

**PORT OF NEWPORT REGULAR COMMISSION MEETING AGENDA**

Tuesday, April 25, 2017, 6:00 p.m.

South Beach Activities Room

2120 SE Marine Science Drive, Newport, OR 97365

I.	Call to Order .....	6:00
II.	Changes to the Agenda .....	6:01
III.	Public Comment.....	6:02
IV.	Consent Calendar .....	6:05
A.	Minutes	
1.	Commission Work Session 03/28/2017.....	p 3
2.	Regular Commission Meeting 03/28/2017 .....	p 5
3.	Commission Work Session 04/04/2017.....	p 11
B.	Financial Reports .....	p 17
C.	Contracts	
1.	Security Fencing for International Terminal.....	p 29
2.	NOAA Rec Access Floating Dock .....	p 33
V.	Old Business	
A.	Items Removed from Consent Calendar .....	6:08
B.	Accounts Paid .....	6:09.....p 43
C.	International Terminal Shipping Facility Update .....	6:11
	(See Special Meeting Packet 4/24/17)	
1.	Approve Agreement with USDOT for TIGER grant	
2.	Approve Resolution Accepting State of Oregon IFA loan	
3.	Approve Agreement with Silvan Forestry for capital contribution	
4.	Approve Lease with Teevin Bros. for 9-acre parcel	
5.	Approve Agreement with Rondys for property management	
6.	Approve Scope of Work and Contract with Stuntzner Engineering for engineering/project management services	
D.	Resolution Setting Rates, Fees and Charges (ORS 294.160) .....	6:20.....p 47
VI.	New Business	
A.	HEARING – Res. Adopting Supplemental Budget (ORS 294.471) .....	6:23.....p 57
B.	Res. Adopting Supplemental Budget	
VII.	Staff Reports	
A.	Director of Finance .....	6:28.....p 61
1.	March Occupancy Report	
B.	Director of Operations .....	6:30.....p 65
1.	TCB Public Safety Report for March 2017	
C.	General Manager.....	6:32.....p 69
VIII.	Commissioner Reports.....	6:40
IX.	Calendar/Future Considerations.....	6:42
A.	05/04 – 05/07 Loyalty Days Carnival	
B.	05/09 Budget Committee Meeting 6:00 pm	
C.	05/13 Ducks Unlimited Halibut Derby	
D.	05/16 2 <sup>nd</sup> Budget Committee Meeting 6:00 pm (if needed)	
E.	05/23 Regular Commission Meeting	
F.	06/03 Newport Marathon	

- G. 06/20 Public Hearing & Adopt Budget Resolution 6:00 pm
- H. 06/27 Regular Commission Meeting
- I. 07/23 – 07/27 PNWER-OCCES 2017 Oregon Coastal Caucus Economic Summit
- J. 07/25 Regular Commission Meeting (Conflict)

- X. Public Comment..... 6:45
- XI. Adjournment ..... 6:47

Regular meetings are scheduled for the fourth Tuesday of every month at 6:00 p.m.

The Port Newport South Beach Marina and RV Park Activity Room is accessible to people with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours in advance of the meeting to Port of Newport Administration Office at 541-265-7758.

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**PORT OF NEWPORT MINUTES**

March 28, 2017

Commission Work Session  
Greater Newport Vision 2040

**I. CALL TO ORDER**

Commission President Walter Chuck called the Commission Work Session of the Port of Newport Board of Commissioners to order at 12:05 pm at the South Beach Activities Room, 2120 SE Marine Science Drive, Newport, Oregon.

**Commissioners Present:** Walter Chuck (Pos. #1), President; Ken Brown (Pos. #4), Vice-President; and Steve Beck (Pos. #2).

**Commissioners Absent:** Patricia Patrick-Joling (Pos. #5), Secretary/Treasurer, and Stewart Lamerdin (Pos. #3).

**Management and Staff:** Kevin Greenwood, General Manager, and Karen Hewitt, Administrative Assistant.

**Members of the Public and Media:** Sara Skamsner, Foulweather Trawl; Lee Fries, Port of Newport Volunteer Mates; Rex Capri; Doug Cooper, Hampton Lumber; Dietmar Goebel, Newport City Council; Jennifer Stevenson, Newport Fishermen's Wives; and Spencer Nebel, Newport City Manager.

**II. VISIONING SESSION – SPENCER NEBEL FACILITATOR • NEWPORT AREA ECONOMIC DEVELOPMENT**

Nebel distributed materials (appended to the meeting packet) to the Commissioners about the City of Newport's vision planning, called Vision 2040. Nebel called the process "Vision in a Box", and said he was seeking comments about what's important for the future of Newport and the greater Newport area. Nebel said the process was in phase two, kickoff event and community outreach. The City was reaching out to advisory boards, commissions, and public sessions to collect independent feedback from approximately 700 people. Nebel said the focus areas at this meeting would be economic aspects of the vision plan, such as jobs, economic diversity, tourist and vacation industry, maritime industry, the Port, science, ECHO, and agro-tourism. Nebel said he would collect raw information to use in developing the City's strategic plan. He would look for vetting of the plan and feedback with the intent to finalize in August of 2017.

Nebel handed out the comment card to those attending the meeting and said the focus area at this meeting would be creating new business and jobs. He gave a few minutes for the Commission and public to complete questions one and two on the Comment Card. Nebel then went around the room asking for the responses which were recorded on a flip chart by Greenwood. Nebel then gave time for the Commission and public to answer questions three and four, which were also recorded on the flip chart by Greenwood. Once the responses were recorded, Nebel asked that everyone prioritize the vision items from question three. Nebel collected the Comment Cards and flip charts, and he will compile the information for the Port and to add to the overall visioning process.

**III. ADJOURNMENT**

Having no further business, the meeting adjourned at 1:20 pm.

ATTESTED:

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Walter Chuck, President

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Patricia Patrick-Joling, Secretary/Treasurer

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## **PORT OF NEWPORT MINUTES**

March 28, 2017

Regular Commission Meeting

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

Commission President Walter Chuck called the Regular Commission Meeting of the Port of Newport Board of Commissioners to order at 6:00 p.m. at the South Beach Activities Room, 2120 SE Marine Science Drive, Newport, Oregon.

**Commissioners Present:** Walter Chuck (Pos. #1), President; Ken Brown (Pos. #4), Vice-President; Stewart Lamerdin (Pos. #3); and Steve Beck (Pos. #2).

**Commissioners Absent:** Patricia Patrick-Joling (Pos. #5), Secretary/Treasurer excused.

**Management and Staff:** Kevin Greenwood, General Manager; Stephen Larrabee, Director of Finance; Jim Durkee, Director of Operations; Karen Hewitt, Administrative Assistant; and Pete Zerr, International Terminal Supervisor.

**Members of the Public and Media:** Yale Fogarty, ILWU; Pat Ruddiman, ILWU; Ben Forsman, ILWU, T. Burchett, ILWU; B. Tower, ILWU; Wayde Dudley, Port of Newport Volunteer Mates; Heather Mann, Midwater Trawlers Cooperative; Keith Kaminski, ILWU; Cari Brandberg, Chelsea Rose; Cody Chase, Chelsea Rose; Jeff Lackey, F/V Seeker; Sara Skamser, Foulweather Trawl; Doug Cooper, Hampton Lumber; Kiera Morgan, KYTE radio, Pete Sanok.

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

Beck asked that Old Business Item F be removed from the Agenda. There was no objection and President Chuck removed the item.

### **III. PUBLIC COMMENT**

Cooper introduced himself, and said he had attended the noon visioning session, from which he recognized some needs of the community. He heard support for the maritime industry, but did not feel he heard specific support for log exports. Cooper read in a newspaper article that the agreement with Silvan was a public/private partnership, but did not think that this was the case because the funds being committed were a loan rather than a private investment. He added that there are 25 – 30 year old logs that are not typically exported but are sought by mills in the region. Cooper suggested that the estimate for permanent job creation is high and a net loss of jobs in the region would result from the loss of trucking and manufacturing. Cooper said that at a meeting in Tillamook he heard Representative Kurt Schrader express concern about how the shipping facility would affect jobs in Tillamook County.

Fogarty said the shipping facility would result in a net gain in jobs for the region. There are 700 homeless children in local schools whose parents are looking for jobs. Private funds and public funds, which includes taxpayer money, has been invested in the project to an amount of \$15MM. Fogarty said it takes 40 people to load a ship. These are family wage jobs with benefits, which could help take care of the homeless kids. There is also spruce timber in the area, which is not milled by Hampton, which will become a local activity. The project also benefits the fishing fleet, the dredging needs, the needs of the community, the Port and the State. Fogarty says the facility would be available to others with Silvan as a large anchor tenant. He looks forward to the new jobs.

#### IV. CONSENT CALENDAR

- A. Minutes:
  - 1. Regular Commission Meeting February 28, 2017
- B. Financial Reports
- C. Special Use Permits
  - 1. March for Science April 22, 2017
  - 2. Davis Shows Loyalty Days Carnival May 1 – 8, 2017
- D. Commercial Fishing Users Group Committee Alternates
  - 1. Appoint Heather Mann, Midwater Trawlers Cooperative, as Alternate to Mark Cooper, Midwater Trawler Sector.
  - 2. Appoint Doug Morrison, F/V Tempo, as Alternate to Bob Eder, Longliner Sector.
  - 3. Appoint David Jincks, F/V Sea Dawn, as Alternate to Jeff Lackey, Distant Water Fleet Sector.
- E. A Resolution authorizing transfers of appropriated funds within the 2016-17 fiscal year budget.

**A motion was made by Beck and seconded by Brown to approve the Consent Calendar. The motion passed 4 – 0.**

#### V. CORRESPONDENCE/PRESENTATIONS

- A. Cody Chase – Chelsea Rose Proposal

Chase distributed a packet describing the planned build for the Chelsea Rose at Port Dock 3, which is included in the Meeting Packet. Brandberg said the project had been through workshops and revisions, with Pete Sanok preparing the new blueprints. She said this had also been reviewed with Greenwood prior to the meeting. Brandberg said this was Chase’s vision for the iconic Chelsea Rose. She added that the proposal was a tight schedule, but the boat is taking on water daily. The grandfathered contract is exclusive to Chase and the Chelsea Rose. The proposal is to upgrade to a cleaner and more sustainable structure. Brown and Chuck commented they liked the proposal. Lamerdin confirmed that there was no fuel on oil on the current boat, and asked if the boat could withstand the trip to Toledo. Brandberg said the new structure would be cleaner and have more storage so that totes would no longer be on the dock, and Chase said the trip would be made with power from his other boat.

**A motion was made by Lamerdin and seconded by Beck to approve the Chelsea Rose proposal as presented. The motion passed 4 – 0.**

#### VI. OLD BUSINESS

- A. Items Removed from Consent Calendar

There were no items removed from the Consent Calendar.

- B. Accounts Paid

**A motion was made by Lamerdin and seconded by Beck to accept the Accounts Paid. The motion passed 4 – 0.**

**C. Resolution Setting Rates, Fees and Charges (ORS 294.160)**

New changes this month were removing the daily rate on storage, the South Beach Marina charge for an additional electric outlet, and the bump in disposal fees, based on staff recommendations. The electrical surcharge on the additional outlet was intended to reflect that if a second outlet was needed, the first was maxed out, often because of the use of a space heater. Greenwood said there are about 6 – 12 recreational boaters who currently use two outlets, and South Beach staff will be talking to them in one-on-one conversations about the change. South Beach staff had also discussed the increase of the cancellation fee during high-traffic times to discourage guests looking at RV spaces as a commodity, and booking in advance for multiple spaces and then asking if others wanted them. Greenwood said the insurance requirements were updated, and thanked Hewitt and Mark Harris for their research. Greenwood said he anticipated bringing the Resolution for approval in May.

**D. International Terminal Shipping Facility Update**

Greenwood referred to the staff report and said Pete Gintner was working on the Silvan agreement, which Greenwood plans to have at the April meeting, along with the Teevin lease. The Environmental Assessment needed for the TIGER grant was submitted on March 27<sup>th</sup>, which will be sent for review to MARAD. The IFA loan required a title report, which the Port should get in a week. Rondy's last hurdle is easements, but there have been no surprises so far. The Scope of Work for the project is 98% complete, and the Engineer will be the Project Manager.

Greenwood said that Zerr was taking some time off to recuperate, and thanked him for his work on the Operating Plan for the Terminal which is about 75% complete. Zerr said the Operating Plan would be a dynamic, living document that will continue to evolve. Greenwood said the plan would be presented to the NIT Users Committee. Greenwood submitted a list of suggested members for the Committee in the Meeting Packet. Rex Capri had sent an email about serving as community representative. Greenwood had called others, but has not yet heard back from Corey Rock. Beck asked if the members could replace themselves. Greenwood said he anticipated two to three meetings during planning, and meeting again after the first and second shipments which should prevent the need for alternates. He anticipates the first meeting either the end of April or the beginning of May, but will make sure the proposed Operating Plan is completed before the meeting convenes.

**A motion was made by Brown and seconded by Beck to appoint members to the Terminal Users adhoc Committee as included in the March 23<sup>rd</sup> Staff report following the provisions stated in Resolution 2017-02. The motion passed 4 – 0.**

**E. Fishermen's Parking Lease with Lincoln County Historical Society**

SDIS insurance representatives say the current lease protects the Port. The insurance policy would not cover a landslide, but the Port clean up should not be an expectation in our lease. Greenwood said the Port can move forward to allow parking. The Museum is having the hill evaluated. Staff is waiting for an update from the Museum – Greenwood will follow up. Brown asked if there is a possibility of using half of the lot now. Beck asked if there would be additional signage; Greenwood said that had not been discussed with the insurance company, but the parking permit waiver also protects the Port.

**F. Consideration of Boat Trailer Parking Lot for Future Seafood & Wine Festivals – Item Removed**

**G. Northwest National Marine Renewable Energy Center (NNMREC) Pacific Marine Energy Center (PMEC) Southern Energy Test Site (SETS) Collaborative Work Group (CWG) Work Plan Document support.**

Chuck referred to the agenda item in the Meeting Packet. Chuck said this had been worked on for the last year and a half, and asked the Commission to endorse the work products. There was no additional discussion.

**A motion was made by Brown and seconded by Lamerdin to authorize Commissioner Chuck to support the Work Plan Documents produced by the Collaborative Work Group as part of the FERC licensing process. The motion passed 4 – 0.**

**VII. New Business**

There was no New Business.

**VIII. DEPARTMENTAL REPORTS**

**A. Director of Finance**

1. February Occupancy Report

There was no discussion on this item.

**B. Director of Operations**

1. Commercial Fishing Users Group Committee Minutes
2. Capital Improvement List 2017-2018

There was no discussion on this item.

**C. General Manager**

Greenwood told the Commission that most of the proposed ORS 777 changes have passed. One item that would allow Ports to advertise events received some push back, primarily a concern that a Port subsidizes Alaska Airlines. This item will be reviewed further and may be pulled. Greenwood said the number and quality of applications received for the Director of Operations position spoke to Newport as a maritime center. He said a facilitator from SDAO will help with the interview process on Friday.

**IX. COMMISSIONER REPORTS**

Chuck said that CFUGC had said its number one priority is Port Dock 5. The Committee is also concerned about having dock space available for services, hoists, moorage for service vessels, and parking. The Committee also asked if the fishermen had two seats on the Parking District. Greenwood will follow up on the Parking District. Skamsner said that Ripka was on Parking District committee, but she doesn't know if he is attending. She said the fishermen were told if they had a Port parking permit they would not have to pay for parking meters. She expects this to be the agreement with the City.

**X. CALENDAR/FUTURE CONSIDERATIONS**

- 4/04 Commission Budget Priorities Work Session, 12:00 noon
- 04/11 – 04/14 PCC Spring Conference, San Francisco, CA
- 04/11 2nd Commission Budget Priorities Work Session, 12:00 noon (if needed)
- 04/22 March for Science
- 04/25 Regular Commission Meeting
- 05/04 – 05/07 Loyalty Days Carnival
- 05/09 Budget Committee Meeting 6:00 pm

05/13 Ducks Unlimited Halibut Derby  
05/16 2<sup>nd</sup> Budget Committee Meeting 6:00 pm (if needed)  
05/23 Regular Commission Meeting  
06/03 Newport Marathon  
06/20 Public Hearing & Adopt Budget Resolution 6:00 pm  
06/27 Regular Commission Meeting

There were no changes to the Calendar/Future Considerations.

**XI. PUBLIC COMMENT**

Cooper asked the Commission to consider the obligations they were taking on with the expected agreements for the shipping facility and look carefully at the financial risk and benefit. He said the Port is betting on the China market, and asked what would happen if Silvan no longer exported. Cooper said that not increasing the tariffs would lead the inconsistent net income.

Fogarty congratulated Chase on the Chelsea Rose proposal and said it was a Port asset. He said that timber has been exported out of Washington and Oregon for 50+ years. Fogarty said Cooper/Hampton's responses to the funding for the International Terminal Shipping Facility were inconsistent, and then they filed complaints about stormwater drainage. Fogarty said Hampton does not want competition. The export dock is less than 10 miles from lumber mills. They can operate in conjunction with the Port. Fogarty said the Commission is doing a fantastic job. He added that if Silvan pulled out, the Port will have a developed yard for the next user.

Skamser suggested inviting a Rondys representative to the ad hoc terminal committee. Greenwood will look into that.

**XII. ADJOURNMENT**

Having no further business, the meeting adjourned at 6:48 pm.

ATTESTED:

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Walter Chuck, President

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Patricia Patrick-Joling, Secretary/Treasurer

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## **PORT OF NEWPORT MINUTES**

April 4, 2017

Commission Work Session

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

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

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

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

**Members of the Public and Media:** Dietmar Goebel, Newport City Council; and Jeff Lackey, F/V Seeker.

### **II. PERSONNEL EXPENSES**

Greenwood introduced the meeting packet. The capital priorities discussed would be big ticket items, and personnel and rates are often topics Commissioners have wanted to review before the Budget Committee meets.

Lamerdin, who was part of the selection team interviewing candidates, asked if Aaron Bretz had been hired. Greenwood said Bretz will be the new Director of Operations for the Port. He said there were four great finalists: Pete Zerr, Aaron Collett, Brian Parker, and Aaron Bretz. Bretz worked in operations for the US Coast Guard at Station Depoe Bay. He knows boats, has good energy, is enthusiastic, is modest, and knows our fishermen. He is finishing his service with the Coast Guard, lives in Newport and has three school-aged children. Lamerdin commented that a positive aspect of Bretz' Coast Guard experience is that he managed a similar number of people day to day to what he would at the Port. Brown also said that Bretz had positive energy. Greenwood recounted that there were three groups who participated in the interviews: Elected Officials including Brown, Lamerdin, and Goebel; Technical Committee including Tim Gross, Bud Shoemake, and Mike Dunning; and a Peer Committee including Steve Larrabee, Chris Urbach, and Bill Hewitt. Larrabee said that the Peer Committee was impressed with Aaron Bretz. Greenwood said the interview process was facilitated by Bill Anderson from SDAO. All groups selected Aaron Bretz as the top candidate. Greenwood said he talked to Zerr; it is important to support Zerr as he is important to the International Terminal Shipping Facility. Greenwood spoke with Brian Parker, which went well. Greenwood is waiting for Bretz to give a start date. At worst, it may be August 1<sup>st</sup>. At best, it would be May 1<sup>st</sup>. Bretz is working through his chain of command. Greenwood thanked Lamerdin and Brown for their involvement in the interviews.

Greenwood said the personnel compensation resolution was adopted in May last year. The information in the packet lays out the Port's employee costs. Traditionally, the Port has not used COLA and referred to page 10 in the packet, which has the same wage steps that were established prior to Greenwood. Some Port employees will be reaching the end of the steps, and there is potential to lose employees. Brown commented that Taco Bell's starting wage is \$15/hour. Lamerdin suggested looking at 3 other Ports for

comparable wages. Larrabee mentioned that some of the rows are now gone from the schedule because minimum wage is higher than those steps. Beck cautioned that the Port needs to be prepared for changes. Larrabee said he will look at the market for job descriptions. He also let the Commission know that Penny Gabrielson is retiring and the Port will need to hire a replacement. Two of the candidates that applied have already backed out because the Port can't pay the wages they are asking for. Beck suggested establishing a time period before benefits would start. If the Port needs to significantly increase personnel expenses, it may have trouble paying the bills. Larrabee said that 3 out of the 5 candidates today expressed an interest in working for \$11 or \$12 per hour. Last year, the conversation with the Commissioners did not result in any updates. Beck mentioned that the US economy has improved, and when the economy is better, wages are higher. Brown suggested working with WorkSource Oregon. Larrabee said he does consult with them by sending job descriptions and have them advise on wage ranges. Brown said WorkSource also can offer subsidies. Larrabee will find out more about subsidies. Patrick-Joling said she is concerned that federal and state funds will become unavailable.

