

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

Tuesday, October 22, 2019, 6:00 p.m.  
South Beach Activities Room  
2120 SE Marine Science Drive, Newport, OR 97365

*If you want to comment on a particular agenda item during the meeting, please complete a comment form and submit before the meeting is called to order.*

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	Oregon Economic Development Assoc. (OEDA) Annual Conference .....	Oct 27 – 29

<https://oeda.biz/event/2019-oeda-annual-conference/>

Fishermen’s Appreciation Day .....	Nov 8
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November Regular Monthly Commission Meeting.....	Nov 19
Ardor Adventures Turkey Trot .....	Nov 28
Thanksgiving Holiday – Port Office Closed.....	Nov 28 - 29
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Christmas Holiday – Port Office Closed .....	Dec 25

XI. Public Comment (3 minutes limit per person)

XII. Adjournment

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

The Port of 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.

Link for directions to the RV Park Activity Room:

<https://www.portofnewport.com/recreational-marina-rv-parks-maps>

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**PORT OF NEWPORT MINUTES**

September 24, 2019

Regular Commission Meeting

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

**Agenda Item**

**Audio  
Time**  
0:00

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

Commission President Sara Skamser called the Regular Commission Meeting of the Port of Newport Board of Commissioners to order at 6:21 pm at the South Beach Activities Room, 2120 SE Marine Science Drive, Newport, Oregon.

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

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

**Members of the Public and Media:** Representative David Gomberg, Oregon Legislature; Angela Nebel, Summit Public Relations; Jim Cline, Rogue; Dietmar Goebel, Newport City Council; Doug Cooper, Hampton Lumber; Derrick Tokos, City of Newport; Evan Hall, Rondys Inc.; David Allen; Stephen Webster, 267 SW Bay Blvd. LLC.

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

0:13

There were no changes to the Agenda.

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

0:22

There was no public comment at this time.

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

1:00

- A. Minutes.....2019
  - 1. Regular Commission Meeting Aug 27
  - 2. Special Commission Meeting Aug 27
- B. Financial Reports
- C. Surplus Property Declaration – 10 Washing Machines

**A motion was made by Lackey and seconded by Burke to accept the Consent Calendar as presented. The motion passed 4 – 0.**

**V. CORRESPONDENCE/PRESENTATIONS.....**

1:30

A.	<u>Delegation OCS Renewable Energy Task Force (BOEM) Letter 2019.09.11</u> .....	1:42
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Skamser referred to the letter included in the Meeting Packet. Skamser said that she, Miranda, Chuck and Lackey had attended the task force meeting, and there was a lot of information presented. Skamser commented that there seemed to be a lack of input from stakeholders in their plan, and opportunities for stakeholder input were limited. Burke said he appreciated the request to have meetings on the coast. Lackey said this has the potential to be a big issue in many ways.

B.	<u>Status of the Draft Amendments to the City's Public Parking Policies Derrick Tokos email 2019.09.16</u> .....	3:34
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Skamser introduced the email included in the Meeting Packet, and the Staff Report included as an addendum to the Meeting Packet. Bretz said his report provided a snapshot of what occurred over the past few years, and the City had requested input from the Port. Bretz recommended the Commission issue the letter drafted in the Staff Report. Burke said he supported Bretz’s suggestion. Lackey commented he was a liaison to the Parking Committee along with Aaron, and he supported the letter, proposing that Bretz and Miranda move forward as they see fit and work with the City on the Port’s role in this issue. He suggested the Commission not commit to a more definite recommendation at this point. Skamser commented on the number of fishermen who need parking at the Bayfront. Miranda referred to the city’s parking alternative map included as an addendum to the Meeting Packet. Skamser and Sylvia both mentioned the issue of meters as a point of contention and continued review. Skamser confirmed consensus of the Commission that Port staff move forward with the recommended letter to the City with any changes determined by staff, with signature by the Port Commission.

C.	<u>Letter from the City of Newport regarding validity of Permit No. 13743 for the Development of a Log Export Shipping Yard at 1580 SE Bay Blvd</u> .....	14:33
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Skamser referred to the Staff Report included in the Meeting Packet. Miranda reviewed the Staff Report, highlighting that the permit is for a log yard only, and justification for an extension is required by the State’s structural code. Miranda said the Commission was not obligated to make a decision at this meeting, but the City wants to hear from the Port by the end of October. She said there may be other uses for the site, and the site itself could use some preparation. Miranda said she had met with representatives from the ILWU and Rondys about possible uses, and did not want to give the impression that the Port was not open for business. Miranda added she had received emails from Commissioner Chuck and a phone call from ILWU representative Yale Fogarty expressing concern about terminating the permit. Skamser spoke about the advantage of recovering funds to use to improve the property. Burke commented that the Port could not provide a timeline for construction right now. Sylvia asked what the cost would be to restart the permit process; Miranda referred to the spreadsheet of expenses included in the Meeting Packet. Tokos confirmed that permit and traffic impact analysis were related specifically to the Teevin Bros. project and further explained details of the permit.

Doug Cooper offered public comment, and said he was surprised the permit was log yard specific since it had been promoted as a multi-use facility. He questioned if a wrong message would be sent if the permit expired, and spoke about the dive taken in the log export market while saw mills were facing a shortage of supply.

Skamser tabled the discussion for a month pending discovery of more facts and consideration of additional information.

**VI. NEW BUSINESS**

A. Resolution 2019-13 Adopting a Telework Policy ..... 42:27

Brown introduced the resolution and policy, proposed in response to recognized issues and the current method for Port staff to connect from home. He said that no staff regularly teleworks, but occasionally a staff member will coordinate with a supervisor to do so, utilized by 5 – 6 of total staff members. Miranda added some staff members would also like access when at conferences. The policy had been reviewed by the Port attorney, and Splashtop software was recommended by the Port’s IT consultant.

**A motion was made by Burke and seconded by Sylvia to adopt Resolution 2019-13 Adopting a Telework Policy. The motion passed 4 – 0.**

B. Resolution 2019-14 Authorizing the Refunding of Taxable Lease Revenue Bonds, Series 2010 and Amendment of the Master Lease Revenue Bond Declaration

C. Resolution 2019-15 Authorizing the Issuance, Sale and Delivery of General Obligation Refunding Bonds; Designating a Port Official; Delegating the Negotiation and Approval of Financial Documents and Related Matters ..... 47:39

Miranda asked to discuss items VI (B) and (C) together. She mentioned the letters from August’s Regular Meeting to engage bond counsel to look at refinancing the NOAA and General Obligation (GO) Bonds. Miranda said she was working with David Ulbricht from SDAO, who has received a list of submissions from which he will put together some choices. She clarified that the refinancing will not change the terms of the bonds, but will reduce debt.

**A motion was made by Lackey and seconded by Burke to approve Resolution 2019-14 Authorizing the Refunding of Taxable Lease Revenue Bonds, Series 2010 and Amendment of the Master Lease Revenue Bond Declaration and Resolution 2019-15 Authorizing the Issuance, Sale and Delivery of General Obligation Refunding Bonds; Designating a Port Official; Delegating the Negotiation and Approval of Financial Documents and Related Matters as written. The motion passed 4 – 0.**

**VII. OLD BUSINESS** ..... 54:50

A. Items Removed from Consent Calendar

There were no items removed from the Consent Calendar.

B. Accounts Paid ..... 54:54

Brown commented on the reason for the change in the reporting schedule.

C. Quit Claim Deed and Memorandum of Understanding (MOU) with 267 SW BAY BLVD, LLC (Stephen Webster) ..... 56:00

Miranda introduced the Staff Report included in the Meeting Packet. She added that the MOU includes a clause to allow for the occasional vessel extending into the other’s property, which is common practice. Stephen Webster suggested considering blocking vehicle access relative to the dock’s condition. Skamser asked if the Port could replace pilings on PD1 if needed. Webster said if

there was any need to remedy the Port’s structure, the Port could use his property for staging. The agreement is a reciprocal arrangement.

**A motion was made by Burke and seconded by Lackey to approve the Quitclaim Deed and Memorandum of Understanding with Stephen Webster under 267 SW Bay LLC as presented. The motion passed 4 – 0.**

D. South Beach Storm Drain Repair ..... 1:03:17

Bretz introduced the staff report, and said the City was able to get a camera into the most problematic area, referring to the photo included in the Meeting Packet. He said a sleeve wouldn’t work in this section, which would need to be excavated. Miranda commented that staff would not ordinarily request approval before a Request for Proposal, but this situation could become an emergency. Bretz said he had spoken with finance staff, and there were unspecified funds that could be used since this wasn’t itemized in the budget. Brown commented this was a good use of the per-axle charge fees.

**A motion was made by Lackey and seconded by Burke to authorize the General Manager to proceed with the work necessary to address the storm drain issue pending further evaluation, not to exceed \$135,000. The motion passed 4 – 0.**

E. Resolution 2109-16 Setting Rates, Fees & Charges..... 1:09:13

Brown said when the rates were approved in June, some of the South Beach rates were left in question. Prices at the RV Park have been adjusted based on market research. He also spoke about the need to address issues with long-term tenants. Sylvia asked how rate increased in general were determined; Brown is looking to analyze costs, in particular electric and sewer. Miranda said capturing costs was also part of the Strategic Plan. Brown added that the Marine Board would be concerned if South Beach was supporting the rest of the Port. Brown said the recreational marina is currently operating near 100%.

**A motion was made by Burke and seconded by Lackey to approve Resolution 2019-16 Setting Rates, Fees & Charges. The motion passed 4 – 0.**

**VIII. STAFF REPORTS**

A. Director of Finance & Business Services ..... 1:20:22  
1. August Occupancy Report

Brown referred to the Staff Report and reviewed highlights. He commented that in the future the balance sheet would be presented twice a year, and overhead allocation will show on income statements moving forward. He added that the Port was ending the busy season and depreciation was not yet included so a better picture of the Port’s finances will be found in upcoming months’ reports. If depreciation and overhead were included, the Port would show a loss; South Beach is the only unit that is still profitable after those considerations. Brown also pointed out the current status of receivables, and the plan for seizures, notices for overdue accounts, interest and late charges, and potential contracting with a collection agency through State contracts. Miranda added that since the Port is now fully staffed in the administrative office, it is possible to move forward with addressing receivables. Regarding the South Beach Occupancy report, Brown highlighted the sold out marina. He said he expected a drop in occupancy in October, which is typical for the RV Park.

B. Director of Operations ..... 1:33:48

Bretz introduced the Staff Report included in the Meeting Packet. He added that the EDA Grant application was undergoing legal review; he doesn't expect to hear about an award until mid-October. Bretz said he is working with the City on a building permit for the Port Dock 5 Pier project. Also, KPFF Consulting Engineers is reviewing the bid book, which will be sent out for bid contingent on receiving the EDA grant.

Bretz said that ODFW is considering changes to the Dungeness crab season, which could be more difficult to manage at the hoist dock. Sylvia asked if ODFW ever came to the Port to give a report, and suggested arranging for a presentation from the agency once a year.

C. General Manager ..... 1:39:00

Miranda introduced the Staff Report included in the Meeting Packet. She commented that she appreciated Brown and his insights. Miranda added she has received some feedback from reaching out to potential users of the International Terminal (NIT), with an awareness that the Port is not a full terminal operation. Miranda suggested the Port may have to reach out to a third party operator similar to the role Teevin was to play. She is reaching out to set up meetings with different groups, with different commodities. She will also be meeting with Evan Hall to discuss opportunities. NIT is also listed on Oregon Prospector. Miranda added she and Bretz had also met with the Port of Astoria regarding cruise ships. She will also reach out to the fishermen to review their needs, and is looking into the possibility of using the Oregon State University (OSU) dock. Sylvia suggested this topic would be an area of interest for the newsletter.

Miranda said she would like to have Oregon Cascades West Council of Governments (OCWCOG) review the Port's capital projects and strategic plan for opportunities. She said there will be a regional solutions team meeting here in Newport on November 7<sup>th</sup>, which will not be a public meeting but two Commissioners could attend.

**IX. UPDATE COMMISSIONER LIAISON ASSIGNMENTS** ..... 1:52:04

Skamser introduced the current list, and suggested it was time to review since there is now a full Commission. The Commission requested information on how often the organizations meet; Hewitt will research and provide information at the next Commission Meeting. David Allen suggested contacting the City's Vision 2040 Committee about stakeholder representation since Sylvia was serving prior to being appointed as a Port Commissioner; Sylvia will look into that.

