

**PORT OF NEWPORT**  
**REGULAR MONTHLY COMMISSION MEETING AGENDA**

Tuesday, April 27, 6:00 p.m.

This meeting will be virtual by invitation only.

You can view the live stream of this meeting on our YouTube Channel, Port of Newport Meetings Audio, <https://www.youtube.com/channel/UCCAo3VCV9Yt4coXK7pUXAIQ>

Live chat will not be monitored.

To submit public comment, please complete the form on our website here, no later than 4:00 pm, Monday, April 26<sup>th</sup>. [Public Comment Regular Commission Meeting 4/27/2021 - Port of Newport](#)

Your comment, up to 3 minutes, will be read into the meeting at the appropriate time.

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

- EXECUTIVE SESSION: The Port of Newport Board of Commissioners may go into Executive Session. If an Executive Session is called to order, the appropriate ORS citation will be announced identifying the applicable statute. All discussions are confidential and those present may disclose nothing from the Session. Representatives of the news media are allowed to attend Executive Sessions, as provided by ORS 192.660(4), but must not disclose any information discussed. No Executive Session may be held for the purpose of taking any final action or making any final decision. Executive Sessions are closed to the public.

Regular Monthly Meetings are scheduled for the fourth Tuesday of every month at 6:00 pm.

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**PORT OF NEWPORT MINUTES**

March 16, 2021

Budget Committee Meeting

*This is not an exact transcript. The audio of the session is available on the Port’s website.*

This meeting was held virtually by invitation only. The public was invited to view the live stream of this meeting on our YouTube Channel, Port of Newport Meetings Audio. Live chat was not monitored. The public could submit comment through a form on our website no later than 4:00 pm on Monday, March 15th, to be read into the meeting at the appropriate time.

**Agenda Item**

**Audio  
Time**

**I. CALL TO ORDER .....**

0:00

Commission President Jim Burke called the Budget Committee Meeting of the Port of Newport to order at 6:03 pm.

**Commissioners Present:** Walter Chuck, Secretary/Treasurer (Pos. #1); Kelley Retherford (Pos. #2); Gil Sylvia, Vice President (Pos. #3); Jeff Lackey (Pos. #4); and Jim Burke, President (Pos. #5).

**Freeholder Members Present:** Rex Capri (Pos. #2); David Smith (Pos. #3); Mark Farley (Pos. #4); and Jeffrey Johnson (Pos. #5). Position #1 is Vacant.

**Management and Staff:** Paula J. Miranda, General Manager; Aaron Bretz, Director of Operations; Mark A. Brown, Director of Finance & Business Services; and Karen Hewitt, Administrative Supervisor.

**Members of the Public and Media:** Angela Nebel, Summit Public Relations Strategies.

**II. INTRODUCTIONS .....**

0:17

Miranda welcomed the Commission and Freeholder members of the Budget Committee, and thanked them for their participation and their time.

**III. SELECTION OF BUDGET COMMITTEE CHAIR.....**

1:02

Chuck nominated Mark Farley as Budget Committee Chair, seconded by Lackey. Farley was appointed as Committee Chair with none opposed, and he accepted the appointment.

**IV. BUDGET MESSAGE .....**

2:27

Miranda introduced the FY 2021-2022 Budget Message included in the Budget Committee Packet on page 9. She mentioned infrastructure projects expected to be completed in the current fiscal year, including the Port Dock 5 Pier Access and the Recreational Marina electrical load centers. She said the load centers project was initially planned to be completed over three years, but was combined in the current fiscal year’s budget with a loan from NOAA Reserves. Miranda advised

that some recent events impact looking forward; the loss of 66 ft. of dock on Port Dock 7, and the necessity to remove the building located at 343 SE Bay Blvd, previously leased to Captain’s Reel, due to piling instability. Miranda commented that the COVID pandemic has affected revenues from services at the Commercial Marina, but she expects this to change in the upcoming fiscal year. She said the recreational side is doing quite well.

Miranda spoke about the infrastructure projects priorities discussion at the Budget Priorities Work Session held on March 2, 2021. She commented that the Port will have slightly less money in the Operating Fund at the start of the next fiscal year because the Port is now using the \$1.2MM set aside in the current fiscal year for the Port Dock 5 Pier, and spending for the SB Electrical Load Centers projects. Miranda said that things were picking up not just due to increased fees but also increased efficiencies established by Finance and Operations staff. She said the Port was keeping the Strategic Plan in mind when planning projects and has made progress. Miranda added the rates previously approved for FY 2021-22 were reflected in the budget. She commented that Brown did a great job reorganizing funds, and revenues and expenses were listed by fund in the budget. Miranda said staff proposed to pay off a small loan in the coming fiscal year since the interest rate was 6%.

Miranda said that, in addition to capital expenditures, there were professional fees in the proposed budget. This included funds for Port Dock 7 Rebuild planning and the Army Corps of Engineers (ACOE) Feasibility Study for dredging the Commercial Marina. She said staff planned to revamp the financial software system to gain efficiencies. Also included was a plan to reevaluate assets, intended to plan ahead for needed maintenance rather than playing catch up. Miranda said she plans to continue to work with a grant writer; one grant has been received and another is close. She said the Port hopes to apply for a Travel Oregon grant for the RV Annex planning. Miranda said the Port expects to seek grants for several items in the budget. Work on the Port Dock 3 & 5 electrical upgrades – project engineering was completed in the current fiscal year. The actual pedestal replacement is planned for this new fiscal year. Major maintenance is also needed on Port Docks 3 and 5. Miranda said staff proposed grading on the 9-acre property at NIT to avoid wetlands and make the area usable for a potential customer. Miranda explained the need for the proposed property procurement for the ACOE property next to the Rogue Brewery.

Miranda concluded that all budget proposals aligned with the Port’s Strategic Plan and reflected recommendations from staff. She advised that if there were changes later on, the Port could only vary up to 10% over the established budget or an amendment would be required.

15:31

**V. REVIEW PROPOSED BUDGET .....**

Department Overview

- 1. Administration
- 2. South Beach
- 3. Operations
  - a) South Beach
  - b) Commercial Marina
  - c) International Terminal
  - d) NOAA

Brown introduced the Budget Documents included in the Budget Packet and thanked Lackey for reviewing the debt schedule. The statement of indebtedness may be revised. Brown said that page 13 was an overview of the Port's overall resources and requirements and pointed out the consistent personnel Full-Time Equivalents (FTEs). He commented that the Facilities Maintenance Reserve fund on page 14 was maintained in order to transfer into the General Operating Fund to cover major expenses, like electrical upgrades to Port Docks 3 and 5. He added it is a state condition that requirements equal resources. Brown said if the Commission decided to build the new Administration Building, the loan funds would come into the Construction Fund on page 15. For the NOAA Capital Maintenance Fund on page 16, a portion of this fund will be transferred for the SB Electrical Load Centers, but the goal would be to get back to \$2.1MM. Funds will be transferred out to NOAA if needed for dredging. Brown commented he would correct the imbalance between resources and requirements in this fund.

For the General Operating Fund on page 17, Brown said everything appeared in line. He added that the PAC Wave project revenues were not yet budgeted. Bretz said a reliable ballpark figure was not yet available because of the wide variety of proposals. Brown pointed out the unallocated funds on page 20. He said this is the only page where debt service and transfers can be included, among other items. He commented the Operating contingency and the \$1.2MM restricted funds (lines 89 and 91 page 21) cannot be spent during the fiscal year.

Chuck asked if the Port was coming up on a new PERS assessment. Brown said PERS was reevaluated this year and went up substantially, with anticipated increases through 2029 followed by decreasing rates. Brown added he has a projection stored with the budget. Brown confirmed there are currently 3 tier 1 and 2 employees with the Port. Farley asked about bad debt expense on page 20 line 23. Brown said this represents money that becomes uncollectable from customers; the Port makes every attempt to collect fees owed. Capri asked about the large increase in health insurance (line 7) and professional services (line 17). Brown said for health insurance actuals were substantially below budget in recent years, and the budget for the upcoming fiscal year included HRA expenses that were not previously budgeted for. For professional services, Brown explained that item included planning dollars for certain non-capital projects like the Feasibility Study for the Commercial Marina dredging. Miranda said she included a list of projects in the Budget Message which included a few big ticket non-capital projects. Brown added this also included the software-as-a-service financial software, legal fees, asset assessment, and grant writing consultant, among other items. Sylvia asked if these were standardized forms or could the budget be more interactive so that these details could be found, since people notice big increases in budget items like professional services. Miranda said that professional services vary from year to year, and the upcoming fiscal year included a lot of planning. Brown suggested an asterisk on the form with a separate sheet to show what's included. Farley said it was a positive to show the forklift paid off. Lackey asked about the projected PERS increases and health care costs per person. Brown reviewed projected changes. Lackey said his health care cost calculations differed significantly from what Brown indicated. Lackey will email his spreadsheet calculations to Brown for review. Brown commented that the Port did get a smaller insurance increase of 7.9% compared to most in SDIS that got a 10.5% increase. Lackey asked about the increased utilities budget. Brown said this would be needed if the new building were constructed so needed to be included in the budget.

Brown pointed out that the Professional Services budget on page 22 included planning for the reconfiguration of the RV Annex and planning for an Expo Center. He commented that staff

wages/salaries were built more realistically in this budget and did not increase much. Brown said that insurance costs were allocated across all cost centers. Smith commented that wages did not increase but overtime almost doubled. Brown said South Beach budgeted overtime includes both RV Park and Operations. More overtime than normal was needed in the RV Park due to staffing levels. Miranda added that overtime costs were often recouped on the Commercial side because users were charged accordingly for after-hours and call out services. She added there was a shortage of employees at times in some areas as people left. Retherford asked about South Beach Repairs and Maintenance budgeted increase (line 26 page 22). Brown said that Chris Urbach had specific projects in mind, and listed some. Bretz said that part of the budget every year included replacing walers and rods, which are more expensive right now, Chuck suggested putting some money aside for float maintenance which hasn't been done in many years. Miranda said that eventually with the planned assets assessment money can be set aside for planned maintenance, especially when assets are new, so they can be replaced when the time comes rather than run into emergencies. Sylvia asked about the high cost for a filet table at South Beach (line 40 page 22). Bretz explained the table itself was sizeable and stainless, and the project would include excavation through poured slabs, plumbing, and electric hookups. Chuck asked if the Port had looked into ODFW or the Marine Board grants for the table. Miranda said that she talked to the Marine Board and staff is looking into ODFW and a new program from Travel Oregon.

Brown commented that professional services in the Commercial Marina include money for the Commercial Marina Dredging Feasibility Study and Port Dock 7 rebuild planning. Capital projects include the electrical upgrades to Port Docks 3 & 5 for which funds had been set aside from rate increase, as promised to fishermen. Port Dock 3 & 5 would also need walers and rods replaced. Bretz commented that he recommends the highest importance placed on electrical projects due to the age of infrastructure, critical need, and safety. He said the Feasibility Study was extremely important to be able to right-size the marina for the next generation of commercial activity. Capri asked what the budgeted miscellaneous expenses were of \$200K (line 30 page 23.) (Brown later stated that was for the planned evaluation of 343 SE Bay Blvd.)

Referring to page 24, Bretz said the grading of the 9-acres was contingent on how the Army Corps rules on wetlands. The plan was to get the property in a state to prevent further growth of wetlands, address drainage issues, get level and keep mowed. Smith asked if the area was already designated wetlands. Bretz said yes, but there have been rule changes so the Port has asked for a new ruling. Burke asked if the 0 amount for NIT asphalt (line 34) was purposeful; Brown responded yes that project was supposed to be completed this fiscal year but was included for historical reference. Farley asked about line 22, Contract and Support Services. Bretz said this addressed a large pile of non-buildable dredge spoils that the Port would be responsible to remove from Rondys' property prior to the end of the lease. This may or may not happen in the next fiscal year. Chuck asked if the Port could no longer switch out material with the City. Bretz said the agreement was still in place, but the availability to move material to the airport would depend on whether or not the City was using material themselves in the upcoming fiscal year, and the major expense was transportation costs moving it to the airport. Bretz added the McLean Point Beneficial Project referenced in line 36 was to take place within 5 years of signing the agreement with Rondys; the agreement is coming up on year three. In response to Retherford's question, Brown said that the expense for moving the dredge spoils was allocated between the International Terminal and NOAA.

For NOAA dredging (line 24 page 25), Bretz said he tried to come up with the worst case scenario for the budget. Just prior to the meeting, Bretz received information on the NOAA dredge prism, which looks good. He said he would still have to talk with NOAA, but dredging might not be needed in the upcoming fiscal year. Budgeted funds could be used to reshape the sand pile as part of a dredging project, or if dredging weren't needed, making buildable material easier to access. Lackey asked about the different method used for the last NOAA dredge. Bretz confirmed that a cutterhead was used to get closer to design depth, but another factor in accumulation is the changes in river meander over time. Bretz also said he was considering a consultation with the Army Corps of Engineers to get a 10 year permit for NOAA maintenance dredging, rather than using the current SLOPES (Standard Local Operating Procedures for Endangered Species) process done every year, which could save on permitting costs.

Brown said that line 35 on page 27 represented money set aside for property taxes that would be due on July 1, 2022.

1:21:01

**VI. MAJOR PROJECTS OVERVIEW .....**

Miranda introduced the projects summary included in the Budget Packet and commented that projects were reviewed with the Commission at the Budget Priorities Work Session. She added that as Bretz had indicated, some dredge spoils may need to be moved because of the requirement of the lease agreement with Rondys, and the Port cannot count on finding somebody interested in the material. Miranda said the Port is completing the engineering for the Port Docks 3 & 5 Electrical Upgrade this fiscal year with the actual pedestal replacement happening this coming fiscal year. She said the Port will be looking for grants for the Port Dock 7/Public Pier Replacement planning. She commented that at least 10 letters of support for the PD7 project were received to be included in an EDA grant application. The Commercial Marina Dredging Feasibility Study may be completed in the current fiscal year if the contract is received in time, currently anticipated in April. Miranda said she is still working with Rondys on purchasing the property where the electrical shed is located, but included the item just in case the work is not completed prior to this fiscal year. She reviewed the South Beach projects and commented the SB Marina is getting more charter vessels. There is \$60K proposed for asset inspection to start in the Commercial Marina. As to the oil building tanks, staff had reviewed options and chose to recommend a small replacement at this point and reconsider oil collection with the Port Dock 7 rebuild. The funds budgeted for a new pick-up for the Commercial Marina may be redirected to add to the Commercial Marina office. Miranda said she is still waiting for a new estimate from the consultant for construction of an Administration Building. She said she had understood the increased cost of construction materials was not inflation related but rather that COVID made manufacturing and exporting cargo difficult. Miranda added there is some discussion about inflation going back up, and eventually there will be new code requirements that may further increase costs. Brown commented that if the interest rates go up 1.7% it would be worth building now. Miranda confirmed the \$201K budgeted for evaluation of 343 SE Bay Blvd. She said the budget for the Expo Center plan was to see if the project was worth doing. She added the Seafood & Wine Festival wants to come back next year. Miranda remarked that the NOAA projects were required by the lease agreement.

Sylvia suggested in the future coding out where projects could be found in the budget documents. Brown said as a reminder the priority number does not indicate project completion order. Miranda remarked the Port would try to get as many of the first priority projects done as possible, but this

would depend in part on grants. Bretz added that scheduling of bids would be a factor as well in when projects are completed. Lackey asked for confirmation that the only new loan this fiscal year was for \$700K, and repayment would begin in the upcoming fiscal year; Brown confirmed. Miranda said staff is still talking with Business Oregon regarding a loan for the Administration Building. She commented that the Port needs plans in place before seeking grants for construction of other projects.

1:41:06

**VII. CONCLUDING COMMENTS.....**

1:41:16

There were no additional comments.

**VIII. PUBLIC COMMENTS .....**

No public comment was received by the deadline of March 15<sup>th</sup> at 4:00 pm.

**IX. COMMITTEE COMMENTS**

There were no additional comments.

1:41:54

**X. PRESENT THE MOTION TO RECOMMEND THE BUDGET TO THE PORT COMMISSION FOR ADOPTION OR HOLD FOLLOW UP MEETING .....**

**A motion was made by Chuck and seconded by Lackey to approve the Budget for the Fiscal Year July 1, 2021 to June 30, 2022 in the amount of \$23,784,178. The motion passed 9 – 0.**

**A motion was made by Burke and seconded by Farley to approve property taxes for the Fiscal Year July 1, 2021 to June 30, 2022, at the rate of .0609 per \$1,000 of assessed value for the Permanent rate tax levy, and in the amount of \$995,000 for the General Obligation Bond Levy. The motion passed 9 – 0.**

1:44:50

**XI. ADJOURNMENT .....**

Having no further business, the meeting adjourned at 7:48 pm.

ATTESTED

\_\_\_\_\_  
James Burke, President

\_\_\_\_\_  
Walter Chuck, Secretary/Treasurer



**PORT OF NEWPORT MINUTES**

March 23, 2021

Regular Commission Meeting

***This is not an exact transcript. The audio of the session is available on the Port’s website.***

This meeting was held virtually by invitation only. The public was invited to view the live stream of this meeting on our YouTube Channel, Port of Newport Meetings Audio. Live chat was not monitored. The public could submit comment through a form on our website no later than 4:00 pm on Monday, March 22nd, to be read into the meeting at the appropriate time.

**Agenda Item**

**Audio  
Time**

**I. CALL TO ORDER .....**

**0:00**

Commission President Jim Burke called the Regular Commission Meeting of the Port of Newport Board of Commissioners to order at 6:01 pm.

**Commissioners Present:** Walter Chuck, Secretary/Treasurer (Pos. #1); Kelley Retherford (Pos. #2); Gil Sylvia, Vice President (Pos. #3); Jeff Lackey (Pos. #4); and Jim Burke, President (Pos. #5).

**Management and Staff:** Paula J. Miranda, General Manager; Aaron Bretz, Director of Operations; Mark A. Brown, Director of Finance & Business Services; and Karen Hewitt, Administrative Supervisor.

**Members of the Public and Media:** Angela Nebel, Summit Public Relations Strategies.

**II. CHANGES TO THE AGENDA .....**

**0:12**

Chuck asked to add discussion of the South Beach commercial fillet policy. Burke added this as new business after Item V(D).

**III. PUBLIC COMMENT .....**

**0:58**

Burke read public comment submitted online by Patrick Ruddiman suggesting the Port hire a Cargo Marketing Manager and reconsider an event center, which is referred to in the budget as expo center. Miranda asked to address these comments with her Staff Report.

**IV. CONSENT CALENDAR.....**

**2:01**

- A. Minutes 2021
  - 1. Regular Commission Meeting ..... Feb 23
  - 2. Budget Priorities Work Session ..... Mar 2
  - 3. Commission Special Meeting ..... Mar 2

B. Financial Reports

**A motion was made by Chuck and seconded by Sylvia to approve the Consent Calendar as presented. The motion passed 5 – 0.**

V. OLD BUSINESS

A. Items Removed from Consent Calendar

No items were removed from the Consent Calendar.

B. Accounts Paid ..... 2:32

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

C. Demolition of Building at 343 SW Bay Blvd ..... 2:56

Bretz introduced the Staff Report included in the Meeting Packet and said this was getting down to the last steps. He said the demolition permit would be turned in to the City tomorrow. Bids for the demolition had been received, and there was \$52K available in the budget. Bretz said the Port does not have the permits needed to pull the pilings; the earliest this could be done is the next in-water work window. Miranda explained that the portion of the property where the pilings are located is leased by the Port from the Oregon Department of State Lands (DSL), so the Port would continue to lease until the Port decides what to do about the pilings. She said the choices would be replace the pilings and continue the same use; remove the decking and change to a log raft lease with DSL; or remove everything and terminate the lease. The lease could not be terminated unless the Port removed the pilings and structure on the leased area. Burke will appoint a committee to work along with staff to consider an outcome of the property. Miranda said the Port still has some research to do and will bring that to the committee.

**A motion was made by Retherford and seconded by Lackey to authorize the General Manager to negotiate a contract with Road and Driveway to demolish the building at 343 SW Bay Blvd for a cost not to exceed \$23,160.12 plus a \$2,300 contingency. The motion passed 5 – 0.**

D. Temporary Power for South Beach Load Centers ..... 8:26

Bretz introduced the Staff Report included in the Meeting Packet. He said Western States is set to start this week, so there was a need to move forward. Several solutions had been discussed for temporary power and this proposal was recommended as the best solution. Bretz added there is room in the capital budget for this addition to the Western States contract. Miranda added the budgeted funds were a loan from the NOAA fund, which was still less than the original approved

amount but more than the original contract. Retherford asked if there would be a reimbursement if fuel cost less than \$4/gallon. Bretz said the Port would be billed for fuel at the actual rate. Bretz said the generators were quiet and would run 24 hours a day while needed to keep power to the docks. He said that Western States would be responsible for their operation, as they had the expertise as opposed to Port staff on overtime or TCB. Bretz responded to Chuck’s question that the plan is to start Wednesday, March 24, with the generators starting to run on Friday, March 26. Lackey asked if there would be any savings on primary energy costs while the generators were running. Bretz said the power bill would be lower but would not offset all of the costs.

**A motion was made by Retherford and seconded by Chuck to authorize the General Manager to add to the South Beach Load Centers contract an amount of \$108,344 plus a \$10,000 contingency for the purpose of supplying temporary power to the docks while replacing the load centers in South Beach. The motion passed 5 – 0.**

**VI. NEW BUSINESS**

A. South Beach Commercial Fillet Policy .....

15:23

Chuck said he had received phone calls from Mike & Vella Sorenson, and Jack Craven. Mike Sorenson said that the \$2MM insurance requirement on the license was more than the insurance they have on their boat. Chuck asked how the license policy would be enforced, and added this would be a busy season in the recreational marina. He also asked if there would be a limited number of licenses issued. Bretz said the idea was to have the commercial filleters spread out so that recreational boaters have room to operate. The Port doesn’t designate fillet tables for commercial use, and wouldn’t until another table or two was installed. Bretz allowed the filleters are a benefit and keep things moving faster. The fillet tables in the Recreational Marina are primarily for recreational users, for some of whom filleting their own fish is part of the recreation experience. Bretz added if it got to the point where there were so many commercial filleters that recreational users could not get a spot the Port would look to limit the number of licenses; this has not been a problem with the current filleters. Bretz said he had spoken quite a bit with the filleters. The Port would enforce the licensing as best it can. He said the Port was seeking to implement standard insurance requirements throughout the Port, thus the \$2MM liability limit. Bretz suggested that if the Commission was not satisfied with the current enforcement, the Port would need to fund a different solution. More staff time could be used to enforce, but that would mean degrading some other service in favor of that. TCB could possibly be paid to get involved. Miranda commented that the \$2MM was also the requirement for boats. Management is working on compliance and following through for all Port users. Chuck said congestion has been an issue in the past and could be expected this year. He commented he would like to have seen a better plan for enforcement and notification to filleters that this year the Port would begin charging for permits, even though the ordinance has been in place for a long time. Chuck suggested getting the Recreational Marina users group going again and involved in the decision making process, and requested a meeting before summer. Bretz remarked that last year the filleters applauded the Port’s outreach toward the end of last summer. He has been talking all year with the filleters about the

plan to implement the license. Bretz said at a certain point the Port needs to act on what it decided to do. Now the process would be fairly implemented. Bretz said there certainly will be challenges which will be addressed when they arise.

Chuck asked what the penalty would be for not having the license. Bretz said it would be a Class C offense and signs will be posted. The monetary penalty would be enough of a reminder to comply. If the Port ends up pulling a license, that will have the real punitive impact. Bretz commented the goal is compliance. Bretz said the signs are expected to be in this week and will be conspicuously posted at each station. Miranda said she, Bretz and Brown have been reviewing Port codes and policies, and are finding a lot of things that get violated on a regular basis or never enforced. Staff is trying its best to start enforcement. The insurance requirement for boats is straightforward and is in the Marina License Agreement signed by moorage holders. Miranda commented she has heard Bretz in discussions with filleters for a year or so. She added that if the Port cannot do a better job of enforcing codes and policies, those policies and codes should be removed. A lack of enforcement can get the Port in trouble with insurance. Chuck asked what the permit would allow. He asked if the commercial filleters would have to move if recreational users wanted to use the table. Bretz said Miranda wrote into the license that space was not guaranteed; this was a right to an activity not any ownership or lease of a table spot. Bretz said the idea to have the table used on a first-come first-served basis.

Sylvia suggested there be a conversation with the Commission about what policies are not enforced and what may need to be restructured. He said this is the first he has heard of what is apparently a long running issue, and he asked what the commercial filleter license fee was. Bretz said the fee is \$200, and the licensee has to demonstrate insurance with the Port named as an additional insured. Sylvia asked if a commercial filleter would have to step back if a recreational user wanted space at the fillet table. Bretz said that the public and the licensed filleters would have the same rights. Sylvia suggested a commercial filleter might have several customers in a row, but would step back when they didn't have a paying customer. Bretz agreed, but said it was debatable if that was done consistently. Bretz said he would like to get more fillet space added specifically for commercial filleters, which would also reduce their business uncertainty. He noted that a lot of people may balk at the insurance requirements, but if they get quotes it is not terribly expensive to get liability insurance. The Port's insurance company suggested the filleters may be able to add the coverage to their boat policy. Sylvia commented that it is good to live at a port where people catch fish, but when recreational users return from fishing, they don't want to fight over a spot to fillet their catch.

Chuck suggested Burke appoint two Commissioners to serve on the South Beach Users Group, which had been going on for 10 years. Miranda proposed discussing this users group as part of the Goal Setting meeting. Chuck and Sylvia volunteered to serve on the group. Chuck suggested holding a two-subject meeting in the next month or so if staff had time. He said he would look at past emails for attendees. Miranda said that for previous committees she worked with, people volunteered and then names were brought to the Commission for approval as committee members. Chuck said for this group in the past an agenda would be sent out for anyone interested to attend rather than establish committee members. Miranda said she would work with Chuck on a date and

can send out invitations. Burke commented this would be good to get ahead of issues with more boats transferring from the Embarcadero and more charter boats.

Burke said he would like to be involved with reviewing 343 Bay Blvd. Lackey will join him. Burke asked Miranda to send out invitations to the appropriate parties. Miranda said for now Zoom meetings will continue, but the Commission should talk about when to go back to live meetings. Burke said that would be revisited at the next Commission Meeting.

**VII. STAFF REPORTS**

- A. General Manager ..... 45:48
  - 1. Director of Finance & Business Services
    - a) February Occupancy Report
  - 2. Director of Operations

45:48

Miranda began by responding to the public comment submitted by Ruddiman. She clarified that the Expo Center did not involve the City, and had also been in the previous budget. She said it was a good time to revisit the idea, which had nothing to do with the City. This would be a covered outdoor building. Miranda understood a concern with the event center proposed in the past was that it would compete with hotels. The current conversation began with the Chamber about the cost of putting up the tent for the Seafood & Wine Festival every year. The Expo Center may be a chance to have space for the Seafood & Wine Festival as well as other events. The budgeted item is a study that would include a cost/benefit analysis. The Port will look for grant money to cover the study cost.

Miranda said now would not be the right time to hire a Marketing Manager, nor would it be sustainable in the budget. She added it was at times difficult filling current staffing needs. Also, the Port does not have much property to market. Miranda said that last year’s cargo issues were COVID related. She said she has been talking to prospects, including one last week. The Port is now working on a grant for a marketing plan to expand on what’s in the Strategic Business Plan and look specifically at NIT. Miranda said a grant application has been sent to the USDA, and she is also looking into Business Oregon. Miranda said she has experience working on marketing and negotiating properties at previous ports, but if it is not working, the Commission could look into this in the future.

Sylvia asked more about the Expo center plan. Miranda said it was a simple plan looking at South Beach sites that would make sense, what money would be needed to make up for the use of the space, a sustainable design, and a market for the space. Although Ruddiman suggested such a center doesn’t make any money, this would need a professional consultant to review. Possible events would include items related to the Marina and RV Park and other Port businesses, such as boat shows, RV shows, Rogue October Fest and the Seafood & Wine Festival. Sylvia said it was important to understand the Port would not make a move on the project unless it would significantly pay for itself and was a benefit to the Port and Port District. Miranda suggested if it

were a good thing for the Port, she would pursue further discussion with the City, County, and stakeholders. The idea is not to steal events from the fairgrounds or hotels. Burke noted that this was low on the budget priority list and was about seizing opportunities for revenue if they exist. Chuck said in the past the community expressed concern about the Port industrializing South Beach and taking away from the Marina. He said it was important to reach out to the community first to make sure they understand, and the Port has their support going forward; a past mayor was recalled over this issue and there are sore feelings. Chuck suggested reaching out through Facebook or the newsletter to gauge community acceptance. Miranda said at the same time it would be nice to get a buy in from the City and County, and getting the community behind it is a must. Chuck suggested reaching out to the community first.

Miranda introduced the Staff Report included in the Meeting Packet. She spoke about the past week's virtual PNWA Mission to Washington, where she got to hear from every legislator from Idaho, Washington, and Oregon. She said that attendees had the opportunity to ask questions and raise issues of concern in the region for ports and infrastructure, as well as permits. Miranda also moderated a meeting with Congressman Schrader. Overall, the event, which was a series of separate Zoom meetings, was valuable. She commented she hoped to be in Washington DC for the event next year so there would be an opportunity to meet with other agencies. Miranda said she did have meetings this week with other federal agencies in DC, such as the Office of Management and Budget (OMB) and the ACOE, and appreciated Bretz joining her in meeting with the Army Corps of Engineers (ACOE). Miranda said she is working with Business Oregon on a grant for the Rogue Seawall evaluation and expects to see an approval letter next week. With the Lincoln County grant in addition to Business Oregon, the Port may only have to put in about \$2,000. The contractor is currently scheduled to begin April 1<sup>st</sup>. Miranda said Travel Oregon is asking for a quick turn around on grant funds available, so she is working to swiftly get applications out for the RV Park Annex plan and/or a South Beach fillet table. The Travel Oregon grant project limit is \$100,000; she is working with the grant consultant. Miranda said documents for the ACOE Commercial Marina Dredging Feasibility study are expected April 9th; the Commission has already approved payment. Staff is still waiting for a revised estimate from the consultant for construction of an Administration Building. The loan application with Business Oregon is on hold for an amount confirmation. Miranda said she would confirm there is not an anticipated increase in the loan interest rates. Miranda said work on the Port Dock 5 Pier was currently taking place off site and is moving forward, and the project is expected to be completed on or before schedule. She offered kudos to Bretz for his work on this project and the Port Docks 3 & 5 electrical engineering which is now completed. The Port is now working on proposals for the Port Docks 3 & 5 electrical construction with the intent to have the project underway in September.

Miranda highlighted an issue with the DSL lease on the Port Dock 1 structure. Miranda commented that issues often happen with ports who have property that was owned long before DSL was created. She explained the Port approached DSL regarding the waterway lease at Port Dock 1 when working with Steve Webster on configuring the property, but it turned out the Port did not have a DSL lease. When the property was sold to the previous owners, who then sold to Clearwater, the Port retained the rights to lease with DSL for the dock, but the State does not recognize that. DSL

said they had to offer rights first to the upland owner, Hans Goplen of Clearwater Restaurant, and/or then to the highest bidder. Miranda said she reached out to Representative Gomberg about how state agencies should be working with ports, specifically Newport, which is named a deep water port, as stated under ORS 777.065. She commented the issue was not the people at DSL but the rules and a structure that has been owned by the Port for over 100 years. Gomberg's staff did contact DSL, and may have found a way DSL can possibly allowed the upland owner to assign the lease to the Port, instead of just subleasing it. Miranda said she spoke with Goplen who wants to keep the property as is and have someone to continue to maintain the dock. Miranda said if the Port does not use the property as a commercial dock there won't be money for maintaining it. Miranda said she will have a further conversation with DSL, and hopefully will have a better answer after that meeting. She said she would like to do the transfers and sublease simultaneously if all goes through.