Greenwood referred to the breakdown of personnel services on page 9 of the packet. Beck asked about the Port's payment to PERS. Larrabee said that each participating entity is evaluated by PERS for their contribution. This year, there was a big increase in the Port's contribution. There was also an increase in health insurance costs. Other personnel costs have remained relatively flat. Greenwood said that at \$15/hour, 15 x 2080 would be \$31,200 per year. Lamerdin said he is facing the same thing, and said that the Port shouldn't try to compete when it can't. The Port needs to capitalize on other intangible benefits to attract and keep employees, for example, opportunity for promotion, long term employment, stability, and state retirement system. Larrabee said it takes 6 months for an employee to enroll in PERS, and 6 years to become vested. The health insurance deductible is high at \$5,000, but the Port covers \$3,500 for an employee. This was negotiated to reduce health insurance costs.

Patrick-Joling asked if there are any policies or practices in place that justify employees and their duties. Chuck said the staffing has changed. Previously, there were two management positions, Director of Operations and Special Projects & Permits. When these employees left the Port, these were combined into one position, and Administration picked up some duties. Greenwood added that the Commission at that time wanted more "boots on the ground" and less "shiny shoes." Greenwood said that the Port had staffed its own security team in the past, which is now contracted out to TCB which saves the Port tens-of-thousands of dollars. Patrick-Joling asked if there has been any improvement in security with TCB. Greenwood said the security is the same, but having TCB do boat inventory may not be an exact fit. Larrabee added that the Port had taken the inventory away from TCB at the Recreational Marina. They now have a Wharfinger. This position is similar to the Park Host, in that compensation is moorage. The Wharfinger does dock checks and has an interest because he lives there. There has been staff discussion about whether this should also be done at the Commercial Marina. Then the Port could also renegotiate the TCB contract with less hours and other duties.

Beck asked who the liaison for health reimbursement was. Larrabee said this is administered by an outside agency through Allegiance. Beck suggested that if Samaritan knew they would get the first \$3500 paid, they may negotiate a discount. Larrabee will have the Port's representative look into that. Greenwood said the RV Park Manager was new. Last year, temporary employees at the RV Park and SB Maintenance were included in Materials & Services. Greenwood said it was better to go through a temp agency (Cardinal); it is less expensive than hiring directly. The Commissioners will see this expense in Materials and Services. Lamerdin mentioned the additional expense that would be incurred with the new sick law. Brown asked about the staffing for the maintenance crew. Greenwood said the plan was revised from the last budget cycle based on needs identified by Kent Gibson. This will also allow time for the new Director of Operations to hire the maintenance team. Larrabee said although this is seen as a three man crew, the Port cannot afford three more people. The plan is to hire two new employees, and flex current staff.



Brown commented that a new employee for the Terminal was not shown. Larrabee says this will be added when the deal is complete, and may require a supplemental budget.

Patrick-Joling asked if the funding changes will affect the NOAA Manager. Larrabee had spoken with NOAA, and this will not affect the Port's contract. The bonds are based on the lease, so even if the facility was not in operation, NOAA would still need to pay the lease. Lamerdin added there are a lot of components to NOAA that may be cut, but most would be fundable science that does not affect the local operation. Lamerdin asked about the Mates budget impact. Larrabee said they are covered under our Worker's Compensation at the minimum wage level, and are provided uniforms. Greenwood said the premium was covered under administration.

### III. FEE STRUCTURE

Greenwood referred to the Rate Resolution draft included in the packet. He said no changes have been made since the March 28<sup>th</sup> meeting. The Commission will see the draft again at the April Commission Meeting, then will be added to the May Commission Meeting for adoption. Lamerdin asked if staff had researched the comparison of our rates to other ports. Patrick-Joling also asked if there was a buffer in the rates. Larrabee said the RV Park/Marina provide fees for maintenance. B. Hewitt is researching comparable rates, and SB deferred maintenance will come off the revenue stream. The Port also needs to keep fees in the market. Larrabee said that the RV Park fees are on the higher end of rates, but the Port does offer a premium location. Brown said he has seen charges of \$35/night for a gravel lot. Beck said Pacific Shores charges \$100 per night. Greenwood said that a couple of months ago he asked staff to look at efficiencies, but they can't see them all at once. A lot of the rates changes have come from staff, and the resolution draft is a six month process. Larrabee said that once the resolution is passed, the Commission and staff can also make changes when needed. Patrick-Joling asked if the Port had a program to monitor income vs. expenses. Greenwood said the Port has electric meters that serve 50 slips for billing. It would be significant capital outlay to install individual meters. Patrick-Joling said in the private sector, separate meters is the solution. Greenwood said the difference would be perhaps three rental units compared to separate meters for 400 slips. Larrabee said he had researched this kind of investment at the tribe's RV Park, and the cost was not justified. Patrick-Joling asked if the Port was covering the costs for the dumpsters. Greenwood said this was looked at, and for example, a \$500 charge was instituted for illegal dumping. Patrick-Joling said her concern was the Port subsidizing users. Lamerdin asked what charges were most common for moorage. Aside from moorage, are fees concentrated on what's used? Does a 3% increase make a significant difference? Lamerdin suggested that 3% does not seem much of an increase compared to costs. Larrabee said the moorage, RV rates, and services were increased over time in 3% increases per Greenwood. Greenwood said that 3% was selected because it is difficult to do a system-wide analysis for individual rates each year. The strategy was to increase rates generally 3% each year and bump up charges when corrections are identified. Durkee had done some forklift research, and divided cost by expected hours of use to help determine rates. Lamerdin suggested that the increased rates be additionally rounded up to the nearest dollar, which would not be perceived as a steep change. Larrabee said that Durkee's analysis had considered what other ports are charging, and the Port of Newport is price competitive. Port-wide, the general fund will see positive \$200K net income from Port operations. Unless the log yard takes off, the Port will never make costs. Patrick-Joling suggested an increase of more than 3%. Lamerdin said the goal was to look at replacement of equipment and costs of service to make operations more self-sufficient. Larrabee said this discussion has already begun, and staff will look at these costs when purchasing equipment. The Commission was now looking at the Port as a business, not just as government providing service. The staff team is now in place. Beck suggested not including the percent increase on the Rate Resolution, just the old and new rates. Lamerdin said people don't mind paying more if they see things happening that address needs. Patrick-Joling suggested signs that say Your Port Dollars at Work. The consensus was to increase the percent increase to close to 5% rounded to the nearest dollar.

#### IV. PROJECT PRIORITIES

Greenwood referred to page 25 in the meeting packet which showed staff recommendations for project priorities. The subsequent pages contained staff identified priorities by departments. The bottom line of \$246K on page 25 would come from positive net income. For Port Dock 5, this cost estimate was for engineering, with the goal of completing up to 30% of the engineering, which would total \$200K and complete in the next fiscal year. For the 2000 lb. Toyota forklift at the Commercial Marina, the plan was to obtain through a 5-year lease contract. Lamerdin asked if the Port was eligible for surplus. Greenwood said yes, and this has been reviewed and used in the past when appropriate. Brown said the lease option was better dollar-wise for this high use equipment. Greenwood said the Port has been using a forklift identified as Port surplus 2 ½ years ago, putting off buying a new one. For the NIT forklift, this would be a larger replacement. Brown asked if the forklift at the terminal now had any life left. Brown suggested keeping the current forklift even with obtaining another as this could be used by a second terminal employee. The higher capacity forklift is rarely used. Greenwood said the larger forklift may be needed when the crane is not available. For the Marina/RV Park landscaping, the funds would be generated from the high-traffic surcharges. This project has already begun. Eric Swanson has obtained his master gardener certification, so staff can do the landscaping. Lamerdin asked that the Commission be given a layout for the proposed landscaping.

Chuck said that Greenwood had involved staff in the budget process since he started with the Port, which has been a big help to the Commission. Chuck would like to see some projects contracted out rather than hiring extra employees and having the concern that staff would be pulled away for service tasks.

For the new file table, Greenwood said Chris Urbach found a grant to pay for half of the project, so the \$37,500 would be the Port's half. Without the grant, this project would be reviewed. This depends on other projects too. The summer season can bring in additional money to consider. Greenwood said the asphalt spot repairs were for the access road to the Terminal. Brown asked about the dumpster ramps that were installed. He said there was a dumpster under the bridge and at the end of the bike path that did not have a ramp. He asked if this was Port property. Greenwood said he will look into whether the Port owns that area. Patrick-Joling said she had some more comments about the Marina and will send an email to Greenwood and Larrabee. For the stand pipe, Greenwood said when distant/midwater vessels need water, it now travels through hundreds of feet of hose. The stand pipe would eliminate the extra time and risk of damage to the hose. This would also be a visible project that the fleet will use. Chuck asked if the stand pipe would be in the way of equipment because he was concerned about frequent replacement of a damaged pipe. Greenwood said the pipe would need to be protected, or could maybe installed flush. Lamerdin suggested bringing this to the Commercial Fishing Users Group Committee. Beck said that the user would be responsible for replacement if it is destroyed. He also suggested staff make sure to pursue other grant opportunities. Greenwood said there may be trust grants, safety grants, or others; staff is always open to grant opportunities.

Greenwood gave credit to Durkee, the facilities managers and maintenance crew for developing this priority list. Brown asked if there had been further conversation about the fire boat. Greenwood said that he and Kent Gibson had met with the fire department representatives. Kent will get a cost estimate for the work, which includes removal of the current boathouse, which would not accommodate the fire boat. He expects the costs to be approximately \$130K. The fire department is writing a grant so they need the cost estimate. Brown asked if this would hamper the fishing fleet. Brown suggested moving the boat house to the other side of Swede's dock to increase dock availability. Greenwood said the initial project would entail removing the boathouse and replacing piles, not yet installing a new boathouse. Brown asked if the fire department would also need dock side storage. Greenwood said this has not been discussed. Lamerdin said he didn't believe that the fire department has considered all of the costs associated with running and

maintaining a fire boat. Goebel said this will be going through the City's budget process. Brown suggested possibly working with the State Police to combine in one location. Chuck said that the CFUGC had discussed placement of the hoists at the Terminal, and whether to add a new hoist at the east end vs. using the crane. Greenwood said staff will ask and look on surplus. Lamerdin suggested getting feedback from user groups on the capital priorities list. Chuck said that moving the hoist had been discussed in the past but was not done. The CFUGC prioritized Port Dock 5, on-going maintenance, and then Port Dock 7.

**V. BUDGET COMMITTEE MEETING: TUESDAY MAY 9<sup>TH</sup> AT 6:00 PM, SB MARINA ACTIVITIES ROOM**

For information only, no discussion.

**VI. ADJOURNMENT**

Having no further business, the meeting adjourned at 1:40 pm.

ATTESTED:

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Walter Chuck, President

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Patricia Patrick-Joling, Secretary/Treasurer

-###-



**Bonded Debt Fund - Port of Newport  
 Balance Sheet  
 As of February 28, 2017**

	Feb 28, 17	Feb 29, 16	\$ Change
<b>ASSETS</b>			
<b>Current Assets</b>			
Checking/Savings			
Gen Obligation Bond MM-OCB	451,662.68	373,065.83	78,596.85
<b>Total Checking/Savings</b>	451,662.68	373,065.83	78,596.85
<b>Other Current Assets</b>			
Due from Operating Fund	25,450.93	18,835.31	6,615.62
Property Tax Receivable	86,925.12	86,925.12	0.00
<b>Total Other Current Assets</b>	112,376.05	105,760.43	6,615.62
<b>Total Current Assets</b>	564,038.73	478,826.26	85,212.47
<b>Other Assets</b>			
Advance Refunding Valuation	436,957.00	0.00	436,957.00
Bond Issue costs, net of amort.	4,662.00	91,334.00	-86,672.00
<b>Total Other Assets</b>	441,619.00	91,334.00	350,285.00
<b>TOTAL ASSETS</b>	<b>1,005,657.73</b>	<b>570,160.26</b>	<b>435,497.47</b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
Other Current Liabilities			
Bonds Payable - Current	465,000.00	300,000.00	165,000.00
<b>Total Other Current Liabilities</b>	465,000.00	300,000.00	165,000.00
<b>Total Current Liabilities</b>	465,000.00	300,000.00	165,000.00
<b>Long Term Liabilities</b>			
2007 Series Bonds	136,415.00	4,209,263.00	-4,072,848.00
2008 Series Bonds	244,912.00	4,304,912.00	-4,060,000.00
2011 Series Bonds	5,146,741.00	5,211,741.00	-65,000.00
2016 Series Bonds	7,610,000.00	0.00	7,610,000.00
Bond Premiums	880,746.00	0.00	880,746.00
Less Current Portion LTD	-465,000.00	-300,000.00	-165,000.00
<b>Total Long Term Liabilities</b>	13,553,814.00	13,425,916.00	127,898.00
<b>Total Liabilities</b>	14,018,814.00	13,725,916.00	292,898.00
<b>Equity</b>			
Bonded Debt Fund Balance	-13,189,865.77	-13,468,256.72	278,390.95
Retained Earnings	0.00	0.36	-0.36
Net Income	176,709.50	312,500.62	-135,791.12
<b>Total Equity</b>	-13,013,156.27	-13,155,755.74	142,599.47
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,005,657.73</b>	<b>570,160.26</b>	<b>435,497.47</b>

**Port of Newport**  
Profit & Loss by Class

YTD as of March 2017	GENERAL					NOAA
	Admin.	NIT	So. Beach	No. Comm.	Total	Total
<b>OPERATING</b>						
Income	\$ 466,752	\$ 344,597	\$1,110,292	\$ 519,415	\$2,441,056	\$1,904,520
Expense	\$ 706,582	\$ 303,186	\$ 868,992	\$ 374,681	\$2,253,441	\$2,428,660
<i>Personal Service</i>	\$ 391,576	\$ 49,498	\$ 245,495	\$ 168,205	\$ 854,774	\$ 55,918
<i>Materials &amp; Service</i>	\$ 294,129	\$ 82,123	\$ 444,638	\$ 201,259	\$ 1,022,149	\$ 375,408
<i>Debt Service</i>	\$ 20,877	\$ 171,565	\$ 178,859	\$ 5,217	\$ 376,518	\$ 1,997,334
<b>NET OPERATING</b>	\$ (239,830)	\$ 41,411	\$ 241,300	\$ 144,734	\$ 187,615	\$ (524,140)
<b>NON-OPERATING</b>	\$ -					
Income	\$ 134,560	\$ -	\$ 1,800	\$ 4,508	\$ 140,868	\$ -
Expense	\$ 75,750	\$ -	\$ 11,571	\$ 396,360	\$ 483,681	\$ 12,296
<i>Capital Outlay</i>	\$ 15,750	\$ -	\$ 11,571	\$ 396,360	\$ 423,681	\$ 12,296
<i>Transfers</i>	\$ 60,000	\$ -	\$ -	\$ -	\$ 60,000	\$ -
<i>Other</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>NET NON-OPERATING</b>	\$ 58,810	\$ -	\$ (9,771)	\$ (391,852)	\$ (342,813)	\$ (12,296)
<b>NET INCOME</b>	\$ (181,020)	\$ 41,411	\$ 231,529	\$ (247,118)	\$ (155,198)	\$ (536,436)

**Port of Newport**  
**Profit & Loss Budget vs. Actual**  
**July 2016 through March 2017**

	Jul '16 - Mar 17	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Hoist Dock & Services	456,382.25	450,000.00	6,382.25	101.4%
Launch Ramp & Trailer Storage	46,190.53	70,000.00	-23,809.47	66.0%
Lease Revenues	459,120.56	616,081.00	-156,960.44	74.5%
Miscellaneous Revenue	39,656.82	46,000.00	-6,343.18	86.2%
Moorage	832,670.66	1,189,000.00	-356,329.34	70.0%
RV Parks	593,686.83	754,000.00	-160,313.17	78.7%
Shipping Terminal Revenues	13,348.03	7,000.00	6,348.03	190.7%
<b>Total Income</b>	<u>2,441,055.68</u>	<u>3,132,081.00</u>	<u>-691,025.32</u>	<u>77.9%</u>
<b>Gross Profit</b>	2,441,055.68	3,132,081.00	-691,025.32	77.9%
<b>Expense</b>				
Debt Service	376,518.18	684,934.00	-308,415.82	55.0%
Materials & Services	1,022,148.13	1,465,200.00	-443,051.87	69.8%
Personal Services	854,773.56	1,260,616.00	-405,842.44	67.8%
<b>Total Expense</b>	<u>2,253,439.87</u>	<u>3,410,750.00</u>	<u>-1,157,310.13</u>	<u>66.1%</u>
<b>Net Ordinary Income</b>	187,615.81	-278,669.00	466,284.81	-67.3%
<b>Other Income/Expense</b>				
<b>Other Income</b>				
Grant & Loan Proceeds	11,800.00	168,000.00	-156,200.00	7.0%
Interest Income	5,370.28	4,000.00	1,370.28	134.3%
Miscellaneous	24,477.05	0.00	24,477.05	100.0%
Property & Dredge Sales	0.00	2,000.00	-2,000.00	0.0%
Property Tax Revenue	99,220.32	94,500.00	4,720.32	105.0%
<b>Total Other Income</b>	<u>140,867.65</u>	<u>268,500.00</u>	<u>-127,632.35</u>	<u>52.5%</u>
<b>Other Expense</b>				
Capital Outlay	423,681.12	500,000.00	-76,318.88	84.7%
Contingency	0.00	100,000.00	-100,000.00	0.0%
Transfers Out	60,000.00	60,000.00	0.00	100.0%
<b>Total Other Expense</b>	<u>483,681.12</u>	<u>660,000.00</u>	<u>-176,318.88</u>	<u>73.3%</u>
<b>Net Other Income</b>	<u>-342,813.47</u>	<u>-391,500.00</u>	<u>48,686.53</u>	<u>87.6%</u>
<b>Net Income</b>	<u><b>-155,197.66</b></u>	<u><b>-670,169.00</b></u>	<u><b>514,971.34</b></u>	<u><b>23.2%</b></u>

**Port of Newport**  
**Profit & Loss Budget vs. Actual - Admin**  
 July 2016 through March 2017

	Jul '16 - Mar 17	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Hoist Dock & Services	2,250.00	0.00	2,250.00	100.0%
Lease Revenues	459,120.56	616,081.00	-156,960.44	74.5%
Miscellaneous Revenue	3,059.43	0.00	3,059.43	100.0%
Moorage	2,322.00	0.00	2,322.00	100.0%
<b>Total Income</b>	466,751.99	616,081.00	-149,329.01	75.8%
<b>Gross Profit</b>	466,751.99	616,081.00	-149,329.01	75.8%
<b>Expense</b>				
Debt Service	20,876.61	17,852.00	3,024.61	116.9%
Materials & Services	294,129.21	392,900.00	-98,770.79	74.9%
Personal Services	391,575.35	470,748.00	-79,172.65	83.2%
<b>Total Expense</b>	706,581.17	881,500.00	-174,918.83	80.2%
<b>Net Ordinary Income</b>	-239,829.18	-265,419.00	25,589.82	90.4%
<b>Other Income/Expense</b>				
<b>Other Income</b>				
Grant & Loan Proceeds	10,000.00	168,000.00	-158,000.00	6.0%
Interest Income	5,370.28	4,000.00	1,370.28	134.3%
Miscellaneous	19,968.97	0.00	19,968.97	100.0%
Property Tax Revenue	99,220.32	94,500.00	4,720.32	105.0%
<b>Total Other Income</b>	134,559.57	266,500.00	-131,940.43	50.5%
<b>Other Expense</b>				
Capital Outlay	15,750.00	200,000.00	-184,250.00	7.9%
Contingency	0.00	100,000.00	-100,000.00	0.0%
Transfers Out	60,000.00	60,000.00	0.00	100.0%
<b>Total Other Expense</b>	75,750.00	360,000.00	-284,250.00	21.0%
<b>Net Other Income</b>	58,809.57	-93,500.00	152,309.57	-62.9%
<b>Net Income</b>	<b>-181,019.61</b>	<b>-358,919.00</b>	<b>177,899.39</b>	<b>50.4%</b>