**X. COMMISSIONER REPORTS/COMMENTS**..... 2:00:09

Lackey said he requested information from staff regarding the main items in the fiscal year to review with the Commission at a future meeting, perhaps next month, and suggested adding a strategic business plan review. Skamser said she had attended a radio show with Kathy Kraken along with Miranda, had met with Fred Abousleman who is stepping down from OCWCOG, and went to the Yaquina Bay Economic Foundation Meeting with Miranda. She commented it has been nice to share a good word about the Port.

**XI. CALENDAR/FUTURE CONSIDERATIONS**..... 2:02:42

The November Regular Meeting will be moved to Tuesday, November 19, 2019, and the December Regular Meeting will be moved to Tuesday, December 17, 2019.

**XII. PUBLIC COMMENT** ..... 2:03:05

David Allen spoke as a Newport resident to make comments on the letter from the congressional delegation to BOEM. He said that letter was the result of a round table discussion with Representative Schrader and the Newport Rec Center. He added a task force would be meeting on Friday, and there is a push to have more local government representation. He also wanted to make sure fisheries and commodities were involved. Allen said he would provide more information when available. He commented there was local support for the PAC wave energy testing facility, but concerns with large wind energy projects.

**XIII. ADJOURNMENT** ..... 2:10:58

Having no further business, the meeting adjourned at 8:32 pm.

ATTESTED:

\_\_\_\_\_  
Sara Skamser, President

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



**PORT OF NEWPORT MINUTES**

September 24, 2019  
Commission Work Session

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

**Agenda Item**

**Audio  
Time**  
0:00

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

Commission President Sara Skamser called the Commission Work Session of the Port of Newport Board of Commissioners to order at 6:01 pm at the South Beach Activities Room, 2120 SE Marine Science Drive, Newport, Oregon.

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

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

**Members of the Public and Media:** Representative David Gomberg, Oregon Legislature; Angela Nebel, Summit Public Relations; Jim Cline, Rogue; Doug Cooper, Hampton Lumber; Evan Hall, Rondys Inc.

**II. PORT OF NEWPORT NEWSLETTER  
ANGELA NEBEL, SUMMIT PUBLIC RELATIONS STRATEGIES LLC .....**

0:11

Skamser introduced the topic and referred to the documents included in the Meeting Packet. Miranda summarized the material, and said this was being brought back for discussion as the Port was moving forward with the newsletter. She said she had met with Angela Nebel about some newsletter possibilities. Nebel said she was working on producing the newsletter, and reviewed the memo submitted and included as an addendum to the Meeting Packet. She said a goal of the printed newsletter would be to build community awareness of what the Port was doing and ultimately build an electronic following. She mentioned possible content and said she was also open to suggestions. Sylvia commented positively on the proposal and the link to the Strategic Business Plan. Burke and Lackey also expressed support for the strategy and the value of getting out the Port’s stories. Miranda confirmed that the current contract with Summit Public Relations is for one year, at the end of which an evaluation would be made and consideration for continuing a contract would be given. As for suggestions from the Commission on newsletter items, Miranda asked that the Commission email suggestions to her, and she would be working with Nebel. The Commission provided authorization to continue with the newsletter by consensus.

18:56

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

There was no public comment.

**IV. ADJOURNMENT** .....

19:00

Having no further business, the meeting adjourned at 6:21 pm.

ATTESTED:

\_\_\_\_\_  
Sara Skamser, President

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

## Port of Newport - General Operating Fund

### Profit & Loss Budget vs. Actual

July through September 2019

	Jul - Sep 19	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
14000 · Lease Revenues	160,607	720,000	(559,393)	22%
14100 · Moorage	455,929	1,547,850	(1,091,921)	29%
14200 · Hoist Dock & Services	177,452	872,150	(694,698)	20%
14300 · Shipping Terminal Revenues	0	3,000	(3,000)	0%
14400 · RV Parks	532,732	1,080,000	(547,268)	49%
14500 · Launch Ramp & Trailer Storage	41,947	92,000	(50,053)	46%
14600 · Miscellaneous Revenue	34,474	116,000	(81,526)	30%
<b>Total Income</b>	<u>1,403,141</u>	<u>4,431,000</u>	<u>(3,027,859)</u>	<u>32%</u>
<b>Gross Profit</b>	1,403,141	4,431,000	(3,027,859)	32%
<b>Expense</b>				
15000 · Personnel Services	373,696	1,735,539	(1,361,843)	22%
16000 · Materials & Services	384,518	2,136,710	(1,752,192)	18%
17000 · Debt Service	46,768	786,890	(740,122)	6%
<b>Total Expense</b>	<u>804,982</u>	<u>4,659,139</u>	<u>(3,854,157)</u>	<u>17%</u>
<b>Net Ordinary Income</b>	598,159	(228,139)	826,298	(262)%
<b>Other Income/Expense</b>				
<b>Other Income</b>				
18100 · Property Tax Revenue	1,756	116,000	(114,244)	2%
18200 · Interest Income	15,480	60,000	(44,520)	26%
18300 · Grants	0	255,300	(255,300)	0%
18600 · Gain/(Loss) on Sale of Assets	1,100			
18700 · Property & Dredge Sales	0	10,000	(10,000)	0%
18800 · Miscellaneous - Non-operating	14			
<b>Total Other Income</b>	<u>18,350</u>	<u>441,300</u>	<u>(422,950)</u>	<u>4%</u>
<b>Other Expense</b>				
19000 · Capital Outlay	16,240	44,300	(28,060)	37%
19600 · Contingency	0	10,000	(10,000)	0%
19700 · Transfers Out to Other Funds	0	1,399,770	(1,399,770)	0%
19902 · UEFB	0	1,209,091	(1,209,091)	0%
<b>Total Other Expense</b>	<u>16,240</u>	<u>2,663,161</u>	<u>(2,646,921)</u>	<u>1%</u>
<b>Net Other Income</b>	2,110	(2,221,861)	2,223,971	(0)%
<b>Net Income</b>	<u><u>600,269</u></u>	<u><u>(2,450,000)</u></u>	<u><u>3,050,269</u></u>	<u><u>(25)%</u></u>

**Port of Newport - General Operating Fund**  
**Profit & Loss Budget vs. Actual - Administration**  
 July through September 2019

	Jul - Sep 19	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
14600 · Miscellaneous Revenue	1,336	38,000	(36,664)	4%
<b>Total Income</b>	1,336	38,000	(36,664)	4%
<b>Gross Profit</b>	1,336	38,000	(36,664)	4%
<b>Expense</b>				
15000 · Personnel Services	164,232	736,205	(571,973)	22%
16000 · Materials & Services	93,834	525,468	(431,634)	18%
<b>Total Expense</b>	258,066	1,261,673	(1,003,607)	20%
<b>Net Ordinary Income</b>	(256,730)	(1,223,673)	966,943	21%
<b>Other Income/Expense</b>				
<b>Other Income</b>				
18100 · Property Tax Revenue	1,756	116,000	(114,244)	2%
18200 · Interest Income	15,480	60,000	(44,520)	26%
18300 · Grants	0	3,500	(3,500)	0%
<b>Total Other Income</b>	17,236	179,500	(162,264)	10%
<b>Other Expense</b>				
19600 · Contingency	0	10,000	(10,000)	0%
19700 · Transfers Out to Other Funds	0	1,399,770	(1,399,770)	0%
19902 · UEFB	0	1,209,091	(1,209,091)	0%
<b>Total Other Expense</b>	0	2,618,861	(2,618,861)	0%
<b>Net Other Income</b>	17,236	(2,439,361)	2,456,597	(1)%
<b>Net Income</b>	<b>(239,494)</b>	<b>(3,663,034)</b>	<b>3,423,540</b>	<b>7%</b>

**Port of Newport - General Operating Fund**  
**Profit & Loss Budget vs. Actual - Commercial Marina**  
 July through September 2019

	Jul - Sep 19	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
14100 - Moorage	154,606	512,000	(357,394)	30%
14200 - Hoist Dock & Services	88,066	418,000	(329,934)	21%
14600 - Miscellaneous Revenue	797	0	797	100%
<b>Total Income</b>	<u>243,470</u>	<u>930,000</u>	<u>(686,530)</u>	<u>26%</u>
<b>Gross Profit</b>	243,470	930,000	(686,530)	26%
<b>Expense</b>				
15000 - Personnel Services	72,702	349,974	(277,272)	21%
16000 - Materials & Services	53,760	608,274	(554,514)	9%
17000 - Debt Service	1,979	7,915	(5,936)	25%
<b>Total Expense</b>	<u>128,441</u>	<u>966,163</u>	<u>(837,722)</u>	<u>13%</u>
<b>Net Ordinary Income</b>	115,029	(36,163)	151,192	(318)%
<b>Other Income/Expense</b>				
<b>Other Income</b>				
18300 - Grants	0	250,000	(250,000)	0%
18600 - Gain/(Loss) on Sale of Assets	1,100			
<b>Total Other Income</b>	<u>1,100</u>	<u>250,000</u>	<u>(248,900)</u>	<u>0%</u>
<b>Other Expense</b>				
19000 - Capital Outlay	0	11,800	(11,800)	0%
<b>Total Other Expense</b>	<u>0</u>	<u>11,800</u>	<u>(11,800)</u>	<u>0%</u>
<b>Net Other Income</b>	1,100	238,200	(237,100)	0%
<b>Net Income</b>	<u><u>116,129</u></u>	<u><u>202,037</u></u>	<u><u>(85,908)</u></u>	<u><u>57%</u></u>

**Port of Newport - General Operating Fund**  
**Profit & Loss Budget vs. Actual - International Terminal**  
 July through September 2019

	<u>Jul - Sep 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>14100 · Moorage</b>	26,117	156,000	(129,884)	17%
<b>14200 · Hoist Dock &amp; Services</b>	86,004	416,000	(329,996)	21%
<b>14300 · Shipping Terminal Revenues</b>	0	3,000	(3,000)	0%
<b>Total Income</b>	<u>112,120</u>	<u>575,000</u>	<u>(462,880)</u>	<u>19%</u>
<b>Gross Profit</b>	112,120	575,000	(462,880)	19%
<b>Expense</b>				
<b>15000 · Personnel Services</b>	19,893	84,484	(64,591)	24%
<b>16000 · Materials &amp; Services</b>	37,834	216,570	(178,736)	17%
<b>17000 · Debt Service</b>	37,302	519,095	(481,793)	7%
<b>Total Expense</b>	<u>95,029</u>	<u>820,149</u>	<u>(725,120)</u>	<u>12%</u>
<b>Net Ordinary Income</b>	<u>17,092</u>	<u>(245,149)</u>	<u>262,241</u>	<u>(7)%</u>
<b>Net Income</b>	<u><u>17,092</u></u>	<u><u>(245,149)</u></u>	<u><u>262,241</u></u>	<u><u>(7)%</u></u>

**Port of Newport - General Operating Fund**  
**Profit & Loss Budget vs. Actual - South Beach**  
 July through September 2019

	<u>Jul - Sep 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
14100 · Moorage	274,682	879,850	(605,168)	31%
14200 · Hoist Dock & Services	2,731	38,150	(35,419)	7%
14400 · RV Parks	532,732	1,080,000	(547,268)	49%
14500 · Launch Ramp & Trailer Storage	41,947	92,000	(50,053)	46%
14600 · Miscellaneous Revenue	32,341	78,000	(45,659)	41%
<b>Total Income</b>	<u>884,433</u>	<u>2,168,000</u>	<u>(1,283,567)</u>	<u>41%</u>
<b>Gross Profit</b>	884,433	2,168,000	(1,283,567)	41%
<b>Expense</b>				
15000 · Personnel Services	111,192	451,619	(340,427)	25%
16000 · Materials & Services	197,606	776,698	(579,092)	25%
17000 · Debt Service	0	212,830	(212,830)	0%
<b>Total Expense</b>	<u>308,798</u>	<u>1,441,147</u>	<u>(1,132,349)</u>	<u>21%</u>
<b>Net Ordinary Income</b>	575,635	726,853	(151,218)	79%
<b>Other Income/Expense</b>				
<b>Other Income</b>				
18300 · Grants	0	1,800	(1,800)	0%
18700 · Property & Dredge Sales	0	10,000	(10,000)	0%
18800 · Miscellaneous - Non-operating	14			
<b>Total Other Income</b>	<u>14</u>	<u>11,800</u>	<u>(11,786)</u>	<u>0%</u>
<b>Other Expense</b>				
19000 · Capital Outlay	16,240	17,500	(1,260)	93%
<b>Total Other Expense</b>	<u>16,240</u>	<u>17,500</u>	<u>(1,260)</u>	<u>93%</u>
<b>Net Other Income</b>	<u>(16,226)</u>	<u>(5,700)</u>	<u>(10,526)</u>	<u>285%</u>
<b>Net Income</b>	<u><u>559,409</u></u>	<u><u>721,153</u></u>	<u><u>(161,744)</u></u>	<u><u>78%</u></u>