Miranda said she told DSL this solution still doesn't address the issue of how ports are treated. She has also spoken with the Oregon Public Ports Association (OPPA) about the issue. She would like to continue working with Representative Gomberg and Senator Anderson to look at bringing legislation to provide ports with some preferential and grandfathered rights. Miranda commented she's seen DSL issues at three ports, but this is the ugliest issue ever, as the Port could literally have lost the rights over Port Dock 1. Sylvia suggested it could be different interpretations of statute. Miranda said statute already says ports should have some priority considering economic opportunities. She would like to see the DSL rules addressed. Usually rule changes go through committee, which include the School Board who is generally the beneficiary of DSL fees. She proposed legislation could address certain issues.

Miranda said she hoped the Commissioners had received and enjoyed the recent Port newsletter. She said the plan was to have a second newsletter this year, possibly in the fall. She mentioned the City of Newport has approached the Port about a permit for 4<sup>th</sup> of July fireworks this year. A challenge may be keeping social distancing. Miranda said the Port's finances are looking pretty good. She will send out a survey for scheduling a Goal Setting meeting. Miranda would like to do goal setting next year in January before the budget process. The Goal Setting meeting would be an opportunity to recap where the Port is in the Strategic Business Plan, where it's going, what's been done, and what to prioritize for the future.

Lackey asked what the money would be used for if the PD7 insurance claim was approved. Miranda said the insurance company tried to deny coverage because of what they thought was the cause of the damage. She and staff met with the insurance company last week, and they are trying to make sure the Port has the proper insurance to cover the assets there. The money may be used for matching funds for grants for PD7 planning or for some repairs at the dock. Bretz added the insurance company initially denied coverage because the policy does not cover damage caused by water – that would be through a flood policy. Bretz explained the damage was not caused by water but by high winds that caused the boats to lean hard against the dock. The insurance company is still adjusting the claim but there will be some coverage. Bretz said he met with the insurance

1:26:42

company and believes the port is pretty well covered. Most damage of this type would be likely wind related, but Bretz also thinks the Port still has an appropriate level of flood coverage.

**VIII. COMMISSIONER REPORTS/COMMENTS** .....

Chuck commented that the Commission needs to do Miranda’s performance review, and suggested the forms be redone to make them current. Hewitt will send last year’s form to Chuck and Burke to review and revise.

1:29:02

Burke said he has been approached over the last few months by commercial moorage holders with concerns about transparency and policy for moorage. The Commission can follow up at a later date, and as public comment is submitted.

1:29:14

**IX. CALENDAR/FUTURE CONSIDERATIONS** .....

2021  
Budget Hearing & Regular Commission Meeting..... Apr 27

1:29:19

There were no changes to the Calendar/Future Considerations.

**X. PUBLIC COMMENT** .....

There was no Public Comment at this time.

**XI. ADJOURNMENT** .....

Having no further business, the meeting adjourned at 7:30 pm.

ATTESTED:

\_\_\_\_\_  
James Burke, President

\_\_\_\_\_  
Walter Chuck, Secretary/Treasurer





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

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**DATE:**            **April 22, 2021**  
**RE:**                **Painting South Restrooms, Maintenance Shop, Marina Store**  
**TO:**                **Paula Miranda, General Manager**  
**ISSUED BY:**    **Aaron Bretz, Director of Operations**

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### **BACKGROUND**

We have replaced the siding and roof of the South Beach south restrooms; the Marina Store and Maintenance Shop are due for paint jobs.

### **DETAIL**

We received competitive quotes for this work, and have put it together to maximize the mobilization of contractors.

### **BUDGET IMPACTS**

This work was included in this year's budget.

### **RECOMMENDATION**

I RECOMMEND A MOTION APPROVING THE GM TO CONTRACT WITH FITZPATRICK PAINTING AND CONSTRUCTION TO PAINT THE SOUTH RESTROOMS, MARINA STORE, AND MAINTENANCE SHOP IN SOUTH BEACH IN AN AMOUNT NTE \$17,440 PLUS \$1,800 IN CONTINGENCY. IN THE EVENT THAT FITZPATRICK IS UNAVAILABLE TO COMPLETE THE WORK PRIOR TO 01 JULY 2021, THE GM IS AUTHORIZED TO CONTRACT WITH VMW CONSTRUCTION FOR \$17,900 PLUS \$1,800 IN CONTINGENCY.





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

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**DATE:**            **April 22, 2021**  
**RE:**                **Asphalt Project, Newport International Terminal**  
**TO:**                **Paula Miranda, General Manager**  
**ISSUED BY:**    **Aaron Bretz, Director of Operations**

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### **BACKGROUND**

We were unable to complete the asphalt project to improve a small area of the storage lot last year due to scheduling and the shutdown of the asphalt plant. This project is in the budget this year for an improvement to the lot storage area and makes it possible for forklifts to be operated in an area where they currently cannot. It increases the storage capacity at the terminal by about 19,000 square feet.

### **DETAIL**

This project was a priority for this year's budget because it quickly pays for itself and improves the amount of storage capacity at the terminal. It also enables us to place heavier gear further back on the storage lot to increase the available space at the terminal pier.

### **BUDGET IMPACTS**

This work was included in this year's budget.

### **RECOMMENDATION**

I RECOMMEND A MOTION APPROVING THE GM TO CONTRACT WITH ROAD AND DRIVEWAY FOR 19,000 SQUARE FEET OF ASPHALT NORTHWEST OF THE TERMINAL SHOP IN AN AMOUNT NTE \$95,109.62 PLUS \$9,500 IN CONTINGENCY.





## **STAFF REPORT**

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**DATE:** 27 April, 2021  
**RE:** IconiPro Security system  
**TO:** Paula Miranda, General Manager  
**ISSUED BY:** Mark A. Brown, Director of Finance and Business Services

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### **BACKGROUND**

The Port contracts with IconiPro to provide alarm systems for the NOAA, International Terminal, Foulweather Trawl, and RV Park offices to monitor for fire and burglary. The RV Park office contract for alarmed services has expired.

### **DETAIL**

The alarm system in the RV park office was installed in June 2015. The new contract is for a term of three years, after the initial three years, the contract renews for successive one-year periods, unless cancelled in writing by either party by giving 30 days' notice. A copy of the contract is included for your review. The contract has been reviewed and approved by legal counsel.

The RV Park offices have been broken into in the past, having an alarm system in place assures someone is onsite as quickly as possible.

### **RECOMMENDATION and Motion**

**If not approved on the Consent Calendar. I RECOMMEND A MOTION AUTHORIZING THE GENERAL MANAGER OR DESIGNEE TO SIGN AN AGREEMENT WITH IconiPro NOT TO EXCEED \$40.38/ PER MONTH FOR THE FIRST YEAR, WITH A POTENTIAL ANNUAL INCREASE NOT TO EXCEED 5% IN SUBSEQUENT YEARS.**



BCD: CLE 494  
CCB: 216433

ICONIPRO SECURITY & ALARMS  
38209 Brooten Road, Suite B  
P.O. Box 935, Pacific City, Oregon 97135  
Voice: (503) 965-7555 • (541) 994-3050 • (541) 264-2911  
(866) 965-7555 • Fax: (503) 965-7556  
[www.iconipro.com](http://www.iconipro.com)

Account #: GG1-0264

**INSTALLATION AND SERVICES AGREEMENT**

**TYPE OF SYSTEMS—Check all that apply:**

- RESIDENTIAL  COMMERCIAL
- MONITORING  INTRUSION DETECTION  VIDEO SURVEILLANCE  INTERACTIVE DEVICES  AUTOMATION  ACCESS CONTROL (not monitored)  AUDIO / VIDEO  VIDEO DOORBELL  OTHER: \_\_\_\_\_

**TYPE OF SIGNAL TRANSMISSION SERVICE—Check all that apply:**

- LANDLINE TELEPHONE  CELLULAR PRIMARY/BACKUP  RADIO PRIMARY/BACKUP  INTERNET PRIMARY/BACKUP

This Service Agreement is entered into on March 24, 2021, by and between Port of Newport ("you," "your") and Oregon Coast Integrated Solutions, LLC dba IconiPro, an Oregon limited liability company ("we," "us," "our").

**YOUR INFORMATION**

Name on Account: Port of Newport

Contact Person: \_\_\_\_\_

Premises Address: 2120 SE Marine Science Drive, South Beach, OR 97365

Billing Address (if different from above): \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Owner (if different from above): \_\_\_\_\_

**1. Monitoring; Services.** For System monitoring and other services you selected above, you will pay us the sum of \$ 40.38 per month billed quarterly in advance beginning on the first day of the month following the month in which services begin. You must pay the prorated fees for the month in which monitoring or other services begin. We may increase monitoring or other service fees as contained in Paragraph 22.

**1.2 Monitoring Term.** The original term of this Agreement is **(3) three years**, and the Agreement **automatically renews for successive one-year periods unless either party notifies the other in writing of its intent to terminate no less than 30 days before** the original or renewal term ends. Monitoring begins when System signals sent to the Monitoring Center have been received and confirmed. Unless you are a residential customer who has sold their home, moving from your Premises does not relieve you of your obligations under this Agreement. If your law-enforcement or fire department requires or later requires visual or other verification procedures of an emergency before responding to a System signal, you must comply with the requirement and subscribe for that service if provided by us. We may charge an additional fee for that service. When this Agreement ends, you will immediately allow us to remove or deactivate, whether remotely or otherwise, the communicator. **Until the communicator is deprogrammed, you are responsible for monitoring fees.**

**1.3**  N/A Your Initials—Decline Back-up. If you are using a traditional phone line or an internet-based transmission to our Monitoring Center, you thoroughly discussed with us the availability of cellular or radio back-up transmission of alarm signals from the System to the Monitoring Center, and that these services are available at an additional cost. You do not want back-up transmission of alarm signals and understand that, if your transmission service is interrupted or disconnected, no signal will be sent to the Monitoring Center, and emergency personnel will not be called.

**1.4 Payment.** You are responsible for keeping all payment information current. By selecting ACH or credit card payments below, you authorize periodic charges to your bank account or credit card, without recourse, for the amounts indicated above for installation, programming, monitoring, or other services to be rendered in the future. If we make an error, our only responsibility is to correct the error when we receive notice from you. You must not hold back or delay payment because of inclement or lack of suitable weather, while waiting for official building inspections, or for any other reason whatsoever. We may not start to monitor the System or provide other services until the installation price or other payment due is paid in full. For our residential customers—**No finance charge or cost of credit is associated with this Agreement.**

- \_\_\_\_\_ ACH Selected /  \_\_\_\_\_ Credit Card Selected

**2. DISCLAIMER OF WARRANTIES; LIABILITY; CONSEQUENTIAL DAMAGES.** Our obligation to provide the System or any other services arises solely out of this Agreement, and not through any other means. We do not represent or warrant that the System or service may not be compromised or by-passed; will detect or prevent all burglaries, hold-ups, personal emergencies, fires, smoke or water damage, or otherwise; or that it will in all cases perform as intended, or provide the protection or convenience for which it was installed or intended. We or our agents or employees made no representations or warranties, express or implied, as to any matter whatsoever, including without limitation, our services, the condition of the equipment, its merchantability, its fitness for any particular purpose, or noninfringement or title. All implied warranties of merchantability or fitness for a particular purpose are expressly excluded from this Agreement. You did not rely on any advertisement, representation, or warranty, express or implied. Any information provided or promise does not create an express warranty, and will be considered expressions of personal opinion only. If we were to have any liability greater than that agreed to by you in Paragraphs 3, 26, and 27 of this Agreement, we could not and would not provide the System or service, and we could not provide the System or service at the rates contained here. The Limited Warranty provided in this Agreement gives you specific legal rights. We are not liable for special, consequential, or incidental damages. Some states do not allow the exclusion or the limitation of consequential or incidental damages, so the above limitations or exclusions may not apply to you.

**3. LIMITATION OF LIABILITY.**

**3.1 No Guarantee.** We and our divisions or affiliates are not insurers of your real or personal property, data, or the personal safety or property of anyone on

your Premises. This Agreement is not an insurance policy or a substitute for an insurance policy. You must obtain all property, life, health, disability, business interruption, or other necessary insurance. The payments required are based solely upon the value of the System or service, and not on the value of your real or personal property or data, or the property of others located in or on your Premises. We make no guarantee or warranty, including an implied warranty of merchantability or fitness, that the System or services will prevent or avoid occurrences or the consequences of occurrences, that the System or services is designed to detect or avert. It is impractical and extremely difficult to determine in advance (a) the value of your real or personal property or data, or the property of others kept on your Premises, that may be lost, stolen, or damaged if the System or service does not operate properly; (b) the response time of the Monitoring Center, if any, emergency personnel, or guard service, if any; (c) what portion, if any, of a loss, damage, personal injury, or death would be proximately caused by our failure to perform or our active or passive negligence; or (d) whether a camera or access control system would detect or prevent unauthorized intrusions or activities.

**3.2 Amount of Liability.** If we or our agents or employees are found liable for loss, damage, injury, or death of any kind whatsoever from our failure to perform any of our obligations under this Agreement; failure of the System, equipment, or service in any manner; product liability; breach of warranty; tort; or our active or passive negligence, then our liability is limited to (1) \$1,500, or (2) a sum equal to 12 months of monitoring fees at the time of the incident or, if the System is not monitored, 10% of the Contract Price, whichever is less. This is not a penalty. This is your only remedy regardless of the legal theory used to find us liable.

**3.3 More Protection.** You may obtain a higher limitation of liability by paying an additional periodic charge. If you elect this option, a rider will be attached to this Agreement stating the terms and amount of the limited liability and the additional periodic charge. Even if a rider is provided to you, we are not your insurer.

**4. Extra or Change-Order Work.** You will not require us to perform extra or change-order work without providing written authorization before the commencement of any work covered by the change order. Extra work or change orders become part of this Agreement once the order is prepared in writing and signed by both parties. Change orders must describe the scope of the extra work or change, the cost to be added or subtracted from the Agreement, and the effect the order will have on the progress payments. The failure to comply with these requirements does not preclude recovery of compensation for work we performed based upon legal or equitable remedies designed to prevent unjust enrichment.

**5. Access and Preparation; Hazards.** You will allow us to enter the Premises to install the System or provide service, and will provide uninterrupted access. You accepted our Proposal and in doing so, approved the locations where the System devices will be placed. We will try to conceal all wires, but the existing structure or other obstructions may require some of the wires to be visible. You authorize us to make any preparation such as drilling holes, driving nails, making attachments, or doing other things necessary for installation or service of the System. Before installation begins, you must inform us where not to drill or expose because of pipes, wires, equipment, or hazardous materials. Unless so informed, we will decide where to drill holes and install equipment. We will use reasonable care to avoid concealed items, but have no way to determine with certainty if any exist. All costs to repair or replace pipes, wires, equipment, walls, ceilings, floors, or furnishings are your sole responsibility. We are not liable for property damage, personal injury, illness, or other loss due to water intrusion, including without limitation, mold, or rot. If asbestos or other hazardous materials are found during installation, we will stop all work until you, at your sole expense, obtain clearance from a licensed asbestos or hazardous waste removal contractor that no danger exists. We are not liable for the discovery of or exposure to asbestos or other hazardous materials.

**6. Response to Signals, Video, or Images.** If we receive an intrusion signal, we will, without warranty, make reasonable efforts to reach you or someone at the Premises who is on your Call List (see Paragraph 8) and can verify whether an alarm is false. If we are unable to reach you or someone at the Premises, we may call the next person on your Call List. Unless directed otherwise in writing by you, if we are unable to reach the first two people on your Call List or if we in our sole discretion question a response we have received, we will, without warranty, notify emergency personnel. If we receive a hold up, duress, or panic signal, we will, without warranty, call emergency personnel, and if requested in writing by you, notify you or your designated representative shown on your Call List. If we receive a fire alarm signal, we will, without warranty, notify emergency personnel and notify you or your designated representative by calling the specified telephone number(s) on your Call List. Trouble or supervisory signals from your commercial fire System are sent to your designated representative in the manner directed. If we receive a carbon monoxide signal, we will, without warranty, notify the appropriate people as required by the authority having jurisdiction. **If you are told that a carbon monoxide signal has been received, you and others, including pets, should vacate the Premises immediately as carbon monoxide is odorless and colorless. You understand that emergency personnel may forcibly enter the Premises when they are told that we received a fire or panic signal from your Premises. You consent to this.** You understand that damage to your property may occur and that you are responsible for all costs related to that damage. Certain law-enforcement or emergency agencies will not respond to an alarm signal unless you have a valid alarm user permit, which you must keep current and renewed as required. See Paragraph 16.4 for more information regarding alarm permits. If required to do so by any governmental authority or insurance interest, we may discontinue any particular form of response.

**7. Authorized Call List; Personnel.** You will immediately give us and update as needed a written list of names, relationship, titles, and telephone and mobile numbers of all persons to be notified if there is an alarm and the order in which these persons are to be called ("Call List"), which is a part of this Agreement. You will also give us and update as needed a written list of the names, titles, and numbers of all persons authorized to enter or remain on the Premises ("Personnel List"). Your Call List and Personnel List, including any updates, are a part of this Agreement. You must give us a daily and holiday opening and closing schedules, and all other information that we may require. All changes to your Call List or Personnel List must be given to us only in writing, and become effective only upon our acknowledgment of receipt of the changes. If you selected an interactive service, you are solely responsible for creating and updating your profile on any remote service website.

**8. False Alarms.** If you cause an excessive number of false alarms through carelessness, or malicious or accidental use of the System, or if you in any manner misuse or abuse the System, your conduct is a material breach of contract. After giving you ten-days' written notice, we may at our option, in addition to all other legal remedies, terminate this Agreement. You are solely responsible for all false alarm fines, penalties, or fees, including charges from a private guard service, if any, whether assessed against you or us.

**9. Alarm Signal Transmission Methods.** You must pay all monthly service charges connecting your Premises to our Monitoring Center. **Activation of the System will interrupt and disconnect a regular telephone call in progress. You will be unable to use that line for 911 or any other emergency purpose.** If your regular telephone service is out of order, disconnected, placed on vacation, or otherwise interrupted, signals from your System will not be received by our Monitoring Center during any interruption in telephone service. Interruptions will not be known to our Monitoring Center or us, and emergency personnel or others will not be called. If you use regular telephone service, you must pay us for any costs incurred to reprogram the digital communicator to conform to telephone company-initiated changes in dialing procedures or area codes. Costs are based on our then current standard service call fees. If cellular or radio service is used as a communication pathway, the System's communicator is connected to a cellular or radio network. The use of radio frequencies is controlled by the Federal Communications Commission ("FCC"), and changes in FCC rules, regulations, and policies may necessitate discontinuing use of the pathway. **Radio or cellular pathways are subject to topographical and environmental conditions, including power failures and electrical storms, which are totally beyond our control.** Service may also be limited based on available coverage, carrier, or third-party related issues. Changes in rules, regulations, or policies may require us to change the way signals are sent and we may do so at our option. If we decide to make a change or your communication pathway becomes obsolete, we may be required to use another pathway. You understand and agree that cellular pathways currently used (e.g., 4G, 5G, GSM cellular, or LTE) may not be available in the future, and if so, we may be required to replace or change your existing equipment to continue monitoring service. If that happens, you will pay our then current rates for parts and labor for the necessary changes to the transmission service or equipment. **Using DSL, BPL, Voice over Internet Protocol ("VoIP"), or other internet-based service may interfere with the signals sent by the System to the Monitoring**



**Center. Signal transmission using these services can be sporadic. These services will not work without electrical power, and may interfere with your ability to call 911 or interfere with the telephone line-seizure feature of the System. To make sure that the System is operational and properly transmitting signals, you must immediately test your System after installation of any of these services and must immediately notify us of the installation of any of these services. If internet transmission services are used, cellular or radio back-up is highly recommended.**

**10. Audible Alarm Shut Off.** If your security System has an audible alarm, we will enable a device that automatically shuts off the audible alarm after it has sounded for not more than eight minutes after the first activation. No automatic shut-off for fire devices is allowed.

**11. Cameras; Video Streaming. If you selected remote access or viewing without monitoring,** your cameras or your access to your cameras that are connected to a remote video viewing network or server **will not be monitored or viewed by us,** we will not know that an activating event has occurred, and we will not know that you have activated or used this service. **You must provide proper high-speed internet service 24/7/365 days per year, and pay all provider-related charges.** We do not provide internet service; maintain internet connections or wireless access or communication pathways; computer, smart phone, or electric current connections or supply; or in most cases, the remote server, which is provided by others. You may experience interruption in signal transmission or slowdown in download speed, which are completely beyond our control and for which we are not responsible. You must provide the proper environment for the cameras as requested, including without limitation, adequate lighting of your Premises, network speed, bandwidth, access, and removal of obstructions. The amount of light available will determine the amount of light required by your camera in order for it to produce usable video. Outdoor cameras are subject to broad extremes in ambient conditions, and, in particular, lighting, and can be affected by many factors such as headlights, vehicle speed, heat, cold, rain, fog, or humidity, which are completely beyond our control.

**12. Privacy.** You will (a) not use or permit the use of video or audio installed where any person may have a reasonable expectation of privacy; and (b) not use the System for any criminal, illegal, or otherwise unlawful activity, including invasion of privacy. In addition, privacy laws may restrict camera placement that allows you to view premises not owned or controlled by you.

**13. Service and Repair; Limited Warranty; After-Warranty Service.**

**13.1 Call.** Call us at the number above to request service or repair. Service and repairs are usually performed as soon as reasonably possible.

**13.2 Warranty Service.** If the System does not operate properly, we will, upon your request and without cost to you, provide one year of labor to make all repairs and replace parts for two years from the date the System installation is complete. As limited in the preceding sentence, our service and repair includes parts and labor for repairs necessitated by ordinary wear and tear, **excluding equipment not installed by us even if we connect to it, batteries, security screens, hard drives, storage media, or other disposable items.** The Limited Warranty **also excludes** any malfunction or damage caused by accident, misuse, acts of God, birds, rodents, or other animals, programming, components, or equipment installed by anyone other than us even if we connect to it. You must pay for the excluded items at our then current rates for parts and labor and a one-hour minimum service call fee. If anyone other than an authorized company representative attempts the repair, service, programming, or modification of any portion of the System, the Limited Warranty ends immediately, and is of no force. After-warranty service and repair is provided as you request on a time-and-materials basis at our then current rates for parts and labor and a one-hour minimum service call fee. Removal and replacement of obsolete equipment or obsolete or unsupported communication pathways will be at your sole expense. **Payment must be made upon completion of the work.**

**13.3 Repair or Replace; Remote Access; Hours; Liability.** We may, in our sole discretion, either repair or replace the part, and may substitute new or reconditioned materials of equal quality at the time of replacement, and we may keep any parts replaced. If the repair costs exceed the replacement cost, we may replace the defective equipment with new or reconditioned equipment substantially equivalent to or with comparable features as the existing equipment, if available. The replacement equipment may have a higher or lower selling price than the original equipment you have. We may program, alter, or repair the System remotely, and you will allow us access to do so. Service is provided between the hours of 9:00 a.m. to 4:00 p.m., Monday through Friday, excluding holidays. Emergency service is available at all other times at our then current premium labor rate with a one-hour minimum service call fee. We are not responsible for loss, damage, or injury while the System is under repair or is awaiting parts. Any repair, service, replacement, or additional services or equipment provided by us after the initial installation or programming of the System, whether covered by the Limited Warranty or otherwise, is governed by this Agreement, **in particular Paragraphs 2, 3, 26, and 27,** which limit our liability.

**14. Your Duties as to System Use; Battery and Device Replacement; Monitoring or System Permits.**

**14.1 Test.** Immediately before securing your Premises, you or others using the System must carefully and properly set the security System. You must properly test the System *at least* monthly. If the System does not operate properly or if there is a power failure or are other interruptions at your Premises, you must notify us immediately.

**14.2 Batteries; Carbon Monoxide Detectors.** If your System uses wireless battery-operated devices, you must replace the batteries when the System emits a low-battery signal or *at least* every two years or according to the manufacturer's instructions. **If you have carbon monoxide detectors,** you must replace them *at least* every three years or according to the manufacturer's instructions. **You may also call us.** We will replace the batteries or the carbon monoxide detectors at your expense at our then current rates for parts and labor plus a one-hour minimum service call fee plus travel. **If you fail to replace the batteries, or if the batteries are low or dead, the System will not function properly.**

**14.3 Power; Environment.** You must provide 24-hour electrical service and electrical outlets for the System. You must provide the proper environment for the System as reasonably requested. You must immediately notify us of the installation of DSL, BPL, Voice over Internet Protocol ("VoIP"), or other internet-based telephone service.

**14.4 Permits; Notification.** Monitoring may be subject to permit fees. Unless otherwise required by law, obtaining and maintaining an alarm permit is your sole responsibility. You are solely responsible for paying for all monitoring, alarm, or system permits, licenses, or fees imposed by authorities having jurisdiction necessary for the use and operation of the System, and all other charges or fees imposed. You are solely responsible for determining whether the city, county, or governmental subdivision in which the Premises are located has or may later have statutes or ordinances requiring that you obtain and maintain a license or permit for the System. Unless you have a valid alarm-user permit or license, which must be kept current and active as required, certain emergency personnel will not respond to an alarm signal. In order to request an emergency response, we must know your permit number. **Until you obtain, at your expense, all necessary permits or licenses, and provide us with the license or permit number, we may not be able to notify emergency personnel of an alarm activation.**

**14.5 Access Control.** Unless otherwise specifically agreed to in writing, you are solely responsible for updating and maintaining the access control schedule for a physically-controlled area or zone, including holidays; naming, adding, editing, and managing doors, elevators, or floors; creating, updating, and maintaining access credentials, including PINs and a database of all credentials issued, including proximity cards, magnetic stripe cards, smart cards, and mobile credentials; viewing or retrieving video clips, if any, associated with access events; sending emails or text messages to select administrators upon the occurrence of various access events; and retrieving activity reports.

**14.6 Indemnity.** You must defend and indemnify us from any claim made by another alarm company regarding its contract with you.

**15. Interactive Services; Compatible Devices.** If you selected interactive security services, you may receive customized emails, text messages, push notifications, or alerts about System signals or images, if any, on your computer, tablet, smart phone, or other mobile device. You understand that these types of messages may fail to reach their intended destination or may arrive too late to be of any use for a variety of reasons, including settings on your devices. You will have access to the remote server provided by us or others. Certain wireless, remote access, or interactive security or automation services require a compatible computer, tablet, smart phone, or other mobile device with internet and email access. Not all devices will work with these services, and you must provide your own devices at your sole expense, and keep them charged. You understand that we have no control over your devices, or your internet, email, text message, or push notification access. Cellular data providers may charge additional fees for accessing the System or automation system on wireless devices, and we have no liability for data usage in excess of your plan. These charges are your sole responsibility.

**16. Network or Server Vulnerability; Liability.** You are solely responsible for the integrity and security of your data, software, devices, computer system, networks, servers, and other equipment. You are also solely responsible for limiting access to your wireless systems or VPN, changing the default password, updating firmware and software routinely, and securing access to the System or software with regularly updated pass code protection, credentials, lockout codes, or encryption software. We are not liable for any loss, damage, or injury arising out of or relating to any unauthorized or improper access to or use of your System or data. Your System or wireless devices may be connected to the internet. You understand that we do not operate or control the internet, that all devices may not meet encryption standard specifications, and that viruses, worms, trojan horses, denial of service, or other malicious or undesirable data, code, software, attacks, hackers, or users may attempt to access or damage your data, devices, computers, and networks. We are not liable for such activities. We do not guarantee that the System or service will meet your requirements, that the service will be uninterrupted or error-free, or that encryption algorithms, associated keys, and other security measures will be secure or effective. You must notify us immediately if you upgrade your operating system or make any changes to your file mapping, or your System or devices are unable to access the internet or network service.

**17. Automation.** If you selected automation components and related services, you understand that the automation system, products, and services are separate from the monitoring of the security or fire devices, and are to provide you solely with the convenience of being able to remotely, for example, lock and unlock your doors; control your lights; manage your thermostats; and, if selected, receive certain email, push notifications, or text messages from your automation system through high-speed internet, radio, or cellular service to your internet-connected computer, tablet, smart phone, or other mobile device. You will have access to the remote server provided by us or others. **We will not receive any signals from the automation system, and we will not notify anyone, including emergency personnel,** in response to any alerts you may receive from the automation system unless you also selected the required monitoring. **For continuous power, automation products must be plugged into an electrical outlet that is not controlled by a light switch.** We are not liable for any failure of the heating or cooling systems, lighting, or other products to operate after we install the automation products or system, or for data transmission failure or unauthorized access, or loss, damage, personal injury, or death arising out of or resulting from the failure of these devices. You understand that the installation of an automation system may void your manufacturer's warranty on certain office or other products, and you accept full responsibility.

**18. Your Plans and Specifications; Authorities Having Jurisdiction.** If the System is installed, changed, or replaced according to your plans and specifications, you must pay for all costs incurred for any work necessitated by errors in the plans provided. You are solely responsible for all costs necessitated by changes in the regulations or standards of any authority having jurisdiction, including the interpretation of the regulations and standards. You will promptly pay us for the cost of any changes to the Proposal under this Agreement that may be requested by the owner of the Premises if you are not the owner, or any authorities having jurisdiction, including building and safety departments, local fire or electrical departments, insurance companies, homeowners associations, or any other federal, state, or local agency.

**19. Acceptance of Installation.** After the System is installed, we will inspect the System together. Any error or omission in the design, construction, or installation of the System must be brought to our attention in writing within 15 days after completion of installation. The installation is totally satisfactory to and accepted by you after 15 days.

**20. Risk of Loss.** You agree that the System remains personal property after installation and does not become a fixture. If you fail to pay for the System or our work in full, you must allow us to enter the Premises and remove all or any portion of the System, and recover all damages to which we are entitled. You grant us a security interest in the System and we may file a UCC-1 Financing Statement. Removal of the System is without prejudice to the collection of all sums due under this Agreement. After installation begins, you bear the entire risk of loss for the components or equipment. If the System is removed for any reason, we are not obligated to restore the Premises to its original condition or to redecorate the Premises.

**21. Delay in Installation; Interruption, Suspension, or Cancellation of Service.** We are not liable for any delay in the installation, monitoring, repair, or the provision of any other services, or for the consequences of delay, or for any interruption of the System's operation caused, in whole or in part, because of compliance with any law, request, or order of any authority having jurisdiction, or because of any act or event, whether foreseen or unforeseen, including without limitation, war; terrorist attack or activity; military action; riots; strikes; lockouts; fires; floods; storms; ice; earthquakes; drought; tornado; explosion; interruption or unavailability of product, fuel, power, labor, or transportation facilities; interruption or unavailability of telephone, cable, radio, cellular, internet, satellite, or other transmission or communication services; hacking, denial of service, or other malicious attacks; acts of God; other unforeseen event; or for any other similar or dissimilar reason or cause, regardless of origin, beyond our reasonable control, whether on a region-wide or nationwide basis. We are not required to provide installation, repair, monitoring, or any other services to you while any of these causes or the aftermath of these causes exist. If services are suspended for these reasons, you must continue to pay under the terms of this Agreement. If the Monitoring Center or your Premises or equipment are destroyed by fire or other catastrophe, are so substantially damaged that it is impractical to continue service, or if the Monitoring Center or we are unable to render service, this Agreement may be suspended without notice.

**22. Change in Rates.** After the first 12 months of monitoring, we may increase the monitoring or service fees by no more than five percent at any time, but not more than once in any 12-month period, and upon giving you 30-days' prior written notice. At any time, we may increase the monitoring or service fees to reflect increases in federal, state, and local taxes, utility charges, including telephone company charges, and municipal fees and charges, which are imposed on us and which relate to the services provided under this Agreement. You will pay all increased monitoring or service fees.

**23. Default; Interest.** Any of the following constitute your default under this Agreement: (a) failure to pay any amount provided in this Agreement within ten days after the same is due; (b) failure to communicate or cooperate with us, including being disrespectful or abusive, or comply with our reasonable requests; (c) failure to perform any other obligations under this Agreement within ten days after written request; (d) failure to timely and properly inspect and test, repair, or update your System; or (e) you become a debtor in a bankruptcy proceeding. If you default, we may immediately discontinue all work or services, and accelerate and recover 75% of all amounts to become due under this Agreement for monitoring and all other sums to which we are entitled. If any payment due is more than ten days late, you will pay simple interest on each past due payment in the amount of 18% per year calculated on a 360-day year (periodic rate of 1% per month or the maximum amount allowed by law) until the balance is paid in full.