**Port of Newport**  
**Profit & Loss Budget vs. Actual - NIT**  
 July 2016 through March 2017

	<u>Jul '16 - Mar 17</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>Hoist Dock &amp; Services</b>	251,785.28	193,000.00	58,785.28	130.5%
<b>Launch Ramp &amp; Trailer Storage</b>	0.00	0.00	0.00	0.0%
<b>Miscellaneous Revenue</b>	97.62	5,000.00	-4,902.38	2.0%
<b>Moorage</b>	79,366.00	80,000.00	-634.00	99.2%
<b>Shipping Terminal Revenues</b>	13,348.03	7,000.00	6,348.03	190.7%
<b>Total Income</b>	<u>344,596.93</u>	<u>285,000.00</u>	<u>59,596.93</u>	<u>120.9%</u>
<b>Gross Profit</b>	344,596.93	285,000.00	59,596.93	120.9%
<b>Expense</b>				
<b>Debt Service</b>	171,565.26	443,460.00	-271,894.74	38.7%
<b>Materials &amp; Services</b>	82,122.75	108,100.00	-25,977.25	76.0%
<b>Personal Services</b>	49,497.82	71,486.00	-21,988.18	69.2%
<b>Total Expense</b>	<u>303,185.83</u>	<u>623,046.00</u>	<u>-319,860.17</u>	<u>48.7%</u>
<b>Net Ordinary Income</b>	<u>41,411.10</u>	<u>-338,046.00</u>	<u>379,457.10</u>	<u>-12.3%</u>
<b>Net Income</b>	<u><b>41,411.10</b></u>	<u><b>-338,046.00</b></u>	<u><b>379,457.10</b></u>	<u><b>-12.3%</b></u>

**Port of Newport**  
**Profit & Loss Budget vs. Actual - CM**  
**July 2016 through March 2017**

	Jul '16 - Mar 17	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>Hoist Dock &amp; Services</b>	192,926.33	247,000.00	-54,073.67	78.1%
<b>Launch Ramp &amp; Trailer Storage</b>	38.88	0.00	38.88	100.0%
<b>Miscellaneous Revenue</b>	2,493.95	4,000.00	-1,506.05	62.3%
<b>Moorage</b>	323,955.71	440,000.00	-116,044.29	73.6%
<b>Shipping Terminal Revenues</b>	0.00	0.00	0.00	0.0%
<b>Total Income</b>	519,414.87	691,000.00	-171,585.13	75.2%
<b>Gross Profit</b>	519,414.87	691,000.00	-171,585.13	75.2%
<b>Expense</b>				
<b>Debt Service</b>	5,216.85	6,956.00	-1,739.15	75.0%
<b>Materials &amp; Services</b>	201,259.02	312,400.00	-111,140.98	64.4%
<b>Personal Services</b>	168,205.44	214,674.00	-46,468.56	78.4%
<b>Total Expense</b>	374,681.31	534,030.00	-159,348.69	70.2%
<b>Net Ordinary Income</b>	144,733.56	156,970.00	-12,236.44	92.2%
<b>Other Income/Expense</b>				
<b>Other Income</b>				
<b>Gain/(Loss) on Sale of Assets</b>	0.00	0.00	0.00	0.0%
<b>Miscellaneous</b>	4,508.08	0.00	4,508.08	100.0%
<b>Property &amp; Dredge Sales</b>	0.00	0.00	0.00	0.0%
<b>Total Other Income</b>	4,508.08	0.00	4,508.08	100.0%
<b>Other Expense</b>				
<b>Capital Outlay</b>	396,359.87	300,000.00	96,359.87	132.1%
<b>Total Other Expense</b>	396,359.87	300,000.00	96,359.87	132.1%
<b>Net Other Income</b>	-391,851.79	-300,000.00	-91,851.79	130.6%
<b>Net Income</b>	<b>-247,118.23</b>	<b>-143,030.00</b>	<b>-104,088.23</b>	<b>172.8%</b>

**Port of Newport**  
**Profit & Loss Budget vs. Actual - SB**  
**July 2016 through March 2017**

	Jul '16 - Mar 17	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Hoist Dock & Services	9,420.64	10,000.00	-579.36	94.2%
Launch Ramp & Trailer Storage	46,151.65	70,000.00	-23,848.35	65.9%
Miscellaneous Revenue	34,005.82	37,000.00	-2,994.18	91.9%
Moorage	427,026.95	669,000.00	-241,973.05	63.8%
RV Parks	593,686.83	754,000.00	-160,313.17	78.7%
<b>Total Income</b>	<u>1,110,291.89</u>	<u>1,540,000.00</u>	<u>-429,708.11</u>	<u>72.1%</u>
<b>Gross Profit</b>	1,110,291.89	1,540,000.00	-429,708.11	72.1%
<b>Expense</b>				
Debt Service	178,859.46	216,666.00	-37,806.54	82.6%
Materials & Services	444,637.15	644,400.00	-199,762.85	69.0%
Personal Services	245,494.95	342,800.00	-97,305.05	71.6%
<b>Total Expense</b>	<u>868,991.56</u>	<u>1,203,866.00</u>	<u>-334,874.44</u>	<u>72.2%</u>
<b>Net Ordinary Income</b>	241,300.33	336,134.00	-94,833.67	71.8%
<b>Other Income/Expense</b>				
<b>Other Income</b>				
Grant & Loan Proceeds	1,800.00	0.00	1,800.00	100.0%
Property & Dredge Sales	0.00	2,000.00	-2,000.00	0.0%
<b>Total Other Income</b>	<u>1,800.00</u>	<u>2,000.00</u>	<u>-200.00</u>	<u>90.0%</u>
<b>Other Expense</b>				
Break-in Replacement	0.00	0.00	0.00	0.0%
Capital Outlay	11,571.25	0.00	11,571.25	100.0%
<b>Total Other Expense</b>	<u>11,571.25</u>	<u>0.00</u>	<u>11,571.25</u>	<u>100.0%</u>
<b>Net Other Income</b>	<u>-9,771.25</u>	<u>2,000.00</u>	<u>-11,771.25</u>	<u>-488.6%</u>
<b>Net Income</b>	<u><u>231,529.08</u></u>	<u><u>338,134.00</u></u>	<u><u>-106,604.92</u></u>	<u><u>68.5%</u></u>

**Port of Newport - NOAA Fund**  
**Balance Sheet**  
As of March 31, 2017

	Mar 31, 17	Mar 31, 16	\$ Change
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
Cash & Equivalents	5,185,250.53	5,178,727.93	6,522.60
<b>Total Checking/Savings</b>	5,185,250.53	5,178,727.93	6,522.60
<b>Other Current Assets</b>			
Due From Other Funds	2,828.43	58.43	2,770.00
Net Pension Asset	0.00	24,019.00	-24,019.00
PERS - Derfered OF	0.00	2,957.00	-2,957.00
Prepaid Expenses	91,818.19	44,632.98	47,185.21
<b>Total Other Current Assets</b>	94,646.62	71,667.41	22,979.21
<b>Total Current Assets</b>	5,279,897.15	5,250,395.34	29,501.81
<b>TOTAL ASSETS</b>	<b>5,279,897.15</b>	<b>5,250,395.34</b>	<b>29,501.81</b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Accounts Payable</b>			
Accounts Payable	23,379.53	5,497.30	17,882.23
<b>Total Accounts Payable</b>	23,379.53	5,497.30	17,882.23
<b>Other Current Liabilities</b>			
Accrued Interest Payable	476,972.00	499,410.00	-22,438.00
Accrued PTO	8,587.82	5,691.00	2,896.82
Current Portion Long-Term Debt	810,000.00	840,000.00	-30,000.00
Due to Operations or Const Fund	4,983.28	5,782.73	-799.45
<b>Total Other Current Liabilities</b>	1,300,543.10	1,350,883.73	-50,340.63
<b>Total Current Liabilities</b>	1,323,922.63	1,356,381.03	-32,458.40
<b>Long Term Liabilities</b>			
Deferred IF - Prop/Contrib	0.00	5,120.00	-5,120.00
Less Current Portion LT Debt	-810,000.00	-840,000.00	30,000.00
Long-Term Debt	20,725,587.00	21,554,006.00	-828,419.00
PERS - Deferred IF	0.00	46,347.00	-46,347.00
<b>Total Long Term Liabilities</b>	19,915,587.00	20,765,473.00	-849,886.00
<b>Total Liabilities</b>	21,239,509.63	22,121,854.03	-882,344.40
<b>Equity</b>			
Fund Balance	-15,423,176.61	-16,487,486.68	1,064,310.07
GAAP - Pension Expense	0.00	2,957.00	-2,957.00
GAAP - Pension Income	0.00	23,078.00	-23,078.00
Net Income	-536,435.87	-410,007.01	-126,428.86
<b>Total Equity</b>	-15,959,612.48	-16,871,458.69	911,846.21
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>5,279,897.15</b>	<b>5,250,395.34</b>	<b>29,501.81</b>

**Port of Newport - NOAA Fund  
 Profit & Loss Budget vs. Actual  
 July 2016 through March 2017**

	<u>Jul '16 - Mar 17</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Interest Income	6,501.79	10,500.00	-3,998.21	61.9%
Lease Income	1,898,018.04	2,542,000.00	-643,981.96	74.7%
<b>Total Income</b>	<u>1,904,519.83</u>	<u>2,552,500.00</u>	<u>-647,980.17</u>	<u>74.6%</u>
<b>Expense</b>				
Debt Service	1,997,333.76	1,997,335.00	-1.24	100.0%
Materials & Services	375,407.49	649,320.00	-273,912.51	57.8%
Personal Services	55,918.45	75,759.00	-19,840.55	73.8%
<b>Total Expense</b>	<u>2,428,659.70</u>	<u>2,722,414.00</u>	<u>-293,754.30</u>	<u>89.2%</u>
<b>Net Ordinary Income</b>	<u>-524,139.87</u>	<u>-169,914.00</u>	<u>-354,225.87</u>	<u>308.5%</u>
<b>Other Income/Expense</b>				
<b>Other Expense</b>				
Capital Outlay	12,296.00	40,000.00	-27,704.00	30.7%
Contingency	0.00	100,000.00	-100,000.00	0.0%
Fund Transfers Out	0.00	2,000,000.00	-2,000,000.00	0.0%
<b>Total Other Expense</b>	<u>12,296.00</u>	<u>2,140,000.00</u>	<u>-2,127,704.00</u>	<u>0.6%</u>
<b>Net Other Income</b>	<u>-12,296.00</u>	<u>-2,140,000.00</u>	<u>2,127,704.00</u>	<u>0.6%</u>
<b>Net Income</b>	<u><u>-536,435.87</u></u>	<u><u>-2,309,914.00</u></u>	<u><u>1,773,478.13</u></u>	<u><u>23.2%</u></u>

**Facility Maintenance Reserve Fund**  
**Balance Sheet**  
 As of March 31, 2017

	<u>Mar 31, 17</u>	<u>Mar 31, 16</u>	<u>\$ Change</u>
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
Umpqua Bank - Money Market	133,873.81	148,510.76	-14,636.95
<b>Total Checking/Savings</b>	<u>133,873.81</u>	<u>148,510.76</u>	<u>-14,636.95</u>
<b>Total Current Assets</b>	<u>133,873.81</u>	<u>148,510.76</u>	<u>-14,636.95</u>
<b>TOTAL ASSETS</b>	<b><u>133,873.81</u></b>	<b><u>148,510.76</u></b>	<b><u>-14,636.95</u></b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Accounts Payable</b>			
Accounts Payable	51,615.90	54,747.44	-3,131.54
<b>Total Accounts Payable</b>	<u>51,615.90</u>	<u>54,747.44</u>	<u>-3,131.54</u>
<b>Total Current Liabilities</b>	<u>51,615.90</u>	<u>54,747.44</u>	<u>-3,131.54</u>
<b>Total Liabilities</b>	<u>51,615.90</u>	<u>54,747.44</u>	<u>-3,131.54</u>
<b>Equity</b>			
Fund Balance	73,777.66	48,378.36	25,399.30
Net Income	8,480.25	45,384.96	-36,904.71
<b>Total Equity</b>	<u>82,257.91</u>	<u>93,763.32</u>	<u>-11,505.41</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>133,873.81</u></b>	<b><u>148,510.76</u></b>	<b><u>-14,636.95</u></b>

**Construction Fund - Port of Newport**  
**Balance Sheet**  
 As of March 31, 2017

	<u>Mar 31, 17</u>	<u>Mar 31, 16</u>	<u>\$ Change</u>
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
Construction Fund Bank Accts	56,531.27	128,588.32	-72,057.05
<b>Total Checking/Savings</b>	<u>56,531.27</u>	<u>128,588.32</u>	<u>-72,057.05</u>
<b>Total Current Assets</b>	<u>56,531.27</u>	<u>128,588.32</u>	<u>-72,057.05</u>
<b>TOTAL ASSETS</b>	<u><b>56,531.27</b></u>	<u><b>128,588.32</b></u>	<u><b>-72,057.05</b></u>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Accounts Payable</b>			
A/P - Construction	4,392.00	4,692.25	-300.25
<b>Total Accounts Payable</b>	<u>4,392.00</u>	<u>4,692.25</u>	<u>-300.25</u>
<b>Total Current Liabilities</b>	<u>4,392.00</u>	<u>4,692.25</u>	<u>-300.25</u>
<b>Total Liabilities</b>	4,392.00	4,692.25	-300.25
<b>Equity</b>			
Fund Balance	79,229.46	183,266.66	-104,037.20
Net Income	<u>-27,090.19</u>	<u>-59,370.59</u>	<u>32,280.40</u>
<b>Total Equity</b>	<u>52,139.27</u>	<u>123,896.07</u>	<u>-71,756.80</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>56,531.27</b></u>	<u><b>128,588.32</b></u>	<u><b>-72,057.05</b></u>

**Bonded Debt Fund - Port of Newport  
 Balance Sheet  
 As of March 31, 2017**

	Mar 31, 17	Mar 31, 16	\$ Change
<b>ASSETS</b>			
<b>Current Assets</b>			
Checking/Savings			
Gen Obligation Bond MM-OCB	477,113.61	401,906.09	75,207.52
<b>Total Checking/Savings</b>	477,113.61	401,906.09	75,207.52
<b>Other Current Assets</b>			
Due from Operating Fund	5,197.54	-9,905.64	15,103.18
Property Tax Receivable	86,925.12	86,925.12	0.00
<b>Total Other Current Assets</b>	92,122.66	77,019.48	15,103.18
<b>Total Current Assets</b>	569,236.27	478,925.57	90,310.70
<b>Other Assets</b>			
Advance Refunding Valuation	436,957.00	0.00	436,957.00
Bond Issue costs, net of amort.	4,662.00	91,334.00	-86,672.00
<b>Total Other Assets</b>	441,619.00	91,334.00	350,285.00
<b>TOTAL ASSETS</b>	<b>1,010,855.27</b>	<b>570,259.57</b>	<b>440,595.70</b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
Other Current Liabilities			
Bonds Payable - Current	465,000.00	300,000.00	165,000.00
<b>Total Other Current Liabilities</b>	465,000.00	300,000.00	165,000.00
<b>Total Current Liabilities</b>	465,000.00	300,000.00	165,000.00
<b>Long Term Liabilities</b>			
2007 Series Bonds	136,415.00	4,209,263.00	-4,072,848.00
2008 Series Bonds	244,912.00	4,304,912.00	-4,060,000.00
2011 Series Bonds	5,146,741.00	5,211,741.00	-65,000.00
2016 Series Bonds	7,610,000.00	0.00	7,610,000.00
Bond Premiums	880,746.00	0.00	880,746.00
Less Current Portion LTD	-465,000.00	-300,000.00	-165,000.00
<b>Total Long Term Liabilities</b>	13,553,814.00	13,425,916.00	127,898.00
<b>Total Liabilities</b>	14,018,814.00	13,725,916.00	292,898.00
<b>Equity</b>			
Bonded Debt Fund Balance	-13,189,865.77	-13,468,256.72	278,390.95
Retained Earnings	0.00	0.36	-0.36
Net Income	181,907.04	312,599.93	-130,692.89
<b>Total Equity</b>	-13,007,958.73	-13,155,656.43	147,697.70
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,010,855.27</b>	<b>570,259.57</b>	<b>440,595.70</b>





## **CONSENT CALENDAR AGENDA ITEM**

---

**DATE:** 04/14/2017  
**RE:** Security Fencing for International Terminal  
**TO:** Port of Newport Board of Commissioners  
**ISSUED BY:** Kevin Greenwood – Port Manager

---

### **BACKGROUND or SUMMARY**

Commercial ship operations at the International Terminal requires security fencing as per the 2002 Marine Transportation Security Act (MTSA) requirements. This is a requirement mandated by federal law and enforced by the US Coast Guard.

### **PURPOSE, SCOPE or DETAIL**

We are requesting authorization to purchase 1,100 linear feet of fencing and associated appurtenances in order to comply with the MTSA regulations. Best value quotation received was for \$14,980. However, this quote had a date requirement of 4/15/17, due to fluctuating steel costs.

### **ALTERNATE CONSIDERATIONS**

Eight fencing supply companies were contacted for quotes, however the majority of those contacted were not interested in supply quotes for this purchase. An alternate option would be to rent the fencing on an annual basis. Rental cost would be \$5,200 for the first year.

### **BUDGET IMPLICATIONS**

The total cost of this purchase is expected to be \$14,980. There may be a slight increase in cost, once the purchase is approved, due to current steel prices. The purchase option is recommended over the rental option given the long term cost considerations.

### **RECOMMENDATION**

I would recommend that a Commissioner make a **MOTION TO AUTHORIZE THE GENERAL MANAGER TO SIGN A PURCHASE ORDER IN AN AMOUNT OF \$15,000 FOR THE PURCHASE OF FENCING AS PER THE INCLUDED QUOTATION.**



WILLAMETTE FENCE CO., INC.  
Since 1975

11304 N.E. Marx  
Portland, OR 97220

Phone (503) 285-2761  
FAX (503) 255-6410

QUOTATION

TO: Port of Newport, International Terminal

BID DATE: 03/28/17

Att: Pete Zerr

BID TIME:

RE: Temporary Fence Panels

ADDENDUM:

ITEM DESCRIPTION	AMOUNT
------------------	--------

We propose to furnish 1,100 linear feet of temporary fence panels, for:	\$ 14,980.00
---	--------------

Fence Panel Specs:

- Height - 79" with one strand of barbed wire on top.
- Width - 10' 6"
- Panel Frame - 1 3/8" OD galvanized tubing.
- Fabric - 11.5 gauge, 2 3/8" mesh
- Stands - 1' X 2'

1 special stand included for the curb area, band available to concrete anchor bottom rail to curb.

Hinges included to make two panels into double gates in two places.

**INSTALLATION BY OTHERS**, Owner to have forklift available to unload truck.

Delivered to Newport 3 to 4 weeks from date of written order.

Exclusions:

- No wind load calculations available for this product so no guarantee they will withstand high coastal winds.
- No special locking device furnished for the double gates. Suggest chain and padlock.
- No wheels for the swinging gates, they are light enough not to need them.