**Port of Newport - General Operating Fund**  
**Profit & Loss Budget vs. Actual - Maintenance Department**  
 July through September 2019

	<u>Jul - Sep 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Expense</b>				
<b>15000 - Personnel Services</b>	5,677	113,257	(107,580)	5%
<b>16000 - Materials &amp; Services</b>	241	8,000	(7,759)	3%
<b>Total Expense</b>	<u>5,918</u>	<u>121,257</u>	<u>(115,339)</u>	<u>5%</u>
<b>Net Ordinary Income</b>	(5,918)	(121,257)	115,339	5%
<b>Other Income/Expense</b>				
<b>Other Expense</b>				
<b>19000 - Capital Outlay</b>	0	15,000	(15,000)	0%
<b>Total Other Expense</b>	<u>0</u>	<u>15,000</u>	<u>(15,000)</u>	<u>0%</u>
<b>Net Other Income</b>	<u>0</u>	<u>(15,000)</u>	<u>15,000</u>	<u>0%</u>
<b>Net Income</b>	<u><b>(5,918)</b></u>	<u><b>(136,257)</b></u>	<u><b>130,339</b></u>	<u><b>4%</b></u>



**Port of Newport - General Operating Fund**  
**Profit & Loss Budget vs. Actual - Leased Properties**  
 July through September 2019

	Jul - Sep 19	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
14000 · Lease Revenues	160,607	720,000	(559,393)	22%
14100 · Moorage	525			
14200 · Hoist Dock & Services	651			
<b>Total Income</b>	<u>161,783</u>	<u>720,000</u>	<u>(558,217)</u>	<u>22%</u>
<b>Gross Profit</b>	161,783	720,000	(558,217)	22%
<b>Expense</b>				
16000 · Materials & Services	1,243	1,700	(457)	73%
17000 · Debt Service	7,488	47,050	(39,562)	16%
<b>Total Expense</b>	<u>8,731</u>	<u>48,750</u>	<u>(40,019)</u>	<u>18%</u>
<b>Net Ordinary Income</b>	<u>153,052</u>	<u>671,250</u>	<u>(518,198)</u>	<u>23%</u>
<b>Net Income</b>	<u><u>153,052</u></u>	<u><u>671,250</u></u>	<u><u>(518,198)</u></u>	<u><u>23%</u></u>

**Port of Newport - NOAA Fund**  
**Profit & Loss Budget vs. Actual**  
 July through September 2019

	<u>Jul - Sep 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
54000 · Lease Revenue	636,165	2,545,000	(1,908,835)	25%
<b>Total Income</b>	636,165	2,545,000	(1,908,835)	25%
<b>Expense</b>				
55000 · Personnel Services	19,259	80,495	(61,236)	24%
56000 · Materials & Services	66,193	365,400	(299,207)	18%
57000 · Debt Service	1,510,024	2,001,500	(491,476)	75%
<b>Total Expense</b>	1,595,476	2,447,395	(851,919)	65%
<b>Net Ordinary Income</b>	(959,310)	97,605	(1,056,915)	(983)%
<b>Other Income/Expense</b>				
<b>Other Income</b>				
58200 · Interest Income	23,548	100,000	(76,452)	24%
58800 · Miscellaneous Revenue	0	1,000	(1,000)	0%
<b>Total Other Income</b>	23,548	101,000	(77,452)	23%
<b>Other Expense</b>				
59000 · Capital Outlay	0	0	0	0%
59600 · Contingency	0	100,000	(100,000)	0%
59700 · Transfers Out to Other Funds	0	0	0	0%
59900 · Reserved for Future Expenditure	0	150,000	(150,000)	0%
59902 · UEFB	0	5,603,605	(5,603,605)	0%
<b>Total Other Expense</b>	0	5,853,605	(5,853,605)	0%
<b>Net Other Income</b>	23,548	(5,752,605)	5,776,153	(0)%
<b>Net Income</b>	<u>(935,762)</u>	<u>(5,655,000)</u>	<u>4,719,238</u>	<u>17%</u>

## Port of Newport - Facility Maintenance Reserve Fund

### Profit & Loss Budget vs. Actual

July through September 2019

	Jul - Sep 19	Budget	\$ Over Budget	% of Budget
<b>Other Income/Expense</b>				
<b>Other Income</b>				
38200 · Interest Income	682	2,700	(2,018)	25%
38900 · Transfers In				
38902 · Transfers In from General Fund	0	204,800	(204,800)	0%
<b>Total 38900 · Transfers In</b>	0	204,800	(204,800)	0%
<b>Total Other Income</b>	682	207,500	(206,818)	0%
<b>Other Expense</b>				
39000 · Capital Outlay				
39306 · PD5 & 7 Pile Replacement	0	120,000	(120,000)	0%
<b>Total 39000 · Capital Outlay</b>	0	120,000	(120,000)	0%
39600 · Contingency	0	10,000	(10,000)	0%
39900 · Reserved for Future Expenditure	0	65,000	(65,000)	0%
39902 · UEFB	0	150,000	(150,000)	0%
<b>Total Other Expense</b>	0	345,000	(345,000)	0%
<b>Net Other Income</b>	682	(137,500)	138,182	(0)%
<b>Net Income</b>	<b>682</b>	<b>(137,500)</b>	<b>138,182</b>	<b>(0)%</b>

**Port of Newport - Construction Fund**  
**Profit & Loss Budget vs. Actual**  
 July through September 2019

	Jul - Sep 19	Budget	\$ Over Budget	% of Budget
<b>Other Income/Expense</b>				
<b>Other Income</b>				
48200 · Interest Income	6	30	(24)	21%
48300 · Grants	0	1,200,000	(1,200,000)	0%
<b>48900 · Transfers In from Other Funds</b>				
48902 · Transfers In from General Fund	0	1,194,970	(1,194,970)	0%
<b>Total 48900 · Transfers In from Other Funds</b>	0	1,194,970	(1,194,970)	0%
<b>Total Other Income</b>	6	2,395,000	(2,394,994)	0%
<b>Other Expense</b>				
49000 · Capital Outlay				
49303 · PD5 Pier Construction	11,052	2,410,000	(2,398,948)	0%
49480 · Terminal WIP				
49484 · Terminal WIP Const & Management	970			
<b>Total 49480 · Terminal WIP</b>	970			
<b>Total 49000 · Capital Outlay</b>	12,022	2,410,000	(2,397,978)	0%
49600 · Contingency	0	10,000	(10,000)	0%
<b>Total Other Expense</b>	12,022	2,420,000	(2,407,978)	0%
<b>Net Other Income</b>	(12,015)	(25,000)	12,985	48%
<b>Net Income</b>	<b>(12,015)</b>	<b>(25,000)</b>	<b>12,985</b>	<b>48%</b>

**Port of Newport - Bonded Debt Fund**  
**Profit & Loss Budget vs. Actual**  
 July through September 2019

	Jul - Sep 19	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
28100 · Bond Levy Proceeds	12,050	832,500	(820,450)	1%
<b>Total Income</b>	12,050	832,500	(820,450)	1%
<b>Gross Profit</b>	12,050	832,500	(820,450)	1%
<b>Expense</b>				
27000 · Debt Service	0	881,000	(881,000)	0%
<b>Total Expense</b>	0	881,000	(881,000)	0%
<b>Net Ordinary Income</b>	12,050	(48,500)	60,550	(25)%
<b>Other Income/Expense</b>				
<b>Other Income</b>				
28200 · Bank Interest Income	110	6,500	(6,390)	2%
<b>Total Other Income</b>	110	6,500	(6,390)	2%
<b>Other Expense</b>				
29902 · UEFB	0	53,000	(53,000)	0%
<b>Total Other Expense</b>	0	53,000	(53,000)	0%
<b>Net Other Income</b>	110	(46,500)	46,610	(0)%
<b>Net Income</b>	<b>12,161</b>	<b>(95,000)</b>	<b>107,161</b>	<b>(13)%</b>





## **CONSENT CALENDAR ITEM**

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**DATE:** October 16, 2019  
**RE:** 2019 NOAA Demised Area Painting  
**TO:** Director of Operations  
**ISSUED BY:** Jim Durkee– NOAA Facilities Manager

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### **BACKGROUND**

1. NOAA Facility Manager developed and distributed RFQ for painting of the demised areas.
2. Five prior bidders and one new bidder were contacted about the job.
3. Two bids were received.

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

The painting of the demised areas in the NOAA facility is mandated every four years per the SFO. This is year eight of the lease.

The bid is for repainting of approximately 20,000 square feet of walls to match existing color and finish per specifications. Contractor is to patch, repair, texture and prime damaged drywall, if any, within the scope of work as necessary. Removal and replacement of detachable items such as electrical plates, dry erase boards, wall hangings, movable furnishings and other items as necessary for a professional paint job.

In order to complete the process, the facility manager is requesting that a purchase order be submitted to All-Ways Painting in the amount of \$16,050.00. This is the same contractor that won the bid and performed the previous Three Year Public Area Painting as well as the Four Year Painting of Demised Areas. Work was performed satisfactorily. The rate charged is identical to the previous per square footage charge.

### **BUDGET IMPLICATIONS**

Money was allocated in the 2019/2020 budget for this project and the final price is well within expectations.

### **RECOMMENDATION**

Recommend approval of purchase order for NOAA Painting 2017 – All-Ways Painting in the amount of \$16,050.00.







Port of Newport  
STAFF REPORT

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**DATE:** *October 22, 2019*

**RE:** *Consent authorizing the Oregon Coast Aquarium to move forward with its renovation*

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

**ISSUED BY:** *General Manager*

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**BACKGROUND**

The Port of Newport has entered into a long term lease (the Lease) with the Oregon Coast Aquarium, Inc. (the Aquarium). The Aquarium is planning a project to comprise elements of public exhibition, education and scientific research.

The Aquarium recently received a State grant, which will allow an investment of approximately \$9 million dollars to renovate its facilities as provided by the Aquarium Renovation Plan attached. The Lease requires Lessee to first obtain the consent of the Port in order to make alterations, additions or improvements, consent which shall not be unreasonably withheld.

The Aquarium has also entered into a similar Lease with the City of Newport. In order to obtain the proper permits from the City, the Aquarium is required to first obtain consent from the Port (see attached email from Derrick Tokos).

**RECOMMENDATION**

I would recommend a Commissioner make a motion TO ALLOW THE GENERAL MANAGER TO PREPARE A LETTER OF CONSENT ALLOWING THE AQUARIUM TO MOVE FORWARD WITH ITS RENOVATIONS AS PRESENTED.

7. REPAIRS AND IMPROVEMENTS:

Lessee hereby agrees to maintain and keep the premises and all improvements thereon in good order and repair during the entire term of this lease at Lessee's own cost and expense and to replace all glass which may be broken or cracked during the term hereof. Lessee further agrees that it will make no alterations, additions or improvements to or upon said premises without the written consent of the Lessor first being obtained. However, such written consent shall not be unreasonably withheld by the Lessor. Inasmuch as the improvements upon the premises are constructed by the Lessee, and this is a long-term lease, this shall not be construed to require the consent of the Lessor with respect to any improvement which (1) does not materially diminish the value of the improvements, (2) does not materially alter the structure or external appearance of the improvements, and (3) does not represent a cost greater than five percent (5%) of the sound value of the improvements on the property. In any event, whether or not such consent shall be required, Lessee shall notify Lessor of any repairs or improvements other than ordinary and customary maintenance and, if requested, shall provide satisfactory evidence that such alterations, additions, or improvements comply with the foregoing conditions, if Lessee believes that the Lessor's consent is not required under the foregoing.

The Lessor shall not be required to make any repairs whatsoever. However, if the Lessor shall determine that any repairs are required, Lessor may, at Lessor's option and in Lessor's discretion, make or cause such repairs to be made, at the

expense of the Lessee, and the amount due therefor shall be an obligation from the Lessee to the Lessor, under this lease, immediately due and payable.

All repairs, alterations, additions, and improvements shall be carried out and completed in a good and workmanlike manner, in compliance with all applicable laws, including the obtaining of all permits, inspections, and improvements of all governmental agencies, and of the fire underwriters, (to the extent required). These provisions shall be applicable to the initial improvements under Section 3, as well as to subsequent repairs, alterations, additions and improvements.

8. INSPECTION:

The Lessor, its agents and representatives, at any reasonable time may enter upon or into said premises for the purpose of examining the condition thereof and for any other lawful purpose.