**24. Notices.** Except for rate increases, all notices regarding this Agreement must be in writing and may be served by personal delivery; a nationally-recognized overnight courier with all delivery charges provided for; or certified mail, return-receipt requested and regular mail with postage prepaid, to the addresses set forth in this Agreement or to any other address provided by one party to the other from time to time in writing.

**25. Information and Privacy; Recording; Consent.** We may monitor or electronically record video and audio related to monitored activity at your Premises, as well as conversations with you, emergency service providers, and law enforcement or fire department personnel in connection with employee training, quality control, or the provision of services. **You consent to this.** Privacy cannot be guaranteed on telephone, cable, wireless, computer, internet, or other systems. We are not liable to you for any claims or damages that may result from a lack of privacy experienced. **You consent to us** (a) using information about your location or you to administer services, offer you new products or services, enforce the terms of this Agreement, prevent fraud, and respond to regulatory and legal requirements; (b) providing information or recordings about you or your Premises, including personal information about individuals employed by you or who visit your Premises, to law enforcement or fire service personnel, and our subcontractors or assignees for the purpose of providing services or in response to a subpoena, law enforcement or fire department request, or other legal process; and (c) using and sharing aggregate customer information and statistics that do not include information that identifies you or any individuals specifically. We may contact you by telephone, facsimile, email, text messages, or other internet facilities, with respect to the System or services we provide under this Agreement, and new system or service offerings that we may make available in the future.

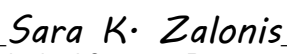
- 26. **Assignment; Rights of Subcontractors.** We may assign this Agreement to any person or entity without notice to you. Without our prior written consent, you must not assign your rights under or transfer this Agreement, and any attempted assignment is void. We may subcontract any of the work or services to be performed under this Agreement, including monitoring, without notice to you. This Agreement, in particular Paragraphs 2, 3, and 26, protects our subcontractors, Monitoring Center, other service providers, or manufacturers in the same way that the paragraphs protect us.
- 27. **Third Party Indemnification; Subrogation.** You must immediately defend and indemnify us against all claims brought by others, including personal injury, tort, negligence, property damage, or death. This provision applies to all claims regardless of cause, including our or the System's performance or failure to perform; defects in products, design, installation, activation, or service; negligence; tort; warranty; contribution; indemnification; or strict products liability. You release us from all claims, whether the claims are made by or through you, including your insurance company or other parties.
- 28. **Time to Bring Suit; Venue; Governing Law.** Any lawsuit or other legal proceeding arising out of or relating to this Agreement, whether based upon contract, tort, negligence, or otherwise, must be brought no later than one year from the date of the event which caused the loss, damage, injury, or death. This Agreement is made and entered into in Tillamook County, Oregon. Any legal proceeding arising out of or relating to this Agreement must be brought in Tillamook County, Oregon. Oregon law applies to this Agreement regardless of choice-of-law rules.
- 29. **Survival.** Paragraphs 2, 3, 26, 27, and 28 survive the termination of this Agreement.
- 30. **Entire Agreement.** This Agreement is the final and exclusive expression of the entire agreement between us, and may be different than or conflict with our previous discussions. No other agreements, representations, or warranties, express or implied, oral or written, have been made by any party to the other with respect to this Agreement. All prior discussions, or oral or written agreements, or proposals are merged into and superseded by this Agreement. This is an integrated agreement. All oral changes are void and all changes must be in writing signed by both parties.
- 31. **Enforceability; Waiver; Interpretation; Construction.** If any part of this Agreement is void, the remaining portions of the Agreement remain enforceable. No waiver of a breach of any term or condition of this Agreement is a waiver of any succeeding breach. The captions are for convenience of reference only and have no force in the interpretation or construction of this Agreement. Each term of this Agreement is a condition to be fully performed. The rule of construction that ambiguities are resolved against the drafting party does not apply in interpreting this Agreement.
- 32. **Authorized Signatories; Duplicate.** The individuals signing this Agreement are authorized signatories, and have the full power to enter into this Agreement, and to make the representations and warranties contained in this Agreement. Delivery of the signed Agreement by facsimile or other electronic means is as binding as delivery of an originally-signed Agreement. This Agreement and all documents arising out of or relating to this Agreement may be delivered, stored, or reproduced by electronic or mechanical means. An electronic version of this Agreement is legally equivalent to the original for all purposes, including litigation.

\*\*\*Acceptance and Signatures Follow\*\*\*

**ACCEPTANCE**

*You read this Agreement before signing it and the prices and terms in this Agreement are satisfactory. You understood and accepted this Agreement, in particular Paragraphs 2, 3, 26, and 27, which set forth our maximum liability if there is any loss, damage, or injury to you or any third party. You may obtain a higher liability limit by paying an additional periodic charge. Our residential customers received a completed copy of this Agreement, Electronic Contract Authorization, two copies of the Notice of Buyer's Right to Cancel, Information Notice to Owner about Construction Liens, and Notice of Procedure Regarding Residential Construction Arbitrations and Lawsuits. You were advised that there are additional, different, or higher levels of protection and service available. The System or services provided are based upon your specific request, approval, and cost considerations, for which you must hold us harmless. All terms on the other pages or attachments are a part of this Agreement.*

**For our residential customers only—You, the buyer, may cancel this transaction at any time prior to midnight of the third business day after the date of this transaction. See the attached notice of buyer's right to cancel for an explanation of the right to cancel.**

<p><b>YOU</b></p> <p>Dated: _____</p> <p style="margin-left: 40px;">Paula J. Miranda</p> <p style="margin-left: 80px;">_____</p> <p style="margin-left: 80px;">Print Your Name / Title</p> <p><input checked="" type="checkbox"/> <b>Owner</b>   <input type="checkbox"/> <b>Tenant</b>   <input checked="" type="checkbox"/> <b>Governmental Entity</b></p> <p><input type="checkbox"/> <b>Corporation</b>   <input type="checkbox"/> <b>LLC</b>   <input type="checkbox"/> <b>Partnership</b>   <input type="checkbox"/> <b>Sole Owner</b></p> <p>Your</p> <p>Signature: _____</p>	<p><b>ICONIPRO</b></p> <p>Dated: March 24, 2021</p> <p style="text-align: center; margin-top: 20px;">         _____        Authorized Company Representative     </p>
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Unless we either (1) approve it in writing by an authorized company representative, or (2) begin installation or monitoring, this Agreement is not binding upon us. If we do not approve the Agreement, our sole liability is to refund the amount paid to us when you signed the Agreement. Not receiving a copy signed by us does not make this Agreement unenforceable.



## STAFF REPORT

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**DATE:** 27 April, 2021  
**RE:** Workers Compensation Insurance buy back  
**TO:** Paula Miranda, General Manager  
**ISSUED BY:** Mark A. Brown, Director of Finance and Business Services

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### **BACKGROUND**

The State of Oregon offers employers the opportunity to reimburse Workers Compensation Insurance providers for up to \$2,300 per non-disabling claim. When an employer takes advantage of this program, they experience a lower experience modification rating (EMR) and a lower cost for workers compensation coverage. Think of the EMR as a credit score or car driving history. The average EMR is 1.0, that is the point at which an organization is no more or no less risky than another. Below 1.0 an organization is safer, thus lower premiums, above 1.0 results in higher premiums.

### **DETAIL**

The Port has an EMR of 1.61. The Port can lower its EMR by reimbursing Special Districts for the most recent 3-years of non-disabling workers compensation claims. By reimbursing SDIS for \$10,826.72, the Ports experience rating drops to 1.37. This investment results in an estimated first-year savings of \$9,073. Additional savings will be generated in years 2 and 3, the exact amount is unknown, but likely similar to year one.

In the meantime, WHA will continue to market the Port to other Workers Compensation providers to get the Port the best possible rates. If a different provider were selected the lower experience modification would be used to calculate rates.

### **RECOMMENDATION and Motion**

**The following motion, if not approved on the consent calendar: The Commission authorizes the reimbursement of SDIS for up to 3-years of non-disabling Workers Compensation claims for a total Not-To-Exceed of 11,970.**





SPECIAL DISTRICTS  
INSURANCE SERVICES

**Port of Newport**

**WHA Insurance**

Your Organization previously enrolled in the optional Workers' Compensation Medical Reimbursement Program. You may choose to pay all, part or none of the claims indicated below. Please indicate the amount you wish to pay per claim, with a maximum per claim as indicated below. Total the amounts you wish to pay per claim and remit the amount to SDIS at the address indicated below. SDIS cannot guarantee that the amounts paid by you will have a positive impact on your experience modification factor.

The 'Gross total Incurred' column reflects the current total value of the claim, including payments and any estimated outstanding costs, without accounting for your previous reimbursements.

**You must respond within 30 days to have the selected claims reduced or removed from your calculated 2021/2022 experience modification factor.**

ClaimNumber	Accident Date	Gross Total Incurred	Gross Total Paid	Prior Reimbursements	Net Total Paid	Remaining Allowable Reimbursement	Amount You Elect to Reimburse
WCSDA2017061226	9/5/2017	\$784.83	\$784.83	\$0.00	\$784.83	\$784.83	
WCSDA2017061829	12/14/2017	\$4,255.73	\$4,255.73	\$0.00	\$4,255.73	\$2,000.00	
WCSDA2017061880	12/19/2017	\$3,991.26	\$3,991.26	\$0.00	\$3,991.26	\$2,000.00	
WCSDA2018063542	10/4/2018	\$1,606.36	\$1,606.36	\$0.00	\$1,606.36	\$1,606.36	
WCSDA2019064189	2/8/2019	\$1,592.52	\$1,592.52	\$0.00	\$1,592.52	\$1,592.52	
WCSDA2019064932	5/27/2019	\$475.71	\$475.71	\$0.00	\$475.71	\$475.71	
WCSDA2019065371	8/22/2019	\$4,320.32	\$4,094.95	\$0.00	\$4,094.95	\$2,100.00	
WCSDA2020066252	1/26/2020	\$267.30	\$267.30	\$0.00	\$267.30	\$267.30	

**Total**

**Remit Total Amount to:**

Special Districts Insurance Services  
PO Box 12613, Salem, Oregon 97309  
Phone: (800) 285-5461 - Fax: (503) 371-8667  
Email: underwriting@sdao.com

Completed by: \_\_\_\_\_

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



**Port of Newport**  
**ER Mod Premium Comparison - Review Purposes Only**

*Premiums are based upon estimated payrolls and experience modifier.*

Code	Description	Payroll	Rate	2021	
				Premium	Premium
*6836	Marina	908,411	4.30	39,062	39,062
*6836	Marina Volunteers	1,350	4.30	58	58
*8742	Salespersons	364,313	0.26	947	947
*8742	SalespersonsV	0	0.26	0	0
*8810	Office Clerical	390,791	0.14	547	547
*8810	Office Clerical V	2,400	0.14	3	3
Total Payroll:		1,667,265			
	Manual Contribution			40,617	40,617
	Waiver of Subrogation			0	0
	Increased Limits ELCB			0	0
	Experience Modifier			1.61	1.37
	SARAP			1.00	1.00
	Modified Contribution			65,393	55,645
	Group Discount			0	0
	OGSERP			0	0
	Prepay Discount			0	0
	Estimated Standard Premium			65,393	55,645
	Volume Discount			9,602	8,170
	Net Premium			55,791	47,475
	Expense Constant			0	0
	Terrorism			83	83
	Catastrophe			167	167
	OIGA			3,061	3,061
	DCBS 9,1%			5,099	4,342
	<b>TOTAL PREMIUM</b>			\$64,201	\$55,128
	Difference				\$9,073





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

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**DATE:**            *April 27, 2021*

**RE:**                *Business Oregon – Rogue Seawall Grant Award*

**TO:**                *Port of Newport Board of Commissioners*

**ISSUED BY:**    *Paula J. Miranda, General Manager*

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### **BACKGROUND**

Commission approved a contract between the Port and PBS Engineering to complete engineering inspection on the Rogue Seawall in the amount of \$58,500.

The Port was awarded \$12,900 from Lincoln County and now \$43,875 from Business Oregon in order to complete the engineering work (see award attached).

The Port shall be responsible for the remaining \$1,725.00.

Commission approved the Port applying for the grant application. Business Oregon will also need the Port to enter into a contract for such grant.

### **RECOMMENDATION**

I recommend “a motion allowing the General Manager to execute the contract from Business Oregon once received and properly reviewed by the Port attorney.”





April 7, 2021

Paula Miranda, General Manager  
Port of Newport  
600 SE Bay Blvd  
Newport OR 97365

RE: Award for Port Planning and Marketing Fund, Port of Newport, Rogue Brewery Seawall  
Phase II Assessment, Project Number 521884, April 6, 2021

Dear Ms. Miranda:

Congratulations on your successful application for the above-referenced project. Enclosed please find a summary showing the funding amount and special terms and conditions of the award. The financing contract will contain the full terms and conditions of your award and will be sent to you for proper signatures. Please note that the legal obligations for funding and for reimbursement of project expenses are subject to execution of the contract.

The project must comply with all applicable state laws, regulations and procurement requirements. As a reminder, you must provide copies of all solicitations at least 10 days before advertising, and all draft contracts at least 10 days before signing.

We encourage you to offer appropriate media opportunities to help build public awareness of your project's purposes and benefits. Please notify us of any event celebrating your project. As always, we are available to answer questions that may arise during the implementation of your project. If you need assistance, please contact me at 503-779-3221 or by email at [Ted.Werth@oregon.gov](mailto:Ted.Werth@oregon.gov)

Sincerely,

*Ted Werth*

Ted Werth, Regional Project Manager  
Business Oregon

c: Melissa Murphy, Regional Development Officer  
Representative David Gomberg  
Senator Dick Anderson

## SUMMARY OF AWARD

**Project Number:** 521884 **Date of Award:** April 6, 2021  
**Recipient:** Port of Newport  
**Project Name:** Rogue Brewery Seawall Phase II Assessment

Source of Funding (Grant/Loan/Forgivable Loan)	Award Amount
PPMF – Grant	43,875
<b>Total</b>	<b>\$43,875</b>

General Description of Loan	
Interest Rate	N/A
Maximum Term	N/A

Approved Project Description
<p>The recipient will contract with a firm certified to practice in Oregon and qualified to develop a feasibility study that includes the following:</p> <ul style="list-style-type: none"> <li>• Perform thorough condition assessment and document current damaged structural system, to a level of detail sufficient to enable selection of the repair schemes and to enable production of construction contract documents.</li> <li>• Prepare superstructure loading evaluations for probable future extensions.</li> <li>• Prepare a geotechnical report involving backfill pressures, site seismologic data, tide information, etc. (partial analysis has been performed and it can be provided upon request)</li> <li>• Review environmental data on soil/water chemistry and environmental factor histories (temperature, wind, etc.).</li> <li>• Perform sampling from the concrete lagging and steel piles and the required chemical and mechanical tests in laboratories.</li> <li>• Perform inspections for soil stabilization.</li> <li>• Obtain access to inaccessible portions of the structure, such as deadman anchor connections.</li> </ul>

**Note: The full terms and conditions will be contained in the contract; in addition to the standard contract terms and conditions, the following special or additional conditions have been placed on the award:**

**Port of Newport - General Operating Fund**  
**Balance Sheet**  
As of March 31, 2021

	Mar 31, 21	Mar 31, 20	\$ Change	% Change
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
100 · General Operating Funds	3,324,931	3,535,887	(210,956)	(6)%
<b>Total Checking/Savings</b>	3,324,931	3,535,887	(210,956)	(6)%
<b>Accounts Receivable</b>				
11200 · Accounts Receivable	433,818	406,745	27,073	7%
11225 · Grants Receivable	125,264	0	125,264	100%
<b>Total Accounts Receivable</b>	559,082	406,745	152,337	38%
<b>Other Current Assets</b>				
11250 · Property Tax Receivable	8,450	14,766	(6,315)	(43)%
11255 · Allow for Bad Debt - CM	(20,000)	(20,000)	0	0%
11260 · Allow for Bad Debt - SB	(10,000)	(10,000)	0	0%
11270 · Undeposited Funds	4,207	0	4,207	100%
11300 · Prepaid Expenses	206,327	197,875	8,452	4%
11400 · Due from Other Funds	15,600	56,590	(40,989)	(72)%
11480 · PERS - NPA(L)	(815,466)	(815,466)	0	0%
11485 · PERS - Deferred OF	324,633	324,633	0	0%
11490 · Assets Held For Sale	0	2,126	(2,126)	(100)%
<b>Total Other Current Assets</b>	(286,248)	(249,477)	(36,771)	(15)%
<b>Total Current Assets</b>	3,597,765	3,693,155	(95,390)	(3)%
<b>Fixed Assets</b>				
11500 · Capital Assets	47,814,741	47,675,335	139,406	0%
<b>Total Fixed Assets</b>	47,814,741	47,675,335	139,406	0%
<b>Other Assets</b>				
11800 · Debt Issue Costs, Net of Amort.	650	0	650	100%
<b>Total Other Assets</b>	650	0	650	100%
<b>TOTAL ASSETS</b>	<b>51,413,156</b>	<b>51,368,490</b>	<b>44,666</b>	<b>0%</b>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
<b>Accounts Payable</b>				
12000 · Accounts Payable	751,518	280,809	470,709	168%
<b>Total Accounts Payable</b>	751,518	280,809	470,709	168%
<b>Other Current Liabilities</b>				
12005 · Retainage Payable	41,722	0	41,722	100%
12010 · Unclaimed Property Payable	3,933	3,254	679	21%
12020 · Lodging/Room Tax Payable	23,028	1,002	22,026	2,198%
12100 · Payroll Liabilities	153,760	120,218	33,542	28%
12250 · Deferred Revenue	447,772	301,162	146,610	49%
12300 · Accrued Interest Payable	15,147	16,843	(1,696)	(10)%
12320 · Current Portion-Long Term Debt	535,814	539,514	(3,700)	(1)%
<b>Total Other Current Liabilities</b>	1,221,176	981,993	239,183	24%
<b>Total Current Liabilities</b>	1,972,694	1,262,802	709,892	56%
<b>Long Term Liabilities</b>				
12350 · Long Term Debt	5,692,633	6,305,315	(612,683)	(10)%
12800 · Bond Premiums	100,621	100,621	0	0%

**Port of Newport - General Operating Fund**  
**Balance Sheet**  
As of March 31, 2021

	<u>Mar 31, 21</u>	<u>Mar 31, 20</u>	<u>\$ Change</u>	<u>% Change</u>
12900 · PERS - Deferred IF	147,653	147,653	0	0%
<b>Total Long Term Liabilities</b>	<u>5,940,906</u>	<u>6,553,589</u>	<u>(612,683)</u>	<u>(9)%</u>
<b>Total Liabilities</b>	<u>7,913,600</u>	<u>7,816,391</u>	<u>97,209</u>	<u>1%</u>
<b>Equity</b>				
13005 · GOF - Assigned FB-Improvements	0	36,126	(36,126)	(100)%
13010 · GOF - Unassigned FB	36,503,625	62,425,972	(25,922,347)	(42)%
13015 · GOF - Contributed Capital FB	7,130,788	7,130,788	0	0%
13075 · GOF - Prior Period Adj	(21,009)	(34,952)	13,942	40%
13300 · GOF - Equity Transfers	12,751	(25,585,916)	25,598,667	100%
<b>Net Income</b>	<u>(126,599)</u>	<u>(419,919)</u>	<u>293,320</u>	<u>70%</u>
<b>Total Equity</b>	<u>43,499,556</u>	<u>43,552,099</u>	<u>(52,543)</u>	<u>(0)%</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>51,413,156</b></u>	<u><b>51,368,490</b></u>	<u><b>44,666</b></u>	<u><b>0%</b></u>

**Port of Newport**  
**General Operating Fund - Budget vs. Actual**  
July 2020 through March 2021

	Jul '20 - Mar ...	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
14000 · Lease Revenues	555,807	609,750	(53,943)	91%
14100 · Moorage	1,285,844	972,137	313,708	132%
14200 · Hoist Dock & Services	751,485	672,262	79,223	112%
14300 · Shipping Terminal Revenues	0	14,627	(14,627)	0%
14400 · RV Parks	909,327	764,142	145,185	119%
14500 · Launch Ramp & Trailer Storage	73,807	50,173	23,633	147%
14600 · Miscellaneous Revenue	120,008	45,990	74,018	261%
14700 · Permit Revenues	(321)	0	(321)	100%
<b>Total Income</b>	<u>3,695,957</u>	<u>3,129,081</u>	<u>566,876</u>	<u>118%</u>
<b>Gross Profit</b>	3,695,957	3,129,081	566,876	118%
<b>Expense</b>				
15000 · Personnel Services	1,418,783	1,627,493	(208,710)	87%
16000 · Materials & Services	1,398,204	2,872,048	(1,473,845)	49%
16990 · Depreciation Expense	1,240,614	1,240,614	0	100%
17000 · Debt Service	429,304	767,508	(338,204)	56%
<b>Total Expense</b>	<u>4,486,905</u>	<u>6,507,664</u>	<u>(2,020,759)</u>	<u>69%</u>
<b>Net Ordinary Income</b>	(790,948)	(3,378,583)	2,587,635	23%
<b>Other Income/Expense</b>				
<b>Other Income</b>				
18100 · Property Tax Revenue	115,614	109,288	6,327	106%
18200 · Interest Income	14,724	0	14,724	100%
18300 · Grants	274,093	1,652,813	(1,378,720)	17%
18600 · Gain/(Loss) on Sale of Assets	1,074			
18700 · Property & Dredge Sales	11,427	45,000	(33,573)	25%
18800 · Miscellaneous - Non-operating	8,078	0	8,078	100%
18900 · Transfers In from Other Funds	0	1,009,452	(1,009,452)	0%
<b>Total Other Income</b>	<u>425,011</u>	<u>2,816,553</u>	<u>(2,391,542)</u>	<u>15%</u>
<b>Other Expense</b>				
19000 · Capital Outlay	1,840,439	1,062,222	778,217	173%
19600 · Contingency	0	151,941	(151,941)	0%
19700 · Transfers Out to Other Funds	109,816	1,650,000	(1,540,184)	7%
19890 · Overhead Allocation	(1,981)	(1,981)	0	100%
<b>Total Other Expense</b>	<u>1,948,274</u>	<u>2,862,182</u>	<u>(913,908)</u>	<u>68%</u>
<b>Net Other Income</b>	<u>(1,523,263)</u>	<u>(45,630)</u>	<u>(1,477,633)</u>	<u>3,338%</u>
<b>Net Income</b>	<u><u>(2,314,211)</u></u>	<u><u>(3,424,212)</u></u>	<u><u>1,110,002</u></u>	<u><u>68%</u></u>

**Port of Newport - General Operating Fund**  
**Administration - Budget vs. Actual**  
July 2020 through March 2021

	<u>Jul '20 - Mar 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
14600 · Miscellaneous Revenue	17,999	0	17,999	100%
<b>Total Income</b>	<u>17,999</u>	<u>0</u>	<u>17,999</u>	<u>100%</u>
<b>Gross Profit</b>	17,999	0	17,999	100%
<b>Expense</b>				
15000 · Personnel Services	574,161	629,302	(55,141)	91%
16000 · Materials & Services	384,931	535,339	(150,408)	72%
16990 · Depreciation Expense	<u>3,798</u>	<u>3,798</u>	<u>0</u>	<u>100%</u>
<b>Total Expense</b>	<u>962,890</u>	<u>1,168,438</u>	<u>(205,549)</u>	<u>82%</u>
<b>Net Ordinary Income</b>	(944,891)	(1,168,438)	223,547	81%
<b>Other Income/Expense</b>				
<b>Other Income</b>				
18100 · Property Tax Revenue	115,614	109,288	6,327	106%
18200 · Interest Income	14,724	0	14,724	100%
18300 · Grants	0	1,299,179	(1,299,179)	0%
18800 · Miscellaneous - Non-operating	<u>7,394</u>			
<b>Total Other Income</b>	<u>137,733</u>	<u>1,408,467</u>	<u>(1,270,734)</u>	<u>10%</u>
<b>Other Expense</b>				
19000 · Capital Outlay	84,711	175,000	(90,289)	48%
19890 · Overhead Allocation	<u>(810,007)</u>	<u>(810,007)</u>	<u>(0)</u>	<u>100%</u>
<b>Total Other Expense</b>	<u>(725,296)</u>	<u>(635,007)</u>	<u>(90,289)</u>	<u>114%</u>
<b>Net Other Income</b>	<u>863,029</u>	<u>2,043,474</u>	<u>(1,180,445)</u>	<u>42%</u>
<b>Net Income</b>	<u><b>(81,862)</b></u>	<u><b>875,035</b></u>	<u><b>(956,897)</b></u>	<u><b>(9)%</b></u>



**Port of Newport**  
International Terminal - Budget vs. Actual  
July 2020 through March 2021

	<u>Jul '20 - Mar 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>14000 · Lease Revenues</b>	103,702	129,000	(25,298)	80%
<b>14100 · Moorage</b>	129,763	115,008	14,755	113%
<b>14200 · Hoist Dock &amp; Services</b>	378,798	336,341	42,457	113%
<b>14300 · Shipping Terminal Revenues</b>	0	14,627	(14,627)	0%
<b>14600 · Miscellaneous Revenue</b>	17,685	0	17,685	100%
<b>Total Income</b>	<u>629,947</u>	<u>594,976</u>	<u>34,972</u>	<u>106%</u>
<b>Gross Profit</b>	629,947	594,976	34,972	106%
<b>Expense</b>				
<b>15000 · Personnel Services</b>	145,931	142,835	3,096	102%
<b>16000 · Materials &amp; Services</b>	193,584	152,104	41,480	127%
<b>16990 · Depreciation Expense</b>	953,088	953,088	0	100%
<b>17000 · Debt Service</b>	216,458	493,479	(277,021)	44%
<b>Total Expense</b>	<u>1,509,060</u>	<u>1,741,505</u>	<u>(232,445)</u>	<u>87%</u>
<b>Net Ordinary Income</b>	(879,113)	(1,146,530)	267,417	77%
<b>Other Income/Expense</b>				
<b>Other Income</b>				
<b>18300 · Grants</b>	2,500	22,500	(20,000)	11%
<b>18700 · Property &amp; Dredge Sales</b>	10,914	0	10,914	100%
<b>Total Other Income</b>	<u>13,414</u>	<u>22,500</u>	<u>(9,086)</u>	<u>60%</u>
<b>Other Expense</b>				
<b>19000 · Capital Outlay</b>	6,818	285,000	(278,182)	2%
<b>19600 · Contingency</b>	0	0	0	0%
<b>19700 · Transfers Out to Other Funds</b>	0	50,000	(50,000)	0%
<b>19890 · Overhead Allocation</b>	22,748	22,748	(0)	100%
<b>Total Other Expense</b>	<u>29,565</u>	<u>357,748</u>	<u>(328,183)</u>	<u>8%</u>
<b>Net Other Income</b>	<u>(16,152)</u>	<u>(335,248)</u>	<u>319,096</u>	<u>5%</u>
<b>Net Income</b>	<u><b>(895,265)</b></u>	<u><b>(1,481,778)</b></u>	<u><b>586,513</b></u>	<u><b>60%</b></u>

**Port of Newport**  
**Commercial Marina - Budget vs. Actual**  
 July 2020 through March 2021

	<u>Jul '20 - Mar 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
14000 · Lease Revenues	120,249	139,500	(19,251)	86%
14100 · Moorage	491,563	414,790	76,773	119%
14200 · Hoist Dock & Services	363,413	309,671	53,742	117%
14600 · Miscellaneous Revenue	20,986	0	20,986	100%
14700 · Permit Revenues	(441)	0	(441)	100%
<b>Total Income</b>	<u>995,770</u>	<u>863,961</u>	<u>131,809</u>	<u>115%</u>
<b>Gross Profit</b>	995,770	863,961	131,809	115%
<b>Expense</b>				
15000 · Personnel Services	310,526	378,023	(67,497)	82%
16000 · Materials & Services	312,296	1,267,744	(955,448)	25%
16990 · Depreciation Expense	39,028	39,028	0	100%
17000 · Debt Service	5,936	32,915	(26,979)	18%
<b>Total Expense</b>	<u>667,785</u>	<u>1,717,709</u>	<u>(1,049,924)</u>	<u>39%</u>
<b>Net Ordinary Income</b>	327,985	(853,749)	1,181,733	(38)%
<b>Other Income/Expense</b>				
<b>Other Income</b>				
18300 · Grants	267,273	143,634	123,639	186%
18600 · Gain/(Loss) on Sale of Assets	(2,126)			
18800 · Miscellaneous - Non-operating	684			
18900 · Transfers In from Other Funds	0	1,009,452	(1,009,452)	0%
<b>Total Other Income</b>	<u>265,831</u>	<u>1,153,086</u>	<u>(887,255)</u>	<u>23%</u>
<b>Other Expense</b>				
19000 · Capital Outlay	901,981	325,222	576,759	277%
19600 · Contingency	0	151,941	(151,941)	0%
19700 · Transfers Out to Other Funds	109,816	1,500,000	(1,390,184)	7%
19890 · Overhead Allocation	358,333	358,333	0	100%
<b>Total Other Expense</b>	<u>1,370,130</u>	<u>2,335,496</u>	<u>(965,366)</u>	<u>59%</u>
<b>Net Other Income</b>	<u>(1,104,299)</u>	<u>(1,182,410)</u>	<u>78,111</u>	<u>93%</u>
<b>Net Income</b>	<u><u>(776,314)</u></u>	<u><u>(2,036,159)</u></u>	<u><u>1,259,845</u></u>	<u><u>38%</u></u>

**Port of Newport**  
**South Beach - Budget vs. Actual**  
July 2020 through March 2021

	<u>Jul '20 - Mar 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
14000 · Lease Revenues	331,856	341,250	(9,394)	97%
14100 · Moorage	664,519	442,339	222,180	150%
14200 · Hoist Dock & Services	9,274	26,250	(16,976)	35%
14400 · RV Parks	909,327	764,142	145,185	119%
14500 · Launch Ramp & Trailer Storage	73,807	50,173	23,633	147%
14600 · Miscellaneous Revenue	63,339	45,990	17,349	138%
14700 · Permit Revenues	120			
<b>Total Income</b>	<u>2,052,241</u>	<u>1,670,145</u>	<u>382,097</u>	<u>123%</u>
<b>Gross Profit</b>	2,052,241	1,670,145	382,097	123%
<b>Expense</b>				
15000 · Personnel Services	388,165	477,334	(89,169)	81%
16000 · Materials & Services	507,394	916,863	(409,469)	55%
16990 · Depreciation Expense	244,700	244,700	0	100%
17000 · Debt Service	206,911	241,114	(34,203)	86%
<b>Total Expense</b>	<u>1,347,170</u>	<u>1,880,011</u>	<u>(532,841)</u>	<u>72%</u>
<b>Net Ordinary Income</b>	705,071	(209,866)	914,938	(336)%
<b>Other Income/Expense</b>				
<b>Other Income</b>				
18300 · Grants	4,320	187,500	(183,180)	2%
18600 · Gain/(Loss) on Sale of Assets	3,200	0	3,200	100%
18700 · Property & Dredge Sales	513	45,000	(44,487)	1%
18800 · Miscellaneous - Non-operating	0	0	0	0%
18900 · Transfers In from Other Funds	0	0	0	0%
<b>Total Other Income</b>	<u>8,033</u>	<u>232,500</u>	<u>(224,467)</u>	<u>3%</u>
<b>Other Expense</b>				
19000 · Capital Outlay	846,929	277,000	569,929	306%
19600 · Contingency	0	0	0	0%
19700 · Transfers Out to Other Funds	0	100,000	(100,000)	0%
19890 · Overhead Allocation	426,945	426,945	0	100%
<b>Total Other Expense</b>	<u>1,273,874</u>	<u>803,945</u>	<u>469,929</u>	<u>158%</u>
<b>Net Other Income</b>	<u>(1,265,841)</u>	<u>(571,445)</u>	<u>(694,396)</u>	<u>222%</u>
<b>Net Income</b>	<u><b>(560,770)</b></u>	<u><b>(781,311)</b></u>	<u><b>220,542</b></u>	<u><b>72%</b></u>

