still working on the parking situation at South Beach. We are hoping to have it fully implemented by the end of August. Meanwhile, our officer at TCB has written over 120 citations for code violations and at least 200 warnings over a three-week time period. The citations are not for future parking requirements,

but for existing code requirements that have constantly been violated, but never got a chance to be enforced. That has kept our staff very busy dealing with appeals, some justified, but mostly not. Citations will most likely increase once we start writing citations for not paying customers after September 1<sup>st</sup>. A letter was sent to all contact customers, posted on Facebook and on the website.

Staff is working with Mr. Brent Taylor of Pacific Metal Works on plans for the Fillet table covers, as mentioned by Mr. Mike Sorenson during the last commission meeting. We will now be looking into a date to implement it.

I've met with the City of Newport, including the City Manager, Airport Manager and the County Manager to discuss air service at the airport. This is a very important tool on helping keep NOAA in town. I am trying to assist on possible funding resources by contacting funding agencies for possible grants.

On the financial side, unfortunately we were not able to complete the financial reports as expected, as we are still transitioning from the old system. Our Finance department expects to have that available within 3 weeks or less. We will send commissioners copies of them as soon as available and share it at the September's meeting as well. Overall, finances are expected to be on budget.

SDAO will be conducting their Summer conference in Salem on September 15<sup>th</sup> this year. I will join the SDAO Board at that time. The OPPA Annual Conference will be held in Waldport hosted by the Port of Alsea on September 29<sup>th</sup> and 30<sup>th</sup> this year. PNWA's Annual Convention is scheduled for Oct. 12-14 in Vancouver. I was asked to be the new treasurer for PNWA, which will lead to Vice-President in two years and President the following year. I talked to President Jim Burke about it. Please let me know if you would like to participate in either of these conferences.

### **Meetings/Trainings/Summits:**

- 07/23/22 - Seafood Cookoff
- 07/25/22 - Operations Recurring Meeting
- 07/26/22 - Meeting with Consultant
- 07/26/22 - Commission Meeting
- 07/27/22 - Finance Recurring Meeting
- 07/28/22 - Administration Staff Meeting
- 07/28/22 - Business Oregon - Oregon Public Ports Training Program - Federal Legislative Update
- 07/28/22 - Pacific Northwest Waterways Association (PNWA) Strategic Plan Task Force
- 07/29/22 - Association of Pacific Ports (APP) General Meeting
- 07/29/22 - Administration Building Contractor Meeting
- 08/01-08/05/22 - PTO
- 08/08 - 08/15/22 - Out with COVID
- 08/16/22 - Directors Monthly Meeting
- 08/16/22 - City of Newport - Air Service Meeting
- 08/16/22 - Communications Meeting
- 08/19/22 - Administration Building Contractor Meeting
- 08/19/22 - OCWCOG Meeting

**Upcoming Schedule:**

- 08/22/22 - PNWA Strategic Plan Kick-Off
- 08/23/22 - Operations Recurring Meeting
- 08/23/22 - Finance Recurring Meeting
- 08/23/22 - Communications Meeting
- 08/25/22 - Administration Staff Meeting
- 08/25/22 - Communications Meeting
- 08/26/22 - Administration Building Contractor Meeting
- 08/26/22 - NW Oregon Works
- 08/29/22 - Operations Recurring Meeting
- 08/29/22 - Finance Recurring Meeting
- 08/09/22 - Department Heads
- 09/05/22 - Labor Day
- 09/09/22 - Administration Building Contractor Meeting
- 09/09/22 - Communications Meeting
- 09/12/22 - Operations Recurring Meeting
- 09/12/22 - Finance Recurring Meeting
- 09/15/22 - SDAO Conference
- 09/16/22 - Administration Building Contractor Meeting
- 09/19/22 - Operations Recurring Meeting
- 09/19/22 - Finance Recurring Meeting
- 09/20/22 - Directors Meeting
- 09/23/22 - Communications Meeting
- 09/23/22 - Administration Building Contractor Meeting





## FINANCE DEPARTMENT MONTHLY REPORT

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**DATE:** August 23,2022  
**PERIOD:** July 1, 2022 to July 31, 2022  
**TO:** Paula Miranda, General Manager  
**ISSUED BY:** Mark Brown, Director of Finance and Business Services

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Financial reports are not included in this month's report. We have reconciled the cash accounts, but are not quite ready with the Financial reports or quite ready to close year end.