9. TRANSFER OR SUBLEASE:

Lessee will not assign, transfer, pledge, hypothecate, surrender or dispose of this lease, or any interest therein, or permit any other person or persons whomsoever to occupy the premises, without the written consent of the Lessor first being obtained in writing. Lessor will not unreasonably withhold consent to sublease or license a reasonable amount of space for a restaurant/snack bar operation, a bookstore or gift shop, or other similar concession, all of which are to be only incidental to the operations of the aquarium and consistent with the purposes and intentions expressed in this agreement. Permission for any such

**Project Description and Nature of the Request:**

In response to a recent major Strategic Planning effort, The Oregon Coast Aquarium has launched a Capital Campaign to refresh and enhance the visitor experience of the Aquarium, and to construct a new Marine Rehabilitation Center. The Marine Rehabilitation Center is a future project located on an adjacent property. Over the next two years, this first phase of the campaign will fund a series of small projects throughout the public portions of the buildings and grounds. This will be the first comprehensive remodel of the original aquarium building since its construction in 1990. No work is anticipated in the "Passages of the Deep" exhibit which was finished in 2000.

This request is for a Conditional Use Permit in order to construct roughly \$9 Million in projects that will improve the guest experience, with a modest increase in capacity. No major addition or expansion is planned; instead, almost all of the work will take place within the aquarium building or will remodel portions of the grounds. Of the 38,573 sf of the original main aquarium building, almost half will be remodeled (totaling 17,500 sf), primarily in the lobby, café, and exhibit galleries. There are two modest additions planned, for a total of 1800 sf; an 850 sf expansion of one of the galleries and a 950 sf addition to the front of the building to re-accommodate the aquarium's ticketing operations. There will not be a change of use in any portions of the structure. Gallery improvements will include a number of new and remodeled wet exhibit tanks, all new interpretive signage, new lighting, and paint. Improvements to the grounds will include new directional/wayfinding signage, some new sidewalks and crosswalks, a remodeled children's play area, and a new small amphitheater for animal presentations. As the original aquarium building is located in the center of the aquarium property, none of the planned improvements will be visible from surrounding public streets.

**Findings:**

- A) The Aquarium has been an existing use on this property since 1990. As this expansion is modest, the public facilities can easily accommodate the proposed use.
- B) The proposed projects will not change the existing use; the request complies with the requirements of the underlying zone(s).
- C) The proposed improvements will not have an adverse impact greater than existing uses on neighboring properties, nor will it greatly increase the impacts on surrounding streets or infrastructure. It is consistent with the current use that was previously allowed.
- D) The proposed improvements are consistent with the current development's size and height, development character, of what would be permitted as a use allowed outright.





Main Aquarium Building

Passages of the Deep (Former Keiko Tank)

Proposed Improvements

Aquarium Context







Yaquina Bay Estuary



Mill Pond

New 925 sf Ticketing Addition

New Play Area

Lobby & Cafe Remodel

New Amphitheater

Existing Main Aquarium Building

New 950 sf Gallery Expansion

Remodeled Galleries

Passages of the Deep Exhibit

New Crosswalks & Drop-Off

Entry Path

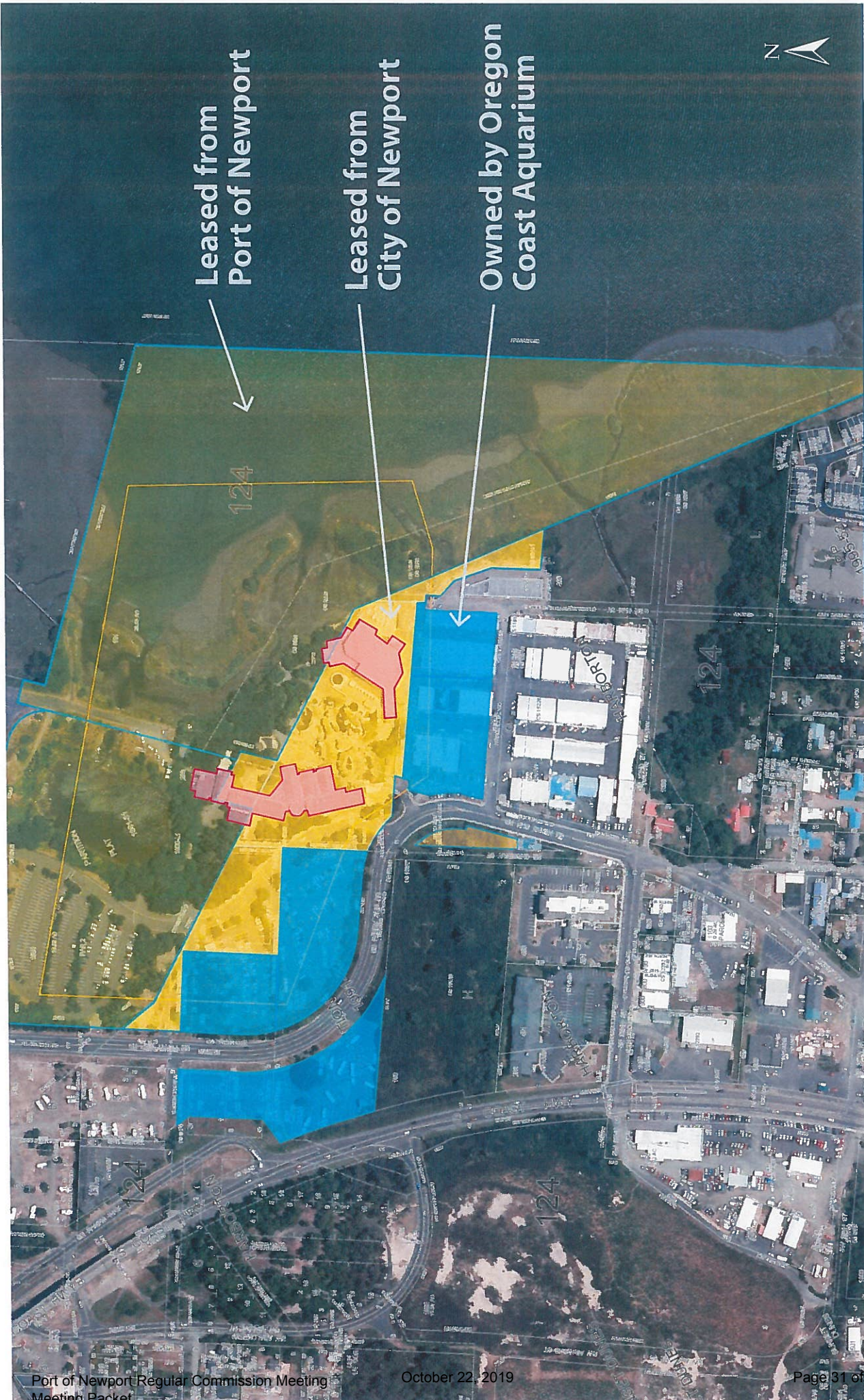
New Entry Signs

Main Entry Rd

Aquarium Parking

SE Ferry Slip Rd





Leased from  
Port of Newport

Leased from  
City of Newport

Owned by Oregon  
Coast Aquarium



Proposed Improvements

Parcel Ownership











**From:** Derrick Tokos [mailto:D.Tokos@NewportOregon.gov]  
**Sent:** Wednesday, October 09, 2019 12:49 PM  
**To:** Paula Miranda <pmiranda@portofnewport.com>  
**Cc:** Aaron Bretz <abretz@portofnewport.com>; Steve Dangermond <steve@dangermondkeane.com>; Karen Hewitt <khewitt@portofnewport.com>; Carrie Lewis <carrie.lewis@aquarium.org>  
**Subject:** FW: Aquarium Lease

Hi Paula,

The Oregon Coast Aquarium is moving forward with plans to renovate and enhance the Aquarium facility. It is about a \$9 million investment across the various planned projects. A description of the planned improvements is enclosed. The work will occur on property that is leased from the City of Newport and Port of Newport.

The Port of Newport lease that Karen shared is almost identical to the lease the Aquarium has with the City of Newport. Section 7 of the document addresses repairs and improvements and stipulates that owner consent is required for work that exceeds 5% of the value of the existing improvements on the property. We addressed this requirement on our end via a presentation that the Aquarium made to the Newport City Council. At the close of the presentation, our Council made a motion granting its consent. Attached is a copy of that motion.

City approval of a conditional use permit is required for the project. Our Planning Commission is holding a public hearing on the application on Monday, October 14, 2019. It will be at 7:00 pm in City Hall Council Chambers and you are welcome to attend. We are recommending the Commission approve the permit with a condition that the Aquarium obtain consent from the Port before building permits are issued for any of the improvements.

I am copying Carrie Lewis with the Aquarium and her architect Steve Dangermond and hope that you can collectively put in motion whatever steps are needed to obtain the Port's approval.

Thanks,

*Derrick I. Tokos, AICP*  
Community Development Director  
City of Newport  
169 SW Coast Highway  
Newport, OR 97365  
ph: 541.574.0626 fax: 541.574.0644  
[d.tokos@newportoregon.gov](mailto:d.tokos@newportoregon.gov)



Nebel reported that, as City Manager he serves as an ex officio member of the Oregon Coast Aquarium Board of Directors without compensation.

Lewis and Dangermond showed a presentation depicting the renovations that the project would encompass. They responded to Council questions and noted Council suggestions and recommendations.

MOTION was made by Hall, seconded by Parker, to grant its consent to the Oregon Coast Aquarium, Inc., to proceed with its renovation and expansion plans, and authorize the City Manager to execute any permits that may be required on behalf of the City of Newport, as land owner, to construct the improvements proposed by the Oregon Coast Aquarium. The motion carried unanimously in a voice vote.

### CITY MANAGER'S REPORT

**Consideration and Potential Adoption of Resolution No. 3867 Authorizing the Use of Eminent Domain for Rights-of-Way Associated with the Highway 101/35<sup>th</sup> Street Signalization Project by ODOT.** Hawker introduced the agenda item. Nebel reported that the preliminary design has been completed by ODOT on the Highway 101/35<sup>th</sup> Street signal relocation project, which includes installation of a signal at the intersection of Highway 101 and 35<sup>th</sup> Street, elimination of the signal, and channelization of the Highway 101 and SE 32<sup>nd</sup> Street intersection, construction of 35<sup>th</sup> Street between Anchor Way and Ferry Slip Road, closure of the SE Ferry Slip Road and Highway 101 intersection, resurfacing of Highway 101 from the Yaquina Bay Bridge to South of 35<sup>th</sup> Street, and the installation of bike and pedestrian facilities along Highway 101, between the Yaquina Bay Bridge and SE 35<sup>th</sup> Street. He stated that this project is being paid for by federal, state, and URA funding. He noted that the state and city have entered into intergovernmental agreements to proceed with this project, and ODOT is in the process of securing permanent rights-of-way for construction easements needed for the project. He added that the city's right-of-way services agreement with ODOT stipulates that the state will perform the full scope of right-of-way services, including, if necessary, condemnation. He stated that the resolution contained in the packet indicates that the city supports ODOT's use of a condemnation process for acquiring the rights-of-way that will eventually be turned over to the city. He added that the other right-of-way acquisitions will be kept and maintained by ODOT.

Nebel reported that throughout this process ODOT will take the lead in contacting property owners, conducting the required appraisals, negotiating with property owners, and acquiring the property which would then be transferred to the city. He stated that this resolution gives the city's consent for ODOT to act on behalf of the city, with these acquisitions, including authorization to exercise eminent domain, if necessary, for the construction and permanent easements needed for this project.

MOTION was made by Parker, seconded by Hall, to adopt Resolution No. 3867, a resolution determining that the acquisition of property is necessary and is in the public interest, and authorizes ODOT to negotiate on the City's behalf for those right-of-ways and easements that will be turned over to the City of Newport at the conclusion of the project. The motion carried unanimously in a voice vote.