**NOAA Lease Revenue Fund**  
**Balance Sheet**  
As of March 31, 2021

	Mar 31, 21	Mar 31, 20	\$ Change	% Change
<b>ASSETS</b>				
Current Assets				
Checking/Savings				
11015 · NLRF Checking - FIB 1115	625,671	0	625,671	100%
11025 · NLRF MM Savings - FIB 9604	1,000,051	0	1,000,051	100%
11035 · NLRF - LGIP 6263	2,014,786	0	2,014,786	100%
11080 · NLRF Checking - OCB 7827	0	606,235	(606,235)	(100)%
11085 · NOAA Money Market - Umpqua	0	1,799,677	(1,799,677)	(100)%
11087 · NOAA Capital Reserve - OCB	0	522,740	(522,740)	(100)%
11091 · NOAA Revenue Bond Reserve - ...	0	2,579,530	(2,579,530)	(100)%
11092 · Assignment of Deposit - OCB	63,561	62,660	901	1%
Total Checking/Savings	3,704,069	5,570,842	(1,866,773)	(34)%
Accounts Receivable				
11200 · Accounts Receivable	173	0	173	100%
Total Accounts Receivable	173	0	173	100%
Other Current Assets				
11300 · Prepaid Expenses	134,325	110,549	23,776	22%
11480 · PERS - NPA(L)	(42,919)	(42,919)	0	0%
11485 · PERS - Deferred OF	17,086	17,086	0	0%
Total Other Current Assets	108,492	84,716	23,776	28%
Total Current Assets	3,812,733	5,655,557	(1,842,824)	(33)%
Fixed Assets				
11500 · Capital Assets	22,971,092	24,414,860	(1,443,768)	(6)%
Total Fixed Assets	22,971,092	24,414,860	(1,443,768)	(6)%
Other Assets				
11825 · Advance Refunding Valuation	962,415	0	962,415	100%
Total Other Assets	962,415	0	962,415	100%
<b>TOTAL ASSETS</b>	<b>27,746,241</b>	<b>30,070,417</b>	<b>(2,324,177)</b>	<b>(8)%</b>
<b>LIABILITIES &amp; EQUITY</b>				
Liabilities				
Current Liabilities				
Accounts Payable				
12000 · Accounts Payable	34,913	3,314	31,599	954%
Total Accounts Payable	34,913	3,314	31,599	954%
Other Current Liabilities				
12100 · Payroll Liabilities	9,738	7,832	1,906	24%
12200 · Due to Other Funds	15,598	55,763	(40,165)	(72)%
12300 · Accrued Interest Payable	201,373	429,587	(228,214)	(53)%
12350 · Current Portion-Long Term Debt	1,290,000	995,000	295,000	30%
Total Other Current Liabilities	1,516,709	1,488,182	28,527	2%
Total Current Liabilities	1,551,622	1,491,496	60,126	4%
Long Term Liabilities				
12400 · Long Term Debt	16,686,861	17,014,446	(327,585)	(2)%
12800 · Less Current Portion-LT Debt	(1,290,000)	(995,000)	(295,000)	(30)%
12900 · PERS - Deferred IF	7,771	7,771	0	0%
Total Long Term Liabilities	15,404,632	16,027,217	(622,585)	(4)%
Total Liabilities	16,956,254	17,518,713	(562,459)	(3)%

**NOAA Lease Revenue Fund**  
**Balance Sheet**  
As of March 31, 2021

	<u>Mar 31, 21</u>	<u>Mar 31, 20</u>	<u>\$ Change</u>	<u>% Change</u>
Equity				
13000 · NLRF - Restricted FB-Bond Res.	1,761,721	1,761,721	0	0%
13010 · NLRF - Unassigned FB	11,250,823	(16,079,626)	27,330,449	170%
13075 · NLRF - Prior Period Adj	0	(9,776)	9,776	100%
13220 · NLRF - Bond Costs (65)	0	(349,289)	349,289	100%
13300 · NLRF - Equity Transfers	0	25,585,916	(25,585,916)	(100)%
32000 · Unrestricted Net Assets	0	1,741,983	(1,741,983)	(100)%
Net Income	(2,222,557)	(99,224)	(2,123,333)	(2,140)%
Total Equity	<u>10,789,987</u>	<u>12,551,704</u>	<u>(1,761,717)</u>	<u>(14)%</u>
TOTAL LIABILITIES & EQUITY	<u><u>27,746,241</u></u>	<u><u>30,070,417</u></u>	<u><u>(2,324,177)</u></u>	<u><u>(8)%</u></u>

**Port of Newport - NOAA Lease Revenue Fund**  
**Budget vs. Actual**  
July 2020 through March 2021

	<u>Jul '20 - Mar 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>14000 · Lease Revenues</b>	1,932,675	1,946,925	(14,250)	99%
<b>14605 · Miscellaneous - Operating</b>	2,061	0	2,061	100%
<b>Total Income</b>	1,934,736	1,946,925	(12,189)	99%
<b>Expense</b>				
<b>15000 · Personnel Services</b>	77,233	116,307	(39,074)	66%
<b>16000 · Materials &amp; Services</b>	236,975	315,856	(78,881)	75%
<b>16990 · Depreciation Expense</b>	1,175,355	1,175,355	0	100%
<b>17000 · Debt Service</b>	1,759,380	1,760,089	(709)	100%
<b>Total Expense</b>	3,248,943	3,367,607	(118,664)	96%
<b>Net Ordinary Income</b>	(1,314,208)	(1,420,682)	106,475	93%
<b>Other Income/Expense</b>				
<b>Other Income</b>				
<b>18200 · Interest Income</b>	13,053	75,000	(61,947)	17%
<b>18300 · Grants</b>	0	5,000	(5,000)	0%
<b>18800 · Miscellaneous - Non-operating</b>	21			
<b>18900 · Transfers In from Other Funds</b>	0	334,500	(334,500)	0%
<b>Total Other Income</b>	13,074	414,500	(401,426)	3%
<b>Other Expense</b>				
<b>19000 · Capital Outlay</b>	36,956	334,500	(297,544)	11%
<b>19600 · Contingency</b>	0	100,000	(100,000)	0%
<b>19700 · Transfers Out</b>	2,209,445	3,080,411	(870,966)	72%
<b>19890 · Admin Overhead Allocation</b>	1,979	1,979	(0)	100%
<b>Total Other Expense</b>	2,248,379	3,516,890	(1,268,511)	64%
<b>Net Other Income</b>	(2,235,306)	(3,102,390)	867,084	72%
<b>Net Income</b>	<b>(3,549,513)</b>	<b>(4,523,072)</b>	<b>973,559</b>	<b>78%</b>

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**Port of Newport - NOAA Capital Maintenance Fund**

04/15/21

**Balance Sheet - NCMF**

Accrual Basis

As of March 31, 2021

	<u>Mar 31, 21</u>	<u>Mar 31, 20</u>	<u>\$ Change</u>	<u>% Change</u>
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
11035 · NOAA - LGIP 6263	2,223,480	0	2,223,480	100%
<b>Total Checking/Savings</b>	<u>2,223,480</u>	<u>0</u>	<u>2,223,480</u>	<u>100%</u>
<b>Total Current Assets</b>	<u>2,223,480</u>	<u>0</u>	<u>2,223,480</u>	<u>100%</u>
<b>TOTAL ASSETS</b>	<u><b>2,223,480</b></u>	<u><b>0</b></u>	<u><b>2,223,480</b></u>	<u><b>100%</b></u>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Equity</b>				
Net Income	2,223,480	0	2,223,480	100%
<b>Total Equity</b>	<u>2,223,480</u>	<u>0</u>	<u>2,223,480</u>	<u>100%</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>2,223,480</b></u>	<u><b>0</b></u>	<u><b>2,223,480</b></u>	<u><b>100%</b></u>

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Accrual Basis

**NOAA Capital Maintenance Fund  
Profit & Loss Budget vs. Actual  
July 2020 through March 2021**

	<u>Jul '20 - Mar 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Other Income/Expense</b>				
<b>Other Income</b>				
18200 · Interest Income	14,035	0	14,035	100%
18900 · Transfers In from Other Funds	2,209,445	191,966	2,017,479	1,151%
<b>Total Other Income</b>	<u>2,223,480</u>	<u>191,966</u>	<u>2,031,514</u>	<u>1,158%</u>
<b>Other Expense</b>				
19600 · Contingency	0	150,000	(150,000)	0%
19700 · Transfers Out	0	1,334,500	(1,334,500)	0%
<b>Total Other Expense</b>	<u>0</u>	<u>1,484,500</u>	<u>(1,484,500)</u>	<u>0%</u>
<b>Net Other Income</b>	<u>2,223,480</u>	<u>(1,292,534)</u>	<u>3,516,014</u>	<u>(172)%</u>
<b>Net Income</b>	<u><u>2,223,480</u></u>	<u><u>(1,292,534)</u></u>	<u><u>3,516,014</u></u>	<u><u>(172)%</u></u>



**Port of Newport - Bonded Debt Fund****Balance Sheet**

As of March 31, 2021

	<u>Mar 31, 21</u>	<u>Mar 31, 20</u>	<u>\$ Change</u>
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
400 · Bonded Debt Fund	132,359	172,500	(40,142)
<b>Total Checking/Savings</b>	132,359	172,500	(40,142)
<b>Other Current Assets</b>			
11270 · Property Tax Receivable	53,622	86,925	(33,303)
<b>Total Other Current Assets</b>	53,622	86,925	(33,303)
<b>Total Current Assets</b>	185,981	259,425	(73,444)
<b>Other Assets</b>			
11800 · Bond Issue costs, net of amort.	153,930	2,916	151,014
11825 · Advance Refunding Valuation	661,702	416,150	245,552
<b>Total Other Assets</b>	815,632	419,066	396,566
<b>TOTAL ASSETS</b>	<b><u>1,001,613</u></b>	<b><u>678,491</u></b>	<b><u>323,121</u></b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Other Current Liabilities</b>			
12350 · Bonds Payable - Current	335,000	350,000	(15,000)
<b>Total Other Current Liabilities</b>	335,000	350,000	(15,000)
<b>Total Current Liabilities</b>	335,000	350,000	(15,000)
<b>Long Term Liabilities</b>			
12515 · 2011 Series Bonds	(70,000)	4,948,669	(5,018,669)
12520 · 2016 Series Bonds	6,478,195	7,043,195	(565,000)
12525 · 2019 Series Bonds	5,160,000	0	5,160,000
12590 · Bond Premiums	704,598	796,865	(92,267)
12800 · Less Current Portion LTD	(335,000)	(350,000)	15,000
12920 · Deferred IF - Refund Valuation	0	20,808	(20,808)
<b>Total Long Term Liabilities</b>	11,937,793	12,459,537	(521,744)
<b>Total Liabilities</b>	12,272,793	12,809,537	(536,744)
<b>Equity</b>			
13000 · BDF - Restricted FB	(12,052,349)	(12,290,511)	238,162
13220 · BDF - Bond Costs (65)	153,930	6,014	147,916
13999 · Retained Earnings	74,324	0	74,324
Net Income	552,915	153,451	399,464
<b>Total Equity</b>	(11,271,180)	(12,131,046)	859,865
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>1,001,613</u></b>	<b><u>678,491</u></b>	<b><u>323,121</u></b>

**Port of Newport - Bonded Debt Fund**  
**Profit & Loss Budget vs. Actual**  
July 2020 through March 2021

	<u>Jul '20 - Mar 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
18106 · Bond Levy Proceeds	769,454	811,000	(41,546)	95%
<b>Total Income</b>	<u>769,454</u>	<u>811,000</u>	<u>(41,546)</u>	<u>95%</u>
<b>Gross Profit</b>	769,454	811,000	(41,546)	95%
<b>Expense</b>				
17000 · Debt Service	621,570	765,541	(143,971)	81%
<b>Total Expense</b>	<u>621,570</u>	<u>765,541</u>	<u>(143,971)</u>	<u>81%</u>
<b>Net Ordinary Income</b>	147,884	45,459	102,425	325%
<b>Other Income/Expense</b>				
<b>Other Income</b>				
18200 · Bank Interest Income	31	2,625	(2,594)	1%
<b>Total Other Income</b>	31	2,625	(2,594)	1%
<b>Other Expense</b>				
19830 · GAAP - D/S Principal Pmts	(405,000)	(405,000)	0	100%
<b>Total Other Expense</b>	<u>(405,000)</u>	<u>(405,000)</u>	<u>0</u>	<u>100%</u>
<b>Net Other Income</b>	405,031	407,625	(2,594)	99%
<b>Net Income</b>	<u><b>552,915</b></u>	<u><b>453,084</b></u>	<u><b>99,831</b></u>	<u><b>122%</b></u>

**Port of Newport - Construction Fund**  
**Balance Sheet**  
As of March 31, 2021

	<u>Mar 31, 21</u>	<u>Mar 31, 20</u>	<u>\$ Change</u>
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
300 · Construction Fund	13,071	14,394	(1,324)
<b>Total Checking/Savings</b>	13,071	14,394	(1,324)
<b>Total Current Assets</b>	13,071	14,394	(1,324)
<b>TOTAL ASSETS</b>	<b><u>13,071</u></b>	<b><u>14,394</u></b>	<b><u>(1,324)</u></b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Accounts Payable</b>			
12000 · Accounts Payable	0	826	(826)
<b>Total Accounts Payable</b>	0	826	(826)
<b>Total Current Liabilities</b>	0	826	(826)
<b>Total Liabilities</b>	0	826	(826)
<b>Equity</b>			
13010 · CF - Unassigned FB	13,070	30,337	(17,267)
Net Income	1	(16,768)	16,769
<b>Total Equity</b>	13,071	13,568	(498)
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>13,071</u></b>	<b><u>14,394</u></b>	<b><u>(1,324)</u></b>

**Port of Newport - Construction Fund**  
**Profit & Loss Budget vs. Actual**  
 July 2020 through March 2021

	<u>Jul '20 - Mar 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Other Income/Expense</b>				
<b>Other Income</b>				
18200 · Interest Income	1	0	1	100%
<b>Total Other Income</b>	1	0	1	100%
<b>Other Expense</b>				
19700 · Transfers Out to Other Funds				
19702 · Transfers Out to General Fund	0	30,452	(30,452)	0%
<b>Total 19700 · Transfers Out to Other Funds</b>	0	30,452	(30,452)	0%
<b>Total Other Expense</b>	0	30,452	(30,452)	0%
<b>Net Other Income</b>	1	(30,452)	30,453	(0)%
<b>Net Income</b>	<b>1</b>	<b>(30,452)</b>	<b>30,453</b>	<b>(0)%</b>

**Port of Newport - Facility Maintenance Reserve Fund**

**Balance Sheet**

As of March 31, 2021

	<u>Mar 31, 21</u>	<u>Mar 31, 20</u>	<u>\$ Change</u>
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
200 · Facility Maintenance Rsrv Fund	372,713	261,014	111,698
<b>Total Checking/Savings</b>	<u>372,713</u>	<u>261,014</u>	<u>111,698</u>
<b>Total Current Assets</b>	<u>372,713</u>	<u>261,014</u>	<u>111,698</u>
<b>TOTAL ASSETS</b>	<b><u>372,713</u></b>	<b><u>261,014</u></b>	<b><u>111,698</u></b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Equity</b>			
13005 · FMRF - Asgnd-Future Exp.	186,816	215,000	(28,184)
13006 · FMRF - Asgnd-CM Elec. Upgrades	138,000	0	138,000
13010 · FMRF - Unassigned FB	(63,182)	(67,820)	4,637
<b>Net Income</b>	<u>111,079</u>	<u>113,834</u>	<u>(2,755)</u>
<b>Total Equity</b>	<u>372,713</u>	<u>261,014</u>	<u>111,698</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>372,713</u></b>	<b><u>261,014</u></b>	<b><u>111,698</u></b>

**Port of Newport - Facility Maintenance Reserve Fund**  
**Profit & Loss Budget vs. Actual**  
July 2020 through March 2021

	<u>Jul '20 - Mar 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Other Income/Expense</b>				
<b>Other Income</b>				
18200 · Interest Income	1,263	1,125	138	112%
18900 · Transfers In				
18902 · Transfers In from General Fund	109,816			
18900 · Transfers In - Other	<u>0</u>	<u>1,237,500</u>	<u>(1,237,500)</u>	<u>0%</u>
<b>Total 18900 · Transfers In</b>	<u>109,816</u>	<u>1,237,500</u>	<u>(1,127,684)</u>	<u>9%</u>
<b>Total Other Income</b>	<u>111,079</u>	<u>1,238,625</u>	<u>(1,127,546)</u>	<u>9%</u>
<b>Other Expense</b>				
19600 · Contingency	0	130,120	(130,120)	0%
19700 · Transfers Out				
19702 · Transfers Out to General Fund	<u>0</u>	<u>300,000</u>	<u>(300,000)</u>	<u>0%</u>
<b>Total 19700 · Transfers Out</b>	<u>0</u>	<u>300,000</u>	<u>(300,000)</u>	<u>0%</u>
<b>Total Other Expense</b>	<u>0</u>	<u>430,120</u>	<u>(430,120)</u>	<u>0%</u>
<b>Net Other Income</b>	<u>111,079</u>	<u>808,505</u>	<u>(697,426)</u>	<u>14%</u>
<b>Net Income</b>	<u><u>111,079</u></u>	<u><u>808,505</u></u>	<u><u>(697,426)</u></u>	<u><u>14%</u></u>

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**PON - General Operatind Fund  
Accounts Paid Report  
March 2021**

Date	Num	Name	Memo	Class	Paid Amount
<b>03/05/2021</b>	<b>46003</b>	<b>Alsco Inc</b>	<b>Shop towels and mats</b>		
02/17/2021	LPOR2624185		Shop towels, shirt, and mats	01-General Operating Fund:100- Administration	-34.75
02/23/2021	LPOR2626429		SB mats	01-General Operating Fund:700-South Beach:710-SB Customer Ser...	-72.06
02/24/2021	LPOR2626911		Shop towels, shirt, and mats	01-General Operating Fund:100- Administration	-34.75
02/25/2021	LPOR2627461		NIT towels	01-General Operating Fund:500-International Terminal	-32.95
03/03/2021	LPOR2629751		Shop towels, shirt, and mats	01-General Operating Fund:100- Administration	-34.75
03/04/2021	LPOR2611131		NIT towels	01-General Operating Fund:500-International Terminal	-32.95
			FC	01-General Operating Fund:500-International Terminal	-0.49
03/09/2021	LPOR2632368		SB mats	01-General Operating Fund:700-South Beach:710-SB Customer Ser...	-72.06
TOTAL					-314.76
<b>03/05/2021</b>	<b>46004</b>	<b>Alsea Bay Power Products Inc</b>	<b>Landscaping tools and supplies</b>		
02/27/2021	331970		PO710222: Landscaping tools	01-General Operating Fund:700-South Beach:760-SB Operations	-34.90
			PO710222: Landscaping supplies	01-General Operating Fund:700-South Beach:760-SB Operations	-60.43
			PO710222: Brush Defender	01-General Operating Fund:700-South Beach:760-SB Operations	-56.99
			PO710222: Oil	01-General Operating Fund:700-South Beach:760-SB Operations	-27.60
			Pole pruner - Kody Robinson		-149.99
TOTAL					-329.91
<b>03/05/2021</b>	<b>46005</b>	<b>Barrelhead Supply Inc</b>	<b>Padlocks, PVC bushings</b>		
02/26/2021	301056		PO710197: Padlocks	01-General Operating Fund:700-South Beach:760-SB Operations	-226.68
02/26/2021	301043		PO30218: PVC bushings and nipples	01-General Operating Fund:300-Commercial Marina	-88.42
TOTAL					-315.10
<b>03/05/2021</b>	<b>46006</b>	<b>City of Newport Room Tax</b>	<b>Transient room tax - February 2021</b>		
02/28/2021	Feb 2021 Room ...		Transient room tax - February 2021	01-General Operating Fund:700-South Beach:710-SB Customer Ser...	-1,692.41
TOTAL					-1,692.41
<b>03/05/2021</b>	<b>46007</b>	<b>CoastCom By Wave</b>	<b>Internet</b>		
03/02/2021	121313501-000...		Internet - February 2021	01-General Operating Fund:700-South Beach:710-SB Customer Ser...	-1,008.08
			Internet - February 2021	01-General Operating Fund:100- Administration	-500.00
TOTAL					-1,508.08
<b>03/05/2021</b>	<b>46008</b>	<b>Creative Landscape &amp; Maintenance</b>	<b>Landscape maintenance</b>		
02/26/2021	1145-994		Landscape maintenance - 02/21	01-General Operating Fund:100- Administration	-585.00
TOTAL					-585.00

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**PON - General Operatind Fund  
Accounts Paid Report  
March 2021**

Date	Num	Name	Memo	Class	Paid Amount
<b>03/05/2021</b>	<b>46009</b>	<b>Design Space Modular Buildings ...</b>	<b>US Customs office lease</b>		
02/19/2021	1178336-IN		Customs office lease	01-General Operating Fund:100- Administration	-217.00
TOTAL					-217.00
<b>03/05/2021</b>	<b>46010</b>	<b>DOWL</b>	<b>PD5 pier project - engineering services</b>		
03/01/2021	0860-0003.50-3		PD5 Project - Engineering services	01-General Operating Fund:300-Commercial Marina	-15,674.98
TOTAL					-15,674.98
<b>03/05/2021</b>	<b>46011</b>	<b>Englund Marine Supply Co Inc</b>	<b>Clear hose</b>		
02/25/2021	977182/6		PO30215: Clear hose	01-General Operating Fund:300-Commercial Marina	-5.28
TOTAL					-5.28
<b>03/05/2021</b>	<b>46012</b>	<b>FIB MasterCard AB</b>	<b>PD5 Pier project - encroachment permit for sto...</b>		
02/19/2021	Zoom.us		01/22/2021 - Online meeting software	01-General Operating Fund:100- Administration	-29.98
02/19/2021	Finance Charge		01/27/2021 - Finance charge	01-General Operating Fund:100- Administration	-10.00
02/19/2021	City of Newport		PD5 Pier Replacement-Encroachment permit for s...	01-General Operating Fund:300-Commercial Marina	-260.00
		US Dept. of Commerce Grants	PD5 Pier Replacement-Encroachment permit for s...	01-General Operating Fund:300-Commercial Marina	-260.00
TOTAL					-559.98
<b>03/05/2021</b>	<b>46013</b>	<b>FIB MasterCard KH</b>	<b>Finance charge</b>		
02/19/2021	Finance Charge		01/27/2021 - Finance charge	01-General Operating Fund:100- Administration	-10.00
TOTAL					-10.00
<b>03/05/2021</b>	<b>46014</b>	<b>FIB MasterCard MB</b>	<b>Heater, IT software</b>		
02/19/2021	Paypal		02/02/2021 - Credit card fees	01-General Operating Fund:700-South Beach:710-SB Customer Ser...	-110.90
02/19/2021	Intuit		02/10/2021 - QB hosting	01-General Operating Fund:100- Administration	-280.45
02/19/2021	Finance Charge		01/27/2021 - Finance charge	01-General Operating Fund:100- Administration	-10.00
02/19/2021	Core & Main		02/03/2021 - Heater	01-General Operating Fund:100- Administration	-693.78
TOTAL					-1,095.13
<b>03/05/2021</b>	<b>46015</b>	<b>FIB MasterCard PM</b>	<b>Finance charge</b>		
02/19/2021	Finance Charge		01/27/2021 - Finance charge	01-General Operating Fund:100- Administration	-10.00
TOTAL					-10.00



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**PON - General Operatind Fund  
Accounts Paid Report  
March 2021**

Date	Num	Name	Memo	Class	Paid Amount
<b>03/05/2021</b>	<b>46016</b>	<b>G &amp; K Floors</b>	<b>Janitorial services - Port office and SB</b>		
02/25/2021	030121		Janitorial services - SB Janitorial services - Port office	01-General Operating Fund:700-South Beach:710-SB Customer Ser... 01-General Operating Fund:100- Administration	-1,880.00 -200.00
TOTAL					-2,080.00
<b>03/05/2021</b>	<b>46017</b>	<b>Hyak</b>	<b>IT administration and support services</b>		
03/01/2021	25221		IT services - MS 365, web filtering, desktop suppor...	01-General Operating Fund:100- Administration	-4,625.00
03/03/2021	25153-fd-7826		PO710217: SB office cameras - 50% deposit	01-General Operating Fund:700-South Beach:710-SB Customer Ser...	-2,149.96
TOTAL					-6,774.96
<b>03/05/2021</b>	<b>46018</b>	<b>IconiPro Security Alarms Inc</b>	<b>Fire and security monitoring, service call</b>		
03/01/2021	35213		Cellular security monitoring services (4/1/21-6/30/...	01-General Operating Fund:700-South Beach:710-SB Customer Ser...	-136.14
			Late fee	01-General Operating Fund:100- Administration	-20.68
03/04/2021	34305		Cellular security monitoring services (1/1/21-3/31/...	01-General Operating Fund:700-South Beach:710-SB Customer Ser...	-136.14
03/04/2021	33990		Problem solving keypad - RV Park Office	01-General Operating Fund:700-South Beach:710-SB Customer Ser...	-288.50
03/04/2021	34548		NIT fire & security monitoring (02/01/21-04/30/21)	01-General Operating Fund:500-International Terminal	-125.97
			FWT fire & security monitoring (02/01/21-04/30/21)	01-General Operating Fund:500-International Terminal	-125.97
TOTAL					-833.40
<b>03/05/2021</b>	<b>46019</b>	<b>James Matheson</b>	<b>Moorage refund - boat sank</b>		
01/12/2021	9040546		Refund Moorage - boat sank	01-General Operating Fund:700-South Beach	-2,623.63
TOTAL					-2,623.63
<b>03/05/2021</b>	<b>46020</b>	<b>Staff Member</b>	<b>Medical expense reimbursement</b>		
02/25/2021	Med Reimburse...		Medical expense reimbursement	01-General Operating Fund:100- Administration	-3,500.00
TOTAL					-3,500.00
<b>03/05/2021</b>	<b>46021</b>	<b>Pacific Digital Works Inc</b>	<b>SB charter boat stickers</b>		
02/26/2021	22274		PO10091: SB charter boat stickers	01-General Operating Fund:700-South Beach:760-SB Operations	-152.75
TOTAL					-152.75

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**PON - General Operatind Fund  
Accounts Paid Report  
March 2021**

Date	Num	Name	Memo	Class	Paid Amount
<b>03/05/2021</b>	<b>46022</b>	<b>PacificSource Administrators Inc</b>	<b>HRE insurance withholdings</b>		
02/28/2021	7039		February HRE member fees	01-General Operating Fund:100- Administration	-85.00
03/05/2021	15764		3/5/2021 HRE Insurance Withholding	01-General Operating Fund:100- Administration	-160.84
			3/5/2021 HRE Insurance Withholding	01-General Operating Fund:700-South Beach:710-SB Customer Ser...	-50.00
			3/5/2021 HRE Insurance Withholding	01-General Operating Fund:300-Commercial Marina	-17.50
03/20/2021	15765		3/20/2021 HRE Insurance Withholding	01-General Operating Fund:100- Administration	-160.84
			3/20/2021 HRE Insurance Withholding	01-General Operating Fund:700-South Beach:710-SB Customer Ser...	-50.00
			3/20/2021 HRE Insurance Withholding	01-General Operating Fund:300-Commercial Marina	-17.50
03/31/2021	8393		March HRE member fees	01-General Operating Fund:100- Administration	-85.00
TOTAL					-626.68
<b>03/05/2021</b>	<b>46023</b>	<b>Pioneer Connect</b>	<b>Telephone</b>		
03/01/2021	Shop 0321		SB shop phone - acct #BUS-115083	01-General Operating Fund:700-South Beach:760-SB Operations	-41.44
03/01/2021	Office 0321		SB office phone - acct #BUS-113823	01-General Operating Fund:700-South Beach:710-SB Customer Ser...	-231.56
TOTAL					-273.00
<b>03/05/2021</b>	<b>46024</b>	<b>Quadient Finance USA Inc</b>	<b>Postage machine rental and fees</b>		
02/24/2021	58234878		Postage machine rental	01-General Operating Fund:100- Administration	-172.32
			FC and late fee	01-General Operating Fund:100- Administration	-51.44
TOTAL					-223.76
<b>03/05/2021</b>	<b>46025</b>	<b>RentPrep Enterprise</b>	<b>Background checks</b>		
03/01/2021	6500		Background checks	01-General Operating Fund:700-South Beach:710-SB Customer Ser...	-14.95
TOTAL					-14.95
<b>03/05/2021</b>	<b>46026</b>	<b>Rondys Inc dba Yaquina Industria...</b>	<b>Gear storage lease</b>		
03/01/2021	Lease 0321		Gear storage lease	01-General Operating Fund:500-International Terminal	-2,000.00
TOTAL					-2,000.00
<b>03/05/2021</b>	<b>46027</b>	<b>Staples</b>	<b>Operating and office supplies</b>		
02/28/2021	3471095256		PO10087: Hand soap and paper towels	01-General Operating Fund:100- Administration	-70.45
02/28/2021	3471095258		PO10089: Thermometer	01-General Operating Fund:100- Administration	-34.99
			PO10089: Batteries and notepads	01-General Operating Fund:100- Administration	-21.93
02/28/2021	3471095260		PO720010: Office supplies - tape, paper, staples, ...	01-General Operating Fund:700-South Beach:710-SB Customer Ser...	-77.65
02/28/2021	3471095262		PO720011: Cleaning supplies	01-General Operating Fund:700-South Beach:710-SB Customer Ser...	-24.36
TOTAL					-229.38

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Date	Num	Name	Memo	Class	Paid Amount
<b>03/05/2021</b>	<b>46028</b>	<b>T &amp; L Septic Tank Service</b>	<b>Portable restrooms</b>		
02/23/2021	168822		PO50091: Pump out FWT holding tank	01-General Operating Fund:500-International Terminal	-225.00
			PO50091: Pump out NIT holding tank	01-General Operating Fund:500-International Terminal	-225.00
02/25/2021	152071		Chemical toilet rental - Bay Front	01-General Operating Fund:300-Commercial Marina	-260.00
02/25/2021	152072		Chemical toilet rental - Bay Front	01-General Operating Fund:300-Commercial Marina	-325.00
02/25/2021	152073		Chemical toilet rental - Marina Store	01-General Operating Fund:700-South Beach:760-SB Operations	-80.00
02/25/2021	152074		Chemical toilet rental and vandalism - SB South R...	01-General Operating Fund:700-South Beach:760-SB Operations	-130.00
02/25/2021	152075		Chemical toilet rental - Marina & RV Park	01-General Operating Fund:700-South Beach:760-SB Operations	-80.00
02/25/2021	152076		Chemical toilet rental - NIT	01-General Operating Fund:500-International Terminal	-80.00
02/25/2021	152077		Chemical toilet rental - SB Dry Camp	01-General Operating Fund:700-South Beach:760-SB Operations	-80.00
TOTAL					-1,485.00
<b>03/05/2021</b>	<b>46029</b>	<b>Voya (State of Oregon Plan)</b>	<b>Employee contributions</b>		
03/01/2021	March - 2021			01-General Operating Fund:100- Administration	-50.00
TOTAL					-50.00
<b>03/05/2021</b>	<b>46030</b>	<b>Yaquina Boat Equipment Inc</b>	<b>Blast and metal spray steel brackets</b>		
02/25/2021	39454		PO30214: Blast and metal spray steel brackets	01-General Operating Fund:300-Commercial Marina	-117.22
TOTAL					-117.22
<b>03/22/2021</b>	<b>46031</b>	<b>Advanced American Construction...</b>	<b>PD5 pier project - construction</b>		
03/05/2021	Pay Estimate 2		PD5 Pier Construction - February 2021	01-General Operating Fund:300-Commercial Marina	-99,799.87
		US Dept. of Commerce Grants	PD5 Pier Construction - February 2021	01-General Operating Fund:300-Commercial Marina	-99,799.88
TOTAL					-199,599.75
<b>03/22/2021</b>	<b>46032</b>	<b>Alsco Inc</b>	<b>Shop towels and mats</b>		
03/10/2021	LPOR2632929		Shop towels, shirt, and mats	01-General Operating Fund:100- Administration	-35.27
03/17/2021	LPOR2635862		Shop towels, shirt, and mats	01-General Operating Fund:100- Administration	-34.75
TOTAL					-70.02
<b>03/22/2021</b>	<b>46033</b>	<b>Amazon Capital Services Inc</b>	<b>Office and operating supplies</b>		
03/07/2021	1NGG-VNWD-N...		Office desk chair	01-General Operating Fund:700-South Beach:710-SB Customer Ser...	-189.99
03/10/2021	16LQ-VCYY-PP...		Circuit breakers, locking receptacles	01-General Operating Fund:300-Commercial Marina	-406.60
03/14/2021	17DH-KFTJ-HGJC		KN95 face masks	01-General Operating Fund:700-South Beach:760-SB Operations	-92.76
03/14/2021	1377-LTQF-VC1T		Cordless impact wrench, lithium batteries, torque s...	01-General Operating Fund:700-South Beach:760-SB Operations	-447.49
03/16/2021	1F94-JQTR-3FKQ		Headphones	01-General Operating Fund:100- Administration	-999.96
TOTAL					-2,136.80