### Issues of Importance

#### Financial/ERP System

- Online reservations have been taken offline; issues were uncovered that caused additional staff workload, a new version which corrects these issues is being tested, we are waiting for South Beach Staff to test the new system
- We are close to roll out Business Central Purchase Orders.
- An issue log was created to track issues with the new systems. The issue log tracks the status of an issue, the issue will remain open until a solution is in place. Most issues are closed, the primary issues open are the creation of new procedures.
- Every reservation in PacSoft is being audited to confirm that the reservations and finance (including A/R) information is correct.
- Commercial Marina customers account balanced are being confirmed and some adjusted.
- A review of processes and procedures is underway at the RV park based on industry standards and system operations.
- Business Central is up running, the issues reported are being resolved rather quickly and are generally process related.
- Port staff are in the process of learning how to reconcile the bank account and close out each month as well as year-end. The new processes are taking longer than expected to learn, but the staff is making significant progress.
- Port staff are learning PowerBI to provide more readable income to budget reports to the Port commission and Port Department heads.

#### Fiscal Manual

- The development of a new Fiscal Manual is delayed until PacSoft, Business Central, PayrollNow, and HR are fully implemented. The new fiscal manual will incorporate changes brought about by the new system, but also provide greater detail than the current manual. More policies and procedures will included in the manual

as well. The goal is to clarify and keep a written document on the policies and procedures in detail, this will allow newly hired accounting staff to understand the Port's accounting methodology and will also act as a reference manual to when a question arises.

**Employee Handbook**

- Gloria, Mark and Aaron have finished reviewing the Handbook, the next step is a final review and then a Departmental Head review. Prior to bringing it to commission, the Handbook will be sent to the Port attorney and HRAnswers for legal review, only then will the Handbook be brought to the commission.

**RV Park Reservations**

- The Main RV Park and the Annex are mostly sold out through the summer months. Gas prices have not affected the RV park sales. Port staff continues to get calls daily requesting a reservation, Port staff are offering Dry Camp spots and keep names on file in case of cancellations.
- Staff at the RV park have prepared the materials for the Lotter for next year's long-term reservations.

**Bank Balances:**

Fund Balances as of 05/31/2022:

General Operating Fund	\$3,130,724
Facility Maint Reserv Fund	\$526,206
Construction	\$13,072
Bonded Debt	\$296,979
NOAA lease Fund	\$3,664,881
NOAA Cap Maint Fund	\$1,695,273

Fund Balances as of 06/30/2022

General Operating Fund	\$3,334,257
Facility Maint Reserv Fund	\$526,516
Construction	\$13,073
Bonded Debt	\$28,070
NOAA lease Fund	\$3,875,693
NOAA Cap Maint Fund	\$1,696,588

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## **DIRECTOR OF OPERATIONS REPORT**

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**DATE:** 8/18/2022  
**PERIOD:** July-August 2022  
**TO:** Paula J. Miranda, General Manager  
**ISSUED BY:** Aaron Bretz

### **OVERVIEW DIROPS**

#### **Summary:**

South Beach has been busy as tuna has picked up; the same can be said for the Hoist Dock in the Commercial Marina. We've been working hard at evaluating proposals and interviewing employees at various positions. I've been working on permits, RFQ/RFP's, contracts, and responding to the increased level in citation appeals that generally accompanies any increase in enforcement.

#### **Detail:**

- **Army Corps CAP Section 107 Project (Commercial Marina Channel Dredging)**

Due to internal contracting challenges, it appears that the Army Corps will not get the eelgrass survey contracted in time for this growing season. Unfortunately, that means we will progress into the next phase with a higher degree of ambiguity regarding what may be needed for mitigation. However, it also means that the eelgrass survey (which was going to be one of the most expensive parts of the feasibility study) will be completed with the cost-share requirements of the construction phase. The cost share for feasibility is 50/50, but the cost share for the construction phase is 90/10, with the Corps carrying 90% of the cost.

- **Admin Building**

After a great deal of discussion regarding use of the old PD5 Pier planks with our contractor, they moved forward and installed them and I think we made the right choice. They look good, have plenty of integrity, and it includes a historical piece of the Port in the building. The old (but brand new and unused) roofing material has worked perfectly. Confirmed the new address will still be 600 SE Bay, confirmed the notice we need to give to the lessor of the current admin building for removal.

- **RORO Dock Piling Assessment**

Selection has been made, we notified KPFF of our intent to move forward with their team for the piling assessment. The diving will be completed before the end of the calendar year, and around operations at the Terminal.

- **Port Dock 5 & 3 Electrical**

I've received a new proposal for completion of engineering services from the electrical engineer; the timeline has extended much longer than expected due to outside influences and last minute changes the Port made. We are reviewing bid documents for construction; lead time for parts is over 40 weeks.

- **Port Dock 7 Planning**

We evaluated four highly qualified firms who responded to the request for qualifications, and they are all highly qualified. We have requested that they all submit proposals for the project.