**Consideration and Potential Approval of an Intergovernmental Agreement between the Department of Land Conservation and Development and the City of Newport to**





**Operating Fund  
September 2019**

<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Class</b>	<b>Amount</b>
<b>09/20/2019</b>	<b>41417</b>	<b>ACE Hardware</b>			
08/21/2019	828/1		Hose fitting and spray nozzle - shop	Commercial Marina	14.98
			Hose fitting and spray nozzle - restrooms	Commercial Marina	14.98
			Jigsaw blade sets	Commercial Marina	19.98
					<u>49.94</u>
<b>09/20/2019</b>	<b>41418</b>	<b>AIMS Companies</b>			
08/26/2019	920085		CCTV inspection of main and lateral outfall drainage lines	South Beach:SB Operations	1,360.00
					<u>1,360.00</u>
<b>09/20/2019</b>	<b>41419</b>	<b>Airgas USA</b>			
06/07/2019	9089622716		Welding wire and clear lenses for PD5 brackets	Commercial Marina	43.33
06/13/2019	9089817334		Welding wire for PD5 brackets	Commercial Marina	41.24
					<u>84.57</u>
<b>09/20/2019</b>	<b>41420</b>	<b>Alan Brown Tire Center</b>			
08/19/2019	72500369802		Tires for golf cart	South Beach:SB Operations	132.98
					<u>132.98</u>
<b>09/20/2019</b>	<b>41421</b>	<b>Alsco</b>			
08/02/2019	LPOR2363650		SB mats	South Beach:SB Admin	67.67
08/07/2019	LPOR2366028		Shop towels, shirt, and mats	Administration	34.43
08/09/2019	LPOR2367786		SB mats	South Beach:SB Admin	67.67
08/14/2019	LPOR2370009		Shop towels, shirt, and mats	Administration	34.43
08/15/2019	LPOR2370775		NIT towels	International Terminal	33.63
08/16/2019	LPOR2371657		SB mats	South Beach:SB Admin	67.67
08/21/2019	LPOR2373872		Shop towels, shirt, and mats	Administration	34.43
08/23/2019	LPOR2375482		SB mats	South Beach:SB Admin	67.67
08/28/2019	LPOR2377724		Shop towels, shirt, and mats	Administration	34.43
08/29/2019	LPOR2378469		NIT towels	International Terminal	32.95
08/30/2019	LPOR2379209		SB mats	South Beach:SB Admin	67.67
09/12/2019	LPOR2386349		NIT towels	International Terminal	32.95
					<u>32.95</u>



**Operating Fund  
September 2019**

<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Class</b>	<b>Amount</b>
					575.60
<b>09/20/2019</b>	<b>41422</b>	<b>Amazon Capital Services</b>			
07/30/2019	11Q4-MCWK-KY9D		Cell phone case and batteries	International Terminal	48.53
08/13/2019	1VQW-4QWY-MFPD		Grounding blocks	South Beach:SB Operations	179.99
08/18/2019	17D6-LG94-CMX7		Restroom supplies	Administration	98.86
08/18/2019	1Q9D-NVNW-33MY		Stick-on vinyl numbers for washing machines	South Beach:SB Operations	10.47
			Freight	South Beach:SB Operations	5.99
08/23/2019	1G6L-3XG7-3YPK		Coax cable splitters	South Beach:SB Operations	4.29
08/29/2019	1XJJ-LRTX-3CFD		Dell wireless mouse	Administration	25.00
08/29/2019	1LDD-DFLN-7GDN		Cell phone cover and pens	Administration	57.58
			Freight	Administration	12.95
09/01/2019	1P6F-6LTD-1FPF		Gearwrench 3/4 x10 NC hex dies	Commercial Marina	34.35
09/04/2019	1DYQ-JK6H-DGJ4		Round-Up herbicide	South Beach:SB Operations	288.56
09/05/2019	166C-3NLD-6KWQ		Office supplies	Administration	116.93
09/06/2019	1NFR-M6WR-3JGT		Reflective tape	South Beach:SB Operations	25.87
09/06/2019	13TH-VTLC-TX3H		Usb extension cords and hubs	Administration	90.75
09/07/2019	1KNP-6KYH-C6W1		Rite-in-the-Rain notebooks	South Beach:SB Operations	47.40
09/11/2019	1N4K-GPW7-MLC4		Fire hydrant sign for dock	International Terminal	15.99
09/12/2019	1T9H-9T4H-DTVK		AVR mini tower battery backup for Wi-Fi system	Administration	144.95
09/16/2019	1XYL-JKNP-H3YG		AC units with hoses for Wi-Fi shed and server room	Administration	959.62
					<u>2,168.08</u>
<b>09/20/2019</b>	<b>41423</b>	<b>Association of Pacific Ports</b>			
08/21/2019	2691		2018-2019 Port Member dues	Administration	1,450.00
					<u>1,450.00</u>
<b>09/20/2019</b>	<b>41424</b>	<b>Barrelhead Supply</b>			
08/08/2019	273984		Gutter-tite for central restroom gutter repairs	South Beach:SB Operations	37.25
08/29/2019	275139		Building trim supplies	International Terminal	7.89
					<u>45.14</u>



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<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Class</b>	<b>Amount</b>
<b>09/20/2019</b>	<b>41425</b>	<b>Cardinal Services</b>			
09/06/2019	1171016		Wages for temp services	South Beach:SB Admin	726.24
			Wages for temp services - OT	South Beach:SB Admin	68.10
09/13/2019	1171188		Wages for temp services	South Beach:SB Operations	1,548.40
			Wages for temp services OT-Hol	South Beach:SB Operations	<u>235.20</u>
					2,577.94
<b>09/20/2019</b>	<b>41426</b>	<b>Century Link</b>			
09/05/2019	5412657758840B-9/19		Telephone	Administration	212.55
09/05/2019	5412659651245B-9/19		Telephone	International Terminal	<u>201.20</u>
					413.75
<b>09/20/2019</b>	<b>41427</b>	<b>CenturyLink - Business Service</b>			
08/31/2019	1475820607		Telephone	Administration	<u>44.71</u>
					44.71
<b>09/20/2019</b>	<b>41428</b>	<b>City of Newport Room Tax</b>			
08/31/2019	August 2019 Room Tax		Transient room tax - August 2019	South Beach:Main RV Park	<u>10,053.85</u>
					10,053.85
<b>09/20/2019</b>	<b>41429</b>	<b>City of Newport Water/Sewer</b>			
08/31/2019	172421.00-08-19		Water and sewer for RV Dump Station	South Beach:Main RV Park	106.82
08/31/2019	94861.00-08-19		Water on G and H docks	South Beach:SB Marina	<u>1,028.83</u>
					1,135.65
<b>09/20/2019</b>	<b>41430</b>	<b>Clean Way Environ Partners</b>			
08/12/2019	6614		Stormwater catchbasin vermiculite filters for NIT	International Terminal	2,100.00
			Shipping	International Terminal	<u>236.22</u>
					2,336.22
<b>09/20/2019</b>	<b>41431</b>	<b>Coastal Paper &amp; Supply</b>			
08/06/2019	563074		Paper products and cleaning supplies	South Beach:SB Operations	433.62
			Shipping	South Beach:SB Operations	4.00
08/13/2019	563446		Paper products and cleaning supplies	South Beach:SB Operations	453.98



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<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Class</b>	<b>Amount</b>
			Shipping	South Beach:SB Operations	4.00
08/20/2019	563736		Paper products and cleaning supplies	South Beach:SB Operations	437.02
			Shipping	South Beach:SB Operations	4.00
08/27/2019	564114		Paper products and cleaning supplies	South Beach:SB Operations	471.04
			Shipping	South Beach:SB Operations	4.00
					<u>1,811.66</u>
<b>09/20/2019</b>	<b>41432</b>	<b>CoastCom</b>			
09/15/2019	0299000117 09-19		Internet - Sept 2019	South Beach:SB Admin	1,039.52
			Internet - Sept 2019	Administration	500.00
					<u>1,539.52</u>
<b>09/20/2019</b>	<b>41433</b>	<b>Dahl &amp; Dahl</b>			
08/01/2019	240186		Take load of garbage to dump	South Beach:SB Operations	144.64
08/02/2019	240240		Take load of concrete bollards from site lights to dump	South Beach:SB Operations	341.76
08/06/2019	240426		Take load of concrete bollards from site lights to dump	South Beach:SB Operations	330.88
08/06/2019	240443		Take load of concrete bollards from site lights to dump	South Beach:SB Operations	251.52
08/12/2019	240788		Take load of garbage to dump	Commercial Marina	142.08
					<u>1,210.88</u>
<b>09/20/2019</b>	<b>41434</b>	<b>Design Space</b>			
09/06/2019	1095893-IN		Temporary office rental	Administration	877.00
					<u>877.00</u>
<b>09/20/2019</b>	<b>41435</b>	<b>Doug's Electric</b>			
09/13/2019	C34762F		Replace panel box with stainless steel box on D dock	South Beach:SB Operations	5,000.00
					<u>5,000.00</u>
<b>09/20/2019</b>	<b>41436</b>	<b>Englund Marine Supply</b>			
08/09/2019	956537		Stainless steel deck screws for docks	Commercial Marina	145.80
08/14/2019	954260		Coast Pilot book	Administration	30.00
08/21/2019	962868		Rain gear and boots	Commercial Marina	350.88
					<u>526.68</u>





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<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Class</b>	<b>Amount</b>
<b>09/20/2019</b>	<b>41437</b>	<b>Eugene Fastener &amp; Supply</b>			
09/12/2019	286394		Hex nuts and screws for dock repairs	Commercial Marina	<u>613.18</u>
					613.18
<b>09/20/2019</b>	<b>41438</b>	<b>Fernando Ghio</b>			
09/04/2019	7728447		Refund RV - cancelled reservation	South Beach:Main RV Park	<u>35.09</u>
					35.09
<b>09/20/2019</b>	<b>41439</b>	<b>Fidelis Screening Solutions</b>			
09/01/2019	5179		Background checks	South Beach:SB Admin	<u>104.65</u>
					104.65
<b>09/20/2019</b>	<b>41440</b>	<b>Fred Meyer Customer Charges</b>			
07/25/2019	108676		Zip-top bags, batteries, and cleaning wipes	Commercial Marina	40.00
07/26/2019	108684		Lunch for Safety Committee meeting	Administration	38.98
07/30/2019	108697		30-Second Cleaner	South Beach:SB Operations	<u>49.95</u>
					128.93
<b>09/20/2019</b>	<b>41441</b>	<b>Gary Shelton</b>			
09/02/2019	7651681		Refund Annex - cancelled monthly reservation	South Beach:Annex	<u>47.00</u>
					47.00
<b>09/20/2019</b>	<b>41442</b>	<b>GenXsys Solutions</b>			
09/15/2019	11245		365 Business Essential - October 2019	Administration	<u>10.00</u>
					10.00
<b>09/20/2019</b>	<b>41443</b>	<b>HR Answers</b>			
09/10/2019	43057		Professional services - salary survey & job descriptions	Administration	<u>1,058.60</u>
					1,058.60
<b>09/20/2019</b>	<b>41444</b>	<b>IconiPro Security and Alarms</b>			
09/01/2019	29683		Cellular security monitoring services	South Beach:SB Admin	<u>131.49</u>
					131.49
<b>09/20/2019</b>	<b>41445</b>	<b>Industrial Welding Supply</b>			
08/13/2019	58794		Cutting fluid for saw	Commercial Marina	<u>44.21</u>



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					44.21
<b>09/20/2019</b>	<b>41446</b>	<b>Keller Supply Company</b>			
		Keller Supply Company	Febco bonnet assembly kit for fish tables	South Beach:SB Operations	-8.52
08/21/2019	S013338565.001		Febco bonnet assembly kit for fish tables	South Beach:SB Operations	406.41
			Freight	South Beach:SB Operations	<u>16.20</u>
					414.09
<b>09/20/2019</b>	<b>41447</b>	<b>Lincoln County Assessor</b>			
07/08/2019	Prop Tax Late Fee		Property tax exemption late fee	Administration	<u>200.00</u>
					200.00
<b>09/20/2019</b>	<b>41448</b>	<b>Lincoln County Public Works</b>			
09/01/2019	5990		Fuel for trucks - SB	South Beach:SB Operations	253.08
			Fuel for trucks - CM	Commercial Marina	<u>170.92</u>
					424.00
<b>09/20/2019</b>	<b>41449</b>	<b>Employee</b>			
			VOID: Check made out to old name		0.00
<b>09/20/2019</b>	<b>41450</b>	<b>MacPherson Gintner &amp; Diaz</b>			
08/31/2019	80902		Professional services	Administration	<u>1,372.50</u>
					1,372.50
<b>09/20/2019</b>	<b>41451</b>	<b>Maxim Crane Works LP</b>			
08/26/2019	960371		Annual preventative inspection and maint. for 30-ton Crane	International Terminal	<u>6,882.51</u>
					6,882.51
<b>09/20/2019</b>	<b>41452</b>	<b>Neofunds</b>			
08/27/2019	10266121/56922971		Postage	Administration	400.00
			Lease	Administration	172.32
			Lease fee	Administration	<u>1.88</u>
					574.20
<b>09/20/2019</b>	<b>41453</b>	<b>Newport Rental Service</b>			
08/07/2019	104088		Rent magnetic roller to pick up nails	South Beach:SB Operations	12.00