**\*\* Due to unusual changes in the steel market, this quote must be turned into an order, to the degree that we can order materials by 4/15/17. If converted to an order after that date, we will have to re-evaluate the material costs and customer will have to absorb any increases.\*\***

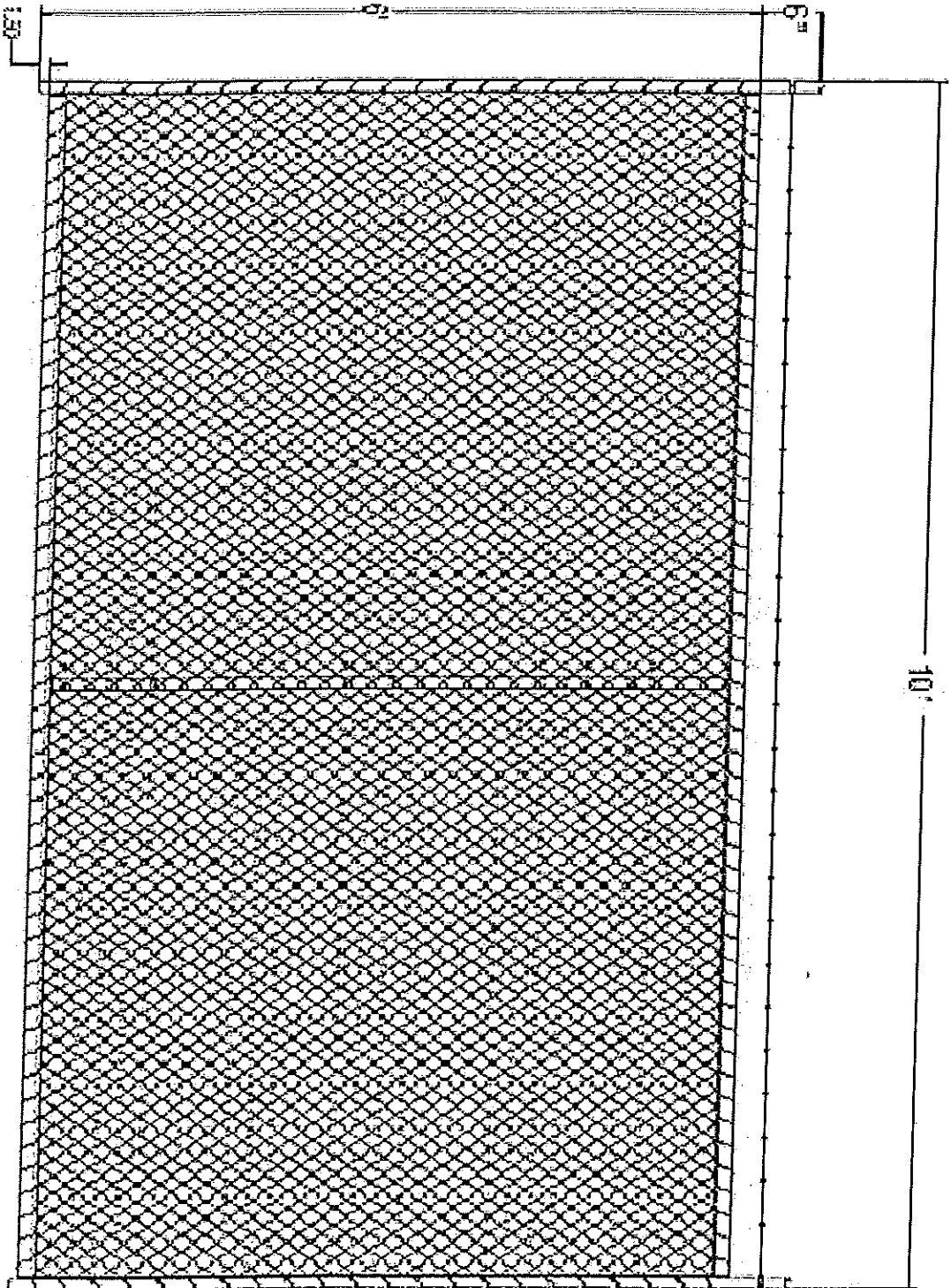
UNLESS NOTED OTHERWISE, THIS PROJECT WAS NOT BID TO MEET LEED REQUIREMENTS  
NO CLEARING, GRADING OR STAKING. CUSTOMER RESPONSIBLE FOR UNDERGROUND UTILITIES, CABLES, PIPELINES AND PROPERTY LINE LOCATIONS. NO GROUNDING. NO PERMITS. NO CONCRETE CURBS OR MOW STRIPS. NO CONDUITS. NO HIGH VOLTAGE WIRING. NO WIRE PULLS IN CONDUITS. NO SIGNS. NO TRAFFIC CONTROL OR FLAGGING.  
INDUSTRY STANDARD WARRANTY ONLY, UNLESS OTHERWISE NOTED. JOB BASED ON 1 MOBILIZATION TO JOB SITE TO SET POSTS.

By:

Dennis Wade /President

Email: [Denny@Willamettefence.com](mailto:Denny@Willamettefence.com)





ART NUMBER	DIM. "A"	DIM. "B"	TUBING MATERIAL	CHAIN LINK WIRE	
JH 071061	6'	10'	1- 3/8" X 16.08	GAUGE	DIAMOND SIZE
				11.5	2- 3/8"

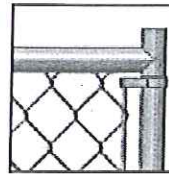
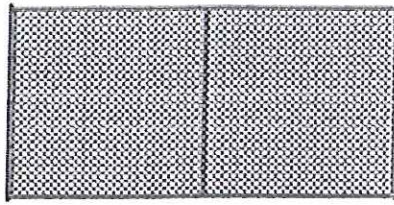
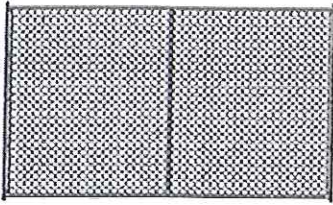


**WILLAMETTE FENCE CO., INC.**  
 11304 N.E. Marx  
 Portland, OR 97220

DENNIS WADE  
 denny@willamettefence.com  
 OFFICE (503) 285-2761  
 FAX (503) 255-6410  
 CELL (503) 793-3024

# Temporary Fence Panels

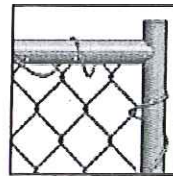
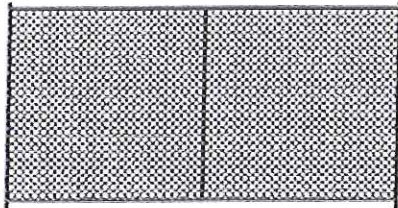
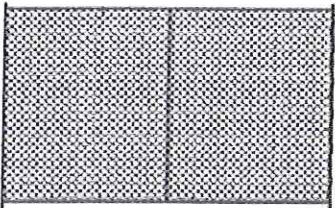
## Temporary Panels with Hardware



Part #	Description
071072	10'W x 6'H - 2 <sup>3</sup> / <sub>8</sub> " x 12.5 Gauge
071077	10'W x 6'H - 2 <sup>3</sup> / <sub>8</sub> " x 11.5 Gauge
071050	10'W x 6'H - 2 <sup>1</sup> / <sub>4</sub> " x 11.5 Gauge
071053	10'W x 8'H - 2 <sup>1</sup> / <sub>4</sub> " x 11.5 Gauge
071081	10'W x 8'H - 2 <sup>1</sup> / <sub>4</sub> " x 11.5 Gauge with Dual Rod Cross Supports

Part #	Description
071073	12'W x 6'H - 2 <sup>3</sup> / <sub>8</sub> " x 12.5 Gauge
071078	12'W x 6'H - 2 <sup>3</sup> / <sub>8</sub> " x 11.5 Gauge
071051	12'W x 6'H - 2 <sup>1</sup> / <sub>4</sub> " x 11.5 Gauge
071082	12'W x 6'H - 2 <sup>3</sup> / <sub>8</sub> " x 11.5 Gauge with Dual Rod Cross Supports

## Temporary Panels Laced

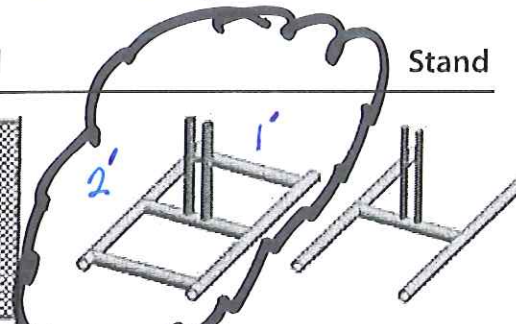
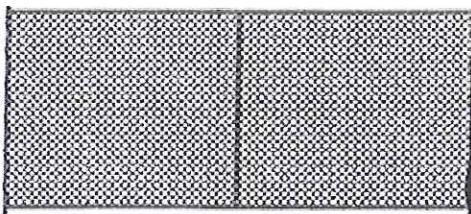


Part #	Description
071070	10'W x 6'H - 2 <sup>3</sup> / <sub>8</sub> " x 12.5 Gauge
071075	10'W x 6'H - 2 <sup>3</sup> / <sub>8</sub> " x 11.5 Gauge
071079	10'W x 6'H - 2 <sup>3</sup> / <sub>8</sub> " x 11.5 Gauge with Dual Rod Cross Supports

Part #	Description
071071	12'W x 6'H - 2 <sup>3</sup> / <sub>8</sub> " x 12.5 Gauge
071076	12'W x 6'H - 2 <sup>3</sup> / <sub>8</sub> " x 11.5 Gauge
071080	12'W x 6'H - 2 <sup>3</sup> / <sub>8</sub> " x 11.5 Gauge with Dual Rod Cross Supports

## Temporary Panels Laced

## Stand



Part #	Description
071083	14'W x 6'H - 2 <sup>3</sup> / <sub>8</sub> " x 12.5 Gauge
071084	14'W x 6'H - 1' Barb - 2 <sup>3</sup> / <sub>8</sub> " x 12.5 Gauge

Part #	Description
071074	Panel Stand - 16 Ga. Tube
071060	Panel Stand - 16 Ga. Tube with 3/4" Rebar

## Custom Order Information

Master Halco's Temp Panel Program is larger than the standard sku's listed. We offer an array of variations to fit your needs such as heavier framework, additional support rods, different wire gauges, barb wire options and unlimited dimensions. Our low minimum buys make it convenient for you to source the Temp Panel designed to fit your market. Contact a Master Halco office near you for more information.

Note: Not all styles in stock at all branches.



**WILLAMETTE FENCE CO., INC.**

11304 N.E. Marx  
Portland, OR 97220

DENNIS WADE  
denny@willamettefence.com

OFFICE (503) 285-2761  
FAX (503) 255-6410  
CELL (503) 793-3024

**STAND TO BE USED**

Available from:





## **CONSENT CALENDAR AGENDA ITEM**

---

**DATE:** 12/14/2016  
**RE:** NOAA Rec Access Floating Dock  
**TO:** Port of Newport Board of Commissioners  
**ISSUED BY:** Jim Durkee– Interim Director of Operations

---

### **BACKGROUND or SUMMARY**

As part of the NOAA construction project the state required that the Port create additional sports access for mitigation. Other items already completed include two access trails to the mud flats in South Beach and one at McClean Point with informational kiosks at each. This floating dock section to be provided for crabbing access is the last part of that mitigation.

### **PURPOSE, SCOPE or DETAIL**

This project will close out the last of the requirements for the NOAA construction permit. The scope of work includes

- Moving floats from the old Yaquina Bay Fruit Facility and launching them.
- Installing 6 Port owned concrete floats, through rods, and walers at the west end of the service dock by Rogue Ale.
- Construction and installation of transition plate at corner.
- Purchase and installation of pile hoops.

### **BUDGET IMPLICATIONS**

Last month the Commission authorized a transfer of \$40,000 from Materials and Services to Capital Outlay. This project is coming out of those funds. The rest of the funds covered the cost of one of the earlier recreational access trails and the installation of the security wall in the NOAA office building. This will complete the capital projects for the NOAA facility for this fiscal year.

### **RECOMMENDATION**

I would recommend that a Commissioner make a **MOTION TO AUTHORIZE THE GENERAL MANAGER TO SIGN A CONTRACT WITH BILLETTER MARINE IN AN AMOUNT NOT TO EXCEED \$23,600.00 FOR THE INSTALLATION OF APPROXIMATELY 60 FEET OF FLOATING DOCK IN SOUTH BEACH.**

**Best Value Analysis: NOAA Rec Access Floating Dock**

**2016/17 approved budget \$18,000**

Company	Billeter Marine	Bergerson Construction				
Contact	Pete Billeter	Adam Neahring				
Phone	541-265-7758	503-325-7130				
Location	Coos Bay	Astoria				
CCB#	166653	63328				
<b>Criteria</b>						
Total Cost	\$ 23,600.00	\$ 41,360.00				
Alternate price	None	None				
Staffing capabilities						
Service response time						
Emergency service response time						
Emergency service escalation process/procedure						
Dispatch of Technicians procedure						
Invoice/Billing process/procedure						
Hourly Rates						
Warranty						
Notes:						
Bergerson and Billeter were asked to bid because they were both already mobilized to Yaquina Bay to do other work for the Port.						



**PORT OF NEWPORT  
SCOPE OF WORK (SOW)  
NOAA Rec Access Floating Dock**

**1. SCOPE:**

To provide all labor, supervision, equipment, materials, expendables, submittals, applicable taxes, freight to jobsite, and incidentals necessary to complete all work implied as follows:

**A. Install 6 Concrete dock sections on the end of the existing dock on the north side of the Rogue Ale Brewery building:**

1. Move concrete floats, walers and through rods from storage areas to water.
2. Provide 4 galvanized pile hoops to go around existing pilings.
3. Provide an epoxy painted transition plate for the approximate 45 degree angle gap at the corner of the dock, actual size and dimensions to be determined during install.
4. Port to provide 6 approximate 8 foot by 10 foot concrete floats, walers, through rods and hardware.
5. The work is located in a working marina environment. Work with Port staff on a daily basis to determine work scope prioritization and scheduling as required.

**B. General items included in this scope of work:**

1. Mobilization of equipment and materials and de-mobilization of equipment and excess materials off site.
2. Contractor is responsible for protecting all areas adjacent to their work from any damage due to their scope of work. All damage will be cleaned up and/or be repaired by contractor.
3. Contractor is responsible for offloading, storing and weatherproofing materials on job site, and responsible for the necessary equipment needed to unload materials.
4. Provide all equipment, scaffolding, cranes and hoisting needed to complete scope of work.
5. Provide safe working surroundings for own employees and other trades, ensure safe passage of persons around area of service.
6. All work to be performed in accordance with O.S.H.A. standards and requirements.
7. If applicable, provide M.S.D.S. for all materials prior to mobilization.
8. Participate in job scheduling, contractor meetings, and safety meetings scheduled by Port of Newport.
9. If applicable, conduct weekly jobsite safety meetings and provide Port of Newport with a record of Safety Meeting Minutes.
10. Work, access, parking, and noise are confined to the limits as defined by project representative.





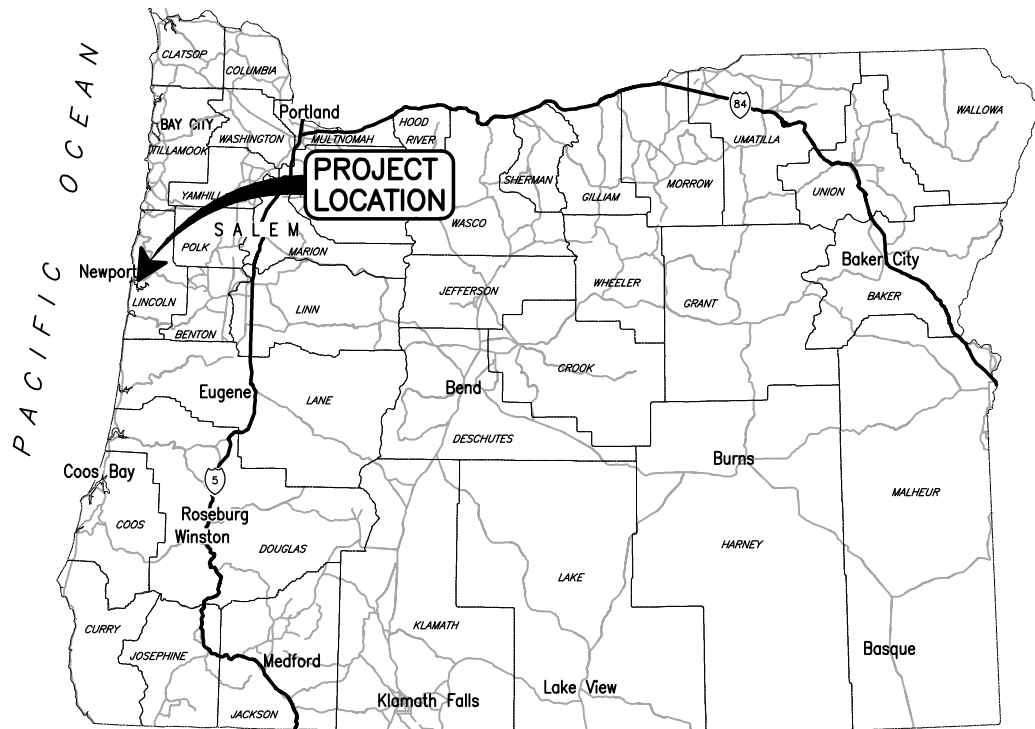
# PORT OF NEWPORT PUBLIC SHORELINE ACCESS

NEWPORT, OR

PREPARED BY:



AUGUST, 2016



**LOCATION MAP**

NTS



**VICINITY MAP**

NTS

**INDEX OF SHEETS**

SHT	DWG	TITLE
1	G-1	COVER
2	G-2	STANDARD ABBREVIATIONS AND LEGENDS
3	C-1	OVERALL SITE PLAN
4	C-2	PLAN
5	C-3	ACCESS PATH PLAN

Oregon law requires you to follow rules adopted by the Oregon Utility Notification Center. Those rules are set forth in OAR 952-001-0010 through OAR 952-001-0090. You may obtain copies of the rules by calling the center (503) 232-1987.

All underground Utilities and substructures shown hereon were obtained from the best available sources, and are presumed to be accurate, and complete. It shall be the contractor's sole responsibility to verify, locate, and protect all utilities and substructures shown or not shown.

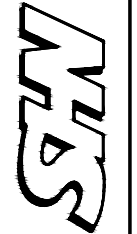


CALL THE STATEWIDE UTILITIES LOCATING SERVICE AT:  
1-(800) 332-2344 W/ YOUR SCHEDULE AT LEAST  
TWO DAYS PRIOR TO BEGINNING WORK.



VERIFY SCALES  
BAR IS ONE INCH ON ORIGINAL DRAWING  
IF NOT ONE INCH ON SCALES ACCORDINGLY

CONSULTING ENGINEERS & GEOLOGISTS, INC.  
WWW.SHN-ENGR.COM  
275 MARKET AVENUE  
COOS BAY, OR, 97420  
541-266-9890



NO.	DATE	REVISION	BY

APVD	SKD	DSR	RFS

PORT OF NEWPORT  
PUBLIC SHORELINE ACCESS  
NEWPORT, OR  
COVER

SHEET	G-1
SEQ	
DATE	9/2016
PROJ. NO.	615041



SAVED: 9/21/2016 1:55 PM RSTILLMAKER, PLOTTED: 9/21/2016 2:01 PM RON STILLMAKER  
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VERIFY SCALES  
 1" = 100' AS SHOWN ON ORIGINAL DRAWING  
 IF NOT ONE INCH ON THIS SHEET, ADJUST SCALES ACCORDINGLY