- **City of Newport Parking Advisory Committee**

Still attending meetings, the committee is being brought up to speed on where the ad-hoc committee arrived, and has not yet started working on planning what the future should look like for the bayfront.

- **Rogue Brewery/Dry Moorage Building**

Seeking acceptable repair plans and firms interested in preparing that work.

- **Port Dock 5A Evaluation**

Seeking Contractors for repair work

- **Enforcement Efforts**

TCB has written over 120 citations for code violations over a three week time period. They have handed out about twice that many warnings in the paid-parking areas of South Beach, where we intend to start writing citations for not paying on 01 SEP. We average about one written appeal per day.

## **Newport International Terminal- Don Moon, Supervisor**

### **Billable Services Performed this (July)**

Forklift – hrs 32

Moorage – 63 days

30 Ton Hydraulic Crane- 17.5

Hoist Dock Tie Up – 26.5 hrs

Labor – 49.5 hrs

120V power – 0 days

Other (over time) – 2 hrs

208V power – 47 days

**Other:** Pressure washed all buildings at the Terminal

## **Commercial Marina Harbormaster- Vacant**

### **Billable Services Performed this Period:**

Forklift – 60Hrs

Hoist Dock Crane(s) – 9 Hrs

30 Ton Hydraulic Crane - Enter #.

Dock Tie Up – 162 Hrs

Launch Tickets - Enter #.

Other (Axles) – 17

**Special Projects:** *(Not regular maintenance & repair tasks. Enter project name and notes)*

Completed In Progress Dock 5c repairs

Completed In Progress Hoist dock electrical repair

Completed In Progress Dismantling the F/V Sylvia for haul out and disposal

Completed In Progress Hoist #2 repairs

**Other:** *(Enter issues, events, large purchases, and other notable items)*

- Awaiting parts for Hoist #2 rebuild.
- Getting work done on the F150 work truck.
- Getting the F350 into the shop once we get the F150 back.
- July 15th-August 19<sup>th</sup> we will host “shop at the docks” on the PD5 pier.
- July 23<sup>rd</sup> we will host the seafood cook off at the YBYC.

**Challenges:**

- Most of our crew was down for a week due to Covid.
- Trying to keep up on dock 7 repairs as much as we can. We have started, and have already replaced several hinge pins, but that’s just the beginning.

**Opportunities:**

- It’s a new fiscal year, I think adding containment booms to our incident response equipment would be a good thing to have in an emergency.

**NOAA MOC-P Jim Durkee, Maintenance Supervisor**

**Special Projects:**

Vessels Using the Facility Since My Last Report – NOAA vessels Hi’ialikai, Fairweather, & Shimada, R/V Thomas G. Thompson, R/V Robert Gordon Sproul, USACOE Dredge Yaquina, USCG Vessel Active

Road and Driveway swept the pier.

Performance Systems troubleshooting and repairs on the fire alarm system.

Spiro landscaping clean-up around main drive and paring.

Working on replacing warehouse hot water heater.

**South Beach Marina, Kody Robinson, Harbormaster**

☑ Boat launch from July 1<sup>st</sup> to August 1<sup>st</sup>, 2036 launches @ \$18331

1: Fuel Dock A/B Class scheduled for July 21<sup>st</sup> for the maintenance crew

Crew has successfully obtained A/B Certificate

2: Multiple GFI's have been installed in various pedestals in the marina.

Action: Continue every month installing GFI's when time is available.

3. All riding mowers are in repair mode and waiting on parts  
Action: Purchased new zero turn John deer mower to help with efficiency  
One mower still in rough shape from accident, new mower has arrived
4. Installed new speed bumps on washdown lane  
Action: Install three more sets to slow people down  
Speed bumps working as planned
5. Planning phase of 15 additional single car parking located by dredge spoils  
Action: Started clearing and cutting curb to start hauling and moving materials, waiting on hot saw repairs to continue project
6. Multiple piling hoops are failing, along with dock triangles  
Action: Repair what we can when time and crewing allows
7. Multiple black top projects will be getting quoted on  
Action: Once approved will get paving done for Rogue sink holes, washdown, new parking,
8. Day patrol seems to be working out very well  
Action: Continue to work with TCB and show our presence and keep up on enforcement  
TCB is also helping us with code enforcement down in the Marina
9. Trash and fish totes has almost tripled with tuna being a bit closer this year  
Action: Called Thompson's and asked for more fish totes due to running short all week. May need to have a second pick up day for recycling as well.
10. Started clearing lot adjacent to cherry plant for trailer/overflow parking. Should be completed before labor day weekend.