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<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Class</b>	<b>Amount</b>
08/09/2019	104097-1		Rent large excavator for moving dirt to airport	International Terminal	339.50
08/09/2019	104097-2		Rent large excavator for clearing E corner for SDC permit 13743	International Terminal	339.50
08/27/2019	104383		Rent large excavator for moving dirt for SDC permit 13743	International Terminal	630.50
					<u>1,321.50</u>
<b>09/20/2019</b>	<b>41454</b>	<b>OCZMA</b>			
08/30/2019	Annual 2019-2020		OCZMA membership 2019-2020	Administration	800.00
					<u>800.00</u>
<b>09/20/2019</b>	<b>41455</b>	<b>Orkin</b>			
08/27/2019	189725310		September pest control	Administration	45.00
					<u>45.00</u>
<b>09/20/2019</b>	<b>41456</b>	<b>Paula J Miranda</b>			
09/03/2019	Relocation - Housing		Relocation costs for housing - rent	Administration	5,702.52
					<u>5,702.52</u>
<b>09/20/2019</b>	<b>41457</b>	<b>Pioneer Connect</b>			
09/01/2019	Shop 0919		SB shop phone	South Beach:SB Operations	41.38
09/01/2019	Office 0919		SB office phone	South Beach:SB Admin	227.85
					<u>269.23</u>
<b>09/20/2019</b>	<b>41458</b>	<b>Pioneer Printing</b>			
09/09/2019	70261		Business cards	Administration	69.60
					<u>69.60</u>
<b>09/20/2019</b>	<b>41459</b>	<b>Portland Bolt &amp; Manufacturing</b>			
09/17/2019	124797		Galvanized bolts, nuts, and washers for PD5 project	Commercial Marina	221.60
			Freight	Commercial Marina	13.47
					<u>235.07</u>
<b>09/20/2019</b>	<b>41460</b>	<b>Road &amp; Driveway</b>			
07/18/2019	0027105-IN		Lot sweeping - NIT	International Terminal	432.25
					<u>432.25</u>
<b>09/20/2019</b>	<b>41461</b>	<b>Sherwin-Williams</b>			



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<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Class</b>	<b>Amount</b>
08/23/2019	10509		250 non-skid paint for dock boards	Commercial Marina	924.70
					<u>924.70</u>
<b>09/20/2019</b>	<b>41462</b>	<b>Siuslaw Broadband</b>			
09/18/2019	18915		Web filtering	Administration	200.00
					<u>200.00</u>
<b>09/20/2019</b>	<b>41463</b>	<b>Smart Foodservice</b>			
07/01/2019	5410540027856		Disinfectant wipes	South Beach:SB Admin	13.29
			Water, cocoa, creamer, and plates	South Beach:SB Operations	105.97
			Water, creamer, and plates	South Beach:SB Admin	42.99
07/01/2019	5410540014946		Water and candy	International Terminal	51.42
07/03/2019	5410540028099		Gatorade, soda and snacks for Mates volunteering for 4th of July	International Terminal	160.58
07/10/2019	5410540017560		Water	Commercial Marina	65.52
07/15/2019	5410540018238		Water	International Terminal	40.95
07/26/2019	5410540010153		First aid class snacks, juice, creamer, plates, and napkins	Administration	64.58
07/31/2019	5410540021207		Paper towels	International Terminal	41.40
08/08/2019	5410540012233		Water	Administration	16.38
			Water and coffee	Commercial Marina	116.14
08/15/2019	5410540023123		Vinegar and salt for weed control	International Terminal	22.70
08/22/2019	5410540023931		Candy for front office	Administration	72.70
08/28/2019	5410540024481		Water	Commercial Marina	101.50
08/28/2019	5410540024490		Water and creamer	South Beach:SB Admin	24.76
			Water, creamer, stir sticks, and plates	South Beach:SB Operations	120.60
			Mop heads	South Beach:SB Operations	26.64
					<u>1,088.12</u>
<b>09/20/2019</b>	<b>41464</b>	<b>SDAO</b>			
09/03/2019	33W 16278-76		Workers' Compensation Updated Invoice PY 2018-19	Administration	564.03
			Workers' Compensation Updated Invoice PY 2018-19		29.60
					<u>593.63</u>



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<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Class</b>	<b>Amount</b>
<b>09/20/2019</b>	<b>41465</b>	<b>SDIS</b>			
09/01/2019	Oct Health-Dental-Lf		Monthly health-dental-life insurance	Administration	4,548.10
			Monthly health-dental-life insurance	Commercial Marina	2,546.84
			Monthly health-dental-life insurance	South Beach:SB Admin	2,311.33
			Monthly health-dental-life insurance	South Beach:SB Operations	3,877.07
			Monthly health-dental-life insurance	International Terminal	894.71
					<u>14,178.05</u>
<b>09/20/2019</b>	<b>41466</b>	<b>Staples</b>			
08/06/2019	2333028491		Magnets and dry erase board kit	Administration	14.98
08/06/2019	2333162681		Dry erase board	Administration	239.99
08/10/2019	2336007431		Office supplies - Sharpies, pens, stamp, and copy paper	South Beach:SB Admin	140.43
08/10/2019	2336186041		Dog bones	South Beach:SB Admin	57.98
08/18/2019	2340307941		Staples Plus membership	Administration	49.00
08/21/2019	2342005001		Coffee pods	Administration	63.76
08/22/2019	2342954271		Printer	Administration	49.99
			Toners	Administration	42.49
08/23/2019	2343723791		Cardstock and toner	South Beach:SB Admin	191.72
08/24/2019	2344462551		Toners	Administration	42.49
			Printer	Administration	49.99
08/27/2019	2345709561		Toner and batteries	Administration	64.28
08/28/2019	2346530251		Mechanical pencils	Administration	7.29
08/29/2019	FC 0819		Credit plan finance charge	Administration	54.20
					<u>1,068.59</u>
<b>09/20/2019</b>	<b>41467</b>	<b>Streamline</b>			
09/14/2019	101723		Website monthly fee	Administration	450.00
					<u>450.00</u>
<b>09/20/2019</b>	<b>41468</b>	<b>Suburban Propane</b>			
08/31/2019	309893		Propane	Commercial Marina	165.72



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<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Class</b>	<b>Amount</b>
08/31/2019	1568-103888SB 0819		Propane	South Beach:SB Operations	433.74
					<u>599.46</u>
<b>09/20/2019</b>	<b>41469</b>	<b>T &amp; L Septic Tank Service</b>			
08/27/2019	167467		Pump out FWT & NIT holding tank	International Terminal	450.00
08/28/2019	167470		Clean out catch basins for 1200Z permit compliance	International Terminal	250.00
					<u>700.00</u>
<b>09/20/2019</b>	<b>41470</b>	<b>Thompson's Sanitary Service</b>			
08/31/2019	13499 8-2019		Trash disposal - PD7	Commercial Marina	1,726.40
08/31/2019	12058 8-2019		Trash disposal - NIT	International Terminal	1,390.47
08/31/2019	12514 8-2019		Trash disposal - SB	South Beach:SB Admin	5,467.44
					<u>8,584.31</u>
<b>09/20/2019</b>	<b>41471</b>	<b>Toyota Ind Comm Finance</b>			
09/06/2019	4002530743-17		2017 CM forklift - principal	Commercial Marina	572.11
			2017 CM forklift - interest	Commercial Marina	87.44
					<u>659.55</u>
<b>09/20/2019</b>	<b>41472</b>	<b>Toyota Lift NW</b>			
08/12/2019	15116933		Door release for older 3000# forklift	Commercial Marina	149.67
			Freight	Commercial Marina	36.45
08/22/2019	14130621		Belt and battery for older 3000# forklift	Commercial Marina	876.62
					<u>1,062.74</u>
<b>09/20/2019</b>	<b>41473</b>	<b>TWGW NAPA Auto Parts</b>			
08/05/2019	749430		Hydraulic filters for crusher	Commercial Marina	41.97
					<u>41.97</u>
<b>09/20/2019</b>	<b>41474</b>	<b>Urban Restoration Group US</b>			
08/16/2019	23425		Graffiti remover for N restrooms	Commercial Marina	95.00
			Freight	Commercial Marina	13.50
					<u>108.50</u>
<b>09/20/2019</b>	<b>41475</b>	<b>VISA - AB</b>			



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<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Class</b>	<b>Amount</b>
08/09/2019	Elmers Flag & Banner		POW/MIA flag	South Beach:SB Operations	35.75
			POW/MIA flag	Commercial Marina	35.75
			Freight	South Beach:SB Operations	5.19
			Freight	Commercial Marina	5.19
08/14/2019	Adobe Acropro		Adobe Acrobat subscription	Administration	497.70
08/15/2019	Pacific States Galv		Sandblast and galvanize dock parts	Commercial Marina	525.00
08/22/2019	PCC		PCC Conference registration	Administration	375.00
08/22/2019	PCC		PCC Conference registration	Commercial Marina	375.00
08/23/2019	Domino's		Lunch for Safety Committee meeting	Administration	15.98
09/05/2019	TPC Training		Basic Electricity for the Non-Electrician training	South Beach:SB Operations	1,100.00
			Basic Electricity for the Non-Electrician training	Commercial Marina	1,100.00
09/05/2019	TPC Training		Basic Electricity for the Non-Electrician training	Commercial Marina	1,100.00
					<u>5,170.56</u>
<b>09/20/2019</b>	<b>41476</b>	<b>VISA - PM</b>			
08/19/2019	Constant Contact		Managing software for email updates and blasts	Administration	168.00
					<u>168.00</u>
<b>09/20/2019</b>	<b>41477</b>	<b>Voya (State of Oregon Plan)</b>			
09/01/2019	Sept - 2019		Employee contributions	Administration	50.00
					<u>50.00</u>
<b>09/20/2019</b>	<b>41478</b>	<b>Wells Fargo Financial Leasing</b>			
09/04/2019	5007133880		Copier leases - North office	Administration	141.50
			Copier leases - SB office	South Beach:SB Admin	141.50
					<u>283.00</u>
<b>09/20/2019</b>	<b>41479</b>	<b>Western Title &amp; Escrow</b>			
09/18/2019	WT0178607-1		OAE report - 1430 SE Bay Blvd	Administration	300.00
					<u>300.00</u>
<b>09/20/2019</b>	<b>41480</b>	<b>Wiggins Hauling Works</b>			
08/31/2019	2654-2171-72		Brush cutting E lot around wetlands	International Terminal	2,000.00



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<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Class</b>	<b>Amount</b>
08/31/2019	2655-2173		Brush cutting NE entrance and debris areas	International Terminal	1,000.00
					<u>3,000.00</u>
<b>09/23/2019</b>	<b>41481</b>	<b>Employee</b>	<b>Reimbursement for Cash &amp; Carry purchase</b>		
09/20/2019	Reimburse 09/19		Cleaning supplies	Commercial Marina	85.95
			Candy for front office	Administration	29.65
			Coffee	Commercial Marina	41.69
					<u>157.29</u>
<b>Total</b>					<b><u>93,698.26</u></b>





**NOAA Fund  
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<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
<b>09/20/2019</b>	<b>13586</b>	<b>Amazon Capital Services</b>		
08/15/2019	1J1V-F61M-WPV7		Exit signs for boat and wood shops	95.80
				<u>95.80</u>
<b>09/20/2019</b>	<b>13587</b>	<b>ASCO Power Services</b>		
08/30/2019	1416712		Annual service inspection for auto transfer switch	1,360.80
				<u>1,360.80</u>
<b>09/20/2019</b>	<b>13588</b>	<b>Bill's Pest Control</b>		
09/11/2019	7782		Pest control	135.00
				<u>135.00</u>
<b>09/20/2019</b>	<b>13589</b>	<b>Central Coast Excavating</b>		
09/01/2019	31440		Clean out stormwater catch basins in lot and on docks	1,247.95
				<u>1,247.95</u>
<b>09/20/2019</b>	<b>13590</b>	<b>Copeland Lumber Yards</b>		
08/20/2019	1908-284492		Wall anchors, tape measures, and work light	59.61
				<u>59.61</u>
<b>09/20/2019</b>	<b>13591</b>	<b>Fastenal Company</b>		
08/26/2019	ORNEW136661		Fall protection harness and lanyard	236.30
				<u>236.30</u>
<b>09/20/2019</b>	<b>13592</b>	<b>IconiPro Security &amp; Alarms</b>		
09/01/2019	29683		Quarterly fire alarm monitoring service	81.90
				<u>81.90</u>
<b>09/20/2019</b>	<b>13593</b>	<b>Lincoln County Public Works</b>		
09/01/2019	5990		Gas for truck	24.39
				<u>24.39</u>
<b>09/20/2019</b>	<b>13594</b>	<b>MC Dean</b>		
09/06/2019	194140073001		Annual service on battery back-up system	1,770.00
				<u>1,770.00</u>
<b>09/20/2019</b>	<b>13595</b>	<b>Newport Rental Service</b>		