CONSULTING ENGINEERS & GEOLOGISTS, INC.  
 WWW.SHN-ENGR.COM  
 275 MARKET AVENUE  
 COOS BAY, OR. 97420  
 541-266-9890



NO.	DATE	REVISION	BY

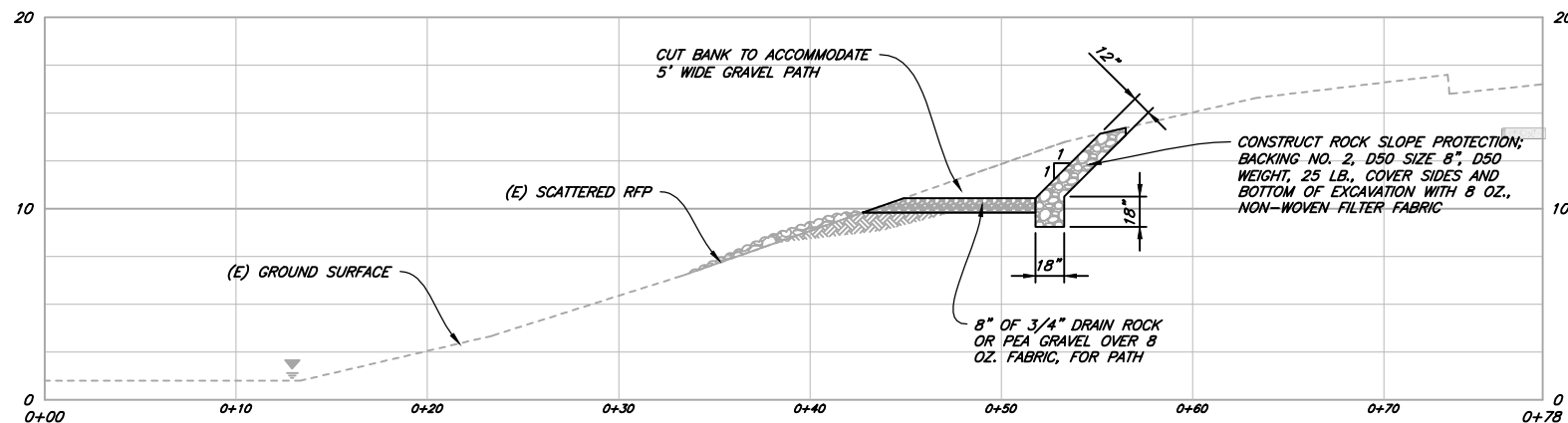
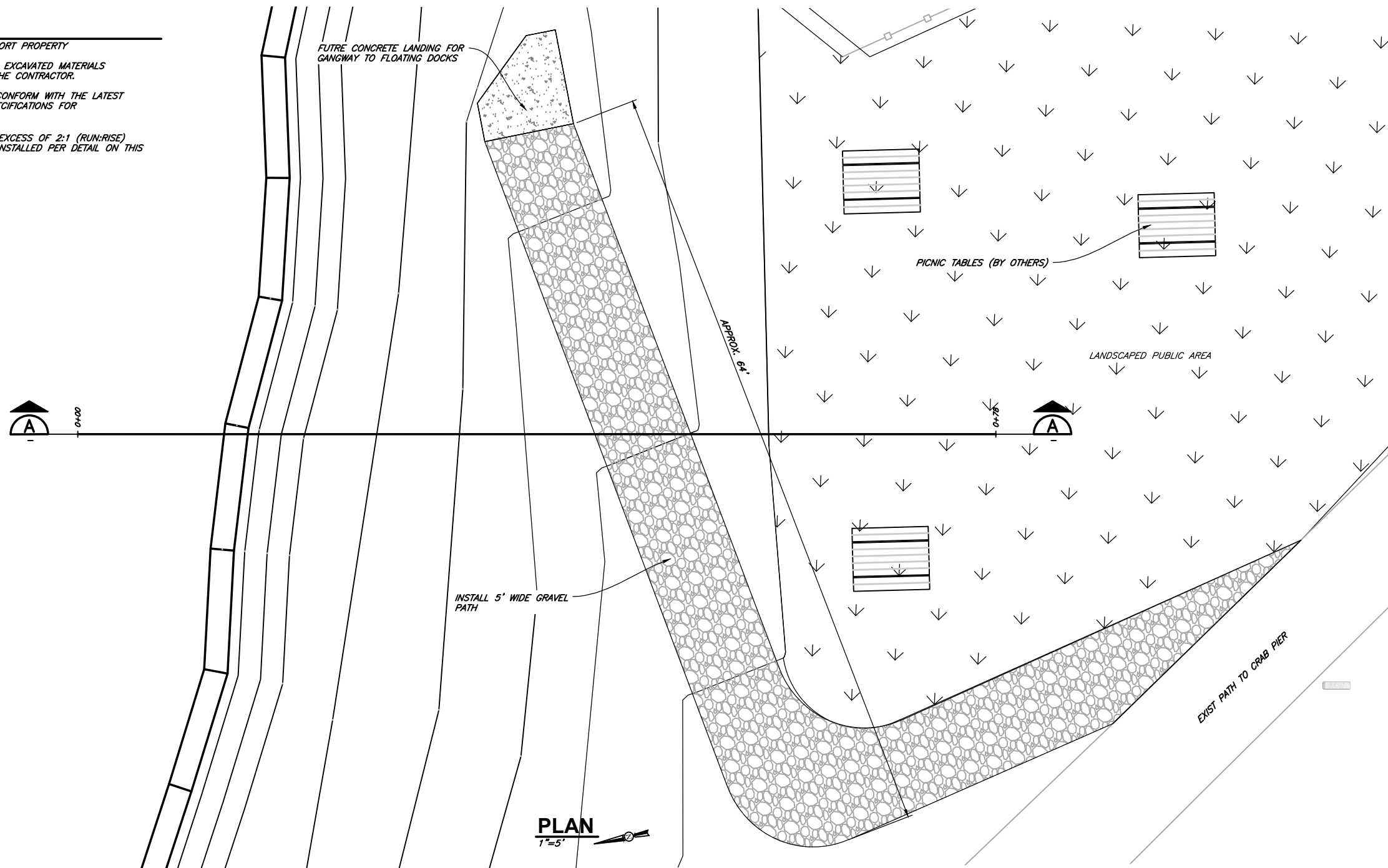
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PORT OF NEWPORT  
 PUBLIC SHORELINE ACCESS  
 NEWPORT, OR  
**OVERALL SITE PLAN**

SHEET	C-1
SEQ	
DATE	9/2016
PROJ. NO.	615041

**NOTES:**

1. ALL WORK TO BE PERFORMED WITHIN PORT PROPERTY
2. ALL CONSTRUCTION DEBRIS, AND OTHER EXCAVATED MATERIALS REMOVED SHALL BE DISPOSED OF BY THE CONTRACTOR.
3. ALL WORKMANSHIP AND MATERIALS TO CONFORM WITH THE LATEST EDITION OF THE OREGON STANDARD SPECIFICATIONS FOR CONSTRUCTION (APWA/ODOT).
4. CUT SLOPE FOR PATH INSTALLATION IN EXCESS OF 2:1 (RUN:RISE) SHALL HAVE ROCK SLOPE PROTECTION INSTALLED PER DETAIL ON THIS SHEET.



SAVED: 9/21/2016 1:55 PM RSTILLMAKER, PLOTTED: 9/21/2016 2:01 PM RON STILLMAKER  
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VERIFY SCALES  
 1" = 1' ON ORIGINAL DRAWING  
 1" = 1' ON THIS SHEET, ADJUST SCALES ACCORDINGLY

CONSULTING ENGINEERS & GEOLOGISTS, INC.  
 WWW.SHN-ENGR.COM  
 275 MARKET AVENUE  
 COOS BAY, OR. 97420  
 541-266-9890

**SHN**

NO.	DATE	REVISION	BY

DSGN	RFS	DR	DSR	CHK	SKD	APVD
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PORT OF NEWPORT  
 PUBLIC SHORELINE ACCESS  
 NEWPORT, OR

PLAN & PROFILE

SHEET  
**C-2**

SEQ

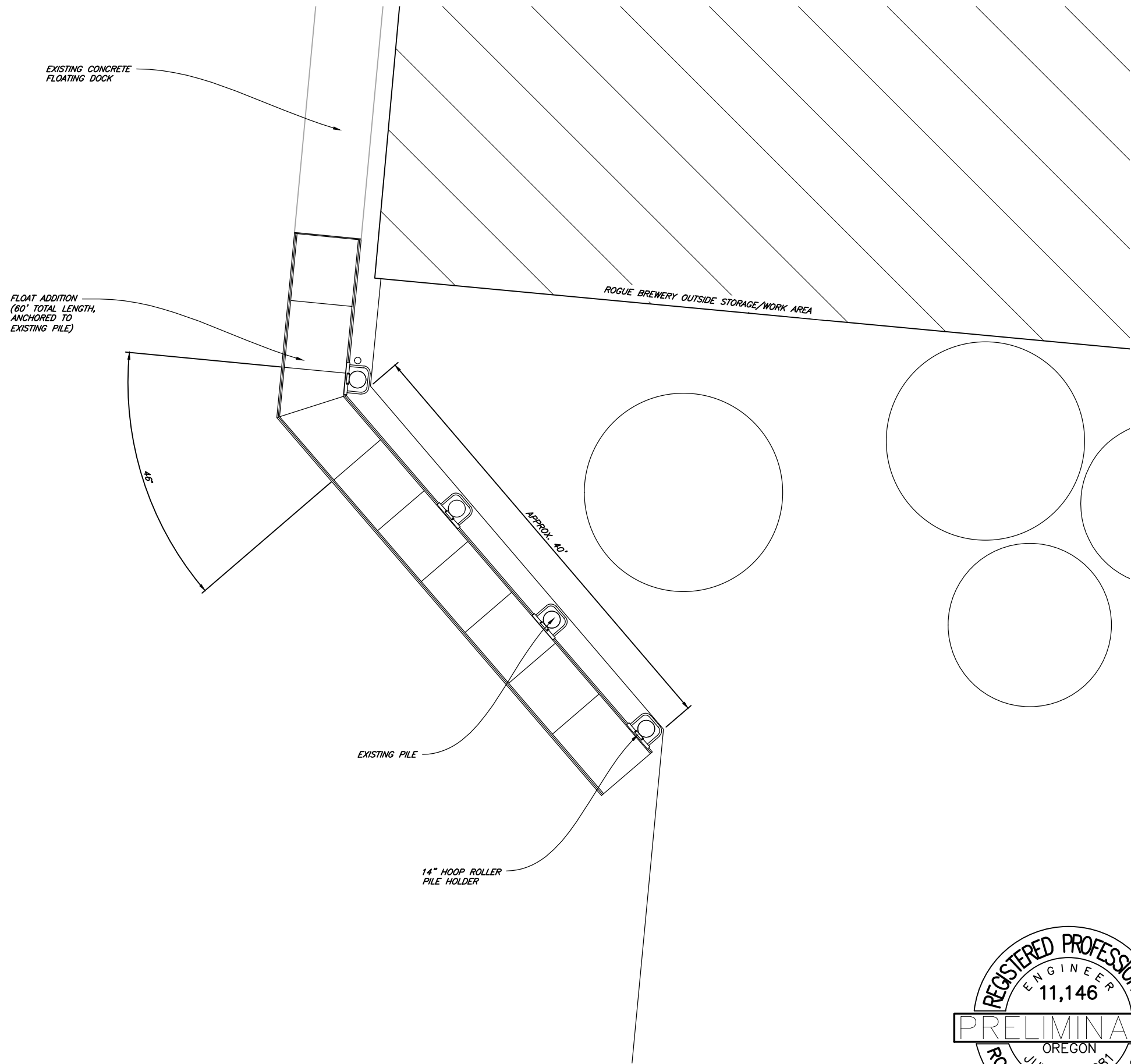
DATE 9/2016

PROJ. NO.  
 615041



**NOTES:**

1. ALL WORK TO BE PERFORMED WITHIN PORT PROPERTY
2. ALL CONSTRUCTION DEBRIS, AND OTHER EXCAVATED MATERIALS REMOVED SHALL BE DISPOSED OF BY THE CONTRACTOR.
3. ALL WORKMANSHIP AND MATERIALS TO CONFORM WITH THE LATEST EDITION OF THE OREGON STANDARD SPECIFICATIONS FOR CONSTRUCTION (APWA/ODOT).
4. 14" HOOP ROLLER PILE HOLDER WILL BE COMMERCIAL GRADE, GALVANIZED STEEL WITH A 12" DURABLE POLY-VINYL ROLLER MOUNTED ON A 1-1/4" SHAFT, OR APPROVED EQUAL.
5. FLOATING DOCK SHALL BE CONCRETE FLOATING DOCK, MATCHING EXISTING DOCK DIMENSIONS AND BUOYANCY, WITH 2-2X12 WALERS AND WITH 8" CLEATS LOCATED EVERY 8' ON OUTBOARD WALER.
6. NEW FLOATING DOCK SHALL BE CONNECTED TO EXISTING FLOATING DOCK WITH 6" WIDE, 12' LONG, 1/4" THICK, GALVANIZED STEEL STRAP, ATTACHED TO WALER, EACH SIDE WITH 3 1" BOLTS, COUNTERSUNK INTO OUTER WALER.
7. ALL METAL MATERIALS USED SHALL BE A36, HOT DIPPED GALVANIZED STEEL OR STAINLESS STEEL.
8. ALL MEASUREMENTS AND DIMENSIONS OF EXISTING CONDITIONS TO BE VERIFIED IN FIELD BY CONTRACTOR.



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**PLAN**  
1"=5'



		<b>CONSULTING ENGINEERS &amp; GEOLOGISTS, INC.</b> 2775 MARKET AVENUE COOS BAY, OR. 97420 WWW.SHN-ENGR.COM 541-266-9890	
DESIGN	RFS	DATE	NO.
DR	DSR		
CHK	SKD	REVISION	BY
APVD			
PORT OF NEWPORT PUBLIC SHORELINE ACCESS NEWPORT, OR <b>SITE PLAN</b>			
SHEET <b>C-3</b>		DATE <b>9/2016</b> PROJ. NO. <b>615041</b>	

# Billeter Marine LLC

CCB# 166653 • UBI# 603 082 610

**541-269-8600**

520 3rd Court  
Coos Bay, Oregon 97420

billetermarine.com

billeter\_marine@frontier.com

To: Port of Newport	Contact: Jim Durke
Address: 600 S.E. Boulevard	Phone: 541-265-7758
Newport, OR. 97365	Fax:
Project: NOAA Rec Access Floating Dock	Date: 3/20/17

**Description of work:**

1. Mobilization of Equipment and crew
2. Provide and install four galvanized pile hoops
3. Provide transition bracket coated with epoxy paint
4. Install port provided materials (6 floats, walers, rods, and hardware)

Total Bid Price: \$23,600.00
------------------------------

Notes:

1. Billeter Marine, LLC reserves the right to pass on any material price increases that occur between the time this quote was given and the time of construction.
2. Billeter Marine, LLC is not liable for any possible damages to underground utilities not located by others prior to our work.
3. Quote good if accepted in writing within 7 days. Please sign and return one copy of this proposal to signify an acceptance of this quote and its terms and conditions as stated or feel free to call me if you have any questions. Our CCB# is 166653

Payment Terms:

1. Any additional work will be billed on a cost plus 10% basis.
2. All material is guaranteed to be as specified. All work is to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the agreed upon price. All agreements contingent upon strikes, accidents or delay beyond our control. Owner to carry fire, tornado, and other necessity insurance. Our workers are fully covered by Workmen's Compensation Insurance.
3. Billeter Marine, LLC reserves the right to make progress billings on projects with durations greater than 1 month. This contract is to be paid in full within 30 days from the date the work has been substantially completed. Interest at the rate of ONE AND ONE-HALF (1-1/2%) PER MONTH (18% PER ANNUM) will be charged on all balances not paid when due. In the event legal action is necessary to enforce the contract, the prevailing party will be entitled to court costs and reasonable attorney fees.
4. The prevailing party in any action or suit is entitled to costs and attorney fees. This receipt evidences a purchase as provided for in the ACCOUNT Plan Agreement between Billeter Marine, LLC and the above-named Purchaser. All provisions and agreements contained in the Account Plan Agreement, if applicable, are hereby incorporated by reference.
5. I hereby acknowledge that I have received the forms "information to Owners About Construction Liens", "Consumer Protection Notice" and "notice of Procedure", as provided for by ORS 87.025 and as adopted by the Builders Board

Init. \_\_\_\_\_

<p><b>Accepted:</b> The above price, specifications and conditions are satisfactory and are hereby accepted. Buyer: _____ Signature: _____ Date of Acceptance: _____</p>	<p><b>Confirmed:</b> Billeter Marine, LLC Authorized Signature: _____ Estimator: _____ Date of Confirmation: _____</p>
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**Operating Fund**

**March 16, 2017 through April 19, 2017**

<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
03/29/2017	38816	Anthony Ford	Refund - SB RV Park	25.54
03/29/2017	38817	Business Oregon - OBDD	Debt service	7,800.00
03/29/2017	38818	Carson Oil Co	Fuel	85.83
03/29/2017	38819	Central Lincoln PUD	Electricity	70.60
03/29/2017	38820	Century Link	Telephone	389.02
03/29/2017	38821	CenturyLink - Business Service	Telephone	28.30
03/29/2017	38822	City of Newport	Transient room tax	3,021.95
03/29/2017	38823	Clean Way Environmental Partners	Stormwater catch basins and filters - NIT	8,315.49
03/29/2017	38824	Coastal Refrigeration	Repair defrost control	472.00
03/29/2017	38825	CoastCom	Internet and email	1,252.00
03/29/2017	38826	Creative Landscape & Maintenance	Landscape maintenance	495.00
03/29/2017	38827	Dahl & Dahl	Trash disposal	1,231.44
03/29/2017	38828	Design Space	Modular office rentals	1,094.00
03/29/2017	38829	Fastenal Company	Operating supplies	9.23
03/29/2017	38830	Ferguson Enterprises	Operating supplies	172.68
03/29/2017	38831	G & K Floors	Janitorial services	2,200.00
03/29/2017	38832	Lincoln County Public Works	Fuel	380.54
03/29/2017	38833	Lori Tobias	Professional services	200.00
03/29/2017	38834	National Photocopy Corporation	IT hardware	441.89
03/29/2017	38835	New Pig Corporation	Maintenance supplies	335.45
03/29/2017	38836	Newport Fishermen's Wives	Sponsorship of 2017 calendar	500.00
03/29/2017	38837	Newport News-Times	Director of Operations ad and public notices	603.43
03/29/2017	38838	Newport Signs	"Weigh Your Catch" sign	625.00
03/29/2017	38839	NW Natural	Gas - SB	368.94
03/29/2017	38840	PayneWest Insurance	Commercial storage tank liability coverage - SB	7,228.17
03/29/2017	38841	Employee	Expense reimbursement	110.26
03/29/2017	38842	Pioneer Printing	Permit parking maps	439.15
03/29/2017	38843	Suburban Propane	Propane	613.04
03/29/2017	38844	T & L Septic & Chemical Toilet Service	Chemical toilet rental	486.00
03/29/2017	38845	Thermo Fluids	Pump out used oil	175.00
03/29/2017	38846	Toyota Industries Commercial Finance	Forklift leases	1,044.20
03/29/2017	38847	Toyota Lift NW	Forklift windshield wipers	73.49
03/29/2017	38848	United Grocers - Cash & Carry	Operating and office supplies	146.09
03/29/2017	38849	Valley Fire Control	Annual inspection and service	226.75
03/29/2017	38850	Verizon Wireless	Port cell phones	341.25
04/10/2017	38851	F/V Warrior II	Refund - discounted to monthly moorage	685.00



**Operating Fund**

**March 16, 2017 through April 19, 2017**

<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
04/11/2017	38852	Alan Brown Tire Center	Tires	85.16
04/11/2017	38853	Alsco	Floor mats and towel rental	376.00
04/11/2017	38854	Alsea Bay Power Products	Riding lawnmower and pressure washer	3,174.88
04/11/2017	38855	Altrusa of Yaquina Bay	Fundraising trivia bee sponsorship	150.00
04/11/2017	38856	Barrelhead Supply	Building supplies - CM shop	1,222.82
04/11/2017	38857	Better Bark & More	Compost	450.00
04/11/2017	38858	Employee	Mid-month draw	450.00
04/11/2017	38859	Cardinal Services	Wages for temp services	1,176.00
04/11/2017	38860	Central Lincoln PUD	Electricity	22,392.59
04/11/2017	38861	Chase - Visa	Travel expenses for Washington DC trip, meeting and office supplies	6,312.73
04/11/2017	38862	Employee	Mid-month draw	500.00
04/11/2017	38863	City of Newport	Transient room tax	1,604.93
04/11/2017	38864	CNA Surety	Notary errors & omissions liability coverage	26.00
04/11/2017	38865	Coastal Paper & Supply	Paper products and cleaning supplies	434.30
04/11/2017	38866	Copeland Lumber Yards	Lumber	626.83
04/11/2017	38867	Dahl & Dahl	Trash disposal	273.28
04/11/2017	38868	Dan Lais Equipment Surgery	Pile frames for PD5	3,310.00
04/11/2017	38869	Employee	Mid-month draw	500.00
04/11/2017	38870	Direct TV	Cable - RV parks	1,301.84
04/11/2017	38871	Employee	Mid-month draw	600.00
04/11/2017	38872	Englund Marine Supply Co	Operating supplies	556.75
04/11/2017	38873	Employee	Mid-month draw	300.00
04/11/2017	38874	Fastenal Company	Operating supplies	124.09
04/11/2017	38875	Employee	Mid-month draw	475.00
04/11/2017	38876	Fred Meyer Customer Charges	Operating and office supplies	142.37
04/11/2017	38877	Halco Welding	Maintenance supplies	214.00
04/11/2017	38878	IconiPro Security and Alarms	Security services	735.97
04/11/2017	38879	Idea Print Works	Volunteer clothing	142.20
04/11/2017	38880	Industrial Welding Supply	Operating supplies	255.21
04/11/2017	38881	J Lamb Marine Electric	Shore power cords	530.00
04/11/2017	38882	JC Market	Meeting supplies	33.57
04/11/2017	38883	Joshua Miller	Refund - RV Park cancellation	23.86
04/11/2017	38884	Employee	Expense reimbursement	67.54
04/11/2017	38885	LazerQuick	Flyers for Washington DC trip	45.25
04/11/2017	38886	Lincoln County Historical Society	Annual membership	250.00