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<b>03/22/2021</b>	<b>46034</b>	<b>Barrelhead Supply Inc</b>	<b>Pitchfork</b>		
03/10/2021	301591		PO710229: pitchfork	01-General Operating Fund:700-South Beach:760-SB Operations	-75.97
TOTAL					-75.97
<b>03/22/2021</b>	<b>46035</b>	<b>Business Oregon - IFA</b>	<b>Debt service</b>		
03/01/2021	65541 4/21		Loan 655-41-01/11-13-576	01-General Operating Fund:500-International Terminal	-2,083.33
TOTAL					-2,083.33
<b>03/22/2021</b>	<b>46036</b>	<b>Business Oregon - OBDD</b>	<b>Debt service</b>		
03/17/2021	655-36-02Q100...		Loan 655-36-02, Q10001 April 2021 Loan 655-36-02, Q10001 April 2021	01-General Operating Fund:500-International Terminal 01-General Operating Fund:500-International Terminal	-5,526.77 -2,273.23
TOTAL					-7,800.00
<b>03/22/2021</b>	<b>46037</b>	<b>Carson Oil Co Inc</b>	<b>Fuel for Port vehicles</b>		
03/17/2021	IN-65654		PO5099: Biodiesel fuel	01-General Operating Fund:500-International Terminal	-853.08
TOTAL					-853.08
<b>03/22/2021</b>	<b>46038</b>	<b>Central Lincoln PUD</b>	<b>Transformers for PD 3/5 electrical upgrade</b>		
03/09/2021	5054		Transformers for PD 3/5 electric Upgrade	01-General Operating Fund:300-Commercial Marina	-19,216.82
TOTAL					-19,216.82
<b>03/22/2021</b>	<b>46039</b>	<b>Century Link</b>	<b>Telephone</b>		
03/05/2021	5412659651245...		Telephone-Monthly Charges Acct #541-265-9651 ...	01-General Operating Fund:500-International Terminal	-202.97
TOTAL					-202.97
<b>03/22/2021</b>	<b>46040</b>	<b>CenturyLink - Business Service</b>	<b>Telephone</b>		
03/01/2021	210327267		Telephone	01-General Operating Fund:100- Administration	-28.39
TOTAL					-28.39
<b>03/22/2021</b>	<b>46041</b>	<b>CNA Surety</b>	<b>OR blanket notary errors &amp; omissions policy</b>		
03/05/2021	58445512-21		OR blanket notary errors & omissions policy 5/2/2...	01-General Operating Fund:100- Administration	-26.00
TOTAL					-26.00

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Date	Num	Name	Memo	Class	Paid Amount
<b>03/22/2021</b>	<b>46042</b>	<b>Coastal Marine &amp; Hydraulic LLC</b>	<b>Hydraulic valve repair</b>		
03/09/2021	2121		P30224: hydraulic valve repair	01-General Operating Fund:300-Commercial Marina	-134.14
TOTAL					-134.14
<b>03/22/2021</b>	<b>46043</b>	<b>Coastal Paper &amp; Supply Inc</b>	<b>Restroom paper and cleaning supplies</b>		
03/02/2021	588011		PO710221: Paper products and cleaning supplies	01-General Operating Fund:700-South Beach:760-SB Operations	-376.48
03/02/2021	587742		PO710209: Paper products and cleaning supplies	01-General Operating Fund:700-South Beach:760-SB Operations	-359.95
03/02/2021	587984		PO710209: Paper products and cleaning supplies	01-General Operating Fund:700-South Beach:760-SB Operations	-23.28
03/09/2021	588335		PO30222: Paper products and cleaning supplies	01-General Operating Fund:300-Commercial Marina	-390.19
TOTAL					-1,149.90
<b>03/22/2021</b>	<b>46044</b>	<b>Coastal Refrigeration Heating &amp; A...</b>	<b>Furnace repair, condenser unit repair</b>		
02/26/2021	11265		PO710225: Repairs to condensing unit of walk-in c...	01-General Operating Fund:700-South Beach:760-SB Operations	-100.00
03/11/2021	11320		PO710227: repairs to furnace in RV park office	01-General Operating Fund:700-South Beach:760-SB Operations	-636.38
TOTAL					-736.38
<b>03/22/2021</b>	<b>46045</b>	<b>Copeland Lumber Yards Inc</b>	<b>Caulking</b>		
03/08/2021	2103-024260		PO50096: caulking	01-General Operating Fund:500-International Terminal	-16.74
TOTAL					-16.74
<b>03/22/2021</b>	<b>46046</b>	<b>Design Space Modular Buildings ...</b>	<b>Temporary office rental</b>		
03/05/2021	1180859-IN		Temporary office rental	01-General Operating Fund:100- Administration	-877.00
TOTAL					-877.00
<b>03/22/2021</b>	<b>46048</b>	<b>Doug's Electric Inc</b>	<b>Dock B repair, CM flagpole repair</b>		
03/10/2021	C35674F		PO710179: Final - Refeed power to part of B dock	01-General Operating Fund:700-South Beach:760-SB Operations	-3,664.00
03/11/2021	C35748F		PO30232: CM flag pole repair	01-General Operating Fund:300-Commercial Marina	-574.25
TOTAL					-4,238.25
<b>03/22/2021</b>	<b>46049</b>	<b>EARTH2O</b>	<b>Bottled water</b>		
03/01/2021	551273		10 bottles of water package - 9	01-General Operating Fund:300-Commercial Marina	-47.16
			10 bottles of water package - 1	01-General Operating Fund:100- Administration	-5.24
TOTAL					-52.40

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Date	Num	Name	Memo	Class	Paid Amount
<b>03/22/2021</b>	<b>46050</b>	<b>Ecolube Recovery LLC</b>	<b>Used oil recovery</b>		
03/17/2021	9865031721		PO710242: Used oil recovery	01-General Operating Fund:700-South Beach:760-SB Operations	-178.60
TOTAL					-178.60
<b>03/22/2021</b>	<b>46051</b>	<b>Englund Marine Supply Co Inc</b>	<b>Rain gear, glove, grinder supplies, CM flagpole...</b>		
03/02/2021	977371/6		PO30220: bib pants	01-General Operating Fund:300-Commercial Marina	-127.39
03/03/2021	977427/6		PO50095: wire wheels for grinder	01-General Operating Fund:500-International Terminal	-30.29
03/05/2021	170447/6		PO30226: disposable gloves	01-General Operating Fund:300-Commercial Marina	-201.50
03/05/2021	977504/6		PO30223: swivel eye snaps for flagpole	01-General Operating Fund:300-Commercial Marina	-44.52
03/05/2021	977507/6		PO30223: 1/8 SS thimbles for flagpole	01-General Operating Fund:300-Commercial Marina	-12.05
03/11/2021	170267/6		PO30223: hoist cable, hooks, duplex sleeve for fla...	01-General Operating Fund:300-Commercial Marina	-363.03
TOTAL					-778.78
<b>03/22/2021</b>	<b>46052</b>	<b>Fastenal Company Inc</b>	<b>Operating supplies</b>		
03/04/2021	ORNEW143976		PO30225: box screws, nuts, taper pipe tap	01-General Operating Fund:300-Commercial Marina	-4.09
03/10/2021	ORNEW144066		PO30225: box screws, nuts, taper pipe tap PO701228: bolts, nuts for e-cart, angle iron	01-General Operating Fund:300-Commercial Marina 01-General Operating Fund:700-South Beach:760-SB Operations	-53.91 -4.48
TOTAL					-62.48
<b>03/22/2021</b>	<b>46053</b>	<b>Government Finance Officers Ass...</b>	<b>Class registration - 1st Annual Federal Funds F...</b>		
03/05/2021	2999992		Class registration - 1st Annual Federal Funds Fair	01-General Operating Fund:100- Administration	-150.00
TOTAL					-150.00
<b>03/22/2021</b>	<b>46054</b>	<b>HDR Engineering Inc</b>	<b>Professional service - PD5 pier replacement pr...</b>		
01/14/2021	1200321900		PD5 Pier Replacement-Professional Services - 90...	01-General Operating Fund:300-Commercial Marina	-6,695.57
		US Dept. of Commerce Grants	PD5 Pier Replacement-Professional Services - 90...	01-General Operating Fund:300-Commercial Marina	-6,695.57
03/12/2021	1200334361		PD5 Pier Replacement-Professional Services - 90...	01-General Operating Fund:300-Commercial Marina	-16,657.45
		US Dept. of Commerce Grants	PD5 Pier Replacement-Professional Services - 90...	01-General Operating Fund:300-Commercial Marina	-16,657.45
TOTAL					-46,706.04
<b>03/22/2021</b>	<b>46055</b>	<b>Hyak</b>	<b>SB office cameras, Smarsh data migration</b>		
03/08/2021	25332		Smarsh pass through fees for email back up	01-General Operating Fund:100- Administration	-1,230.00
03/10/2021	25350-fd-7826		PO710217: SB office cameras	01-General Operating Fund:700-South Beach:710-SB Customer Ser...	-2,149.96
TOTAL					-3,379.96

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<b>03/22/2021</b>	<b>46056</b>	<b>Industrial Welding Supply Inc</b>	<b>Operating supplies</b>		
03/04/2021	167981		PO30210: Welding supplies	01-General Operating Fund:300-Commercial Marina	-70.76
03/04/2021	067994		PO710223: ear plugs, welding hood, files	01-General Operating Fund:700-South Beach:760-SB Operations	-358.84
TOTAL					-429.60
<b>03/22/2021</b>	<b>46057</b>	<b>Jon Brady</b>	<b>Refund of unused commercial marina moorage</b>		
03/18/2021	Refund		Refund of unused commercial marina moorage	01-General Operating Fund:300-Commercial Marina	-225.05
TOTAL					-225.05
<b>03/22/2021</b>	<b>46058</b>	<b>Lincoln County Public Works</b>	<b>Fuel for trucks</b>		
03/01/2021	6174		Fuel for trucks - CM	01-General Operating Fund:300-Commercial Marina	-178.25
			Fuel for trucks - NIT	01-General Operating Fund:500-International Terminal	-28.15
			Fuel for trucks - SB	01-General Operating Fund:700-South Beach:760-SB Operations	-119.66
TOTAL					-326.06
<b>03/22/2021</b>	<b>46059</b>	<b>MacPherson Gintner &amp; Diaz</b>	<b>Legal services</b>		
02/28/2021	81804 2021-02		Legal services	01-General Operating Fund:100- Administration	-1,650.00
TOTAL					-1,650.00
<b>03/22/2021</b>	<b>46060</b>	<b>Mascott Equipment Co Inc</b>	<b>Equipment repair</b>		
03/10/2021	513320		Gas pump #4 circuit board repair on fuel dock	01-General Operating Fund:700-South Beach:760-SB Operations	-176.39
TOTAL					-176.39
<b>03/22/2021</b>	<b>46061</b>	<b>Newport News-Times</b>	<b>Public notices, help wanted ads</b>		
03/16/2021	000039		Public notices, help wanted ads	01-General Operating Fund:100- Administration	-290.70
			Public notices, help wanted ads	01-General Operating Fund:700-South Beach:760-SB Operations	-299.75
			Public notices, help wanted ads	01-General Operating Fund:300-Commercial Marina	-299.75
TOTAL					-890.20
<b>03/22/2021</b>	<b>46062</b>	<b>Newport Rental Service</b>	<b>Backhoe, plate compactgor</b>		
02/12/2021	122954		Backhoe, compactgor VIB, plate	01-General Operating Fund:700-South Beach:760-SB Operations	-854.40
TOTAL					-854.40

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Date	Num	Name	Memo	Class	Paid Amount
<b>03/22/2021</b>	<b>46063</b>	<b>Newport Signs</b>	<b>Restroom signs, commercial fillet signs</b>		
03/18/2021	71034		PO710234: restroom signs, commercial fillet signs	01-General Operating Fund:700-South Beach:760-SB Operations	-176.00
TOTAL					-176.00
<b>03/22/2021</b>	<b>46064</b>	<b>Orkin</b>	<b>Pest control</b>		
02/26/2021	209989455		Pest control	01-General Operating Fund:100- Administration	-45.00
TOTAL					-45.00
<b>03/22/2021</b>	<b>46065</b>	<b>Pacific Coast Lock &amp; Safe LLC</b>	<b>SB laundry coin boxes</b>		
03/19/2021	09349		PO710230: SB laundry coin boxes	01-General Operating Fund:700-South Beach:760-SB Operations	-275.00
TOTAL					-275.00
<b>03/22/2021</b>	<b>46066</b>	<b>Papé Material Handling Exchange...</b>	<b>H250H brake rebuild</b>		
02/23/2021	4730777		H250H brake rebuild	01-General Operating Fund:500-International Terminal	-6,817.63
TOTAL					-6,817.63
<b>03/22/2021</b>	<b>46067</b>	<b>Petty Cash</b>	<b>Petty Cash CM</b>		
03/18/2021	Petty Cash CM		Smart Foodservice - paper towels & gloves	01-General Operating Fund:100- Administration	-25.40
			JC Market - Cake for Paula's birthday	01-General Operating Fund:100- Administration	-12.98
			Dollar Tree - plates/forks	01-General Operating Fund:100- Administration	-2.00
			Postage for DEQ reporting docs	01-General Operating Fund:500-International Terminal	-8.05
			Postage for DEQ reporting docs	01-General Operating Fund:500-International Terminal	-8.05
			Postage for DEQ reporting docs	01-General Operating Fund:500-International Terminal	-7.85
			JC Thriwtway- ingredients for BB departure cake	01-General Operating Fund:100- Administration	-15.76
			Dollar Tree-plates/forks/napkins	01-General Operating Fund:100- Administration	-10.05
			cash over/short	01-General Operating Fund:100- Administration	-1.01
TOTAL					-91.15
<b>03/22/2021</b>	<b>46068</b>	<b>Platt Electric Supply Inc</b>	<b>Ballast for shop light</b>		
03/03/2021	1173034		PO50094: ballast for shop light	01-General Operating Fund:500-International Terminal	-25.66
TOTAL					-25.66
<b>03/22/2021</b>	<b>46069</b>	<b>Portland Bolt &amp; Manufacturing Co...</b>	<b>End tie bolt, washer, nut</b>		
03/12/2021	139407		PO710212: end tie bolt, washer, nut	01-General Operating Fund:700-South Beach:760-SB Operations	-2,135.32
TOTAL					-2,135.32



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<b>03/22/2021</b>	<b>46070</b>	<b>Special Districts Insurance Servic...</b>	<b>Monthly health-dental-life insurance</b>		
03/01/2021	Apr Health-Dent...		Monthly health-dental-life insurance	01-General Operating Fund:100- Administration	-4,984.92
			Monthly health-dental-life insurance	01-General Operating Fund:300-Commercial Marina	-5,002.62
			Monthly health-dental-life insurance	01-General Operating Fund:700-South Beach:710-SB Customer Ser...	-1,667.54
			Monthly health-dental-life insurance	01-General Operating Fund:700-South Beach:760-SB Operations	-3,335.08
			Monthly health-dental-life insurance	01-General Operating Fund:500-International Terminal	-1,667.54
TOTAL					-16,657.70
<b>03/22/2021</b>	<b>46071</b>	<b>Streamline</b>	<b>Website monthly fee</b>		
03/01/2021	AC7C0FE6-0004		Website monthly fee	01-General Operating Fund:100- Administration	-450.00
TOTAL					-450.00
<b>03/22/2021</b>	<b>46072</b>	<b>Suburban Propane</b>	<b>Propane</b>		
02/28/2021	103547		Propane - Acct #1568-103903 CM	01-General Operating Fund:300-Commercial Marina	-455.01
03/02/2021	1568-103779		Propane - Acct #1568-103903 CM	01-General Operating Fund:300-Commercial Marina	-390.91
TOTAL					-845.92
<b>03/22/2021</b>	<b>46073</b>	<b>TCB Security Services Inc.</b>	<b>Monthly security</b>		
03/02/2021	231043		Monthly security	01-General Operating Fund:300-Commercial Marina	-2,116.95
			Monthly security	01-General Operating Fund:700-South Beach:710-SB Customer Ser...	-2,116.95
			Monthly security	01-General Operating Fund:700-South Beach:760-SB Operations	-2,116.95
			Monthly security	01-General Operating Fund:500-International Terminal	-1,121.15
TOTAL					-7,472.00
<b>03/22/2021</b>	<b>46074</b>	<b>Thompson's Sanitary Service Inc</b>	<b>Trash disposal</b>		
02/28/2021	12514 2021-02		Trash disposal - SBOP	01-General Operating Fund:700-South Beach:760-SB Operations	-2,045.80
02/28/2021	12058 2021-02		Trash disposal - NIT	01-General Operating Fund:500-International Terminal	-1,367.39
02/28/2021	13499 2021-02		Trash disposal - PD7	01-General Operating Fund:300-Commercial Marina	-2,497.32
TOTAL					-5,910.51
<b>03/22/2021</b>	<b>46075</b>	<b>Toyota Industries Commercial Fin...</b>	<b>Debt service: 2017 CM Forklift</b>		
03/09/2021	4003062316		2017 CM Forklift - Principal	01-General Operating Fund:300-Commercial Marina	-614.27
			2017 CM Forklift - Interest	01-General Operating Fund:300-Commercial Marina	-45.28
TOTAL					-659.55

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<b>03/22/2021</b>	<b>46076</b>	<b>Trionic Corp.</b>	<b>10 dock boxes</b>		
03/12/2021	37438		PO710207: 10 dock boxes	01-General Operating Fund:700-South Beach:760-SB Operations	-3,285.00
TOTAL					-3,285.00
<b>03/22/2021</b>	<b>46077</b>	<b>Troyer's Marine Supply</b>	<b>Bolts, nuts, washers</b>		
02/28/2021	254553		PO30191: bolts, nuts, washers	01-General Operating Fund:300-Commercial Marina	-19.96
TOTAL					-19.96
<b>03/22/2021</b>	<b>46078</b>	<b>TWGW Inc NAPA Auto Parts</b>	<b>Port vehicle maintenance</b>		
02/24/2021	865-859999		Windshield washer fluid	01-General Operating Fund:500-International Terminal	-13.97
03/05/2021	862055		PO30228: F-350 wiper blades	01-General Operating Fund:300-Commercial Marina	-17.98
03/09/2021	862946		PO30231: Port car turn signal bulb	01-General Operating Fund:300-Commercial Marina	-6.49
TOTAL					-38.44
<b>03/22/2021</b>	<b>46079</b>	<b>Valley Fire Control Inc</b>	<b>Fire extinguisher inspections and service</b>		
03/09/2021	93587		Fire extinguisher inspections and service	01-General Operating Fund:300-Commercial Marina	-302.50
TOTAL					-302.50
<b>03/22/2021</b>	<b>46080</b>	<b>Verizon Wireless</b>	<b>Port cell phones and MiFi</b>		
03/12/2021	9875357441		Monthly cell phone - Admin	01-General Operating Fund:100- Administration	-50.55
			Monthly cell phone - CM	01-General Operating Fund:300-Commercial Marina	-53.88
			Monthly cell phone - NIT	01-General Operating Fund:500-International Terminal	-74.06
			Monthly cell phone - SB	01-General Operating Fund:700-South Beach:760-SB Operations	-87.58
			Monthly MiFi - SB CS	01-General Operating Fund:700-South Beach:710-SB Customer Ser...	-10.20
			Monthly cell phone plan - Admin	01-General Operating Fund:100- Administration	-136.50
TOTAL					-412.77
<b>03/22/2021</b>	<b>46081</b>	<b>Wells Fargo Financial Leasing</b>	<b>Copier leases</b>		
03/04/2021	5014108504		603-0208292 Copier Leases - North Office	01-General Operating Fund:100- Administration	-141.50
			603-0208292 Copier Leases - SB Office	01-General Operating Fund:700-South Beach:710-SB Customer Ser...	-141.50
TOTAL					-283.00
<b>03/22/2021</b>	<b>46082</b>	<b>Western States Electrical Const Inc</b>	<b>SB Marina electric load centers</b>		
02/28/2021	19400A		SB Marina electric load centers-progress billing to ...	01-General Operating Fund:700-South Beach:760-SB Operations	-238,307.00
TOTAL					-238,307.00

8:27 AM

04/15/21

**PON - General Operatind Fund  
Accounts Paid Report  
March 2021**

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Class</u>	<u>Paid Amount</u>
<b>03/22/2021</b>	<b>46083</b>	<b>WHA Insurance Agency Inc</b>	<b>Admin fee</b>		
02/12/2021	2021-01		Admin fee	01-General Operating Fund:100- Administration	-25.00
TOTAL					-25.00
<b>03/22/2021</b>	<b>46084</b>	<b>Dahl &amp; Dahl Inc</b>	<b>Trash and debris disposal</b>		
03/11/2021	269252		PO710231: Take load of garbage to dump	01-General Operating Fund:700-South Beach:760-SB Operations	-83.57
03/16/2021	269550		PO710241: Take load of garbage to dump	01-General Operating Fund:700-South Beach:760-SB Operations	-149.04
03/18/2021	269632		PO710243: Take load of garbage to dump	01-General Operating Fund:700-South Beach:760-SB Operations	-328.07
TOTAL					-560.68
<b>03/22/2021</b>	<b>46085</b>	<b>Port of Toledo Boat Yard</b>	<b>Carlyle III boat disposal</b>		
01/22/2021	7139		PO30162: Carlyle III boat disposal	01-General Operating Fund:700-South Beach:760-SB Operations	-16,240.58
TOTAL					-16,240.58

8:44 AM

04/15/21

**NOAA Lease Revenue Fund  
Check Detail  
March 2021**

Date	Num	Name	Memo	Paid Amount
<b>03/25/2021</b>	<b>EFT</b>	<b>Central Lincoln PUD</b>	<b>Electric-Lease Property (Formerly Yaquina Bay Fruit Proc)</b>	
03/05/2021	302612069-3-21		Electric-Lease Property (Formerly Yaquina Bay Fruit Proc)	-650.68
TOTAL				-650.68
<b>03/05/2021</b>	<b>15135</b>	<b>Englund Marine Supply Co Inc</b>	<b>PO60047: Never-Seez lubricant</b>	
02/24/2021	977161/6		PO60047: Never-Seez lubricant	-13.48
TOTAL				-13.48
<b>03/05/2021</b>	<b>15136</b>	<b>IconiPro Security &amp; Alarms Inc</b>		
03/01/2021	35213		Quarterly fire alarm monitoring service - 4/1/21 to 6/30/21	-85.17
03/04/2021	34305		Quarterly fire alarm monitoring service - 1/1/21 to 3/31/21	-85.17
TOTAL				-170.34
<b>03/05/2021</b>	<b>15137</b>	<b>Pioneer Connect</b>	<b>bus-159375</b>	
03/01/2021	March 2021		Telephone - acct #BUS-159375	-227.70
TOTAL				-227.70
<b>03/22/2021</b>	<b>15138</b>	<b>Amazon Capital Services Inc</b>	<b>A1FGJV116UT7J7</b>	
03/10/2021	1VHT-91VW-PY19		PO60050: ETC lamps for parking area	-71.12
03/12/2021	1Q61-3J9N-J196		PO60050: metal halide ballasts for parking area	-179.19
03/13/2021	1NC9-XN4D-PJF9		PO60051: AA batteries, work lights	-40.98
TOTAL				-291.29
<b>03/22/2021</b>	<b>15139</b>	<b>Bill's Pest Control LLC</b>	<b>2-0111</b>	
03/10/2021	12348		Pest control	-135.00
TOTAL				-135.00
<b>03/22/2021</b>	<b>15140</b>	<b>Metro Overhead Door Inc</b>	<b>PO60041: troubleshooting call for NOAA gate</b>	
03/10/2021	204669		PO60041: troubleshooting call for NOAA gate	-738.00
TOTAL				-738.00

8:44 AM

04/15/21

**NOAA Lease Revenue Fund  
Check Detail  
March 2021**

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Paid Amount</u>
<b>03/22/2021</b>	<b>15141</b>	<b>Proctor Sales Inc</b>	<b>0017603</b>	
03/08/2021	0304587-IN		PO60048: annual service, maintenance, parts for NOAA boiler	-1,561.65
TOTAL				-1,561.65
<b>03/22/2021</b>	<b>15142</b>	<b>Thompsons Sanitary Service</b>	<b>Trash disposal</b>	
02/28/2021	22644 2021-02		Trash disposal	-424.80
TOTAL				-424.80
<b>03/22/2021</b>	<b>15143</b>	<b>Verizon Wireless</b>	<b>Phone Charges and Mifi</b>	
03/12/2021	9875357441		Phone Charges and Mifi	-27.05
TOTAL				-27.05





## **OLD BUSINESS ITEM**

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**DATE:** *April 27, 2021*  
**RE:** *Port of Toledo Invoices*  
**TO:** *Port of Newport Board of Commissioners*  
**ISSUED BY:** *Paula J. Miranda, General Manager*

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### **BACKGROUND**

Back on July 25, 2017 the Commissioners authorized the Port to pay \$33,250.50 for work performed by the Port of Toledo on the Mildred C., A small tug utilized by the Port for services around the Commercial Marina.

Unfortunately, once the invoice was received from the Port of Toledo, the amount exceeded the original authorized amount by close to 60%. As staff did not authorize the additional work, the bill has been in dispute since the original work was performed.

Recently we also had a similar situation where I authorized the disposal of the Carlyle III, which was within my limit of \$10,000 based on an estimate from the Port of Toledo. Unfortunately, once we received the invoice in the amount of \$14,580.18, we realized the amount exceeded the estimate and the General Manager's authority.

The two ports recently met to discuss the miscommunication that led to both of these issues. Apparently, the boat yard staff worked on the vessels without knowledge of the limitation of approval. As additional issues were found, such as asbestos and other problems, work continued without obtaining our port's authorization.

To solve this issue the two ports are currently working on an IGA, which limits work and charges based on authorization not to exceed certain percentages. The IGA will come to the Commission on a later date.

Meanwhile, the two ports have negotiated the original Mildred C.'s Invoice. The Port of Toledo felt that the work was provided, the Port of Newport felt the work was not approved. To settle the issue, the two ports agreed to split the total amount minus any finance charges to 50% each, pending Port Commission approval.

For the Carlyle III, the Port of Newport agreed to pay for the entire amount pending Port Commission approval, as this is more recent, and the work that went on to the vessel was necessary. Again, with the understanding that the Port of Toledo in the future will no longer do work on any vessel brought up by the Port, unless the work has been previously fully approved.

### **RECOMMENDATION**

I recommend a motion approving invoices #2303 in the amount of \$9,560.95 and invoice #7139 in the amount of \$14,580.18 as presented.





Port of Toledo Shipyard

PO Box 428  
Toledo, OR 97391

# Invoice

Date	Invoice #
3/26/2021	Revisd 2303

Bill To
Kent Gibson Port of Newport 600 SE Bay Blvd. Newport, OR 97365

Terms	Due Date
DueUponCompl	3/31/2021

Description	Quantity	Rate	Amount
Invoice for period 07/01/17 through 10/05/17			
Launch: 10/04/2017			
1) HAUL, BLOCK, AND LAUNCH			
Relocating, 75% of Haul Out, includes labor	36	8.25	297.00
2) MOORAGE			
Moorage 31'-54' per ft/per week - (7/19/2017 - 10/02/2017) ***Moorage covered until 7/18/2017 on previous invoice***	11	198.00	2,178.00
3) BLASTING			
Sand Blasting includes operator and pot tender (materials not included)	0.5	200.00	100.00
Bullard Sandblast Outer Shields, .015" Rect PETG Lens	1	1.50	1.50
35 Blasting Material per ton	0.025	358.19	8.95
4) PAINT			
Paint vessel.			
General Labor by the hour	33.5	65.00	2,177.50
Skilled Labor by the hour	22.25	75.00	1,668.75
Forklift Rental per hour, includes machine and operator. - Put Hatch on Deck	0.25	75.00	18.75
Ameron Amercoat 235 Buff / Cure per gallon	2.25	82.82	186.35
Ameron Amercoat 235 Light Gray / Cure per gallon	7.5	82.82	621.15
Ameron Amercoat 235 Black / Cure per gallon	1.125	82.82	93.17
Ameron Amercoat 214 Black per 5 gallons	0.875	693.08	606.45
Ameron Amercoat 235 Haze Gray / Cure per gallon	0.188	58.00	10.90
Ameron Amercoat 235 Off White / Cure per gallon	3.53	58.00	204.74
Ameron Intershield Topside White per gallon	0.5	137.20	68.60
Recycled Thinner/Cleaner per gallon	17.688	12.40	219.33
Ameron T-12 Cleaner per gallon	2.55	43.10	109.91
Dimetcote 302H Zinc / Cure per gallon	0.125	119.70	14.96

**Total**

**Payments/Credits**

**Balance Due**

Thank you for giving us the opportunity  
to serve you. We value your business.

Port of Toledo Shipyard

PO Box 428  
Toledo, OR 97391

# Invoice

Date	Invoice #
3/26/2021	Revisd 2303

Bill To
Kent Gibson Port of Newport 600 SE Bay Blvd. Newport, OR 97365

Terms	Due Date
DueUponCompl	3/31/2021

Description	Quantity	Rate	Amount
Amercoat 229T Light Gray per gallon	0.125	100.15	12.52
5200 Sealant, 10 Ounce - White	5.25	27.45	144.11
PPG Amerlock Sealer per 2 gallon kit	0.063	275.77	17.37
6" 80 grit 6 Hole Hook and Loop Sanding Disc	5	1.48	7.40
5" 80 grit Peel and Stick Sanding Disc	1	1.00	1.00
5" 80 grit 8 Hole Bulldog gold	1	1.00	1.00
3/4" Yellow Masking Tape	1	3.50	3.50
2" Yellow Masking Tape	5	10.00	50.00
Masking Paper 6" X 60 yards	1	3.00	3.00
Black Gorilla Tape 2"	0.25	11.19	2.80
3M Masking Film Roll 24" X 180'	1	13.85	13.85
Tyvek XL W/ Hood	7	9.00	63.00
Spray Sock Non-Linting	6	2.00	12.00
1 Gallon Paint Strainer - Elastic Top	3	2.50	7.50
4" Mini Roller	10	2.81	28.10
1" Chip Brush	6	1.50	9.00
2" Chip Brush	12	2.00	24.00
3" Chip Brush	2	2.00	4.00
Paint Mixing Bucket 16 oz	1	0.72	0.72
Plastic Paint Mixing Bucket 1 quart	2	0.85	1.70
Plastic Paint Mixing Bucket 2.5 quart	11	1.89	20.79
Plastic Paint Mixing Bucket 5 quart	6	3.85	23.10
Recycled White Cloth Rags 5LB box	3.5	14.00	49.00
Reynolds Wrap	1	8.40	8.40
<b>5) REPAIR</b>			
Assist lay out rudder tube. Install new rudder tube. Install rudder and reinstall steering system.			
General Labor by the hour	16	65.00	1,040.00
Skilled Labor by the hour	28.75	75.00	2,156.25
Kevin Hill's Marine Service-Rudder	1	3,566.97	3,566.97
3 SS S40 304L A 312 Weld Pipe	60	25.95	1,557.00
4 SS S10 316L LR 90 Ell	2	43.45	86.90
4x3 SS S10 316L Conc Red	4	21.78	87.12
7018 3/32 Welding Rod per pound	1.3	5.93	7.71
5" Mild Steel 40 Pipe	1.33	34.00	45.22

**Total**

**Payments/Credits**

**Balance Due**

Thank you for giving us the opportunity  
to serve you. We value your business.