**NOAA Fund  
September 2019**

<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
08/01/2019	103520		Scissor lift rental for HVAC annual service	268.40
				<u>268.40</u>
<b>09/20/2019</b>	<b>13596</b>	<b>Northwest Fire Suppression</b>		
08/15/2019	27410		Semi-annual FM-200 suppression system inspection	1,450.00
				<u>1,450.00</u>
<b>09/20/2019</b>	<b>13597</b>	<b>OR Dept of State Lands</b>		
09/03/2019	21443		Annual DSL waterway lease fee	10,298.72
				<u>10,298.72</u>
<b>09/20/2019</b>	<b>13598</b>	<b>Pacific Habitat Services</b>		
08/26/2019	1-4549-68		Eelgrass monitoring	4,696.44
				<u>4,696.44</u>
<b>09/20/2019</b>	<b>13599</b>	<b>Performance System Integration</b>		
08/30/2019	680971		Annual fire alarm inspection	1,081.00
				<u>1,081.00</u>
<b>09/20/2019</b>	<b>13600</b>	<b>Pioneer Connect</b>		
09/01/2019	September 2019		Telephone	241.46
				<u>241.46</u>
<b>09/20/2019</b>	<b>13601</b>	<b>Smart Foodservice</b>		
07/26/2019	5410540020725		Breakroom supplies	49.91
08/20/2019	5410540014182		Breakroom and paper supplies	85.95
				<u>135.86</u>
<b>09/20/2019</b>	<b>13602</b>	<b>SDIS</b>		
09/01/2019	Oct Health-Dental-Lf		Monthly health-dental-life insurance	745.59
				<u>745.59</u>
<b>09/20/2019</b>	<b>13603</b>	<b>Thompsons Sanitary Service</b>		
08/31/2019	22644 8-2019		August service	410.20
				<u>410.20</u>



NOAA Fund  
September 2019

Date	Num	Name	Memo	Amount
			<b>Total</b>	<b>\$ 24,339.42</b>





600 S. E. BAY BOULEVARD,  
NEWPORT, OREGON 97365  
PHONE (541) 265-7758  
FAX (541) 265-4235  
www.portofnewport.com

Affiliations & Memberships

<b>Organization</b>	<b>Liaison(s)</b>	<b>Meetings</b>
AMERICAN ALBACORE FISHING ASSOCIATION <a href="http://www.americanalbacore.com">www.americanalbacore.com</a>	Aaron Bretz	none
ASSOCIATION OF PACIFIC PORTS (APP) <a href="http://www.pacificports.org">www.pacificports.org</a>	Paula Mirand; Jeff Lackey (alt)	Annual Conf (Jul), Winter Conf (Jan), Seminar (Nov)
CASCADES WEST AREA COMMISSION ON TRANSPORTATION <a href="http://www.ocwcog.org">www.ocwcog.org</a>	Sara Skamser; Jim Burke (alt.); alternate may be staff	4th Thu every other month, 5 - 7 pm
CASCADES WEST COUNCIL OF GOVERNMENTS <a href="http://www.ocwcog.org">www.ocwcog.org</a>	Sara Skamser; Walter Chuck (alt); must be elected	2nd Tue very month, 12 - 1:30 pm
CASCADES WEST ECONOMIC DEVELOPMENT DISTRICT <a href="http://www.ocwcog.org">www.ocwcog.org</a>	Paula Miranda	3rd Fri every other month
COMMERCIAL FISHING USERS GROUP COMMITTEE <a href="http://www.portofnewport.com">www.portofnewport.com</a>	Sara Skamser; Jim Burke (alt.)	as scheduled
DAS OPS ORCPP, Procurement Services <a href="http://www.oregon.gov/DAS/Procurement">www.oregon.gov/DAS/Procurement</a>	Aaron Bretz; Mark Brown (alt.)	none
ECONOMIC DEVELOPMENT ALLIANCE OF LINCOLN COUNTY (EDALC) - <a href="http://www.coastbusiness.info">www.coastbusiness.info</a>	Paula Miranda; Aaron Bretz (alt.)	quarterly as scheduled
GREATER NEWPORT CHAMBER OF COMMERCE (NCOC) <a href="http://www.newportchamber.org">www.newportchamber.org</a>	Paula Miranda	Fridays 12 - 1 pm
MIDCOAST WATERSHEDS COUNCIL <a href="http://www.midcoastwatersheds.org">www.midcoastwatersheds.org</a>	Jim Burke	1st Thu every month 6:30 pm
NEWPORT CITY COUNCIL <a href="http://www.newportoregon.gov/citygov/mayorcouncil.asp">www.newportoregon.gov/citygov/mayorcouncil.asp</a>	Sara Skamser; Walter Chuck (alt.)	1st and 3rd Mondays every month, 6 pm
NEWPORT VISION 2040 ADVISORY COMMITTEE <a href="https://www.newportoregon.gov/citygov/comm/v2040a.asp">https://www.newportoregon.gov/citygov/comm/v2040a.asp</a>	Gil Sylvia (currently education community member)	monthly as scheduled
OCEAN POLICY ADVISORY COUNCIL (OPAC) <a href="https://www.oregon.gov/LCD/OCMP/Pages/OPAC.aspx">https://www.oregon.gov/LCD/OCMP/Pages/OPAC.aspx</a>	Walter Chuck	Twice a year

<b>Organization</b>	<b>Liaison(s)</b>	<b>Meetings</b>
OREGON COASTAL ZONE MANAGEMENT ASSOCIATION (OCZMA) <a href="http://www.oczma.org">www.oczma.org</a>	Walter Chuck; Aaron Bretz (alt.) alternate may be staff	Twice a year
OREGON ECONOMIC DEVELOPMENT ASSOCIATION (OEDA) <a href="https://oeda.biz">https://oeda.biz</a>	Paula Miranda	Annual Conference
OREGON PUBLIC PORTS ASSOCIATION (OPPA) <a href="http://www.oregonports.com">www.oregonports.com</a>	Paula Miranda; Aaron Bretz (alt.)	Annual Conf; quarterly ports meeting
PACIFIC COAST CONGRESS OF HARBORMASTERS AND PORT MANAGERS (PCCHPM) - <a href="http://www.pccharbormasters.org">www.pccharbormasters.org</a>	Kent Gibson; Aaron Bretz (alt.)	Fall Conf; Spring Conf
PACIFIC NORTHWEST WATERWAYS ASSOCIATION (PNWA) <a href="http://www.pnwa.net">www.pnwa.net</a>	Paula Miranda; Walter Chuck (alt.)	Mission to DC (Feb); Summer Conf; Annual Conf; Regional Meeting
SPECIAL DISTRICTS ASSOCIATION OF OREGON (SDAO) <a href="http://www.sdao.com">www.sdao.com</a>	Paula Miranda	Annual Conf (Feb)
WESTERN FISHBOAT OWNERS ASSOCIATION <a href="http://www.wfoa-tuna.org">www.wfoa-tuna.org</a>	Aaron Bretz	Annual Meeting
YAQUINA BAY ECONOMIC FOUNDATION (YBEF)	Paula Miranda; Jeff Lackey (alt.)	Last Wed of the month



## STAFF REPORT - REVISED

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**DATE:** *October 22, 2019*

**RE:** *Validity of Permit No. 13743 for the Development of a Log Export Shipping Yard at 1580 SE Bay Blvd*

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

**ISSUED BY:** *General Manager*

---

### **BACKGROUND**

At the end of 2015 the Port obtained a permit for the development of a log shipping yard to be located next to the International Terminal. Unfortunately, some of those negotiations have not come to fruition. Meanwhile, with the consent of the Commission the Port has made an effort to keep that permit open in the event a project came along. Now, as you can see per attached letter, the City is requesting the Port to review the current viability of the project to determine if it is our intent to proceed with the development, and if so, to provide a proposed timeline for construction and a request for permit extension.

Aaron and I met with the City Planner to evaluate the uses of this permit. We learned that if we keep the permit open, the only project the permit will cover is another log yard and nothing else. Considering the Port has already spent over \$76K just on SDCs, permit fees and some contract management to keep the permit open, we should really evaluate the use of it moving forward. Should we keep the permit open we may have to continue spending an average of \$18K+ per year with the uncertainty if we will be able to attract a log yard to the site. Should we choose to terminate the permit, we may get reimbursement of some of the charges, such as SDCs of about \$48K. Of course, if we terminate the permit we may have to start all over again should the same opportunity come up.

The Port is reaching out to many opportunities to move cargo from the area. Although many of those opportunities are not log related, as we are trying to work with the longshoremen, they are afraid that we may be sending the wrong message by terminating the building permit. As we would like to keep our search for opportunities and our relationship with the longshoremen in good faith, perhaps we could consider extending the permit for another 180 days, should the City allow. The only cost to the Port during that time would be of the permit extension, as any SDCs could be refunded later on. Should no plans that fulfill the permit come up during those 180 days I would recommend we move forward in terminating the permit.

### **RECOMMENDATION**

I recommend a Commissioner make a motion to **HAVE STAFF WORK WITH THE CITY ON A POSSIBLE EXTENSION OF THE BUILDING PERMIT NO. 13743 FOR ANOTHER 180 DAYS. SHOULD NO PROJECT BECOME FEASIBLE FOR THE USE OF THIS PERMIT DURING THAT PERIOD, THEN STAFF SHOULD TERMINATE THE PERMIT AND REQUEST FOR REFUNDS OF THE SDCs.**

**Port of Newport**

ITSF Expenses - All Years

	Total					
	Expenses	FY2019-20	FY2018-19	FY2017-18	FY2016-17	FY2015-16
Debt service						
SDC Financing						
Principal	\$ 30,463	\$ -	\$ 10,710	\$ 10,144	\$ 9,609	\$ -
Interest	18,455	-	5,596	6,162	6,697	-
Total debt service	48,918	-	16,306	16,306	16,306	-
Capital outlay						
Construction and management WIP						
Sorting & hauling material	21,274	970	1,686	4,521	10,957	3,140
City of Newport - licenses, permits & fees						
City of Newport McLean Point plan submittal & permits	1,484	-	-	-	-	1,484
City of Newport building permits	4,685	-	-	-	-	4,685
Subtotal - capital outlay	27,443	970	1,686	4,521	10,957	9,309
<b>Total expenses related to building permit 13743</b>	<b>76,361</b>	<b>970</b>	<b>17,992</b>	<b>20,827</b>	<b>27,263</b>	<b>9,309</b>



	Total Expenses	FY2019-20	FY2018-19	FY2017-18	FY2016-17	FY2015-16
Architecture						
Build survey over terminal area	3,581	-	-	-	-	3,581
Architectural services	4,415	-	-	-	-	4,415
Consulting						
ITSF feasibility study	13,940	-	-	-	3,025	10,915
Environmental consulting & assessment	7,524	-	-	-	5,081	2,443
Grant preparation EDA-NEPA requirements	1,999	-	-	-	-	1,999
Engineering						
SWPCP	2,195	-	-	2,195	-	-
Phase 1 & 2 environmental site assessment	12,436	-	-	-	12,436	-
Engineering - EDA report	5,161	-	-	-	5,161	-
Prep of urban renewal Port property	16,000	-	-	-	-	16,000
Engineering services	11,504	-	-	-	-	11,504
Legal						
Book lot title reports	600	-	-	-	400	200
Other licenses, permits & fees						
Transfer of permits - 1200C	188	-	-	188	-	-
City of Newport permit						55
Environmental permit application						3,806
Other						
Lease contract analysis	2,970	-	-	2,970	-	-
Survey & permits for conservation easement	852	-	-	-	852	-
Grant applications	6,560	-	-	-	-	6,560
Bathymetry survey	2,000	-	-	-	-	2,000
Total other capital outlay	95,786	-	-	5,353	26,955	63,478
<b>Total expense</b>	<b>\$ 172,147</b>	<b>\$ 970</b>	<b>\$ 17,992</b>	<b>\$ 26,180</b>	<b>\$ 54,218</b>	<b>\$ 72,787</b>

CITY OF NEWPORT  
169 SW COAST HWY  
NEWPORT, OREGON 97365

COAST GUARD CITY, USA



Community Development  
Department  
phone: 541.574.0629  
fax: 541.574.0644  
<http://newportoregon.gov>  
mombetsu, japan, sister city

August 29, 2019

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

**Re: Validity of Permit No. 13743 for the Development of a Log Export Shipping Yard at 1580 SE Bay Blvd**

Dear Ms. Miranda,

On December 31, 2015, the Port of Newport obtained Building Permit No. 13743 for the development of a log shipping yard located at 1580 SE Bay Blvd. Over the course of the past three and a half years, the Port of Newport has requested a number of progress inspections in order to prevent the expiration of the building permit. These inspections consisted of the verification of grading activities, specifically the excavation and removal of relatively small quantities of dirt from the site. As of this date the site grading has not been substantially completed and no other substantial development in furtherance of this project has occurred.