**Operating Fund**

**March 16, 2017 through April 19, 2017**

<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
04/11/2017	38887	Lincoln County Public Works	Fuel	343.92
04/11/2017	38888	MacPherson Gintner & Diaz	Professional services	2,528.75
04/11/2017	38889	Neofunds by Neopost	Postage	401.45
04/11/2017	38890	Newport Auto Parts	Maintenance supplies	153.33
04/11/2017	38891	Pacific Coast Lock & Safe	Lock repair	65.00
04/11/2017	38892	Petroleum Compliance Services	Annual line leak test on fuel dock	690.00
04/11/2017	38893	Petty Cash	Office supplies	136.00
04/11/2017	38894	Pioneer Printing	Office supplies	339.20
04/11/2017	38895	Pioneer Telephone Cooperative	Telephone	226.30
04/11/2017	38896	Platt	Operating supplies	130.92
04/11/2017	38897	Employee	Mid-month draw	650.00
04/11/2017	38898	RK Concrete Construction	Forklift accessible sidewalks and ramps - SB	18,055.00
04/11/2017	38899	Sherwin-Williams	Paint	615.20
04/11/2017	38900	Special Districts Insurance Services	Monthly health-life-dental	11,612.26
04/11/2017	38901	Staples	Office supplies	113.98
04/11/2017	38902	Employee	Mid-month draw	1,500.00
04/11/2017	38903	Suburban Propane	Propane	373.21
04/11/2017	38904	T & L Septic & Chemical Toilet Service	Chemical toilet rental	1,120.00
04/11/2017	38905	TCB Security Services	Monthly security contract	6,516.00
04/11/2017	38906	Thompson's Sanitary Service	Trash disposal	4,046.30
04/11/2017	38907	Timber Supply Co	Wire for Grove crane	382.50
04/11/2017	38908	United Grocers - Cash & Carry	Office supplies	124.97
04/11/2017	38909	Voya (State of Oregon Plan)	Monthly employee contributions	100.00
04/11/2017	38910	Wilco	Operating supplies	717.96
04/11/2017	38911	Xerox Corporation	Copier lease	396.30
04/11/2017	38912	Yaquina Bay Communications	Banner ad	150.00
<b>Total</b>				<b>142,038.45</b>



**NOAA Fund**

**March 16, 2017 through April 19, 2017**

<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
03/29/2017	13130	Billeter Marine LLC	Wharf maintenance dredging	38,748.13
03/29/2017	13131	Central Lincoln PUD	Electricity	681.28
03/29/2017	13132	G & K Floors	Janitorial services	450.00
03/29/2017	13133	Metro Overhead Door	Gate opener repair	2,180.00
03/29/2017	13134	Ultimate Pest Control LLC	Pest control	125.00
03/29/2017	13135	Verizon Wireless	Phone charges and mifi	26.38
04/11/2017	13136	AVS Elevator	Quarterly service	487.26
04/11/2017	13137	Barrelhead Supply Inc	Operating supplies	8.99
04/11/2017	13138	Bureau of Labor and Industries	Public works fee - dredging	289.01
04/11/2017	13139	Chase-Visa	Light fixtures for restrooms	690.08
04/11/2017	13140	IconiPro Security & Alarms	Fire alarm monitoring service	78.00
04/11/2017	13141	Newport Auto Parts Inc	Maintenance supplies	148.74
04/11/2017	13142	Newport Carpet One	Replace tiles	648.20
04/11/2017	13143	Newport Rental Service	Manlift rental	768.60
04/11/2017	13144	Pioneer Telephone Cooperative	Telephone	239.94
04/11/2017	13145	Special Districts Insurance Services	Monthly health-dental-life insurance	648.63
04/11/2017	13146	TCB Security Services Inc	Elevator phone monitoring	20.00
04/11/2017	13147	Thompsons Sanitary Service	March service	345.60
<b>Total</b>				<b>46,583.84</b>

**PORT OF NEWPORT  
RESOLUTION NO. 2017-\_\_**

**A RESOLUTION SETTING RATES, FEES, AND CHARGES**

**WHEREAS**, ORS 294.160 requires the governing body of a unit of local government to provide an opportunity for interested persons to comment on the enactment of any ordinance or resolution prescribing a new fee or a fee increase; and

**WHEREAS**, Port of Newport Facilities Code Sec. 1.2(f) and 2.10(c)(6) requires the Commission to set rates and charges for moorage and electrical usage by the adoption of a “fee schedule” by resolution; and

**WHEREAS**, the Port Commission last adjusted rates, fees and charges via Res. No. 2016-02 on May 24, 2016; and

**WHEREAS**, the Port Commission feels that user fees should help to offset those costs related to the depreciation and on-going maintenance of the port; NOW THEREFORE,

**THE PORT OF NEWPORT BOARD OF COMMISSIONERS RESOLVES AS FOLLOWS:**

**Section 1. Service Rates.** Rates apply to all Port of Newport locations unless otherwise noted. Rates become effective July 1, 2017. Port owned equipment to be operated by port personnel. Rates are per hour, ¾ hour minimum, in 15 minute increments, unless otherwise noted.

	OLD	NEW	+/-
A. <u>Forklift.</u> In addition to labor rate.			
1. Small. Toyotas.			
a. Per hour.....	\$11.33	\$12.00	6%
b. Minimum charge .....	\$ 7.21	\$9.00	25%
2. Large. All at International Terminal (IT).			
a. Per hour.....	\$28.33	\$30.00	6%
b. Minimum charge .....	\$17.00	\$22.50	32%
B. <u>Hoist Dock.</u> Tie up fee, per hour. Includes use of hoist.			
1. One hour minimum, up to 3 hrs. ....	\$37.34	\$39.00	4%
2. After 3 hours.....	\$44.29	\$47.00	6%
C. <u>Hoist Dock Cranes.</u> In addition to hoist dock rate.			
1. Large Capacity. In addition to labor rate.			
a. Per hour.....	\$39.66	\$42.00	6%
b. Minimum charge .....	\$30.64	\$31.50	3%
2. Launch Sail Boats. Includes recovery, per launch.....	\$42.49	\$45.00	6%
D. <u>Service Docks.</u>			
1. Swede’s. In addition to moorage. .... daily moorage rate		same	
E. <u>City Water.</u> .....at city’s rate		same	
F. <u>Fuel Surcharge.</u> International Terminal only. Per gallon .....	\$ 0.031	\$0.033	6%
G. <u>Electricity.</u> Swede’s Dock, Dock 1, and IT. Per day charge.			
1. 208/220 v, single phase & 208 v three phase. ....	\$15.19	\$16.00	5%
2. 120v. IT .....	\$ 6.44	\$7.00	9%
3. PD 7 Service Dock, 110v pumps.....	\$ 6.44	\$7.00	9%
4. PD 7 Yard Charge, trucks .....	\$11.59	\$12.00	4%
H. <u>Hydraulic Crane.</u> In addition to labor rate. 30 ton capacity, per hour, min 1 hr. ....	\$132.61	\$139.00	5%

	OLD	NEW	+/-
I. <u>Pump/Line Service.</u> Includes one Port employee only. Additional staff required will be billed at the established hourly labor rate. Per hour.....	\$58.45	\$62.00	6%
J. <u>Storage.</u>			
1. Outside Lot Storage			
a. <del>Per square foot, daily rate</del> .....	<del>\$ 0.010</del>	\$0.011	10%
b. Per square foot, monthly charge .....	\$0.216	\$0.23	6%
c. Minimum monthly charge .....	\$21.63	\$23.00	6%
d. Boat trailer only, per night.....	\$ 2.16	\$2.50	16%
e. Boat on trailer, per night, 10 days limit .....	\$ 7.42	\$8.00	8%
2. Emergency Storage Fee. Per day billed as guest. For vehicles, boats or trailers prior to being considered unclaimed property in possession (ORS 98.245) Charge for improper use of parking lot (i.e. boat repair) .....	\$21.63	\$23.00	6%
K. <u>Gear Work.</u> Boat crew is responsible for clean-up. If Port Employees are required to clean up area, the boat account will be billed at the established hourly labor rate.			
1. Commercial Marina, per day .....	\$18.80	\$20.00	6%
2. Terminal Lot, per day. Short term use only .....	\$18.80	\$20.00	6%
3. South Beach Marina, per day .....	\$18.80	\$20.00	6%
L. <u>Work Barge.</u> In addition to labor rate.			
1. Work Boat, per hour. Licensed captain extra. ....	\$124.63	\$131.00	5%
2. Wood Barge, per day (work boat extra).....	\$23.69	\$25.00	6%
3. Skiff, per hour .....	\$13.39	\$14.00	5%
M. <u>Clean-up.</u> Fees will be charged for each man-hour at the established labor. Equipment charges are extra			
1. Oil Spills, per hour .....	\$92.70	\$97.00	5%
N. <u>Disposal Fees.</u>			
1. Just Oil, per gallon.....	\$ 0.300	\$0.50	67%
2. Oil-Water Mix, per gallon .....	\$ 0.760	\$1.00	32%
3. Net Disposal and/or Related Gear, per pound .....	\$ 0.165	\$0.18	9%
4. Garbage, per pound .....	\$ 0.113	\$0.15	33%
O. <u>Port Labor.</u> Includes administration staff and fully burdened.			
1. Per hour; 3/4 hour minimum, in 15 min. increments..	\$50.50	\$53.00	5%
2. Overtime. Any services required outside the established working hours, unless otherwise posted, will be charged at one and one-half times (1.5) the normal rate for labor. Per hour, 1 hour minimum.....	\$75.75	\$79.50	
3. Emergency Call-out. Any services requiring a port employee not currently on duty to report to duty after hours, will be charged at twice (2.0) the normal rate for labor. Per hour.....	\$100.94	\$106.00	5%
P. <u>Pallet Charge.</u> Any Port owned pallet leaving yard, each. ....	\$ 5.46	\$6.00	10%
Q. <u>Dredge Spoils.</u> Includes state fees; may be waived for other public agencies or beneficial uses. Per cubic yard.....	\$ 2.00	\$2.50	25%
R. <u>Keys/Cards.</u>			
1. South Beach Facilities. Cards.			
a. Original/first two .....	free	free	n/a
b. Replacement/additional .....	\$ 5.67	\$6.00	6%

	OLD	NEW	+/-
2. Bay Front Facilities. Keys.			
a. Original/first one .....	\$15.97	\$17.00	6%
b. Replacement/additional .....	\$28.33	\$30.00	6%

**Section 2. Bay Front Charges.** Per linear foot. All charges for greater length between dock and boat.

	OLD	NEW	+/-
A. <u>Moorage.</u> Per linear foot.			
1. Daily .....	\$ 0.45	\$0.50	11%
2. Calendar Month .....	\$ 8.25	\$9.00	9%
3. Semi-Annual .....	\$31.31	\$33.00	5%
4. Annual .....	\$41.56	\$44.00	6%
B. <u>Annual Parking Permit.</u> Permit effective for calendar year starting April 1 <sup>st</sup> . Commercial Fisherman only .....	\$21.00	\$22.00	5%

**Section 3. International Terminal Charges.** International Terminal Tariff No. 1 adopted via Res. No. 2014-03 on May 22, 2014. All fees authorized via Tariff No. 1. Effective July 1, 2014.

A. <u>Port Security Fee.</u> (§I.13). Per three 8-hour shifts .....	\$895.00	\$895.00	0%
B. <u>Materials &amp; Supplies.</u> (§I.31). Cost plus .....	25%	25%	0%
C. <u>Dockage Charges.</u> (§III.13). Rate per day, by length.			
1. 000.00 – 351.05 ft. ....	\$1,627.00	\$1,627.00	0%
2. 351.05 – 371.02 ft. ....	\$1,792.00	\$1,792.00	0%
3. 371.02 – 400.26 ft. ....	\$1,981.00	\$1,981.00	0%
4. 400.26 – 426.51 ft. ....	\$2,203.00	\$2,203.00	0%
5. 426.51 – 449.48 ft. ....	\$2,373.00	\$2,373.00	0%
6. 449.48 – 475.72 ft. ....	\$2,607.00	\$2,607.00	0%
7. 475.72 – 498.69 ft. ....	\$2,960.00	\$2,060.00	0%
8. 498.69 – 524.93 ft. ....	\$3,527.00	\$3,527.00	0%
9. 524.93 – 551.18 ft. ....	\$3,639.00	\$3,639.00	0%
10. 551.18 – 574.15 ft. ....	\$3,822.00	\$3,822.00	0%
11. 574.15 – 600.39 ft. ....	\$4,373.00	\$4,373.00	0%
12. 600.39 – 626.64 ft. ....	\$5,092.00	\$5,092.00	0%
13. 626.64 – 649.99 ft. ....	\$5,787.00	\$5,787.00	0%
14. Above 650 ft., added on top of above rate, per ft. ....	\$ 8.90	\$8.90	0%
15. Exceptions for certain vessels (§II.14) per ft. per day	\$ 0.80	\$0.80	0%
D. <u>Service and Facility Charges.</u> (§III.2). Per 1000 board feet, unless noted.			
1. Logs. Scribner scale, ex dock.....	\$ 7.75	\$7.75	0%
2. Cants. ....	\$ 6.00	\$6.00	0%
3. Lumber. Packaged rough. ....	\$ 5.22	\$5.22	0%
4. Lumber. Packaged surfaced. ....	\$ 4.63	\$4.63	0%
5. Plywood, Veneer, corestock & hardboard, /1000 kilos	\$ 5.87	\$5.87	0%
6. Pulp, Linerboard, bales or rolls, 2000 kilos.....	\$ 3.49	\$3.49	0%
7. Other commodities, per metric ton or 1000 bf .....	\$ 6.83	\$6.83	0%
8. Other commodities, per cubic meter.....	\$ 5.69	\$5.69	0%
E. <u>Wharfage Assessment.</u> (§III.6). Minimum charge for any single bill of lading. ....	\$10.00	\$10.00	0%
F. <u>Wharf Charges.</u> (§III.7). Per 1000 board feet, unless noted. In addition to Service and Facility Charges.			

	OLD	NEW	+/-
1. Logs. Scribner scale, ex dock.....	\$ 9.50	\$9.50	0%
2. Cants.....	\$ 6.00	\$6.00	0%
3. Lumber. Packaged rough.....	\$ 4.55	\$4.55	0%
4. Lumber. Packaged surfaced.....	\$ 4.03	\$4.03	0%
5. Plywood, Veneer, corestock and hardboard, per 1000K.....	\$ 3.96	\$3.96	0%
6. Pulp, Linerboard, bales or rolls.....	\$ 2.72	\$2.72	0%
7. Other commodities, per 1000 kilos.....	\$ 5.57	\$5.57	0%
8. Other commodities, per cubic meter.....	\$ 4.57	\$4.57	0%
G. <u>Cargo Staging Area.</u> (§IV.2). Base rent for 3-acre surge area.			
1. Per week, seven days .....	\$2,000.00	\$2,000.00	0%
2. Per day, less than seven days .....	\$300.00	\$300.00	0%
H. <u>Line Service.</u> (§V.3). Labor will be charged at the rates set out in the current ILWU/PMA West Coast Contract. Rate schedule per day.			
1. 2 men .....	\$520-\$656	\$520-\$656	0%
2. 4 men .....	\$1,061-\$1,317	\$1,061-\$1,317	0%
3. 6 men .....	\$1,575-\$1,973	\$1,575-\$1,973	0%
4. 8 men .....	\$2,153-\$2,631	\$2,153-\$2,631	0%

**Section 4. South Beach Charges.** Per linear foot. All charges for greater length between dock and boat except for F-Dock which is boat length only. Effective October 1, 2017.

	OLD	NEW	+/-
A. <u>Moorage.</u> Per linear foot.			
1. Daily .....	\$ 0.64	\$0.70	9%
2. Weekly.....	\$ 3.82	\$4.00	5%
3. Calendar Month.....	\$ 9.79	\$10.50	7%
4. Semi-Annual.....	\$36.04	\$38.00	5%
5. Annual .....	\$57.02	\$60.00	5%
6. Electrical Surcharge, per extra plug on dock.			
a. Weekly.....	n/a	\$25.00	n/a
b. Monthly.....	\$30.90	\$100.00	224%
7. Live aboard. Monthly rate by agreement only.			
a. First person.....	\$49.95	\$53.00	6%
b. Each Additional.....	\$43.26	\$46.00	6%
B. <u>South Beach Charter Rates.</u>			
1. Annual Moorage, per linear foot (PONFC) .....	\$44.92	\$47.00	5%
2. Charter License .....	\$300.00	\$315.00	5%
C. <u>Dock Box.</u> Following Harbormaster specs .....	\$309.00	\$325.00	5%
D. <u>Electrical Upgrade.</u> From 20 to 30 amp. One-time.....	\$53.05	\$56.00	6%
E. <u>Line Replacement.</u> Per foot, per time.....	\$ 1.00	\$ 1.25	25%
F. <u>Launch Fee.</u>			
1. Daily. ....	\$ 6.00	\$7.00	16%
2. Annual			
a. Resident .....	\$55.00	\$65.00	18%
b. Resident Senior .....	\$50.00	\$60.00	20%
c. Non-resident.....	\$75.00	\$80.00	7%

**Section 5. Recreational Vehicle Park Fees.** Effective October 1, 2017. Applicable state and municipal lodging tax will be an additional charge.

	OLD	NEW	+/-
A. <u>High Traffic Surcharge</u> . Per night (2 night min.) Added to all RV Park stays in Marina RV Park, RV Park Annex, and Dry Camping.			
1. Memorial, Labor Day, 4 <sup>th</sup> of July.....	--	\$20.00	n/a
2. Seafood & Wine Festival.....	--	\$50.00	n/a
3. Other Special Events.....	--	Varies	
B. <u>Peak Season (Summer)</u> . May 1 – October 31. Base rate before taxes.			
1. All Marina Park Sites			
a. Daily			
i. Regular.....		\$44.50	
(Base Rate before taxes).....		\$39.98	\$42.00 5%
ii. Good Sam.....		\$40.05	
(Base Rate before taxes).....		\$35.98	\$37.80 5%
b. Weekly			
i. Regular.....		\$279.50	
(Base Rate before taxes).....		\$251.12	\$264.00 5%
ii. Good Sam.....		\$251.55	
(Base Rate before taxes).....		\$226.01	\$237.60 5%
c. Monthly Rate.....		\$783.00	\$823.00 5%
2. The Annex.			
a. Daily.....		\$34.50	
(Base Rate before taxes).....		\$31.00	\$33.00 6%
b. Weekly.....		\$209.00	
(Base Rate before taxes).....		\$187.78	\$198.00 5%
c. Monthly.....		\$620.00	\$651.00 5%
3. Dry Camping.....		\$20.50	\$22.00 7%
C. <u>Off Season (Winter)</u> . November 1 – April 30.			
1. All Sites in the Marina Park			
a. Daily			
i. Regular.....		\$39.50	
(Base Rate before taxes).....		\$35.49	\$38.00 7%
ii. Good Sam.....		\$35.55	
(Base Rate before taxes).....		\$31.94	\$34.20 7%
b. Weekly			
i. Regular.....		\$237.00	
(Base Rate before taxes).....		\$212.94	\$224.00 5%
ii. Good Sam.....		\$213.31	
(Base Rate before taxes).....		\$191.64	\$201.60 5%
c. Monthly Rate.....		\$672.00	\$706.00 5%
2. The Annex.			
a. Daily.....		\$34.49	
(Base Rate before taxes).....		\$31.00	\$33.00 6%
b. Weekly.....		\$209.00	
(Base Rate before taxes.....		\$187.78	\$198.00 5%
c. Monthly.....		\$620.00	\$651.00 5%
3. Dry Camping.....		\$20.50	\$22.00 7%
D. <u>South Beach Meeting Room</u> . Must be pre-arranged and authorized. Keys must be obtained and returned. Certain waivers by management.			