Port of Toledo Shipyard

PO Box 428  
Toledo, OR 97391

# Invoice

Date	Invoice #
3/26/2021	Revisd 2303

Bill To
Kent Gibson Port of Newport 600 SE Bay Blvd. Newport, OR 97365

Terms	Due Date
DueUponCompl	3/31/2021

Description	Quantity	Rate	Amount
Pourable Chocking Compound	1	325.00	325.00
Centek Tubing	1	140.00	140.00
Port/Bear-Sleeve+Flange-2.600"	1	325.00	325.00
Port/Bear-Flange+Seal-2625	1	480.00	480.00
Washer	1	32.00	32.00
Freight on above 4 items	1	33.58	33.58
1/2" Washer-SS	10	0.50	5.00
1/2-13 Hex Full Coarse Nut	10	0.88	8.80
1/2-13x3 Hex Cap Screw-SS	2	6.00	12.00
1/2-13 Crs Nylok Nut-SS	13	0.98	12.74
1/2-13x2 1/2 Hex Cap Screw-SS	2	5.67	11.34
3/8-16X2 Flat Head Slotted Machine Screw	18	1.55	27.90
4.5" Flap Disc	1	7.50	7.50
6" X .045 X 7/8 Cut Off Wheel	1	5.80	5.80
Sikaflex 291 Sealant - White	1	12.95	12.95
6)ZINCS Assist with install of owner provided zincs.			
Skilled Labor by the hour	0.5	75.00	37.50
1/2-13x1 3/4 Hex Cap Screw-SS	1	2.27	2.27
1/2" Washer-SS	1	0.50	0.50
1/2-13 Crs Nylok Nut-SS	1	0.98	0.98
Negotiated Adjustment		-9,560.95	-9,560.95

**Total** \$9,560.95

**Payments/Credits** \$0.00

**Balance Due** \$9,560.95

Thank you for giving us the opportunity  
to serve you. We value your business.

Port of Toledo Shipyard

PO Box 428  
Toledo, OR 97391

# Invoice

Date	Invoice #
1/22/2021	7139

Bill To
Port of Newport: C Urbach Carlyle III F/V 600 SE Bay Blvd Newport, Or 97365

Terms	Due Date
Due upon receipt	3/5/2021

Description	Quantity	Rate	Amount
ACME: DESCRIPTION OF WORK: HAUL & DEMOLITION			
HAUL: 1/22/2021 DEMOLISHED: 2/26/2021			
1) HAUL, BLOCK, AND LAUNCH ACME Lift 46 - 55 by the foot includes blocking, operator, and spotter. Subtotal	50	13.00	650.00 650.00
2) MOORAGE: includes, tarp fee, ladder & electricity Hard & Floating Moorage 31'-54' per ft/per week Subtotal	2	275.00	550.00 550.00
3) WATER BLAST Clean bottom of vessel, clean up wash down pad, and recycle water. General Labor by the hour Subtotal	1	65.00	65.00 65.00
4) BOTTOM PAINT - NONE			
5) ZINCS - NONE			
6) CUTLASS/SHAFT/PROP - NONE			
7) SAFETY - ENVIRONMENTAL, **Asbestos was found** ASBESTOS MATERIAL TESTING San Air ID#21005222 & 21005227 Asbestos Material Removal - Includes Material Disposal in Benton County - Completed on 2/18/21 Subtotal	1 1	448.00 1,265.00	448.00 1,265.00 1,713.00
8) DEMOLITION & DISPOSAL General Labor by the hour Supervisor by the hour Skilled Labor by the hour 20 TON Crane & OPERATOR by the hour, one hour minimum DAHL Disposal / per ton Demolition of Equipment/Vessel, Equipment & Operator (Leo H) Subtotal	40 7 2 5 32.28 12	65.00 85.00 75.00 145.00 162.80 189.75	2,600.00 595.00 150.00 725.00 5,255.18 2,277.00 11,602.18

**Thank you for giving us the opportunity to serve you. We value your business.**

<b>Total</b>	\$14,580.18
<b>Payments/Credits</b>	\$0.00
<b>Balance Due</b>	\$14,580.18



## **STAFF REPORT**

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**DATE:** *April 27, 2021*

**RE:** *ADMINISTRATIVE BUILDING - Architectural Final Design Phase III*

**TO:** *Port of Newport Board of Commissioners*

**ISSUED BY:** *Paula J. Miranda, General Manager*

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### **BACKGROUND**

Back on October 22, 2020, the Commission approved the contract with Capri Architecture and DH Goebel Architect for Architectural Final Design Phase III in an amount of \$84,000, as attached.

It was agreed between staff and the architects that we first would complete a level of drawings necessary to obtain a more detailed cost estimate and then consult with a cost estimator prior to finalizing the Construction Drawings. It was determined that 100% of the Design Development Phase (\$37,800.00), 50% of the Structural Engineering Phase (\$9,000.00) and \$500.00 of the Printing Budget would be required to complete a deliverable that would be useful for the cost estimator.

Since then, the architects believe that due to current market conditions it would be beneficial to the Port to also have all specifications prepared in order to avoid cost escalations and change orders. An addendum to the Scope of Work is included in the amount of \$9,000 to add the work for development of those specifications.

It was discussed during Commission meeting that in name of efficiency it would be easier to get the entire Architectural Final Design Phase III approved. If construction cost estimate exceeded the expected amount of \$1,800,000, we would re-evaluate the project with Commission prior to proceeding any further.

The original cost estimate came to approximately \$2,486,000. We worked with the architects and consultant to cut some costs, but still maintaining the integrity to the original plan. The new cost estimate came back at approximately \$2,084,000, which is less than we have budgeted (\$2.4 Million), but higher than we have expected (\$1.8 Million). The main reason is the original estimate we received when discussing building prices did not include prevailing wages. Since then, the cost of materials has also gone up quite a lot.

If we chose to move forward with the new building, we are dealing with a dilemma of either paying for higher costs for materials or higher interest rates. Interest rates are at its lowest. The rates through Business Oregon at the moment is at 2.22% for a 20-year loan and 2.40% for a 25-year loan. If the Port moved forward with a loan, which would also include furniture, we would be looking at approximately \$2,200,000 with a loan of \$1,760,000 with the Port putting down 20%, which is \$440,000. Our annual payment would be approximately \$109,934.50 for a 20-year loan or \$93,687.72 for a 25-year loan. Obviously, this is based on the estimate, not the actual cost, which we will not know until we receive an actual proposal if we choose to go out for a bid.

At this point the Port would really benefit of a new building for many reasons as previously stated. We are now packed in a small office, which was intended to be a temporary office for 6 people. We currently have a staff of 8 working out of the building, with no room to grow. We have no space for a consultant to work from, such as auditors. We discussed bringing in interns, but we can't fit anyone else. We have no break room, one single bathroom, no meeting room and barely any storage space. The walls do not provide for

any privacy during HR meetings or any other important meetings. The new office will also provide for an approximate 800 sf of additional rentable space and a Commission room that can also be rentable for community functions.

As provided in the budget, the Port is currently able to pay for this building with a down payment and finance of the remaining balance. That will not prevent us from working on other infrastructure projects. We are still moving forward with all of our infrastructure priorities as listed on the Strategic Business Plan, as intended. In fact, we have moved some projects ahead of scheduled, such as the load center at South Beach.

#### RECOMMENDATION

Staff recommends that Commission “directs staff to move forward with the remaining architectural work, including the additional \$9,000 for specifications and Request for Proposal once the work is completed.”

# PORT OF NEWPORT

30 SEPTEMBER 2020 - REVISED 14 OCTOBER 2020

## ADMINISTRATIVE BUILDING - Architectural Final Design Phase 3 Proposal

Dear Ms. Paula Miranda,

We are pleased to submit this proposal regarding providing you with professional architectural services to complete the design development and construction document phase of a new administrative building for the Port of Newport located at 600 SE Bay Boulevard in Newport, OR.

### SCOPE OF PROJECT

The project will encompass the design of a new administrative building in Newport, Oregon. The intent is to develop a design development phase and construction document phase for the new administrative building for the Port of Newport. We will continue to work diligently to ensure we meet the goals of your project.

### SCOPE OF SERVICES

The proposed architectural services will include all architectural services to complete the design, construction drawings, structural engineering, building permitting consulting work, and construction observation of the building. The scope of service includes all architectural work, construction observation, meetings with the contractor during the construction phase, observing the construction as necessary to for general compliance with the drawings, and reviewing and approving all payment requests from the contractor.

### COST OF CONSTRUCTION

The construction cost for the new building for the purposes of this proposal is estimated at \$1,200,000.00. The Architectural Team worked collaboratively with the Port of Newport to develop this working budget and project estimate. The cost of the project is an estimate and can be lower or higher depending on the final design of the building, market conditions, and owner specifications. The architectural fee will be a fixed fee of \$84,000.00 (7%) and the structural engineering fee will be a fixed fee of \$18,000.00 (1.5%). Lastly, there is a \$5,000.00 printing budget that will be invoiced as it is utilized. We anticipate this full printing budget will not be exhausted but have included it in this proposal as a not to exceed for the duration of the project. These costs are consistent with the project budget.

### ARCHITECTURAL SERVICES

The proposed architectural fee will be a fixed fee of \$84,000.00. This fee is broken down as follows:

Design Development Phase 45%	\$37,800.00		
<ul style="list-style-type: none"> <li>• Site Planning / Code Review</li> <li>• Investigate Code Restrictions</li> <li>• Design Site Plan</li> <li>• Design Floor Plans</li> <li>• Design 3D Model</li> <li>• Preliminary Structural Layout</li> </ul>		<ul style="list-style-type: none"> <li>• Design Roof Plan</li> <li>• Design Exterior Elevations</li> <li>• Review Meeting(s) with Owner</li> <li>• Exterior Building Material Selection</li> <li>• Design Building Sections</li> <li>• Meetings with City of Newport</li> </ul>	
Construction Document Phase 45%	\$37,800.00		
<ul style="list-style-type: none"> <li>• Final Site Plan &amp; Floor Plans</li> <li>• Final Floor Plans</li> <li>• Final Roof Plan</li> <li>• Final Exterior Elevations</li> <li>• Wall Details</li> <li>• Foundation Plan</li> <li>• Interior Elevations</li> <li>• Architectural Details</li> <li>• Interior Material Selection</li> <li>• COMCheck Envelope</li> </ul>		<ul style="list-style-type: none"> <li>• Envelope Details</li> <li>• Floor and Roof Framing Plan Coordination</li> <li>• Shear Wall Plan Coordination</li> <li>• Reflected Ceiling Plan</li> <li>• Final 3D Model</li> <li>• Final Renderings</li> <li>• Final Code Review</li> <li>• Prepare Final Permit Set</li> <li>• Equipment and Fixtures Products</li> <li>• Lighting and Electrical Products</li> </ul>	
Construction Phase 10%	\$8,400.00		
<ul style="list-style-type: none"> <li>• Contractor Interviews and Selection</li> <li>• Contract Development</li> <li>• Prepare Building Permit/Submit/Respond</li> <li>• Final Material and Product Selections</li> <li>• Respond to Contractor RFI</li> <li>• Pay Application Review and Approval</li> </ul>		<ul style="list-style-type: none"> <li>• Review Proposed and Final Change Orders / Recommendations to Owner</li> <li>• Observe Construction for General Compliance with Construction Drawing</li> <li>• Substantial Completion Walk-Through</li> <li>• Final Completion Walk-Through</li> </ul>	
Total Fee (7% Estimated Construction Costs)	\$84,000.00		

\* Our scope of work does not include the following items, which the owner may be responsible for providing if required:

- Geotechnical, surveying, civil, mechanical, electrical, plumbing, sprinkler, or any other design services outside of the scope of work identified.
- Formal Specifications. In an effort to save costs on the design of the project, we will identify limited specifications on the drawings only and will not be developing a formal specification book. We will rely on the contractor and owner to aide in the selection of products. If these services are desired, please let us know and we can adjust our proposal to accommodate this service.

A Collaborative Team of Architects Specializing in Oregon Coast Architecture

### STRUCTURAL ENGINEERING SERVICES

The proposed architectural fee will be a fixed fee of \$18,000.00. This fee is broken down as follows:

- Structural Framing Plans
- Shear Wall Plans
- Roof Framing Plans
- Lateral Structural Calculations
- Vertical Structural Calculations
- Foundation Design

### PRINTING BUDGET

\$5,000.00 Printing Budget will be invoiced directly on an as needed base throughout the duration of the project. We anticipate this full printing budget will not be exhausted but have included it in this proposal as a not to exceed budget for the duration of the project.

### NEXT STEPS

Upon approval of this proposal, we request a non-refundable retainer of 10% of the total architectural and structural fee, \$10,200.00, which will be credited to the final billing. Reimbursable items necessary to complete the project, such as printing fees, are billed on a direct reimbursement basis. Services of a geotechnical engineer, or any other additional consultants (services not identified above), are additional to the A/E fee and will be billed at a direct cost basis. The owner will be responsible for all project costs, including required permit fees. All graphic renderings and final photography of the project will be used as promotional material.

### COMPLETING THE SCOPE IN PORTIONS

After speaking with the Port of Newport on October 14, 2020 it was determined that it would be in the Port of Newport's best interest to complete a level of drawings necessary to obtain a more detailed cost estimate and then consult with a cost estimator prior to finalizing the Construction Drawings. It was determined that 100% of the Design Development Phase (\$37,800.00), 50% of the Structural Engineering Phase (\$9,000.00) and \$500.00 of the Printing Budget would be required to complete a deliverable that would be useful to the cost estimator. The Architectural team recommends the Port of Newport proceeds with the Geotechnical Report update as a part of this initial Scope of Work as well. Once this phase of the project is completed, the Port of Newport or the Architectural Team (as an additional scope of work) will engage with a cost estimator to receive a formal cost estimate before completing the remaining scope of this proposal.

We are pleased to submit this proposal and look forward to working with you on this project. If you have any questions prior to your acceptance of this proposal, please do not hesitate to contact us.

Sincerely,



Dustin Capri, AIA, NCARB, LEED AP ND  
Principal – Capri Architecture, LLC



Dietmar Goebel, AIA  
Principal – DHGoebel, Architect

Accepted By:

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Ms. Paula Miranda

A Collaborative Team of Architects Specializing in Oregon Coast Architecture



# PORT OF NEWPORT

22 APRIL 2021

## ADMINISTRATIVE BUILDING - Architectural Final Design Phase 3 Addendum Proposal

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Dear Ms. Paula Miranda,

We are pleased to submit this addendum proposal regarding providing you with professional architectural services for the architectural design of a new administrative building. The intent of this addendum is to include the additional scope of work for formal Specifications for this project. Per our discussion, our original proposal noted that Formal Specifications are excluded from the scope of services. Given the current market conditions, it is our opinion that developing formal specifications will be in the best interest of the Port of Newport to reduce potential cost escalations and change orders during the construction process. We plan to work collaboratively with Linn West Architectural Specifications Consultant, Capri Architecture, DHGoebel and the Port of Newport to develop these formal specifications. This work will include dozens of sections, a 4-hour interview, draft specifications and final document in Microsoft Word and PDF format.

### ARCHITECTURAL SERVICES ADDENDUM

The proposed architectural fee will be a fixed fee of \$9,000.00.

Please note – this brings the total Architectural Services Scope of Work to \$93,000.00

We are pleased to submit this addendum and look forward to continuing to work with you on this project. If you have any questions prior to your acceptance of this proposal, please do not hesitate to contact us.

Sincerely,



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Dustin Capri, AIA, NCARB, LEED AP ND  
Principal – Capri Architecture, LLC



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Dietmar Goebel, AIA  
Principal – DHGoebel, Architect

Accepted By:

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Ms. Paula Miranda

A Collaborative Team of Architects Specializing in Oregon Coast Architecture





## **OLD BUSINESS ITEM**

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**DATE:** April 22, 2021  
**RE:** Additional Conduit to Benefit PD5 Electrical Project  
**TO:** Paula Miranda, General Manager  
**ISSUED BY:** Aaron Bretz, Director of Operations

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### **BACKGROUND**

As we completed more details in the plans for the PD5 marine power pedestal replacement and upgrade to 50 amp service for next fiscal year, we've learned more about the configuration of conduit going out the pier, down the gangway and through the landing float. All these components are being constructed currently as part of the Port Dock 5 Pier project. We worked out the design details just in time that we have the opportunity to get that work included on the PD5 Pier project and save the cost of mobilizing another barge along with fabrication on the PD5 electrical project.

We have already paid the PUD fees for a new transformer for this electrical upgrade, which the commission authorized in February, and I have recommended the PD5 electrical upgrade be the highest priority project for Fiscal Year 2021-22.

### **DETAIL**

If approved this work would be done as part of the PD5 Pier project, but would benefit next year's project and would not be subject to reimbursement under the EDA Grant, however it does save the Port the cost of mobilizing another contractor to add on to a structure that's currently being built.

This work includes installation of 4 additional 4" conduit pipes that will run the length of the pier, be added to the utility rack on the gangway, and pass through the landing float. The additional conduit requires fabrication of a larger utility rack on the gangway, and extra conduits in the float itself.

Completing this work next year after all these structures are completed would cost about double the expense it will cost us by doing this work now while we have a contractor mobilized.

### **BUDGET IMPACTS**

There is enough funding in this year's capital budget to complete the installation of conduit.

### **RECOMMENDATION**

I RECOMMEND A MOTION APPROVING THE GM TO AUTHORIZE ADVANCED AMERICAN CONSTRUCTION TO PROCEED WITH INSTALLATION OF CONDUIT ON THE PIER AND DOCKS THAT WILL BENEFIT THE REPLACEMENT OF MARINE POWER PEDESTALS AND UPGRADE TO 50 AMP ELECTRICAL SERVICE ON PORT DOCK 5, NTE \$71,078 WITH AN ADDITIONAL \$7,000 CONTINGENCY.





## **ANNUAL GOAL SETTING**

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**DATE:** 04/27/2021  
**RE:** 2021-22 Commission Annual Goal Setting  
**TO:** Board of Commissioners  
**ISSUED BY:** Paula J. Miranda, General Manager

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### **INTRODUCTION**

Last year the Port's goal setting included the following:

- Budget Priorities
  - Including Capital Improvements
- Port's Values, Mission & Vision
- Strategic Business Plan Summary
- Other financial items

As mentioned on last years' goals, the Port Values, Mission & Vision should only be evaluated every 5 years, unless commissioners decide to make additional changes. Most other financial items, including capital improvements and other budget items were discussed in earlier meetings this year.

I have included in this packet an update on the following:

- Strategic Business Plan Summary
- Strategic Business Plan – Capital Improvement Information Update

I will be happy to discuss these items if commissioners wish to do so, as well as add new goals for the coming year.

For the next Goal Setting, I would like to plan it for December right before we start our budget planning, as it would make more sense to have the goal setting be included in the budget process.



## STRATEGIC BUSINESS PLAN SUMMARY

These industries are summarized below, including market trends, constraints, and opportunities for growth.

### 1. COMMERCIAL FISHING

Consolidation in the commercial fishing industry is expected to continue in the next five years and beyond. Newport must seek to retain the existing fleet and processors, as well as attract additional entrants. This will require updating/improving the facilities that the sector requires, such as moorage space, offloading docks and equipment, gear storage, upland support services, processing facilities, and logistic facilities, among others.

Independent seafood buyers represent a growing industry in Newport, and one that increases the need for transient moorage space with vehicle access. Four companies are currently in operation, and more are interested. These buyers purchase fish off the boats, and use the Port's hoists to unload from boats and load onto trucks. There is currently a lack of temporary moorage space and land alongside to accommodate them, and there is also a need for additional lift capacity.

### 2. MARINE RESEARCH AND EDUCATION

- a. Offshore Energy. *"The Port has continued to work with offshore energy as they look into the transportation of cables and other items from our terminal related to the OSU project. Contractors will be selected for the work during this Summer. At that point we should better understand their needs and how the Port can play a part of the project. From conversations with contractors, once the project is completed, we foresee a continued need of the terminal for regular maintenance of the project."*
- b. Aquaculture. *"In recent past the Port has entertained a couple possibilities with oyster and dulse. Since COVID we haven't heard much on this sector, but will continue to pursue if opportunities are available."*

### 3. TOURISM AND RECREATION

- a. Recreation Vehicle Camping  
Combined, these four parks saw the number of overnight guests grow from 364,000 in 2011 to 438,000 in 2017, an increase of more than 20 percent. *"As you may see on the staff capital budget, we are requesting some funds to move forward with the SB RV park Annex Conceptual Design and reconfigure and ROI analysis plus some other small improvements. The RV Park is a good fund generator for the Port and we should maximize on it."*
- b. Recreational Boating  
Between 2014 and 2017, the number of boats grew to nearly 166,000. There was an increased especially in the number of registered boats longer than 20 feet. *"Likewise, the marina business has continued to increase, therefore we continue to make improvements and major repairs as needed."*

#### 4. MARINE CARGO

##### a. Breakbulk

Since the 1970s, most breakbulk cargo has been converted to containers. As a result of this shift, the breakbulk trade has become far more specialized, targeting certain high-volume commodities, such as logs, lumber, wood pulp, paper, fruit, lumber, and some steel products. West Coast foreign imports of breakbulk/neobulk cargo dropped by more than half between the peak year of 2004 and 2016. West Coast exports of breakbulks/neobulks are led by fruits and vegetables, pulp and paper, wood products, and rice. There is also a small amount of fish exported in breakbulk form. Exports of breakbulks/neobulks have grown substantially since 2000; however, volumes peaked from 2011 through 2013 and have dropped substantially since then.

**Challenges:** *“Lack of rail, deep water beyond -30’, infrastructure and general transportation. Some customers contacted. We are still researching this market.”*  
*During this pandemic year, cargo in general has been greatly affected. We are starting to see some of them coming back. The Port has posted a marketing ad in the APP annual magazine. They also will have the ad on their website for few months. A grant request has been made to USDA to address a marketing plan for NIT, specifically related to cargo.”*

##### b. Logs

Currently, Coos Bay and Astoria are the only ports in Oregon that handle log exports. A recent forecast projected that Pacific Northwest log exports are likely to grow slowly through 2035, assuming that Chinese demand continues to grow. The timber harvest in the Newport region is less than half of what it was during the mid-1960s, but has seen growth since bottoming out in 1998. Lincoln County’s share of the regional harvest averaged 8.5 percent from 1962 to 2017. Log shippers have demonstrated interest in using the International Terminal to ship logs, and the Port should consider accommodating log shipments.

**Challenges:** *“The market for logs is still a bit weak as far as exporting goes. However, there may be some interest in using the terminal for some local market. The Port has been talking to interested parties.”*

##### c. Dry Bulk

For the most part, the dry bulk commodities that move in and out through West Coast ports are transported to or from inland point by rail or by barge, with smaller volumes moving directly into or out of plant or moving by truck. Because the Port is not served by rail or by river barge, the Port is unlikely to attract a substantial volume of most dry bulk cargo. Woodchips are a major dry bulk cargo handled by ports in the Pacific Northwest. The Georgia-Pacific (G-P) mill in Toledo may represent a potential market for receiving woodchips through the International Terminal. The G-P mill has been in operation for approximately 60 years, and at one time, it received woodchips by barge, but now receives woodchips only via truck and rail. The International Terminal may be able to attract some of the G-P woodchips if the economics of the combination barge/truck move are competitive. The Port should consider approaching G-P to determine if this is feasible.

**Challenges:** *“Just like breakbulk, the market has been greatly affected by COVID and there wasn’t much to go after this past year. There are few prospects to target that would be interested in our region. There is still no opportunity for G-P at the moment.”*



d. Liquid Bulk

**Challenges:** Newport does not have a large population base, and does not have industries that use or produce liquid bulks. *“The Port is unlikely to attract liquid bulk cargoes.”*

e. Containers

**Challenges:** Smaller ports face a number of issues attracting container trade due to trends toward larger ships in the trans-Pacific trade and the fact that port alliances control almost 90 percent of it. Because Newport lacks water depth, rail access, and a large population base, it is unlikely to play a significant role in West Coast container markets. *“As explained by consultants, its is very unlikely this Port will ever be home for large amounts of containers.”*

Local production represents the best cargo opportunity for the International Terminal. The two main production industries in Lincoln County are forest products and commercial fishing. The output volume of the commercial fishing industry is probably too small to support shipping via water, but may be sufficient to attract service from small breakbulk freighters.

The forest products industry represents an opportunity for the Port. Newport may be able to attract logs to the International Terminal, either for loading onto ship for export, or loading onto oceangoing barges for transport to another port for export, such as Astoria, Coos Bay, or Longview. As noted above, log shippers have demonstrated interest in using the International Terminal to ship logs.

The ability of Newport to attract cargo from farther inland, such as the Willamette Valley, is limited by a number of factors, including:

- Competition from other ports whose hinterlands overlap those of Newport. For example, for points north of Albany, Portland is closer than Newport and offers multiple shipping terminals. Similarly, points south of Eugene are closer to Coos Bay than Newport
- Insufficient volumes of non-containerized cargo. The overwhelming majority of international cargo shipped from the Willamette Valley is containerized, and the remaining non-containerized volume is likely not sufficient to attract vessel service. In addition, the state of Oregon is also studying the potential to locate an intermodal terminal in the Willamette Valley to handle containerized international export and import cargo.
- Water depth in the Yaquina Bay shipping channel limits the size of ships that can use the International Terminal. Because smaller ships are less efficient than larger ones, this increases the ocean shipping costs.

Because of these limitations, inland cargoes do not represent as strong an opportunity for the Port as do forest products.

*“Again, because of COVID, the cargo business has pulled back all over this past year. In the near past, the Port has contacted some of the regional industries such as fisheries, forest products and wineries to see if there are some opportunities locally. We have share some of those efforts with the Board. We haven’t been successful yet, but we still believe the International Terminal may eventually be one of the great sources of revenues for the Port we will continue to pursue opportunities, which we believe may be viable.”*

## 5. OTHER MARKETS AND INDUSTRY OPPORTUNITIES

### a. Rogue

- i. There are approximately 500 feet of dock in front of the brewery that could be used for transient moorage.
- ii. Potential opportunities that Rogue is considering include producing dulce and/or salt – some is used to produce gose, a fermented beer.

*“We are just starting our work with the consultant to check on the Rogue Seawall. No improvement will be able to proceed until we know the condition of the wall. Once we have a better idea, we will proceed accordingly.”*

*Rogue has discussed some investment in Newport within the brewery and possibly expanding its Sunset Bar, but those items are still under discussion. It seems like the initial investment may be within the footprint of the lease at this point.”*

### b. Cruise Ships

- i. Newport could attract cruise ships as a port of call during repositioning trips. The Alaska cruise market is based in Vancouver, BC, and in Seattle, Washington. At the beginning and the end of the Alaska cruise season, each vessel must be repositioned (moved) from or to its winter homeport, and these repositioning cruises present an opportunity for coastal ports such as Newport. Air draft under the Highway 101 bridge is a more important limitation. Most of the large cruise ships that operate in the Alaska market cannot pass under the bridge. Several smaller ships operate in that market, however, and they may present an opportunity for Newport. In order to explore this opportunity, the Port and the community should make contact with the industry group, Cruise the West, as well as with cruise directors from lines that operate small vessels.

*“The Port has made some contacts and evaluation of cruise opportunities. As stated on the Strategic Business Plan, the bridge clearance is the biggest challenge. For instance, most cruise ships that call on Astoria are over 184’, the Newport bridge has a clearance of 133’. We will continue to look at small cruise opportunities in the future, but that may have to wait until COVID is no longer a threat for this kind of business.”*

## MANAGEMENT PLAN

**Goal 1: Develop a management plan that enables Port Commissioners and staff to achieve the Port's mission and prioritize economic development opportunities within the District.**

**Policy 1.1:** Prioritize projects and identify target businesses and potential partnership opportunities with public and private entities that will leverage Port resources.

- a. Strategy 1.1.1: Annually review and update the capital facilities plan and develop a list of priority projects in conjunction with the budget development process. Strategy 1.1.2: Pursue partnership opportunities with private businesses to develop industrial/commercial facilities that meet market demand and provide greater economic development opportunities within the District.
- b. Strategy 1.1.3: Integrate the strategic business plan as a planning tool and review its key projects and policies annually in conjunction with budget meetings.
- c. Strategy 1.1.4: Expand the Port's portfolio by targeting and pursuing new industries identified in the market analysis, such as seaweed and oyster cultivation, log exports, and attracting small cruise ships as a port of call.
- d. Strategy 1.1.5: Incorporate the strategic business plan into the Port Commission's decision making to ensure continued alignment with the Port's mission and commitments to its funding partners, other agencies, its stakeholders, and the Port district.

*Status: "We have evaluated our capital facilities during our budget, as we ticked items off our list, we should consider what else we want to see in the future. We are currently trying to evaluate the interim use of Port Dock 7 until the actual replacement is made. We have consistently work with Rondys on possibilities for NIT. We are also engaged with the Oregon Ocean Innovation HUB, formerly Maritime Innovations Center on the blue economy opportunities. Item b is exactly what we are doing through this effort. Again, marketing efforts are being made within reason considering the pandemic that we have been dealing with."*

**Policy 1.2:** Maintain and optimize marine assets.

- a. Strategy 1.2.1: Develop a set of metrics to evaluate projects and properties, including underutilized and vacant properties.
- b. Strategy 1.2.2: Lease marine facilities, but do not sell marine assets.
- c. Strategy 1.2.3: Develop a mitigation plan to address impacts of capital projects and streamline future permitting.
- d. Strategy 1.2.4: Develop an International Terminal Plan to study a mix of uses and opportunities, required transportation improvements, and the maximization of terminal space at the International Terminal.
- e. Strategy 1.2.5: Develop a North Commercial area plan to develop and evaluate solutions to address service, infrastructure, capacity, and long-term financial sustainability issues.
- f. Strategy 1.2.6: Develop additional business unit plans for Newport International Terminal, NOAA, and South Beach
- g. Strategy 1.2.7: Adhere to and periodically update the Ports strategic business plan to determine priorities and provide for long-term efficiency and financial sustainability.

*Status: "We still have some work to do on items a and b. We have budgeted on initial inspections of our properties to better understand our needs and future permitting"*

*needs and financial impacts. We are waiting for a marketing plan grant from the USDA to implement item d. Item e goes along with item c. We have few plans under work for this budget year, including the marketing plan for NIT, the RV Annex at South Beach, a possible Expo Center building plan for festivals such as Seafood and Wine. We are working on starting conversations with NOAA regarding their future on the current site, as we hear they are looking for options.”*

**Policy 1.3:** Port Commission members and staff will participate in inter-governmental forums related to target industry development.

- a. Strategy 1.3.1: Sustain and leverage current partnerships for inter-governmental coordination needed to develop projects, even if the Port is not the lead agency.
- b. Strategy 1.3.2: Maintain focus on the Port’s vision, mission, and target industries in the pursuit of partnership opportunities.
- c. Policy 1.4: Maintain Port operations and pursuit of market opportunities through staff and management changes.
- d. Strategy 1.4.1: Develop a staffing strategy and succession plan to account for employee turnover and future employment needs.

*Status: “The Port is currently a member of several boards within the Port District that target industries and opportunities to the area (i.e.: YBEF, City of Newport Vision 2040, Economic Development Alliance of Lincoln County, the new formed Oregon Ocean Innovation HUB etc.). We have been working and have made improvements on ongoing issues with employee turnover and will continue addressing issues that arises in order to address such changes.”*

**Goal 2. Enhance the existing ability of the Port Commission and professional staff.**

**Policy 2.1:** The Port will provide appropriate training opportunities to enable ongoing professional development of Commissioners and staff.

- a. Strategy 2.1.1: Plan and budget for periodic training opportunities to allow Port Commissioners and staff to gain knowledge relevant to their positions, as well as existing protocols and policies.
- b. Strategy 2.1.2: Encourage Commissioner and staff participation in professional organizations (e.g., Pacific Northwest Waterways Association, Oregon Public Ports Association, Association of Pacific Ports, Special Districts Association of Oregon, and other entities).

*Status: “The Port has budgeted for training for Commissioners and staff on an annual basis. Those trainings include attending conferences, SDAO trainings and various other professional trainings needed for individual positions. We continuously encourage staff to take appropriate trainings to better their skills.”*

## FINANCIAL PLAN

### Goal 1: Develop a financial plan that enhances the Port's long-term financial stability.

**Policy 1.1:** Develop a long-term cash flow model that projects the Port's anticipated financial performance in order to support and evaluate its strategic decisions.

*Status: "A model has been researched and data input will allow us to develop a 5-year financial plan. As accurate forecasts of future "projects" are developed, we will be able to develop an accurate cash flow. As we wrap up long outstanding items there will be sufficient time to complete this task. The Port has recently released an RFP for a new financial system. One of the requirements includes the ability to provide what if analysis and forecasting of revenue/expenditure trends. This will eliminate the need for separate spreadsheets and data extracts/imports. The model will provide the Port will cash flows based on existing historical data and known upcoming changes."*

**Policy 1.2:** Develop a finance manual that assists Port financial management.

- a. **Strategy 1.2.1:** Establish a set of investment and borrowing guidelines that define the expected rate of return of capital projects with all costs and economic benefits considered. Review the financial implications of capital improvement projects, prior to approval.
- b. **Strategy 1.2.2:** Continue set-asides of cash reserves to fund the match portion of future grants. It is likely that the proposed capital improvement plan will require grant funding.
- c. **Strategy 1.2.3:** Continually seek opportunities to refinance portions of the Port's long-term debt.
- d. **Strategy 1.2.4:** Continue efforts to streamline accounting processes including elimination of duplicative processes in the accounting office (integrate computer hardware and accounting software).
- e. **Strategy 1.2.5:** Review salaries and benefits for Port personnel.

*Status: "The Port has a beginning model of the investment plan. First Interstate Bank has offered to assist the Port with development of this model. The structure for capital reserves and proper accounting for financial reserves has been implemented. The Ports balance sheet identifies reserves as required by GASB, anyone can review the balance sheets to identify reserve amounts and accounts. As a maintenance project occur, that funds have been set aside for payment for a portion or all of the project will come the reserve account."*

*Port staff identified a potential opportunity to offer a better benefits package, this would lower the maximum deductible from \$5,000 to \$750, reduce the out-of-pocket maximum and offer other benefits to staff, while keeping the cost within the budget of the Port. Because of timing, any changes in plan would not occur this year."*

### Goal 2: Continue to improve and enhance the financial performance of each line of business.

**Policy 2.1:** Improve the financial performance of the Commercial Marina. The Port is considering \$18.7 million in capital improvements to the Commercial Marina. Efforts should be considered to improve its financial performance.

- a. Strategy 2.1.1: Consider raising rates and/or reducing the rate discount for annual moorage at the Commercial Marina. Consider a moorage rate that increases progressively with boat length.
- b. Strategy 2.1.2: Expenses have grown very rapidly at the Commercial Marina. Consider ways to increase reimbursement for expenses by assessing the cost for provision of services.
- c. Strategy 2.1.3: Consider changing operations to improve net revenues, such as consolidating gear storage, in order to enable other lease activities.
- d. Strategy 2.1.4: Consider establishing a modest parking charge for tenants.
- e. Strategy 2.1.5: The accounting system at the Commercial Marina uses a different software system that is not fully integrated into the Port's accounting system. Consider integrating the systems in the near future.

*Status: "The Port has been reviewing and progressively raising its rates to catch up with the cost of running the marina. We have also been evaluating all costs related to operations and services we provide to customers. We also made collections a priority. Since implementation, roughly 36 percent of Port customers were 90 days or more overdue, now that number is around 21 percent and dropping. The Port has also been looking into a new software to integrate all systems to create better efficiencies. The Port recently released an RFP for a new financial system. The RFP specifications include a fully integrated system for past due accounts, this system will allow the Port to track collections more closely. The Port is preparing a letter to marina users informing them of its intent to actively manage past due amounts.*

*A new financial system has the potential to better determine the cost of different lines of Port business. This will allow the Port to evaluate prices as compared to costs. The new financial system will also allow automation, improving financial performance. The new financial system should allow for the entry of service tickets as the service occurs, for monthly inventory of lot storage to occur electronically and for the inventory of vessels to occur electronically increasing the financial performance of the Port."*

**Policy 2.2:** Continue to enhance the financial performance of South Beach facilities. The Port is considering \$5.3 million in capital improvements at South Beach. Efforts should be considered to improve the financial performance to assure that net revenues are available to recapitalize the South Beach marina when required.

- a. Strategy 2.2.1: Consider ways to improve the rate of return on leases (OSU and Oregon Aquarium) that were very generous (\$1 per year).
- b. Strategy 2.2.2: Consider reducing discounts or finding other ways to increase revenues from moorage at South Beach. Consider a moorage rate that increases progressively with boat length and/or reducing discounts for annual moorage.
- c. Strategy 2.2.3: Consider increasing revenues by improving facilities at the R.V. Park Annex and Overflow lots; and consider providing higher end R.V. facilities as a part of development plans.
- d. Strategy 2.2.2: Expenses have grown very rapidly at the Recreational Marina. Consider ways to increase reimbursement for expenses by assessing the cost for provision of services.

*Status: "Unfortunately, there is not much we can do on ongoing leases with OSU and the Aquarium. The focus of those leases was to bring opportunities to Newport and the Port did just that. The lease terms are long and until then we have to abide by the term of the leases.*

*Meanwhile, we will just continue to work with those tenants as partners and mutual contributors to the community. We should start decreasing the annual discount on moorage and begin charging a fee for utilities, while also increasing minimally the rates in the marina. The Port reduced the discount for annual moorage holders in the South Beach Marina and began charging a utility fee to the liveaboards. The Recreational marina is having a banner year, and is nearly sold out for the summer months. Plans to invest on the RV Park will be included in the coming budget, as we do believe those will contribute to revenue increases. We have reduced off season expenses - we reduced the staff by one staff member and have been able to maintain a good service level, but this has been at the expense of staff not being able to take time off. So, we have added the position back. Pricing for the Main RV Park may be at its maximum for now. There are no other reimbursable expenses we can foresee at the moment.”*

**Policy 2.3:** Seek ways to improve the financial performance of Newport International Terminal. The Port has invested \$26 million in capital improvements at the Terminal. The facility is in good condition and requires modest improvements (estimated at \$497,000) during the next five years.

- a. Strategy 2.3.1: Consider ways to attract and retain cargo operations (logs, wood chips etc.) under a plan that produces sufficient net revenue for the Port.
- b. Strategy 2.3.2: Consider ways to attract and retain uses for the 9-acre unimproved area toward the road (gear storage, other operations).
- c. Strategy 2.3.3: Seek ways to supplement and enhance efforts underway at the Rondys property.
- d. Strategy 2.3.4: Consider raising rates for moorage by commercial fishing boats.
- e. Strategy 2.3.4: Consider ways to increase reimbursement for expenses by assessing the cost for provision of services.

*Status: “As recently provided to the Board, we have ongoing efforts to attract and retain cargo operations at NIT, including the use of the vacant 9 acres. We also had ongoing conversations with Rondys to maximize the efforts by both parties. The rates have been evaluated in the annual basis. We have increased services at NIT and will continue looking for ways to make our process efficient, so we can collect from our services provided at the facility. We are also currently entertaining prospects from the forest industry. Marketing material has been put out for the multi-use of NIT. We have also applied for a marketing plan grant for the site.”*

**Policy 2.4:** Seek ways to assure the continued sound financial performance of the NOAA Facility. The lease for the facility is essentially a break-even enterprise.

- a. Strategy 2.4.1: Review NOAA reserve calculations to ensure that operating revenues will cover long-term capital needs as well as short-term needs (dredging, repair, etc.).

*Status: “With the Refinancing of the Bonds, the NOAA facility is profitable, the additional revenues has been put aside for future use. We will soon start discussions with NOAA on the future of their lease.”*

## ENVIRONMENTAL PLAN

The Port's goals include being environmentally responsible in the management of operations and facilities.

Sustainability is another of the Port's governing values - maintaining and expanding facilities while not compromising local resources and the natural environment. The following goal, policies, and strategies are proposed to assist the Port in maintaining its commitment to sound environmental stewardship.

### **Goal 1: Operate Port facilities consistent with established best management practices.**

**Policy 1.1:** Establish green policies and best management practices to ensure compliance with current environmental regulations and balance economic development opportunities with regional sustainability.

- b. Strategy 1.1.1: Work with local representatives to address environmental concerns and engage community input as needed for special projects.
- c. Strategy 1.1.2: Share resources, funds, and opportunities with local and regional partners as appropriate to achieve common environmental goals and projects.
- d. Strategy 1.1.3: Achieve "Clean Marina" and "Clean Shipyard" certifications from the OSMB.
- e. Strategy 1.1.4: Develop a mitigation plan to address impacts of capital projects and streamline future permitting.
- f. Strategy 1.1.5: Complete a risk assessment that forecasts the potential cost of negative environmental impacts and recommends risk mitigation and avoidance measures.
- g. Strategy 1.1.6: Complete a comprehensive wetland mitigation strategy that identifies all wetlands on developable port property, as well as mitigation strategies (i.e., wetland enhancement, replacement, wetland bank) where avoidance is determined infeasible given site development programs.

*Status: "The Port has always work well with members of the environmental agencies and environmental groups. There have been no major violations that the Port had to address. The Port of Newport South Beach Marina is currently a Certified Clean Marina. We do not have a shipyard, therefore that comment does not apply to our Port. We have been working in developing mitigation plans as needed to address capital projects. Some of those along with risk assessment will be include in the plan process for each project as we are looking to budget for this incoming year. We have discussed banking some mitigations with some of the agencies. Although that may seem possible with some of the State agencies, that doesn't seem to be the case with the federal agencies. We would like to create a more comprehensive plan for wetland mitigation. Unfortunately, that takes a bit of funding and it is a bit harder to do without a project attached. This year we will be looking at addressing some wetlands at NIT."*



**Policy 1.2:** Consider the potential impacts of natural disasters and climate change on Port operations and facilities.

- a. Strategy 1.2.1: Partner with local agencies, industries, and organizations to create a resiliency plan, studying impacts from potential earthquakes, tsunamis, and rising sea level to local facilities and businesses.

*Status: "We are always working with our partners, including the City, County, State, NOAA, OSU and other stakeholders for potential disasters. The Port has actually partnered on the purchase of the emergency storage boxes housed at the Safe Haven Hill in the event of a tsunami. The Department of Land Conservation and Development just started on a review of the Yaquina Bay Management Plan, which we have been invited to be on the steering committee."*

## MARKETING PLAN

The following marketing goals and policies are intended to assist the Port in maintaining positive relationships with the community and its current users and tenants as the Port pursues economic development opportunities.

**Goal 1: Market the Port District, its services, assets, opportunities, innovations, and communities in three focused areas: (1) promotion, protection, and expansion of existing Port tenants and users; (2) recruitment of international, national, and/or local industries to maximize use of Port facilities; and (3) exploration of tourism, recreation, research, and education opportunities.**

**Policy 1.1:** Develop marketing materials that focus on the Port District and local community assets, resources, job opportunities, and land availability.

- b. Strategy 1.1.1: Work with Discover Newport to capture the rise in tourism by marketing local facilities and amenities to trades groups.
- c. Strategy 1.1.2: Partner with CWEDD and the Economic Development Alliance of Lincoln County to promote the distinct advantages of the region and its assets, opportunities, and synergies in marketing efforts.
- d. Strategy 1.1.3: Market directly to target industries and businesses that could locate in the Newport area and where demand exists.
- e. Strategy 1.1.4: Identify opportunities to market the Port nationally and internationally.

*Status: "We have been working with several charter companies on their needs, mostly at South Beach. That includes trying to bring in more fillet tables to the marina area. We have been working towards target industries and business that could locate in the Newport area and have shared with the Board some of those efforts. Again, we have applied for a marketing plan for NIT in an effort to increase cargo business. The Port has continued to work with Economic Development Alliance, the chamber and other partners to promote the region's assets and opportunities, including applying for one of Business Oregon project opportunities with the Economic Development Alliance. We are also now working with the Oregon Ocean Innovation HUB."*

**Goal 2: Build trust, transparency, and excitement within the local community.**

**Policy 2.1:** Develop public relations strategies that highlight the history of the Port, build community excitement and pride around the future of the Port, and establish a reliable communication mechanism between Port staff and Commissioners and the community.

- a. Strategy 2.1.1: Host community events, such as barbeques, where the community can come and learn about the history of the Port and the projects that are underway or on the drawing board, and meet Port staff and Commissioners.
- b. Strategy 2.1.2: Partner with local businesses to give joint tours of research, education, and recreational facilities.
- c. Strategy 2.1.3: Establish a responsive single-point of contact, such as the marketing manager, for community inquiries, suggestions, or concerns.

*Status: "We have continued working with Summit Communications on sharing our projects through Facebook, e-blasts, newspaper articles and newsletters." I have also attended a couple radio programs to share news of the Port. We have heard from several stakeholders and community members that they are quite pleased with all that is going on at the Port. Unfortunately, because of COVID we haven't been able to plan any gathering events. However, we are starting conversations on next year Seafood Cookoff. This is something that apparently has drawn a lot of people in the past. We are looking into August-October as a possible timeline. Hopefully, at that point COVID will be behind us."*



CAPITAL IMPROVEMENT PLAN UPDATE				
	Capital Improvements	2019 Cost Estimate	Timeline	Current Update
<b>NTT</b>	Planning project to identify a mix of uses/opportunities that will maximize use of the terminal and adjacent vacant port-owned properties, and increase net revenues to the Port. Project completion primarily by Port staff	\$15,000 (to cover cost of part time Port project manager for research and report preparation)	2019	The Port has budgeted \$30K for a marketing plan where we would use a consultant. An application was also made for a grant with the USDA.
<b>Mitigation Plan</b>	Planning project to address mitigation needs of future capital projects and potential inventory of mitigation sites. Anticipated to be completed by Port staff in partnership with the Port of Toledo, Yaquina Bay users, NOAA, ODFW, and the USACE. Project completion primarily by Port staff	\$25,000 (to cover cost of part time Port project manager)	2019-2021	We are have looked at opportunities and discuss it with some of the permitting agencies. The issue is until we have a project and we know what the mitigation needs are, it is very difficult to bank for mitigation to happen in the future. There may be some opportunities with the State, but not on a federal level.
<b>RV Park Annex Plan</b>	Planning and conceptual design project to redesign and reconfigure the RV Park	\$120,000	2019-2021	Because of COVID we decided to hold off on this project for this budget period. However, the project is now included in our 2021-2022 budget.
<b>Port Dock 5 Interim Improvements</b>	Interim improvements to replace pier and improve dock. Approach pier replacement; replace 6 pilings; replace rods, whalers, rub boards, bumpers and triangles (PD 5C); replace rods, bumpers, rub boards and 6 whalers (PD 5B); replace rods and rub boards (PD 5x); new power pedestals	All PD 5 Interim Improvements \$3.5 Million	2019-22	The approach pier is currently under construction and the last four items are currently budgeted for our 2021-2022 budget. We are looking at installation of about 2 pilings, not 6. We will need to get a federal permit for this, which will take time to be granted. The plan is to work on the permit during this coming fiscal year and plan on replacing the pilings in 2022-2023.
<b>Port dock 7 Interim Improvements</b>	Interim improvements prior to reconfiguration /replacement: Miscellaneous float and pile improvements	\$348,000	2019-2021	We will need to replace 4 pilings, which just like PD5 we will need to work on the permit. Planning on replacing the pilings in 2022-2023. As to the interim improvements, staff is currently reassessing the needs of PD7 considering some recent losses.
<b>Reconfiguration and Reconstruction of Commercial Marina</b>	Complete reconstruction and reconfiguration of commercial marina, including Port Docks 3 and 7, Upland Improvements, Swede's Dock and Commercial Marina channel	\$14.75 Million	2019-2024	We are currently seeking funds for the Reconstruction plan, which would include engineering, design and permitting. We are working on a grant application with the EDA in the amount of \$200K to complete the plan. Without the plan we would be unable to access funds for the construction.
<b>Fishing Pier Improvement</b>	Identify replacement strategy and design new fishing pier	\$2.9 Million	2022	Since we intent to use some of the fishing pier replacement for the Port Dock 7 mitigation, we are trying to include parts of this plan on the Port Dock 7 Plan.

<p><b>Rogue Seawall Repair</b></p>	<p>Phase II study of Rogue seawall (geotech and repair alternatives). Rogue seawall repairs</p>	<p>\$1.36 Million</p>	<p>2019-2021</p>	<p>We are currently working with a consultant on the engineering inspection to understand the gravity of the problem and to find repair alternatives. The Port received a \$12,900 grant from Lincoln County and \$43,875 from Business Oregon.</p>
<p><b>Marina Safety and Security</b></p>	<p>South Beach Marina electric load centers; South Beach fuel tank replacement; relocate/replace hoist dock electrical lines; consolidate and upgrade total security camera network port-wide.</p>	<p>\$2.56 Million</p>	<p>2019-2024</p>	<p>Although the South Beach Marina electric load centers was set to be completed altogether in 3 years, the Port went ahead and is almost completed with the project. We plan on including the fuel tank replacement and the hoist dock electrical lines to our 2022-2023 budget. We have every year install new cameras to our facilities, including South Beach through a grant program from SDAO. We will continue to make improvements and upgrading our security efforts.</p>
<p><b>NIT Improvements</b></p>	<p>Grading of Port's 9-acre lot (does not include wetland mitigation); asphalt lot west of shop, behind shop, and near the east entrance; asphalt nw corner of laydown area; installation of waste oil collection tank; mutually beneficial project, as required by development agreement with McLean Point developer</p>	<p>Grading: \$153,000; Asphalt: \$234,000; Tank: \$45,000, Other: \$50,000. Total NIT \$482,000</p>	<p>2019-2023</p>	<p>We should be paving the asphalt lot west of the shop within the next couple months. We have budgeted to grade the 9 acres during the 2021-2022 budget; we will most likely pave the nw corner of laydown area in 2022-2023. We are still working with Rondy's on the mutually beneficial project. At this point the port has budgeted to remove the dredge sand from their property.</p>
<p><b>RV Annex</b></p>	<p>Final plans, new RV Annex; New RV Annex construction</p>	<p>\$2.62 Million</p>	<p>2019-2022</p>	<p>Due to COVID, the Port has postponed the plans for the RV Annex, because of funding sources. Once plans are completed we will better know how to proceed.</p>



## **NEW BUSINESS ITEM**

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**DATE:** *April 27, 2021*  
**RE:** *Business Oregon - Rogue Roof Painting Request*  
**TO:** *Port of Newport Board of Commissioners*  
**ISSUED BY:** *Paula J. Miranda, General Manager*

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### **BACKGROUND**

Under the Lease between the Port and Oregon Brewing Company (Rogue) it is stipulated that "Lessee further agrees that it will make no alterations, additions or improvements to or upon said premises without the written consent of the Lessor first being obtained. However, such written consent shall not be unreasonably withheld by the Lessor."

Rogue has requested that the Port allows Rogue to paint the roof to highlight the name of the brewery in two options as seen attached.

The painting job could help patch and extend the life of the roof.

### **RECOMMENDATION**

I recommend "a motion allowing Rogue to paint the brewery with either color as shown on the attached photos."











## **NEW BUSINESS ITEM**

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**DATE:** April 22, 2021  
**RE:** Memorandum of Understanding with Newport Police Department  
**TO:** Paula Miranda, General Manager  
**ISSUED BY:** Aaron Bretz, Director of Operations

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### **BACKGROUND**

We frequently are approached by law enforcement agencies for information when they suspect crimes such as theft and vandalism have occurred on Port Property. Occasionally, our security cameras catch individuals committing crimes, and sometimes the Newport Police Department approaches the Port seeking assistance through information sharing.

The Port has a very direct interest in identifying crimes and those who perpetrate them because we are in the business of storing property. Several local organizations and entities have established agreements with the Newport Police to facilitate the sharing of information so that they can more effectively perform their police work.

### **DETAIL**

I worked with the Police Chief to establish an interagency understanding of how we share information. We are concurrently submitting a document to memorialize this understanding to the City of Newport Council and the Port of Newport Commission for approval.

### **RECOMMENDATION**

I RECOMMEND A MOTION TO APPROVE THE ATTACHED MEMORANDUM OF UNDERSTANDING WITH THE NEWPORT POLICE DEPARTMENT REGARDING ACCESS TO THE PORT'S SECURITY CAMERA FOOTAGE.



**INTERGOVERNMENTAL AGREEMENT BETWEEN  
THE PORT OF NEWPORT AND THE CITY OF NEWPORT  
for the purpose of providing access to security video camera system**

THIS MEMORANDUM OF AGREEMENT is made this [day] day of [month], [year], by and between the Port of Newport (hereinafter the “Port”), an Oregon Port District, and the City of Newport, a municipal corporation (hereinafter the “City”).

**RECITALS:**

1. ORS Chapter 190 authorizes governmental entities such as cities/counties and port districts to enter into written agreements for the performance of any or all functions and activities that either entity has to perform on its own.
2. Pursuant to the City’s Charter and applicable state law, the City, is empowered by and through its Police Chief to enforce the State law and City ordinances and provide generally for the health, safety, and welfare of City residents.
3. The Port and the City believe that by cooperating, and allowing the Newport Police Chief have access to the Port’s video and surveillance cameras, both entities can more efficiently work to ensure the safety and security of City residents and Port users.

**AGREEMENT**

In consideration of the mutual covenants of the Port and City, each to the other, the Port and City do hereby agree as follows:

1. The Port shall allow access to the City Police Chief and his/her designee(s) to view images from the Port’s video camera system to assist the Port in investigations and in situations where, in consideration of the totality of circumstances, Port personnel or the City Police Chief and his/her designees(s) believe, based on articulable and objective facts that a crime has occurred. In addition, the Port shall ensure that the City Police Chief’s access to, and use of, video images is consistent with State and Federal regulations concerning privacy. See EXHIBIT “A,” Camera Protocols.
2. The Port shall allow access to the City Police Chief and his/her designee(s) with permission from a Port Director level executive or designated Facility Security Officer to view images from the Port’s video camera system to assist in emergency training exercises. The Port may abstain from providing footage in the absence of a subpoena, search warrant, or court order.
3. In circumstances other than those described in sections 1 and 2 above, the Port shall cooperate in providing video images to the City Police Chief and his/her designee(s) in response to a valid warrant or subpoena.
4. Both the Port and the City will maintain the confidentiality of the video images obtained from the Port’s video cameras so as to comply with Federal and State privacy laws and regulations, and Port policies and procedures.
5. This Agreement is perpetual and shall remain in effect until such time as written notice of termination is given by either party to the other at least 30 days prior to the date of termination. Provided, however, the parties may agree from time to time to adjust the terms and conditions of this Agreement.

6. To the extent permitted by the Oregon Constitution, and to the extent permitted by the Oregon Tort Claims Act, and to the extent otherwise provided for in private contracts of insurance, each party agrees to indemnify, defend, and hold the other and its officers, employees, or agents, harmless from all damages, losses and expenses, including but not limited to attorney fees, and to defend all claims, proceedings, lawsuits, and judgments arising out of or resulting from the indemnifying party's negligence in the performance of or failure to perform under this Agreement. No party to this Agreement will be required to indemnify or defend the other party for any liability arising solely out of wrongful acts of another party, or that other party's own officers, employees, or agents.
7. If any portion of this Agreement is invalid or unenforceable with respect to any party, the remainder of this Agreement, or the application of such provision to persons other than those as to whom it is held invalid or unenforceable, shall not be affected, and each provision of this Agreement shall be valid and enforceable to the fullest extent permitted by law.
8. This Agreement does not in any way constitute or nominate either of the parties as the agent or legal representative of the other party for any purpose whatsoever. Neither party is granted any right or authority to assume or to create any obligation or responsibility, expressed or implied, on behalf of, or in the name of, the other party to this Agreement.
9. The effective date of this agreement is the [day] day of [month], [year].
10. This document contains the entire agreement and understanding between the parties as to the subject matter herein and supersedes all prior agreements, commitments, representations, writings, and discussions between them regarding the subject matter of this Agreement.

**IN WITNESS WHEREOF**, the City and the Port have executed this Agreement pursuant to due authority, as evidenced by the signature of the duly appointed representative of each entity below.

PORT OF NEWPORT

CITY OF NEWPORT

By: \_\_\_\_\_  
(signature)

By: \_\_\_\_\_  
(signature)

Paula J. Miranda, General Manager

Spencer Nebel, City Manager

## EXHIBIT "A"

### Camera Protocols Port of Newport

**Purpose:** Video cameras inside Port buildings and on Port grounds act as a deterrent to undesirable behavior and crime. The video system may also be used by Port personnel and contractors for investigative purposes, surveillance, training, exercises, planning, billing, and other Port business.

**Port Monitoring & Review of Footage:** Video cameras may be accessed by Port Personnel and security contractors. Port personnel may not transmit footage to other law enforcement officials except: (1) in the case of a health and safety emergency; (2) when a law enforcement official has requested the footage in the performance of an investigation, and in consideration of the totality of circumstances has reason to believe, based on articulable and objective facts that a crime has occurred; and (3) pursuant to a valid subpoena.

**Law Enforcement Use:** Our local law enforcement agencies can view images to assist the Port when there is a threat to the health and safety of members of the public, to assist emergency training exercises and safety planning, and in response to a valid warrant or subpoena, as detailed in the IGA.

**Placement:** Video cameras may be placed in public areas such as entrances, public areas, parking lots, social areas, computer labs, weight rooms, etc. Video cameras will not be allowed in areas where there is a reasonable expectation of privacy (i.e. bathrooms and locker room changing areas). The video camera system records video images, and audio.

**Prohibited Activity:** Video camera use is to be conducted in a professional, ethical, and legal manner. Video monitoring shall not be used to harass, intimidate, or discriminate against any individual or group.

**Confidentiality:** All staff and law enforcement will maintain the confidentiality of the video images obtained from the Port's video cameras and comply with Federal and State privacy and educational laws.







## **STAFF REPORT**

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**DATE:** *April 27, 2021*  
**RE:** *Street Vacation Request*  
**TO:** *Port of Newport Board of Commissioners*  
**ISSUED BY:** *Paula J. Miranda, General Manager*

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### **BACKGROUND**

Per ORS 271.190, no vacation shall be made of any street, alley, public place or part thereof, if within 5,000 feet of the harbor or pierhead line of the port, unless the Port Commission, or other bodies having jurisdiction over docks and wharves in the port district involved, approves the proposed vacation in writing.

The City of Newport has submitted a request for a Street Vacation for a property located at SW 2<sup>nd</sup> and Pacific Coast Hwy, as per attached. The Newport City Council will take up the matter again on May 3<sup>rd</sup> once it has heard from the Port Commission.

Based on the location of this Street Vacation, this shall not impact the transportation needs of the Port.

### **RECOMMENDATION**

Staff recommends that Commission approves the Street Vacation as requested.

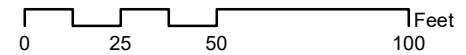




City of Newport  
Community Development Department  
169 SW Coast Highway  
Newport, OR 97365  
Phone: 1.541.574.0629  
Fax: 1.541.574.0644

### Aerial and Utilities - 104 SW 2nd Street (water - blue, sewer - green, storm - orange)

Image Taken July 2018  
4-inch, 4-band Digital Orthophotos  
Quantum Spatial, Inc. Corvallis, OR



This map is for informational use only and has not been prepared for, nor is it suitable for legal, engineering, or surveying purposes. It includes data from multiple sources. The City of Newport assumes no responsibility for its compilation or use and users of this information are cautioned to verify all information with the City of Newport Community Development Department.

**EXHIBIT 'A'**

**RIGHT OF WAY VACATION**

**A PORTION OF SW. 2<sup>ND</sup> STREET IN THE CITY OF NEWPORT**

**(TO TAX LOT 15900, ASSESSORS MAP 11-11-08-BA)**

**AN AREA OF LAND LOCATED IN THE NORTHWEST QUARTER OF SECTION 8, TOWNSHIP 11 SOUTH, RANGE 11 WEST OF THE WILLAMETTE MERIDIAN, CITY OF NEWPORT, LINCOLN COUNTY, OREGON AND BEING MORE SPECIFICALLY DESCRIBED AS:**

**BEGINNING AT THE SOUTHWEST CORNER OF PARCEL 2, PARTITION PLAT NO. 2016-06, CITY OF NEWPORT, LINCOLN COUNTY, OREGON; THENCE SOUTH 0°08'47" WEST PERPENDICULAR TO THE RIGHT OF WAY OF SW. 2<sup>ND</sup> STREET, 30.00 FEET; THENCE PARALLEL TO THE RIGHT OF WAY, SOUTH 89°51'13" EAST 60.38 FEET TO THE WEST RIGHT OF WAY OF THE OREGON COAST HIGHWAY 101; THENCE ALONG THE ARC OF A 914.89 FOOT RADIUS CURVE TO THE LEFT FOR 39.29 FEET (WHICH CHORD BEARS NORTH 40°21'49" EAST 39.29 FEET) TO THE SOUTHEAST CORNER OF SAID PARCEL 2; THENCE ALONG THE SOUTH LINE OF SAID PARCEL 2 NORTH 89°51'13" WEST 85.75 FEET TO THE POINT OF BEGINNING.**

**THE ABOVE DESCRIBED AREA CONTAINS ± 2198 SQUARE FEET**

**LINCOLN COUNTY SURVEY PARTITION PLAT NO. 2015-06 WAS USED AS A REFERENCE.**

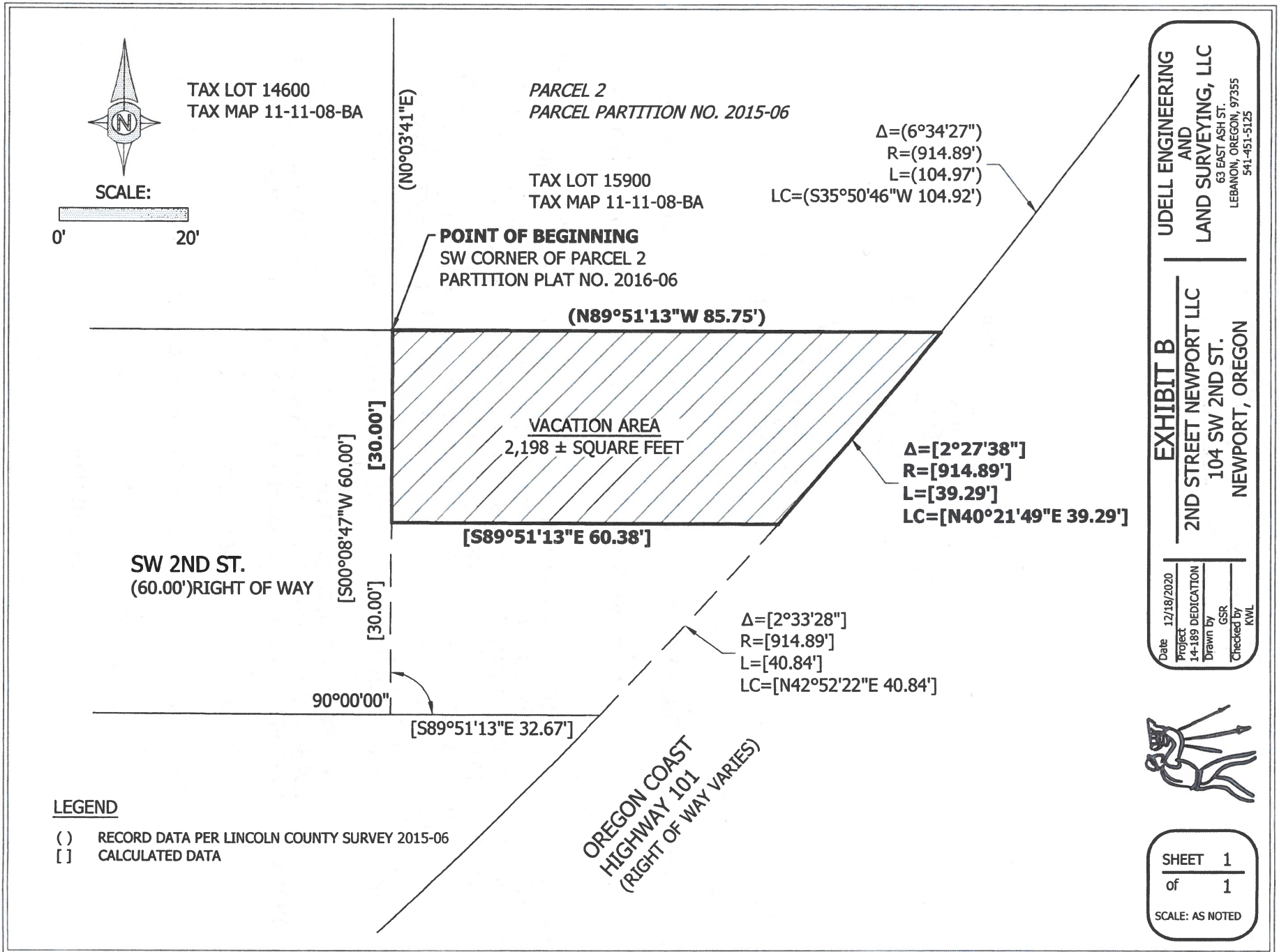
**REGISTERED  
PROFESSIONAL  
LAND SURVEYOR**

*Kyle W. Latimer*

**OREGON  
JUNE 12, 2013  
KYLE W. LATIMER  
80442**

**EXPIRES: 12-31-2022**

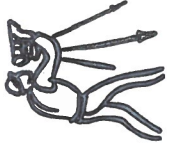
**Udell Engineering & Land Surveying, LLC  
63 East Ash Street, Lebanon, OR 97355  
Ph: 541-451-5125 • Fax: 541-451-1366**



**UDELL ENGINEERING AND LAND SURVEYING, LLC**  
63 EAST ASH ST.  
LEBANON, OREGON, 97355  
541-451-5125

**EXHIBIT B**  
2ND STREET NEWPORT LLC  
104 SW 2ND ST.  
NEWPORT, OREGON

Date: 12/18/2020  
Project: 14-189 DEDICATION  
Drawn by: GSR  
Checked by: KWL



**SHEET 1**  
of 1  
SCALE: AS NOTED





## **GENERAL MANAGER MONTHLY REPORT**

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**DATE:** 04/22/2021  
**PERIOD:** 03/20/21 – 04/22/21  
**TO:** Board of Commissioners  
**ISSUED BY:** Paula J. Miranda, General Manager

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### **OVERVIEW**

#### **Summary:**

The trend continues and we are busier than ever.