	OLD	NEW	+/-
1. Half day .....	--	\$40.00	
2. Full day .....	\$75.00	\$80.00	7%
E. <u>Pet Fee.</u> Charged additionally.			
1. Daily. First pet free; each additional .....	\$ 2.00	\$3.00	50%
2. Weekly. First pet free; each additional .....	\$10.00	\$11.00	10%
3. Monthly. Charged per pet including first .....	\$10.00	\$11.00	10%
F. <u>Individual Fee.</u> First two people free; each additional person charged.			
1. Daily. ....	\$ 2.00	\$3.00	50%
2. Weekly.....	\$10.00	\$11.00	10%
3. Monthly.....	\$30.00	\$32.00	7%
G. <u>Vehicle Fee.</u> Any combination of three axle pieces of equipment (i.e. trailer, fifth wheel, truck/car, storage trailer). Charged for fourth piece.			
1. Daily. ....	\$ 2.00	\$7.00	250%
2. Weekly.....	\$10.00	\$15.00	50%
3. Monthly.....	\$30.00	\$35.00	17%
H. <u>Reservation Deposit.</u> Payable at booking. Deposit will be applied to actual stay, subject to cancelation fee if applicable.			
1. Daily and Weekly.....	1 <sup>st</sup> night's rate	same	
2. Monthly.....	1 <sup>st</sup> month's rate	same	
I. <u>Cancelation Fee.</u>			
1. Daily or weekly reservation, non-holiday.			
a. 72 hours or more before check-in date.....	\$10.00	\$11.00	10%
b. Less than 72 hours before check in date. 1 <sup>st</sup> night's rate		same	
2. Daily or weekly reservation, holiday.			
a. 14 days or more before check-in date .....	\$10.00	\$11.00	10%
b. Fewer than 14 days before check-in date 1 <sup>st</sup> night's rate		same	
3. Monthly reservations.			
a. 30 days or more before check-in date. ....	---	\$50.00	n/a
b. Less than 30 days before check-in, or early check-out .....	---	\$100.00	n/a
4. High-Traffic reservation (\$5(A)), 1 <sup>st</sup> night's rate.....	---		n/a
J. <u>Service Fee Reimbursement.</u> For electric pedestal physical damage. First service call included in base rate. All other service reimbursements may be charged at actual cost to port. ....	\$79.00	\$83.00	5%
K. <u>Laundry Machines.</u> per load.....	\$ 2.00	\$2.00	0%
L. <u>Process Fees.</u> Any additional fees incurred by the Port as part of an eviction process.			
1. Notice. ....	\$50.00	\$50.00	0%
2. FED Complaint.....	\$200.00	\$200.00	0%
3. Court Hearing.....	\$165.00	\$165.00	0%
4. Writ of Execution. ....	\$140.00	\$140.00	0%

**Section 6. Civil Penalties.** Penalties found in PONFC (Sec. 7.4(a)). Paid in full. Effective July 1, 2017.

	OLD	NEW	+/-
A. <u>Class A Violation</u>			



	OLD	NEW	+/-
1. 0-14 days, per day.....	\$300.00	\$300.00	0%
2. 15-29 days, per day.....	\$600.00	\$600.00	0%
3. 30+ days, per day.....	\$1,000.00	\$1,000.00	0%
<b>B. <u>Class B Violation</u></b>			
1. 0-14 days, per day.....	\$150.00	\$150.00	0%
2. 15-29 days, per day.....	\$300.00	\$300.00	0%
3. 30+ days, per day.....	\$500.00	\$500.00	0%
<b>C. <u>Class C Violation</u></b>			
1. 0-14 days, per day.....	\$30.00	\$30.00	0%
2. 15-29 days, per day.....	\$60.00	\$60.00	0%
3. 30+ days, per day.....	\$100.00	\$100.00	0%
<b>D. <u>Class D Violation</u></b>			
1. 0-14 days, per day.....	\$15.00	\$15.00	0%
2. 15-29 days, per day.....	\$30.00	\$30.00	0%
3. 30+ days, per day.....	\$50.00	\$50.00	0%
<b>E. <u>Parking Violation</u>. Per event, both vehicles and trailers.</b>			
1. 0-10 days, paid within.....	\$40.00	\$40.00	0%
2. 11-20 days, paid within.....	\$85.00	\$85.00	0%
3. 21+ days, paid within.....	\$125.00	\$125.00	0%
<b>F. <u>Dumping Violation</u>. Per event.....</b>	---	\$500.00	n/a

**Section 7. Administrative Fees.** Staff may require payment or deposit in advance of service (ORS 192.440(4)(a)). Effective July 1, 2017.

<b>A. <u>Public Records Request Fee Schedule.</u></b>			
1. Copies of Public Records. Per Page.....	\$ 0.25	\$0.25	0%
2. Copies of Sound Recordings.....	\$10.00	\$10.00	0%
3. Copies of By-laws, Codes, Plans, bound documents	\$20.00	\$20.00	0%
4. Copies of Nonstandard documents .....	\$20.00	\$20.00	0%
<b>B. <u>Research</u>. Written request required. Hourly rate. ½-hr. min..</b>	\$50.50	\$53.00	5%
<b>C. <u>Computer Time</u>. Port operator. Hourly rate. ½-hr. min.....</b>	\$50.50	\$53.00	5%
<b>D. <u>Faxes/Emailing/Copies</u>. Per Page</b>			
1. Local.....	\$ 1.00	\$1.00	0%
2. Long Distance .....	\$ 1.50	\$1.50	0%
3. Incoming.....	\$ 1.00	\$1.00	0%
4. Copies .....	\$ 0.25	\$0.25	0%
<b>E. <u>Long Distance Phone Call, 5 minute maximum</u> .....</b>	\$ 2.00	\$2.00	0%
<b>F. <u>Lamination</u>. Per Page, letter size. ....</b>	\$ 2.00	\$2.00	0%
<b>G. <u>Notice Posting</u>. For non-payment of lease or moorage.....</b>	\$62.00	\$65.00	5%
<b>H. <u>Failure to Register</u>. For research related to unregistered boats .....</b>	\$31.00	\$33.00	6%
<b>I. <u>International Terminal Meeting Room</u>. Must be pre-arranged and authorized.</b>			
1. Half day .....	--	\$30.00	n/a
2. Full day.....	--	\$60.00	n/a
<b>J. <u>Returned Check Fee</u>. Plus bank fees. ....</b>	\$50.00	\$50.00	0%
<b>K. <u>Per Annum Interest Rate</u>. Applied to past due accounts. ....</b>	18%	18%	0%
<b>L. <u>POV Mileage Reimbursement Rate (IRS)</u>.....</b>	current		
<b>M. <u>Travel Reimbursement Rates</u> follow current IRS per diem rates .....</b>	current		

	OLD	NEW	+/-
<a href="http://www.gsa.gov/portal/category/104711">http://www.gsa.gov/portal/category/104711</a>			
N. Impound Seizure Fee. Vessel impounding. ....	\$750.00	\$750.00	0%
O. Special Use Permit Fee. GM has authority to adjust usage fee based upon non-profit status and other criteria			
1. Application Fee.....	\$100.00	\$100.00	0%
2. Usage Fee, Number of Participants, Attendees, Contestants, Volunteers at Event			
a. 1-200 .....	\$400.00	\$400.00	0%
b. 201-500 .....	\$650.00	\$650.00	0%
c. 501-1000 .....	\$900.00	\$900.00	0%
d. 1001-5000 .....	\$1,400.00	\$1,400.00	0%
e. 5001-10,000 .....	\$1,900.00	\$1,900.00	0%
f. 10,001-20,000 .....	\$2,400.00	\$2,400.00	0%
g. More than 20,000 .....	\$5,000.00	\$5,000.00	0%
3. Vendors, per each .....	\$40.00	\$40.00	0%
P. Insurance Certificate Limits			
1. General Liability, per occurrence.....	\$2MM	\$2MM	0%
2. General Liability, in aggregate.....	\$2MM	\$2MM	0%
Q. Security (TCB) costs reviewed and passed along to applicant. ....		same	
R. Impound Seizure Fee. Car/Truck/Trailer .....	\$100.00	\$100.00	0%
S. Background Check.....	\$25.00	\$25.00	0%
T. Credit Check .....	\$35.00	\$35.00	0%
U. Notary Fees (OAR 160-100-0410). Acknowledgement, Affidavit/Jurat, Oath/Affirmation, Witness/Attest.....	\$10.00	\$10.00	0%

**Section 8. Insurance Certificate Minimum Limits.** Effective July 1, 2017. Limits are subject to review and risk assessment by management and/or the Port's insurance agent of record. A certificate naming the Port as an additional insured is also required.

	OLD	NEW	+/-
A. <u>Leases/Tenants.</u>			
1. General Liability, Each Occurrence .....	\$2MM	\$2MM	0%
2. Damaged to Rented Premises (each occurrence) ....	\$300K	\$300K	0%
3. Medical Expense (any one person) .....	\$5K	\$5K	0%
4. Personal & Adverse Injury .....	\$2MM	\$2MM	0%
5. General Aggregate .....	\$2MM	\$2MM	0%
6. Products – Comp/Op Aggregate .....	\$2MM	\$2MM	0%
B. <u>Commercial Vessels, Liability Coverage Requirements</u>			
1. Protection & Indemnity, must not exclude Wreck Removal .....	\$250K	\$250K	0%
2. Pollution Liability.....	\$300K	\$300K	0%
3. If Pollution/Protection & Indemnity Combined .....	\$600K	\$600K	0%
4. Port of Newport to be named as additional insured on Liability Coverage			
C. <u>Recreational Vessels, Liability Coverage Requirements</u>			
1. Protection & Indemnity, must not exclude Wreck Removal .....	\$250K	\$250K	0%
2. Pollution Liability.....	\$300K	\$300K	0%
3. –or- Water Craft Liability, must include both wreck removal and pollution liability coverage. Umbrella clauses must identify boats exceeding 25 ft. ....	\$500K	\$500K	0%

	OLD	NEW	+/-
4. Port of Newport to be named an additional insured on Liability Coverage			
D. Charter/Guide Vessels			
1. General Liability.....	\$1.7MM	\$2MM	18%
E. International Terminal Vessels (Tariff No. 1(\$17))			
1. Maritime Employer's Liability (Jones Act).....	\$1MM	\$1MM	0%
2. Commercial and/or Comprehensive Marine General Liability .....	\$5MM	\$5MM	0%
F. . NOAA Visiting Vessels			
1. Commercial and/or Comprehensive Marine General Liability .....	\$5MM	\$5MM	0%
G. Vendors (reserved)			

**Section 9. Retails Sales, Gift Certificates, Promotions, Sponsorships and Sundries.** The Commission delegates to Manager the ability to set prices for sundries, cards, magnets, cups, DVDs, gift certificates, coupons, promotions, advertising, sponsorships and other retail and marketing items.

**Section 10. Delegation of Responsibility.** The Commission delegates to General Manager the ability to adjust these rates on a temporary basis to better manage services at the Port of Newport. Any adjustments to these rates will be reported to the Commission at its next regular meeting.

**Section 11. Annual Review.** The Commission, through assistance by Port staff, shall annually review and adopt a new rate, fees and charges resolution prior to the subsequent budget's adoption.

**Section 12. Repealer.** All previous rates and/or rate resolutions are hereby repealed.

**APPROVED AND ADOPTED BY THE BOARD OF COMMISSIONERS** this 23rd day of May, 2017.

ATTEST:

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Walter Chuck  
President

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Patricia Patrick-Joling  
Secretary/Treasurer





## **NEW BUSINESS AGENDA ITEM**

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**DATE:** *April 25, 2017*  
**RE:** *Supplemental Budget for Fiscal Year 2016-17 and Appropriations*  
**TO:** *Port of Newport Board of Commissioners*  
**ISSUED BY:** *Steve Larrabee, Director of Finance*

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### **BACKGROUND**

In the General Operating Fund, additional appropriation authority is needed for capital outlay and debt service relating to the multi-use are constructed in South Beach per the terms of the lease agreement with the Oregon Brewing Company.

In the Bonded Debt Fund, additional appropriation authority is needed for debt service due by June 30, 2017 on the Series 2016 refunding bonds.

### **RECOMMENDATION**

I recommend that a Commissioner make a MOTION TO ADOPT RESOLUTION NO. 2017-05 ADOPTING A SUPPLEMENTAL BUDGET FOR FISCAL YEAR 2016-17 AND MAKING APPROPRIATIONS.

-###-

**PORT OF NEWPORT  
RESOLUTION NO. 2017-05**

**A RESOLUTION ADOPTING A SUPPLEMENTAL BUDGET  
FOR FISCAL YEAR 2016-17 AND MAKING APPROPRIATIONS**

**WHEREAS**, the Port of Newport Board of Commissioners finds that circumstances exist which were not foreseen at the time the fiscal year 2016-17 budget was adopted and which require a supplemental budget creating additional appropriations in the General Operating Fund and the Bonded Debt Fund in accordance with local budget law (ORS 274.471); and

**WHEREAS**, the proposed budget changes to the Bonded Debt Fund will increase the fund’s expenditures by more than ten percent requiring a public hearing. Notice of the hearing and a summary of proposed budget changes were published not less than five days before the hearing held on April 25, 2017 in accordance with local budget law (ORS 294.471); and

**WHEREAS**, the Port signed a Letter of Understanding and Option to Lease with the Oregon Brewing Company (OBC) with terms that become effective with the occupancy of additional square footage requiring additional appropriations in the General Operating Fund for the construction of a multi-use area and related debt service; and

**WHEREAS**, the Port issued Series 2016 refunding bonds on June 16, 2016 requiring additional appropriations in the Bonded Debt Fund for principal and interest payments due by June 30, 2017;

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

**Section 1.** Adopt the following supplemental budget and make appropriations for fiscal year 2016-17 in the General Operating Fund relating to the construction of a multi-use area per an agreement with the Oregon Brewing Company.

GENERAL FUND

	<u>Adopted Budget</u>	<u>Change</u>	<u>Supplemental Budget</u>
Loan Proceeds .....	\$0	\$225,295	\$225,295
<b>TOTAL RESOURCES .....</b>	<b>\$5,015,616</b>	<b>\$225,295</b>	<b>\$5,240,911</b>
Capital Outlay .....	\$500,000	\$210,295	\$710,295
Debt Service .....	\$684,934	\$15,000	\$699,934
<b>TOTAL REQUIREMENTS.....</b>	<b>\$5,015,616</b>	<b>\$225,295</b>	<b>\$5,240,911</b>

**Section 2.** Adopt the following supplemental budget and make appropriations for fiscal year 2016-17 in the Bonded Debt Fund relating to debt service on the Series 2016 bonds.

**BONDED DEBT FUND**

	<u>Adopted Budget</u>	<u>Change</u>	<u>Supplemental Budget</u>
Bond Levy Proceeds .....	\$903,123	\$446,211	\$1,349,334
<b>TOTAL RESOURCES .....</b>	<b>\$925,823</b>	<b>\$446,211</b>	<b>\$1,372,034</b>
Bond Principal Payments .....	\$310,000	\$155,000	\$465,000
Bond Interest Payments.....	\$615,823	\$291,211	\$907,034
<b>TOTAL REQUIREMENTS.....</b>	<b>\$925,823</b>	<b>\$446,211</b>	<b>\$1,372,034</b>

**Section 3. Effective Date.** Resolution shall take effect immediately.

**APPROVED AND ADOPTED BY THE BOARD OF COMMISSIONERS this 25th day of April, 2017.**

ATTEST:

\_\_\_\_\_  
Walter Chuck, President

\_\_\_\_\_  
Patricia Patrick-Joling, Secretary/Treasurer







## **DIRECTOR OF FINANCE MONTHLY REPORT**

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**DATE:** 04/25/2017  
**PERIOD:** April Board Meeting  
**TO:** Port of Newport Commissioners  
**ISSUED BY:** Stephen J. Larrabee

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### **OVERVIEW**

#### **Financials:**

March year to date financials are attached.

#### **Finance Operations:**

The Finance team is working closely with the Department Heads to put together this year's budget. The budget packet will be distributed on May 2<sup>nd</sup>.

#### **RV Park:**

The RV Park continues to generate a significant amount of positive net income and the staff is monitoring what other RV Parks are doing to increase the efficiencies at the Park. Landscaping improvements have begun and the Park Manager will be visiting other RV Parks in the coming months to learn what they are doing and how they operate.

#### **Seized Vessels:**

The Port placed a claim of possessory lien on the 36' vessel Mariner III in the amount of \$4,944.70 due to a delinquent account and an expired moorage license agreement. The vessel was seized at the South Beach Marina on February 7, 2017. The owner did not resolve these matters within the 60 days allowed by ORS 87.172 and the Port foreclosed on the lien on April 10, 2017. The vessel will be sold at public auction on May 9, 2017.

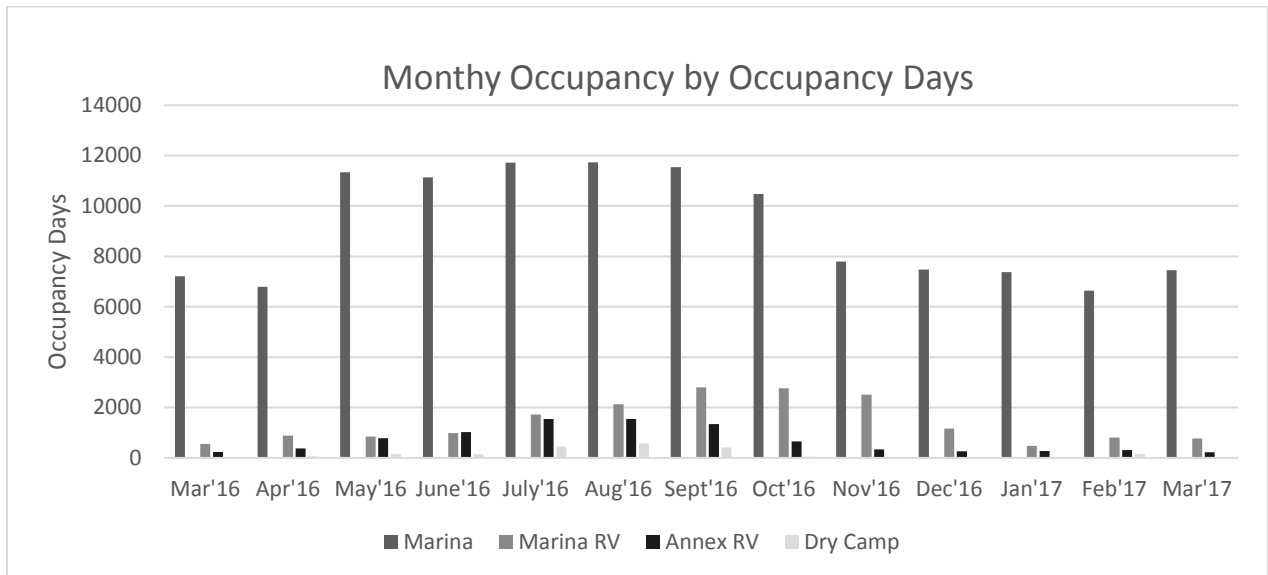
The Port placed a claim of possessory lien on the 52' F/V Hunter in the amount of \$9,345.91 due to a delinquent account, an expired moorage license agreement, and a failure to provide proof of insurance. The vessel was seized at the Commercial Marina on February 22, 2017. Unless the owner resolves these matters within 60 days of the seizure date as allowed by ORS 87.172, the Port will foreclose on the lien on April 28, 2017 and sell the vessel at public auction on May 9, 2017.

# March 2017 Occupancy Report

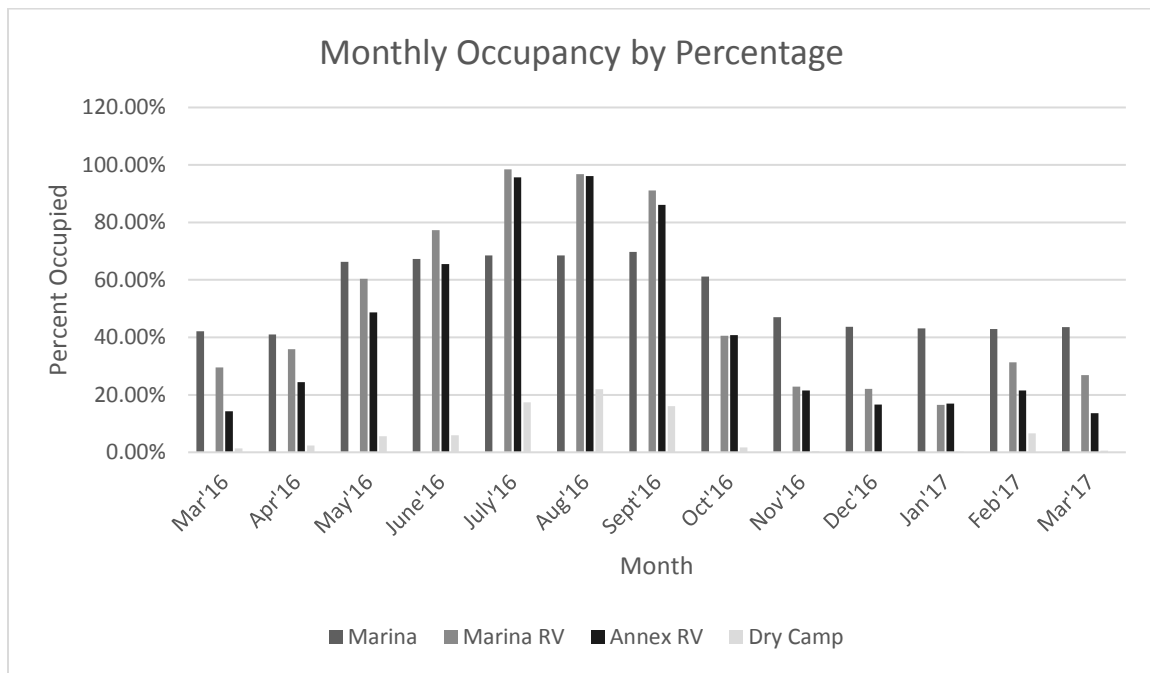
To: Port of Newport Board of Commissioners  
 From: Bill Hewitt, South Beach Marina & RV Parks  
 04/17/2017

The Marina's numbers continue to be ahead of last year. New moorage sales and marina inquiries have continued into March and April. The Marina should continue to increase as we approach the fishing season and better weather. The Marina appears to be less effected by the weather than the RV Park. Both the RV Parks are still slightly behind last year's numbers. This is not unexpected considering all the rain and poor weather the last few months. The upcoming summer season is looking strong, with most of the RV Park booked for the weekends through August.