We have been awarded another grant in the amount of \$43,875 for the Rogue Seawall Engineering Inspection by Business Oregon. Work will proceed with the consultant now that we have all the funds in place. We appreciate both Lincoln County and Business Oregon for their grants.

We have applied for a Travel Oregon grant in the amount of \$100,000 for two fillet tables at South Beach. We estimate the two projects will cost approximately \$130,000. If awarded the project need to be completed by November. We anticipate receiving the funds and have budgeted for the remaining \$30,000. This will be a great addition to our marina.

We have signed the US Army Corps of Engineers (USACE) contract for the dredging feasibility study for the commercial docks and work should be underway on getting that work done.

The building at 343 SW Bay Blvd has been removed without any further damage to neighboring property. We have met with the newly created 343 SW Bay Blvd committee to discuss future decisions for that property. In the process, we have also learned that the floating docks used by the tenants at that location were not authorized by the Department of State Lands. Tenant is transferring the floating docks to the Port, which most likely will be removed from the location and used somewhere else, unless further determination has been made.

The Port Dock 5 Pier Project is looking good and should be completed by mid-June. Our Director of Operations has done an excellent job staying on top of the progress.

The electrical Engineering plan at Port Dock 5 and 3 is completed. Work is underway on the bid documents, so work can start in September.

The South Beach Marina Load Centers' replacement is mostly completed, except for some circuits that were added recently. Those will be installed shortly. Meanwhile, the contractor is working with the Port in figuring out which boats have amperage problems in order to avoid future outage or other problems.

We have met with the Department of State Lands (DSL) and the owners of Clearwater to discuss the lease issue for Port Dock 1. We prepared a Memorandum of Understanding addressing assignment of the DSL lease from Clearwater to the Port. Clearwater is currently reviewing the agreement and most likely will be brought to commission in May once all parties have agreed on the terms of the agreement.

The City of Newport requested that the Port consider a joint meeting with the City. Perhaps during the month of June. Please let me know how you would like to proceed.

We are also considering having a joint meeting with the Port of Toledo. We will propose a date later on.

On the financial side we are on track. Our Director of Finance keeps working on ways to save money. All projects are financially on track. We are in the process of looking for a new financial system and the RFP is out. Funds to pay for the system is included on next year's budget.

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

- 03/22/21 - GFOA's Federal Funds Seminar
- 03/22/21 - Virtual Meeting with the Office of Management and Budget - DC
- 03/23/21 - Virtual Meeting with the US Army Corps of Engineers (USACE) - DC
- 03/23/21 - Meeting with Port of Toledo
- 03/24/21 - GFOA's Federal Funds Seminar
- 03/24/21 - YBEF
- 03/26/21 - Communications Meeting
- 03/29/21 - Meeting with DSL and Goplens on Port Dock 1
- 04/01/21 - Yaquina Bay Estuary Management Plan Steering Committee
- 04/08/21 - South Beach Staff Meeting
- 04/09/21 - Communications Meeting
- 04/12/21 - Meeting with EconNW - South Beach Urban Renewal
- 04/13/21 - Department Heads Meeting
- 04/13/21 - Meeting with USACE regarding property purchase near Rogue
- 04/14/21 - Business Oregon - Brownfield's Programming
- 04/15/21 - Business Oregon - Federal Legislative Update
- 04/15/21 - Regional Solutions Outdoor Recreational Coordination
- 04/16/21 - OPPA Legislative Committee
- 04/19/21 - 343 SW Bay Blvd Committee Meeting
- 04/19/21 - Meeting with WHA Insurance regarding
- 04/20/21 - Directors Monthly Meeting
- 04/20/21 - South Beach Users Group
- 04/21/21 - Meeting with Economic Alliance Development of Lincoln County on Enterprise Zones
- 04/23/21 - Communications Meeting



### **Upcoming Schedule:**

- 04/26/21 - Annual Coastal Meeting with USACE
- 04/27/21 - Commission Meeting
- 04/28/21 - Regional Solutions Team Meeting
- 04/28/21 - Lincoln County Leaders/Lincoln County School Meeting
- 04/29/21 - Annual USACE Dredging Meeting
- 05/03/21 - Commission Executive Session
- 05/04/21 - Business Oregon - Tide Gates Program
- 05/04/21 - Vision 2040 Committee
- 05/05/21 - Business Oregon - Special Public Works Fund
- 05/07/21 - Communications Meeting
- 05/11/21 - Department Heads Meeting
- 05/12/21 - Meeting with USACE - South Beach Compliance Inspection
- 05/18/21 - Director's Monthly Meeting
- 05/20/21 - Regional Solutions Team - Outdoor Recreation Coordination





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## FINANCE DEPARTMENT MONTHLY REPORT

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**DATE:** April 27, 2021  
**PERIOD:** July 1, 2020 to March 31, 2021  
**TO:** Paula Miranda, General Manager  
**ISSUED BY:** Mark Brown, Director of Finance and Business Services

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Financial reports as of March 31, 2021 are included in the commission packet. A copy of the financial reports attached for your convenience.

### Issues of Importance

#### Managed Service Provider update

- The Port will move to Voice over IP (VOIP) Service shortly. The Port has received and installed the phone equipment and headsets and is waiting for Microsoft to “port” the numbers.

#### Budgets

- The Budget Committee met and approved the budget. The budget continues to be refined as more information is available. The next step is a budget hearing. The hearing will be held in May, due to the number of topics in the April commission meeting.

#### Financial/ERP System

- The RFP for a new financial system has been posted on the Port’s web site and on ORPIN. I reached out to more than 15 vendors who develop or resell this type of software. Currently ORPIN lists 35 vendors with interest. A pre-proposal meeting was held via Zoom on April 15, 2021, Mark Harris and I led this meeting, 3 vendors participated. Most of the questions were about automating processes (nightly moorage inventory, lot storage inventory, and vessel loading/unloading).

#### Information Technology

- After attending a cybersecurity workshop via Zoom, I will begin updating the Ports cybersecurity plan, Hyak will be a major player in its development as well as upkeep of the plan. The workshop recommended testing and modifying the plan annually.

#### Human Resources

- It has been almost a year since the Employee Handbook was updated. After the Legislative session is complete, changes in Law need to be evaluated, new requirements added, and current sections of the handbook updated.

**Finance:**

The Port has submitted its second reimbursement request to the EDA for Pier 5, for the amount of \$123,412, we will continue to submit requests at the end of each month.

**GOF Balance Sheet (year to year comparison)**

- As of March 31, the Port is 9 months into the fiscal year and has 3.32 million in savings, this is down 6% (\$210,956) from last year. The decline is a result of Port paying \$534,413.98 towards the pier (as of March 31), the decline in saving was expected since the Port has large capital projects underway.
- The Quick/Current Ratio is: 2.95
  - This ratio indicates the General Fund can cover its current expenses 2.95 times.

**Profit and Loss -**

*The month-to-month budget is based on a 4-year average spending-revenue average. Revenues and expense budgets are allocated based on historical data; this should give the Port a better picture of how it is performing against the adopted budget.*

**General Operating Funds (GOF) – all divisions combined:  
Budget vs. Actuals**

- Operating income is 118% of budget (\$566,875 over)
- Operating expenses are 69% of budget
- Other income is 15% of budget, due to lower than budgeted grant revenue and poor dredge spoil sales.
- Other Expenses are below budget.
- Overall, the Ports General Operating Fund is ahead of budget.

**Breakdown of programs**

**Administrative Budget  
Budget vs. Actuals**

- **Expenses** are below budget in all areas.
- Property taxes are exceeding budget
- Overall, Administration is performing better than budget.

**International Terminal  
Budget vs, Actuals**

- **Revenues** are 106% of budget
- **Expenses** are less than budgeted, due to debt service being under budget. Materials and Services is over budget, due to large expenditures on equipment repairs.
- **Net Income** is ahead budget.

**Commercial Marina  
Budget vs. Actuals**

- **Operating Revenues** are ahead budget by \$131,809 (115% of budget), moorage is ahead of budget by \$119%, and hoist dock

services are ahead of budget by \$117%, we had anticipated a drop off in hoist dock revenue, that has not occurred.

- **Operating expenses** are \$853,749 below (38%) budget, the funds for funds for feasibility study have not yet been expended, however we expect this to occur any time.
- **Net income** is ahead of budget.

### **South Beach**

#### **Budget vs. Actuals**

- **Operating Revenues** are ahead of budget by \$382,097 (123%).
- **Operating Expenses** are under budget by \$532,841 (72%).
- **Net Income** is ahead of budget.

*Current reservations at the Marina and RV park provide a critical insight to the summer season, most slips and RV Park spots are nearly sold out for the summer months.*

### **NOAA Lease Revenue Fund Balance Sheet**

As of March 31 , the Port has a total cash balance of \$3,704,069, with an available balance of \$1,942,348. The remaining \$1,761,721 is reserved for the annual maximum debt service payment on bonds, as required in bond documents. On the balance sheet, the total cash is down \$1.87 million versus last year. This is a result of moving \$2.1 million to the NOAA Capital Reserve account.

### **Income Statement**

#### **Budget vs. Actuals**

- Revenue is at target
- Expenses are below budget
- Capital outlays are below budget

### **NOAA Capital Maintenance Fund**

This fund was added by the commission on 22, January 2019. The Port currently has \$2,223,480 in this fund. A loan was approved from this fund for The South Beach load centers, prior to year end (June 30) the loan will show on the Balance Sheet.

### **Bonded Debt Fund:**

The Port has modified how property tax bond levies and tax receipts and entered into the Financial System to align with GASB. GASB requires that organizations record the expected funds as a receivable, then reduce the receivable and recognize the income as funds are received.

The Port has \$132,359 in savings, these funds will be used to pay bond interest payments due on July 1, 2021. This fiscal year the Port has received \$769,454 to date and expects to receive an additional \$41,546 in bond levy taxes.

### **Construction Fund.**

No changes to report

### **Facility Reserve Fund.**

In January 2021, \$109,816 was added to this fund to set aside electrical upgrade funds for Port Docks 3 and 5 bringing the total reserve for this project to \$138,000. On June 30 or near that date, an additional transfer will be made. This transfer will be an estimate of the additional revenue raised as a result of the larger than normal Moorage Rate increase. We continue to look for ways to set aside funds for other critical projects.

### **Accounts Receivable:**

The port continues to work on outstanding balances. Staff continue to make calls, send emails, and letters are sent to vessel owners with past due accounts.

The list below represents those Vessel owners or leaseholders with amounts outstanding 90 days or more, the reporting is as of **April 16, 2021**.

Comments on Specific Accounts Receivable customers:

- Matt of the Sylvia has committed to paying off his balance, so he can convert the Sylvia to a Tuna fishing vessel.
- Angela June has committed to paying with Tuna proceeds.
- The HarborMaster and Operations Director are now included conversations on past due accounts, the Harbormaster is critical to collection of these accounts.
- The ORCA (Rocky) continues to pay, and as soon as his mothers estate has been settled, plans to pay the balance owed.

	Current	30-Jan	31 - 60	61 - 90	> 90	TOTAL
Sylvia - 226282	-	737	737	1,068	19,811	22,352
Oregon Mariculture LLC	-	843	698	975	13,451	15,966
Orca - 295549	-	336	119	2,821	13,134	16,410
Angela June - 581478	-	2,309	-	-	10,510	12,819
Ocean Force - 538936	-	-	337	778	7,915	9,030
Pacific Rose - 554504	-	-	-	130	7,806	7,937
Luna - 532150 New Owner	-	-	-	71	6,863	6,934
Granville - 241539	-	-	26	324	5,631	5,981
Eclipse - 226744 Eel Boat	-	-	-	-	5,407	5,407
Das Bug - 565814	-	283	-	3,245	4,929	8,457
TCB Security Services Inc	-	-	-	-	4,547	4,547
Southern Cal Seafood, Inc	-	10,301	-	-	3,478	13,780
Dawn Treader - 609228 New Owner	-	-	59	364	3,392	3,815
Pacific Rim - OR126YH	-	523	523	542	2,543	4,130
Albatross - 980072	-	1,917	-	69	2,131	4,117
Lone Eagle - 232734	-	-	-	-	2,033	2,033
Topaz - 573234	-	-	-	101	2,026	2,127
Joyce Marie - 295021	-	58	58	83	1,990	2,190
Pegasus - 565120	-	-	384	651	1,920	2,956
Valor III - 245645	-	2,696	123	145	1,818	4,782
Trondhjem - 241924	-	-	-	-	1,786	1,786
Western Hunter - OR936AFK	-	45	157	2,060	1,681	3,942
Sea Wolf - 270816	-	-	-	45	1,638	1,683
Melville - OR495AAX	3,369	307	286	782	1,579	6,322
Ida May - 665118	-	428	428	452	1,467	2,775
Constitution - 211928	-	-	-	21	1,247	1,268
Lili-Anne - OR956AFD	-	-	100	118	1,188	1,405
Over Cast - 259524	-	83	-	215	1,187	1,484
Roggy - 574577	-	-	-	22	1,118	1,140
Pacific Cloud - 549931	-	-	26	305	904	1,235
Nancy - 253247	-	-	-	12	728	740
Captain's Charters - 23826 - Long Fin	-	-	-	12	707	719
Saltybros LLC Boathouse Lease	160	160	160	160	701	1,342
Pacific Rim II - WN2355SW	-	-	-	7	690	697
Leslie Lee - 584873	-	-	256	-	544	800
First Hope I - 953627	-	134	235	260	522	1,151
Robin Ann - 550432	-	-	71	2,009	362	2,442
Toby J - 274577	-	-	-	6	359	365
Western Sea 2 - WN5888SA	-	-	-	-	319	319
Phoenix III - 214847	-	83	-	26	268	376
Venture II - 250111	-	-	-	4	231	235
Pacific Ram - 589115	-	-	320	282	226	829
Petra Marie - 296325	-	-	-	3	191	194
Baranof - 251145	-	-	-	6	185	191
Long Shot - OR818HC	-	-	-	3	161	164
Wide West - 535690	-	26	-	26	132	183
Columbian - 602145	-	-	-	2	131	133
Misty - 636457 (Dustin Blake)	-	-	26	26	115	167
Molly - 260045	-	446	160	198	98	901
Brea -OR620ADW	-	-	-	2	95	96
Maggie (Saltybros) - OR001UA	-	-	-	-	39	39

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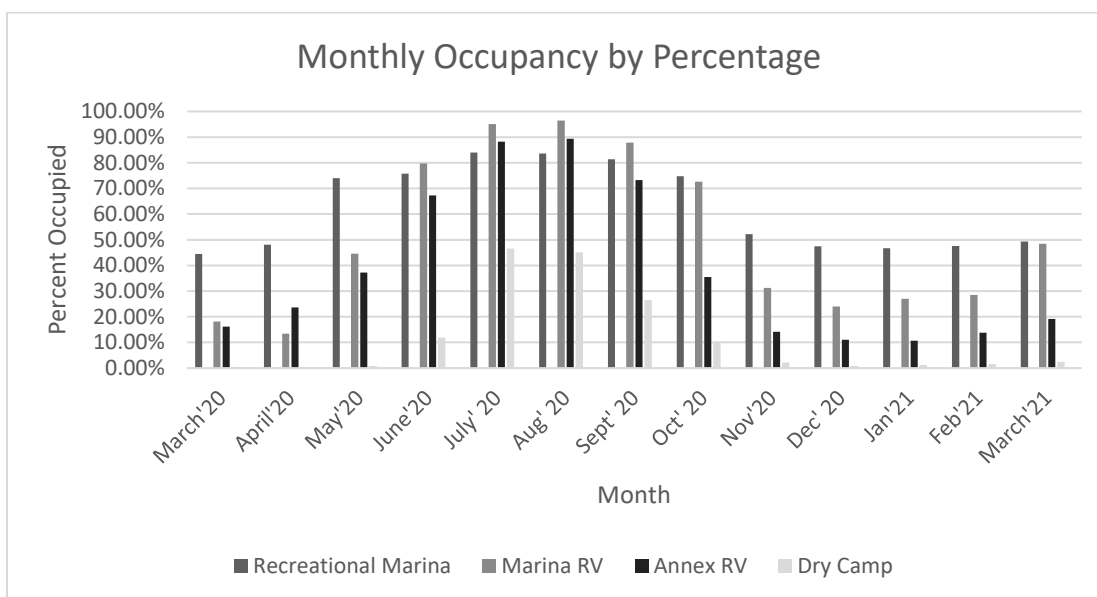


## RV PARK & RECREATIONAL MARINA OCCUPANCY REPORT

**DATE:** 7 April, 2021  
**RE:** Month Ending 31 March 2021  
**TO:** Mark Brown, Director of Finance  
**ISSUED BY:** Bill Hewitt, RV Park and Marina Supervisor

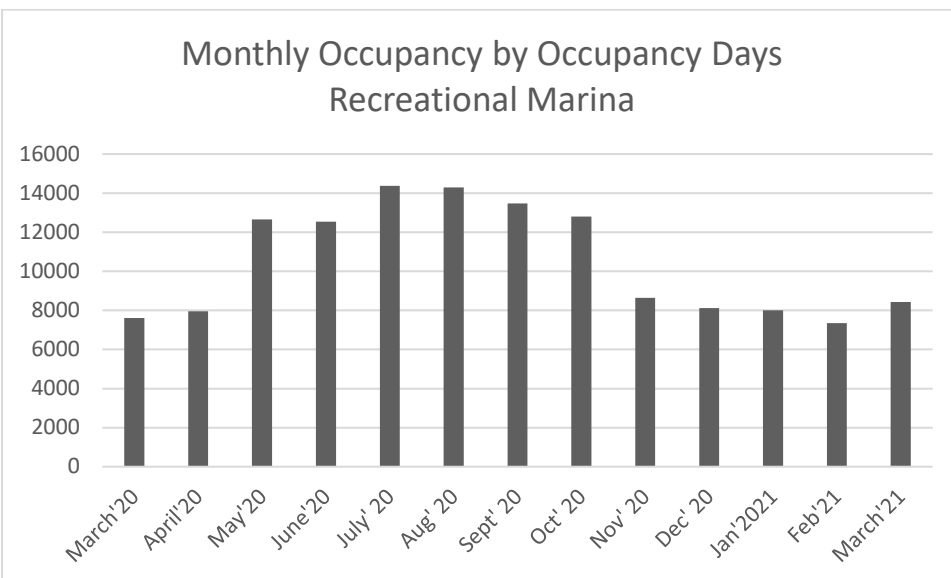
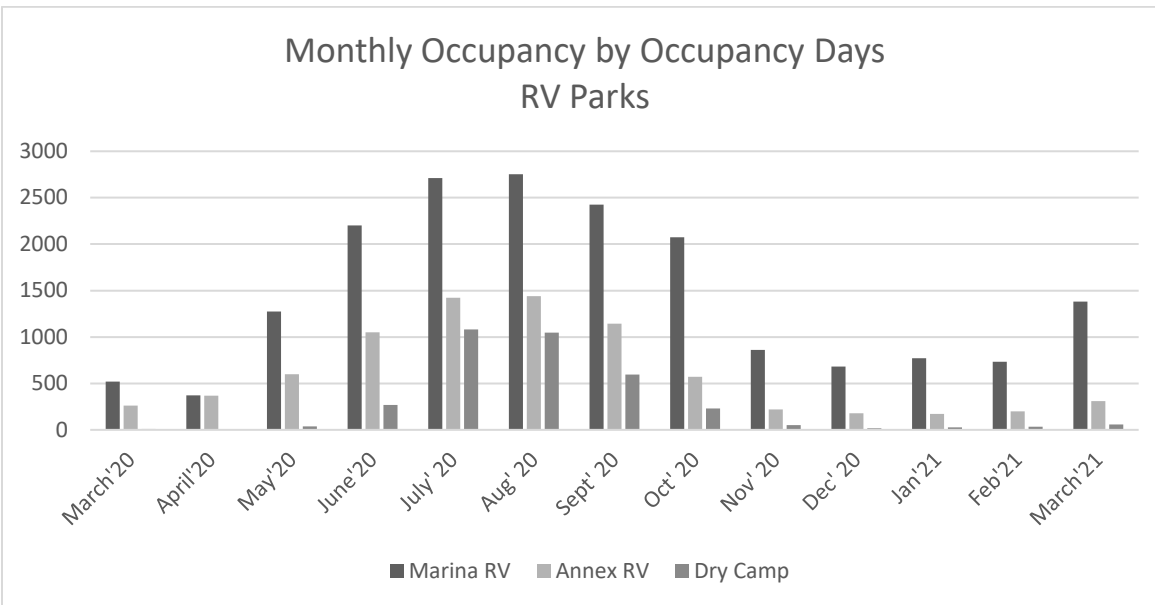
March 2021 outpaced March 2020 in all categories. The Marina occupancy for March 2021 was ahead of March 2020 and year to date (YTD). The Marina RV and dry camp was ahead of March 2020 and YTD. The Annex was ahead of March 2020 and slightly below last years' year to date numbers. The Marina has sold out of all six month and annual slips with only daily and weekly slips left for sale for summer 2021. The RV parks continue to fill up, the Marina RV park is nearly sold out for July and August. 2021 looks like it might be our busiest year ever.

<b>OCCUPANCY PERCENT MONTH &amp; YTD</b>						
<b>March' 2021</b>	<b>2020</b>	<b>2021</b>	<b>Change</b>	<b>YTD 2020</b>	<b>YTD 2021</b>	<b>Change</b>
<b>Recreational Marina</b>	44.50%	49.27%	4.77%	44.37%	47.88%	3.51%
<b>Marina RV</b>	18.19%	48.42%	30.23%	17.69%	34.80%	17.11%
<b>Annex RV</b>	16.13%	19.10%	2.97%	15.82%	14.53%	-1.29%
<b>Dry Camp</b>	<b>0.47%</b>	<b>2.45%</b>	<b>1.98%</b>	<b>0.77%</b>	<b>1.76%</b>	<b>0.99%</b>





<b>OCCUPANCY DAYS MONTH &amp; YTD</b>						
<b>March' 2021</b>	<b>2020</b>	<b>2021</b>	<b>Change</b>	<b>YTD 2020</b>	<b>YTD 2021</b>	<b>Change</b>
<b>Recreational Marina</b>	7,615	8,431	10.72%	22,288	23,789	6.73%
<b>Marina RV</b>	519	1,381	166.08%	1,481	2,882	94.60%
<b>Annex RV</b>	260	308	18.46%	749	680	-9.21%
<b>Dry Camp</b>	<b>11</b>	<b>57</b>	418.18%	<b>53</b>	<b>119</b>	124.53%





## **DIRECTOR OF OPERATIONS REPORT**

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**DATE:** 4/22/2021  
**PERIOD:** March-April 2021  
**TO:** Paula J. Miranda, General Manager  
**ISSUED BY:** Aaron Bretz

### **OVERVIEW DIROPS**

#### **Summary:**

Infrastructure projects are continuing; the Port Dock 5 Pier is moving well and at the current pace will be wrapped up prior to mid-June. The Load Centers in South Beach are all in place and we are on shore power except for several circuits that have to be added because they were aftermarket addons to the panels. The building at 343 SW Bay BLVD has been demolished and disposed of. Plans are complete on the Electrical upgrade at Port Docks 5 & 3, bid documents are in progress.

#### **Detail:**

- **Port Dock 7**  
Our insurance adjuster is still confirming costs on repair, and is now processing the claim for loss of revenue on the segment of dock that was lost this winter.
- **Port Dock 5 Electrical Engineering**  
We had some detail to work out on the final plans to finish the bid documents. This took me a little longer than I anticipated due to other projects and events conflicting. Bid documents will be out shortly.
- **South Beach Load Centers**  
Installation is complete on the replacement of original equipment; we still have several circuits that were added recently that will be installed shortly. Staff is currently working with Western States to go through the marina and identify any boats that have amperage problems.
- **Port Dock 5 Project**  
The piling caps have been installed and concrete girders are currently going into place. By the time of the Port Commission meeting, all girders should be in place. Utilities will be coming up very quickly on the project, and we have been working with the contractor and engineer to get the design features of the landing float right. The construction and installation of the landing float will probably be the most challenging aspect of the project because the new gangway is

much longer (heavier) than the old gangway, but we are installing a float that has the same dimensions as the old one. Just a reminder that the new pier is shorter than the older one, which results in a shallower angle for the gangway.

- **Army Corps Feasibility Study, Federal Project for dredging in the Commercial Marina**

We submitted the executed Federal Cost Share Agreement, and we're waiting for the Corps to complete approval. I have begun working with contractors to begin understanding the scope for the appropriate level of eelgrass survey that will be required. This will likely be performed by the Port, and we will get compensation for work in kind toward our portion of the cost share agreement on the survey. We intend to have the survey completed this summer season.

- **343 SW Bay:** The building has now been demolished and disposed of. We got the work completed in less than a week with no damage to adjacent properties. The property is fenced off and clearly labelled with NO TRESPASSING signs, and any compromised areas in the decking have been covered with plywood. Since we first fenced the property off after the City condemned the structure, we have had this property added to our nightly security rounds and are documenting the monitoring of the property. We have an agreement to take possession of the floats, and I've arranged for AAC to use incorporate use of them into the plan to transition from the existing ramp and float to the new ones. The City has extended the order to demolish or repair the structure through 14 FEB 2022. I presented options, opportunities, and challenges on the property to the planning committee on 19 APR.

- **Rogue Sink Hole:** A pothole has developed on the west end of the Rogue Brewery (west of the old dry moorage building). This area has been a challenge for years, and this the latest in an ongoing issue that's associated with the state of the seawall. The hole gives us an opportunity to give our engineers access to the fill in this area, and we are working with them to accomplish that. We filled the pothole with gravel, and left it open so that our engineers who are conducting the study on the seawall can have access to the fill and back side of the wall.

- **Catch Basin Pothole:** The westernmost catch basin that ties into the storm drain we just sleeved last year in South Beach may have a problem. A new pothole has form near the edge of the new asphalt that we put in last year. This catch basin was not replaced, but it's buried at a depth where it can be exposed to salt water. We're scoping the pipe on Friday, 23 APR and will know more at that point. The new pipe sleeve and grout are still in new condition and look good.

- **Upcoming Regulatory Changes:** Both the 1200Z and the 1200CA stormwater permits will have changes soon. The 1200Z is the permit we carry at the Terminal, and for us the changes will mean we have to update our stormwater pollution control plan yet again and resubmit to DEQ. The 1200CA is a construction stormwater permit that's specifically for public entities and municipalities. It's a general permit that allows us to conduct projects without having to seek a 1200C every time we have to complete a small project. The permit has not been updated since 2005, and is due to be caught up; DEQ just reached out to permit holders and had a conference call with all of us to get input prior to making changes and putting the new permit out for public comment. This will be an ongoing process for a number of months yet.

**Newport International Terminal- Don Moon, Supervisor**  
**Billable Services Performed this Period (March)**

- Forklift – 93.5 hrs                       Moorage – 31 days
- 30 Ton Hydraulic Crane – 27 hrs    Hoist Dock Tie Up – 75hrs
- Labor – 93hrs                               120V power – 2 days
- Other (over time) – 10.5 hrs         208V power – 33 days

**Commercial Marina- Kent Gibson, Harbormaster**

- Forklift – 225Hrs                               Hoist Dock Crane(s) – 8.75Hrs
  
- 30 Ton Hydraulic Crane - Enter #.Hrs                       Dock Tie Up – 388.25Hrs
  
- Launch Tickets - Enter #. passes sold                       Other (Axles) – 142

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

- Completed    In Progress

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

*The hoist dock tie-up time was down 21% from last month but up 5% from March 2020. March forklift usage was down 29% from last month and also down 15% over March of last year. Crane usage was up 94% from last month and also up 25% over last year in February.*

*Axle counts were down 41% from last month with a total of 142 axles counted in March compared to 73 the previous month. Compared to last year we were up 94% with 73 counted last year in March.*

*Not much crab this year compared to the last few years. Indicators were all down except for the crane usage which means that the fleet was switching over earlier from crab fishing to other fisheries.*

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

**Special Projects:**

Vessels Using the Facility Since My Last Report – NOAA vessels Hi'ialikai, Bell M. Shimada. R/V Sikuliaq

NOAA Staff are still operating on minimal crew and work from home.

Crux Diving completed the anode and cable installation on the East Zone Cathodic Protection system. Norton Corrosion finished the set up and re-energized it.

Kings III updated the elevator emergency phone.

Seasonal maintenance, switched temperatures in the Building Automation System, closed the drains and turned on the irrigation system, shut down freeze valves.

Had the facility swept and reset the seagull deterrence sprinklers. The pier was hit especially hard after the herring spawned; the seagulls used the pier as a waiting station in between meals at low tide.

M.C. Dean replaced the batteries in the pier lighting inverter.