Mar '17	2016	2017	Change	YTD 2016	YTD 2017	Change
Marina	7212	7448	3.27%	20798	21479	3.27%
MarinaRV	880	765	-13.07%	2313	2044	-11.63%
AnnexRV	230	220	-4.35%	915	808	-11.69%
Dry Camp	36	14	-61.11%	290	178	-38.62%



Mar'17	2016	2017	Change	YTD 2016	YTD 2017	Change
Marina	42.15%	43.54%	1.39%	41.26%	43.23%	1.97%
Marina RV	29.52%	26.82%	-2.70%	26.34%	24.48%	-1.86%
Annex RV	14.27%	13.65%	-0.62%	19.48%	17.26%	-2.22%
Dry Camp	1.37%	0.53%	-0.84%	3.77%	2.32%	-1.45%



**Total Spaces per Location:**

Marina – 552

Marina RV – 92

Annex RV – 52

Dry Camp - 85





## **DIRECTOR OF OPERATIONS MONTHLY REPORT**

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**DATE:** 4/19/2017  
**PERIOD:** Mar 2017 – Apr 2017  
**TO:** Kevin Greenwood  
**ISSUED BY:** Jim Durkee

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### **OVERVIEW**

#### **Summary:**

The commercial crew continued to switch fishing vessels over for shrimp and salmon fishing. The first of the distant water fleet have arrived back from Alaska and began stripping gear. Curb cuts were installed in South Beach.

#### **Detail:**

- **Swede's Dock:** Pontoons have been foam filled. Metal roofing and siding are in progress as of this report. New wood decking was placed on the ramp.
- **Safety Committee:** Began working on updating the Emergency Response Plan which is a goal for the committee this year. The committee will also be working on setting up training now that the training matrix is complete.
- **Department Heads:** Continued work on department budgets. Pete Zerr has been working on the Terminal Operations Plan. Kent Gibson attended the PCC conference in San Francisco. Chris Urbach took Eric Swanson on a field trip to look at several R/V parks along the coast to get some ideas for landscaping/grounds-keeping.

### **International Terminal – Pete Zerr, Superintendent**

#### Billable services:

- Forklift - 27hrs
- 30 Ton Hydraulic crane – 38hrs
- Moorage – 19 days
- Dock Tie Up – 64hrs
- Labor – 65hrs

#### Other

- Preparing for Terminal Operations Manual.
- Completed MTSA Quarterly Drill.
- Working with Port of Astoria to conduct annual audit of Facility Security Plan.

## **N. Commercial docks – Kent Gibson, Harbor Master**

Billable services: (estimated)

- Forklift – 104.25hrs
- Hoist crane –5hrs
- Dock Tie Up – 195.25hrs
- Labor – 104.25hrs

Other

- Raised used oil pump 6 inches due to winter flooding.
- Dealing with Sea Lions hauling out on Dock 5.
- Replaced sheetrock, plywood and wiring in the west end of the shop.
- Began Swede's Dock work.

## **NOAA MOC-P – Jim Durkee, Facility Manager**

- Worked on normal maintenance and continued covering Director of Operations position.
- Developed the RFQ for 2017's required painting of public areas at MOC-P.
- Went through NECSAS (NOAA Environmental Compliance and Safety Assessment System) facility inspection.
- Installed NOAA banners and held interpretive sign unveiling.
- Rainier left for Alaska.

Vessels Using the Facility Since My Last Report – OSP Guardian, NOAA vessels Bell M Shimada, Rainier and Fairweather.

Office Occupancy Admin Building – 63 Work Stations Total, 44 Occupied  
Warehouse Bldg. – 23 Work Stations Total, 12 Occupied  
Occupancy Rate – 65%

## **S. Beach Marina & RV – Chris Urbach, Harbor Master**

Billable services:

- Launch tickets:  
299 passes sold this period.

Other

- Striped gravel dry camping area.
- Continued work on landscape in the Marina and the R/V Park.
- Substantial improvements have already been made to the entry and surrounding perimeter of the R/V Park.
- In response to a request for an outline of we would like to do to the R/V park long term if we were given the funds to make improvements. To start with, our vision is to demo all islands 4 to 6 inches below asphalt surface and install a rich sterile topsoil and above ground irrigating heads. Next install a narrow shrub row along the eastern border of the island with grass to be planted in the remainder. A renovation on this scale of the park would be a complete tear down and total rebuild. The goal would be to create a premium, up to date R/V facility that would be visually pleasing to our guests.

## **Volunteer Work Crews**

The Mates-

- The Mates wrapped rope around the posts for the 'Weigh Your Fish' sign during a work party.
- They have acquired 'Port of Newport' stickers to hand out at events.
- A couple of painting projects are continuing as weather permits.
- Events for the Mates include the National Ocean Science Bowl on April 21<sup>st</sup>, where they are acting as tour guides for the working waterfront, and Know Your Newport on May 17<sup>th</sup>, where they will be manning the booth.
- The Mates have offered to help Chris Urbach in South Beach for the May 11<sup>th</sup> Halibut opener if he needs them.

## Port Of Newport Public Safety Report

Month: <b>March</b>		Prepared By: <b>Matt Frank</b>		Report Date: <b>April 8, 2017</b>					
INCIDENT / CALL TYPE	NORTH			SOUTH			INTERNATIONAL		
	MONTH	YEAR	TOTAL	MONTH	YEAR	TOTAL	MONTH	YEAR	TOTAL
Patrol Check	209	370	579	156	225	381	87	162	249
Unsecure Area		1	1			0			0
Open Door / Window			0			0		1	1
Boat Related	5	8	13			0		1	1
Suspicious Vehicle	7	7	14	3	0	3		3	3
Suspicious Circumstance		2	2			0		1	1
Welfare Check		1	1	1	0	1			0
Unwanted Subject			0			0			0
Ordinance Violation			0		1	1			0
Parking / Traffic Related			0			0		1	1
Trespassing	0		0	1	1	2			0
Noise Complaint			0		2	2			0
Disturbance/Domestic			0		1	1			0
Assault			0			0			0
Fire			0			0			0
Suspicious Person	2	0	2	1	0	1			0
Theft / Berg			0			0			0
Alarm			0		1	1			0
Agency Assist	2	3	5		1	1	1	0	1
Drug / Alcohol Related			0			0			0
Vandalism			0			0			0
Contact	1	11	12	4	20	24	2	3	5
Maintenance Related	1	2	3			0			0
Lost / Found Property			0			0			0
Animal Related			0			0			0
Hazard		1	1			0			0
Informational		1	1			0			0
Follow Up		1	1			0			0
Field Interview		1	1			0			0
OTHER DATA	MONTH	YEAR	TOTAL	MAN HOURS	MONTHLY	YEAR	TOTAL		
Total Case Reports	2	5	7	Billed Hours	248	472	720		
Citations Issued	4	10	14	Actual Hours	249	479	728		
Trespasser	0	1	1						
Arrest	0	1	1						
Foot Patrols	6	20	26						
RV Inventories	36	59	95	Court Time	0	1	1		
Boat Inventories	31	59	90	Report Time	2	4	6		
Lock Ups	62	118	180						



# GENERAL MANAGER MONTHLY REPORT

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**DATE:** 4/25/2017  
**RE:** April Regular Meeting  
**TO:** Port of Newport Board of Commissioners  
**ISSUED BY:** Kevin Greenwood, General Manager

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## **DIRECTOR OF OPERATIONS UPDATE**

I am excited to report that Aaron Bretz has accepted the offer as the Port's next Director of Operations. Aaron will be finishing his 21+ year career with US Coast Guard June 1 and will start on June 15th. During his time in the Coast Guard, Aaron's service included capital projects, search-and-rescue team leading and training, and streamlining of operating procedures. Aaron is a Newport resident where he lives with his wife and three children. He also holds a B.S. in Applied Management from Ohio University.

A big thank you to Port Commissioners Ken Brown and Stewart Lamerdin for serving with City Councilor Dietmar Goebel on the elected members subcommittee. Brown and Lamerdin also sat in on the final interview when I extended the offer to Aaron. I also wanted to acknowledge and thank Steve Larrabee, Chris Urbach and Bill Hewitt for serving on the co-worker subcommittee. We also had Bud Shoemake, Port of Toledo; Mike Dunning, Port of Coos Bay; and Tim Gross, City of Newport serve on a technical sub-committee.

Bill Anderson, from Special Districts Association of Oregon (SDAO), helped facilitate the final day of interviews and joined me on the individual tours with the finalists.

## **COMMISSION DELIVERY OF MEETING PACKETS/INFORMATION**

There has been some interest in digitizing the Port's meeting packet for easier consumption. Karen has done some research and talked to Cheryl t the City. This is very early in the process but wanted to see if this is the direction that the Commission would like to go.

## **SCHRADER COMING BACK TO NEWPORT**

Rep. Kurt Shrader will be back in Newport for two days. On Tuesday, My 9<sup>th</sup> from 3-4:30pm he'll be meeting with Lincoln County leadership at the Newport Recreation Center. On Wednesday, May 10<sup>th</sup>. From 9:30-11:00am, he'll be at the Yaquina Bay Yacht Club meeting with the annual Fishermen's Roundtable.

## **AMPHIBIOUS LANDING EXERCISE**

Newport has been selected as a destination on July 31sts for a naval amphibious vessel landing. The USS Rushmore will moor a few miles off the coast and a Landing Craft (135' x 29' with 6-ft. draft) will work its way into the South Beach marina. The LCU will be occupy the launch ramp for about an hour. This will be an example of how Yaquina Bay may receive assistance in the case of a natural disaster. Trucks will disembark from the LCU in South Beach.

## **PAST CALENDAR/MEETINGS**

- Took time off during Spring Break.
- Conducted final interviews for Dir. of Operations position
- Met with Chief Murphy and Bob Harvey regarding retrofit of North Com. boat house for proposed city fire boat.
- Hosted NOAA fleet interpretative sign and centennial celebration unveiling.
- Mates Volunteer breakfast.
- Commission Budget Priorities Work Session
- John Lavrakas appointment regarding Governor's invitation to attend Newport symphony. Unfortunately she had other plans for July 4<sup>th</sup>.
- Monthly South Beach Staff meeting.
- Several meetings with Pete Gintner to develop Silvan, Rondys, Teevin agreements.
- Phone Conference with Rep. Shrader and Commissioner Chuck to discuss ITSF. The congressman is excited to see a variety of products crossing the terminal.
- Testified in Salem on SB285 supporting funding for \$4.6-million toward the South Energy Test Site that was recently awarded a \$40-million grant from Dept. of Energy. Belinda Batten, Terry Thompson and others testified as well.
- Lunch with Tony Dal Ponte, Pacific Seafood attorney, regarding purchase of Trident leasehold. Assignment will be on next month's consent calendar. Also discussed development of old Hallmark wharf. Talked to Sara Skamser and Pac will attend next CFUG meeting in May.
- Participated on Leadership Lincoln economic development panel.
- Meeting with Steve Larrabee on draft budget review.
- Meeting with Pete Zerr to review progress on NIT Operations Plan. Still need a week or two to complete.
- Met with Commissioners Chuck and Beck and local CPA/Attorney Dick Kilbride to review Silvan agreement.
- Monthly Dept. Head Meeting.
- Monthly North Comm. Crew Meeting.
- Meeting with Walter Chuck regarding agenda development.
- Coast Guard City renewal committee meeting.
- OPPA Legislative Committee Meeting.
- Attended Science March.
- Participated on Port of Newport sponsored Altrusa Trivia Bee. Team Name: "Deportables"

## **NEXT MONTH CALENDAR/MEETINGS**

- Maritime Workforce Solutions Group Meeting, 4/25
- Regular Commission Meeting, 4/25
- City Parks and Rec Committee Meeting, 4/26
- PNW Naval DSCA Planning Meeting, 4/26
- YBEF, 4/26
- Admin Staff Meeting, 4/27
- Keith Strasburg's Anniversary with Port, 2004
- Mark Harris' Anniversary, 2016
- Budget Message Released, 5/2
- Mates Volunteer Breakfast, 5/2
- Ken Brown's Birthday, 5/2

- Radio appearance KNPT, 5/2
- South Beach crew meeting, 5/3
- Pete Zerr's Birthday, 5/4
- Presentation at Rotary on ITSF, 5/4
- EDALC, 5/4
- CFUGC Meeting, 5/8
- OBF Meeting, 5/8
- Budget Committee Meeting, 5/9
- USACE Annual Meeting, 5/10
- Monthly Dept. Head Meeting, 5/16
- Chamber Meeting, 5/16
- OCA Executive Committee, 5/18
- YB Managers, 5/18
- July 4<sup>th</sup> Parking Meeting, 5/18
- NOAA MOC-P Change of Command, 5/23

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# STAFF REPORT

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**DATE:** *April 20, 2017*  
**RE:** *Granicus Meeting Packet Software*  
**TO:** *Kevin Greenwood*  
**ISSUED BY:** *Karen Hewitt*

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I asked Peggy Hawker, City Recorder for the City of Newport, what software they were using for the Council meeting packets. She said that they are using Granicus Agenda Management System. I looked at the Granicus site online, and the Agenda Management System comes with several modules (text from the website):

## *Legistar*

Legistar allows government staff to easily manage the entire legislative process from start to finish, from drafting files, through assignment to various departments, to final approval, all designed to reduce workloads and create a more efficient method for managing decisions.

- Eliminate manual workflows. Create and manage items for agendas in one system
- Automate agenda item approvals with electronic approval processes
- Simplify agenda creation—automatically compile files and supporting materials for upcoming meetings
- Organize, store and retrieve electronic documents
- Easily track legislation and generate historical reports for staff, citizens and council

## Peak Agenda Management

Peak Agenda Management – the fastest, most supported, most usable browser-based agenda management software in the industry, provides a solution that allows clerks to streamline the way they compile and produce agendas for public meetings.

- Manage agendas easily – right out of the box
- Automate processes at the click of a button
- Chat directly with support from within the app

## *iLegislate*

iLegislate allows elected officials and government staff to review meeting agendas, supporting documents and archived video on any tablet or desktop, reducing staff time and paper consumption.

### *Votecast*

VoteCast modernizes the public meeting voting process by eliminating the tedium of hand counting, paper voting and the use of outdated standalone systems.

### *Minutes*

Granicus Minutes is a live- and post-meeting workflow solution that combines capturing minutes and actions – roll call, agenda items, speakers, motions, votes and notes – and pairing them with a meeting’s recording.

### *eComment*

eComment provides an easy way to add voices to the democratic process and makes participation in public meetings more convenient with a web-based form tightly integrated with your published agenda. Residents can review agenda item details, indicate their position on an item and leave feedback, which elected officials can review in-meeting.

I learned that when documents for a meeting are entered in the system, an agenda is automatically created based on the categories the user enters as a template. I also looked at the City’s website for how their meeting materials are presented. There is no meeting packet listed, but rather items are downloadable when accessing the agenda. It looks as though their template includes the general categories 1 - 9 whose wording doesn’t change, and sub-items are added by including a document. In the samples I observed, there were no sub-items that did not have an associated document. They have three columns: agenda, minutes and media (video).

I called Cheryl Atkinson at City Hall to specifically ask how they found this working for their meeting packets. She told me that they have been using the system for over a year. Cheryl said the system was not intuitive to use and training is required. Even after training, there is a learning curve. Departments can enter their reports directly into the system, but some are still sending their reports to her because they have not yet mastered the software. The agenda is assembled through Peak Agenda Management. The Council members access the information through I-Legislate on City issued tablets, and they can make notes within the software. I also asked about document retention. It is possible to print a packet with the software, and they only print one packet for the purpose of retaining the public record. No other printed packets are provided. This was a cost savings for the City which was why the software was used. I asked how she felt about using this software. She said it was neither better nor worse than any other way to produce the material. I asked how the Council members responded. Cheryl said she had not heard any complaints.

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600 S.E. BAY BOULEVARD NEWPORT OREGON 97365 (541) 265-7758 FAX (541) 265-4235

April 11, 2017

Steve Wyatt, Executive Director  
Lincoln County Historical Society  
545 SW 9th Street  
Newport, OR 97365

Steve,

Our insurance underwriter, SDIS, has reviewed our parking lease and insurance coverage. They have determined that in the event of a landslide, the Port would not be responsible for any damage to the lot or clean-up and repair of the site, nor would our insurance provide coverage. That being the case, we are satisfied that we can continue with the contract as written.

I am looking forward to making this parking lot available again to the Newport fishermen. Please keep me updated on the progress on stabilizing the hill, and let me know when we can reopen the lot. Thank you for the open line of communication and cooperation in dealing with this situation.

Sincerely,

Kevin M. Greenwood  
General Manager

cc: John Russell, Payne West Insurance  
Port of Newport Commission



Spencer R. Nebel  
City Manager  
CITY OF NEWPORT  
169 S.W. Coast Hwy.  
Newport, OR 97365  
s.nebel@newportoregon.gov

## MEMO

Date: March 29, 2017

TO: Newport Port Authority, Attention: Kevin Greenwood

SUBJECT: March 28, 2017, Port Work Session for the Greater Newport Area, Vision 2040 Initiative

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On Tuesday, March 28, 2017, at noon, the Port of Newport Commission invited the city to conduct a visioning exercise as part of the greater Newport area Vision 2040 Project. Commissioners Walter Chuck, Ken Brown, and Steve Beck were present at the visioning session. In addition, the Commission invited those in attendance to actively participate in this meeting as well. The visioning process focused on creating new businesses and jobs. The group provided various responses to what is appreciated about the greater Newport area, the challenges that exist in this area, the visions for the future, as well as strategies for achieving those visions. This information, from the comment cards filled out by the participants, will be added to the data base from this exercise.

For the benefit of the Port, I have outlined the visions that were identified at this meeting by the Commission, and by those present at the Commission meeting. At the end of the meeting, I asked those present to indicate their top three priorities of the fourteen visions that were listed for creating new businesses and jobs in the greater Newport area. Following each item, there are the number of individuals that listed this item as a priority. Furthermore, I have listed in parentheses the number of Commissioners that selected this item as priority. Please note that the numbers in parenthesis are included in the total number of responses prioritizing each of the vision suggestions. The visioning items listed in rank priority are as follows:

- Better utilization of deep water port - 5 (1)
- Expansion of higher paying jobs for families - 4 (2)
- Utilize existing resources for intended purpose to create a livable and sustainable community - 3 (1)
- Create a secondary access across Yaquina Bay including a by-pass for US Highway 101 - 3 (1)
- Comprehensive involvement in community planning - 3 (1)

- Adequate housing and subdivisions to build new homes in the greater Newport area - 3 (1)
- Focus efforts on the needs of people who are committed to living here - 2 (1)
- Accommodate larger and bigger fishing vessels in Yaquina Bay - 2
- Expansion of the use of local marine resources for local manufacturing and for local consumption - 2
- Develop more local services in retail, health service, and other areas in the greater Newport area - 1
- Focus on making the Highway 101 corridor more attractive and vital economically for the community - 1
- Work towards full utilization of the economic potential of the Newport Municipal Airport - 1 (1)
- Create a more robust research survey in science, education collaboration.
- Provide for more parks and trails throughout the area.

I thank the Port Commission for the invitation to facilitate this visioning session. If the Port would like any additional information from this session, please let me know and we can compile that for you. As we move forward, we will keep the Port advised as to the continued efforts to develop the 2040 vision for the greater Newport area as we circulate the draft vision statements in May, as well as develop a strategic plan for implementing the visioning process, and finalizing the vision by August of 2017.

cc: Community Development Director, Derrick Tokos