The Oregon Structural Specialty Code, Section 105.5, provides the following:

“Every permit issued shall become invalid unless the work on the site authorized by such permit is commenced within 180 days after its issuance, or if the work authorized on the site by such permit is suspended or abandoned for a period of 180 days after the time the work is commenced. The Building Official is authorized to grant, in writing, one or more extensions of time, for periods not more than 180 days each. The extension shall be requested in writing and justifiable cause demonstrated.”

Therefore, I am requesting that the Port of Newport review the current viability of this project and determine if it is their intent to proceed with this development, and if so, provide a proposed timeline for construction and a request for permit extension. Also, please provide an explanation of the reasons for the delays. Please submit this information no later than October 31, 2019, to allow for review and processing prior to the scheduled expiration date of November 27, 2019.

Thank you in advance for your attention to this matter.

Sincerely,

  
Joseph Lease, CBO  
Building Official

RECEIVED  
SEP 03 2019  
PORT OF NEWPORT

**PORT OF NEWPORT  
RESOLUTION NO. 2014-09**

**RESOLUTION ADOPTING A PROCESS FOR THE ANNUAL PERFORMANCE EVALUATION OF THE  
GENERAL MANAGER**

**WHEREAS**, the General Manager's employment agreement, the Commission By-laws; and the Port of Newport's Personnel Manual requires that the General Manager receive an annual performance evaluation; and

**WHEREAS**, both the General Manager and Port Commission agree that a six-month evaluation would be beneficial; and

**WHEREAS**, the Port Commission shall conduct subsequent evaluation processes for the General Manager annually, the process of which is substantially more public than with other Port employees;

**WHEREAS**, the Commission wishes to codify the process related to evaluating the General Manager through Resolution; NOW THEREFORE,

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

**Section 1.** The Board of Commissioners shall conduct an annual review and evaluation of the General Manager's work performance by the end of March. The results of such evaluation shall commend areas of good performance, point out areas for improvement, review and establish work-related goals and objectives. Any adjustment to the General Manager's salary and/or benefits will be determined by the Board at the end this evaluation. This process will allow for open discussion and clear direction for reviewing and establishing a work plan. The Manager will determine whether the evaluation process will be done in open or executive session and must be present during any discussion by a quorum of the Commission. (ORS 192.660(2)(i))

**Section 2. Timeline.**

A. No later than three weeks before the regular February board meeting, staff will distribute a blank evaluation form to each of the commissioners and a copy of the Manager's self-evaluation.

B. Commissioners will review the evaluation factors. Tentative rankings and comments should be made on the provided forms and submitted to the Commission President one week in advance of the regular February commission meeting. Copies of the individual forms will be compiled for the full Commission's review. Commissioners are also encouraged to develop thoughts, concerns, issues and potential goals for consideration with the Manager.

C. At the regular February board meeting, the Commissioners will have an open discussion with the Manager on the factors being evaluated, achievements, goals, and any other pertinent issues. It is the Manager's decision to determine whether this discussion is conducted during the regular board meeting or in executive session.

D. After the discussion, the Manager will keep copies of the individual evaluation sheets and develop a work plan including goals and a summary of the Board's evaluation. This Summary Report will be distributed to the Commissioners no later than five days before the regular March board meeting. Commissioners are encouraged to contact Manager prior to the meeting to suggest any adjustments in advance.

E. Commissioners will review the Summary Report with the Manager to give further direction and clarification on the rankings, goals and objectives. Any discussion regarding adjustments to the Manager's salary and/or benefits would take place at this time. The Manager will determine whether this discussion is conducted during the regular board meeting or in executive session.

F. Once the Board reaches a consensus on the amended Summary Report, the Board President – during New Business – shall read (a) the summarized ratings, (b) list of goals and objectives for the following year and (c) any salary/benefit adjustment. The President will solicit a motion to accept the findings in the Manager's Evaluation Summary Report to be approved by the Board. The Summary Report will be signed by the President and Manager upon approval of the Board. The original evaluation forms and signed Summary Report will be placed in the Manager's personnel file.

**Section 3. Process.** The purpose of the employee performance evaluation and summary report is to increase communication between the Board of Commissioners and the General Manager concerning his/her performance in the accomplishment of the assigned duties and responsibilities, and the establishment of specific work-related goals and objectives.

**Section 4. Instructions.**

A. Commissioners are instructed to review the General Manager's work performance for the entire period; to refrain from basing judgment on recent events or isolated incidents only; to disregard general impressions of the General Manager and concentrate on one factor at a time.

B. Commissioners shall evaluate the General Manager on the basis of standards expected to be met for the job to which assigned considering the length of time in the job. Commissioners shall check the number, which most accurately reflects the level of performance for the factor appraised using the rating scale described below. If a Commissioner did not have an opportunity to observe a factor during this evaluation period, indicate so in the "N/O" column next to the factor.

C. Written comments tend to be more valuable than rankings. Commissioners are encouraged to write additional comments and concerns as a separate attachment.

**Section 5. Evaluation Form.**

**General Manager  
Performance Evaluation**

Date of initial evaluation: \_\_\_\_\_

**Rating Scale Definitions (1-5)**

- Unsatisfactory .....(1) The employee's work performance is inadequate and definitely inferior to the standards of performance required for the job. Performance at this level cannot be allowed to continue.
- Improvement Needed .....(2) The employee's work performance does not consistently meet the needed standards of the position. Serious effort is needed to improve performance.
- Meets Job Standards .....(3) The employee's work performance consistently meets the standards of the Standard position.
- Exceeds Job Standards ...(4) The employee's work performance is frequently or consistently above the level of Standard a satisfactory employee, but has not achieved an overall level of outstanding performance.
- Outstanding.....(5) The employee's work performance is consistently excellent when compared to the standards of the job.
- No Observation..... (N/O) The employee's work performance was not observed.

**I. PERFORMANCE EVALUATION AND ACHIEVEMENTS**

A. Board of Commissioners Relationships

1.	Effectively implements policies and programs approved by the board of commissioners. ....	1	2	3	4	5	N/O
2.	Reporting to the board of commissioners is timely, clear, concise and thorough. ....	1	2	3	4	5	N/O
3.	Accepts direction/instructions in a positive manner .....	1	2	3	4	5	N/O
4.	Effectively aids the board of commissioners in establishing long range goals. ....	1	2	3	4	5	N/O
5.	Keeps the board of commissioners informed of current plans, and activities of administration and new developments in technology, legislation, governmental practices and regulations, etc. ....	1	2	3	4	5	N/O
6.	Provide the board of commissioners with clear report of anticipated issues and risks that could come before the board.....	1	2	3	4	5	N/O
7.	Comments: _____						
	_____						
	_____						

**B. Public Relations**

- 1. Projects a positive public image. .... 1 2 3 4 5 N/O
- 2. Courteous to the public at all times. .... 1 2 3 4 5 N/O
- 3. Maintains effective relations with media..... 1 2 3 4 5 N/O
- 4. Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**C. Effective Leadership of Staff**

- 1. Delegates appropriate responsibilities. .... 1 2 3 4 5 N/O
- 2. Staff feels empowered. .... 1 2 3 4 5 N/O
- 3. Training and education provided. .... 1 2 3 4 5 N/O
- 4. Public relations. How does public view staff?..... 1 2 3 4 5 N/O
- 5. Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**D. Fiscal Management**

- 1. Prepares realistic annual budget..... 1 2 3 4 5 N/O
- 2. Controls expenditures in accordance with approved budget. .... 1 2 3 4 5 N/O
- 3. Keeps board of commissioners informed about revenues and expenditures, actual and projected. .... 1 2 3 4 5 N/O
- 4. Ensures that the budget addresses the Port Commission's goals and objectives, including readability. .... 1 2 3 4 5 N/O
- 5. Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**E. Communication**

- 1. Oral communication is clear, concise and articulate. .... 1 2 3 4 5 N/O
- 2. Written communications are clear, concise and accurate. .... 1 2 3 4 5 N/O
- 3. Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

F. Personal Traits

1.	Initiative. ....	1	2	3	4	5	N/O
2.	Judgment. ....	1	2	3	4	5	N/O
3.	Fairness and Impartiality. ....	1	2	3	4	5	N/O
4.	Creativity. ....	1	2	3	4	5	N/O
5.	Time Management. ....	1	2	3	4	5	N/O
6.	Comments: _____						
	_____						
	_____						

G. Intergovernmental Affairs

1.	Maintains effective communication with local, regional, state and federal government agencies. ....	1	2	3	4	5	N/O
2.	Financial resources (grants) from other agencies are pursued. ....	1	2	3	4	5	N/O
3.	Contributions to good government through regular participation in local, regional and state committees and organizations. ....	1	2	3	4	5	N/O
4.	Lobbies effectively with county, legislators and state agencies regarding Port programs and projects. ....	1	2	3	4	5	N/O
5.	Comments: _____						
	_____						
	_____						

II. ACHIEVEMENTS RELATIVE TO OBJECTIVES FOR THIS EVALUATION PERIOD:

This section will measure the effectiveness of the Future Goals and Objectives (Sec. IV) from last year. These goals were based upon discussions from the previous year.

1.	_____	1	2	3	4	5	N/O
2.	Comments: _____						
	_____						
	_____						

III. SUMMARY RATING

1. Overall Performance Rating - considering the results obtained against established performance standards as well as overall job performance, the following rating is provided: ..... 1 2 3 4 5 N/O

2. Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

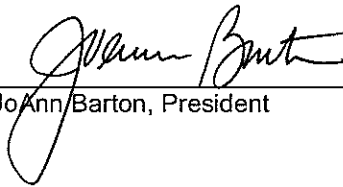
IV. FUTURE GOALS AND OBJECTIVES

Prioritize specific goals and objectives to be achieved in the next evaluation period. Goals should reflect policies and strategies identified in the Port's Strategic Business Plan. (Plan)(Goal)(Strategy)

This Performance Evaluation Survey was completed by:

\_\_\_\_\_  
(Name of Commissioner)

**APPROVED AND ADOPTED BY THE BOARD OF COMMISSIONERS** this 24th day of June, 2014.

  
\_\_\_\_\_  
JoAnn Barton, President

ATTEST:

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



## ANNUAL CALENDAR OF EVENTS

Activity/Event	Month
Elect Commission Officers	July
Review Commission Liaisons List	July
GM 6 months review	November
Annual review of current rates	November
Approve Budget Committee & Calendar	January
Goal Setting	January?
Start General Manager Annual Review Process	February
Budget Priorities Work Session(s)	April
Review of capital improvement list	April
Budget Committee Meeting(s)	May
Adopt Resolution: Capital Imp. List	May
Adopt Resolution: Compensation Plan	May
Adopt Resolution: Rates, Fees & Charges	May
Public Hearing & Adopt Budget Resolution	June





## **FINANCE DEPARTMENT MONTHLY REPORT**

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**DATE:** October 22, 2019  
**PERIOD:** September 2019  
**TO:** Paula Miranda, General Manager  
**ISSUED BY:** Mark Brown, Director of Finance and Business Services

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### **September 2019 Financial Reports**

Financial reports as of September 30, 2019 are included.

#### **Preliminaries and General Comments:**

- We are in the third month of the fiscal year, the year is 25% complete, The projections are now becoming more accurate.
- As suggested last month, the balance sheets have been removed from the packet, as the changes month to month are minimal, you will see the balance sheets in the January meeting.
- As previously mentioned the budget has been entered into QuickBooks on straight-line basis and summer is a revenue producer, this brings about the appearance of a strong revenue, but the revenues will even out over the fiscal year.
- We have set a limit on the amount of cash in our checking account, we have had an unreasonable amount of cash no earning interest. We have drafted an RFQ for banking services, this does not mean we are necessarily changing financial institutions, but we are looking at how we can maximize our returns, and which financial institutions can partner with us, assist the port in being more efficient and effective, as well as, develop solutions quickly as the need arises.
- An Internal analysis of our accounting system has been completed. It is clear that the current system does not meet our needs today, and therefore will not meet our future needs. The development of an RFP for a new financial or ERP system is starting, with the caveat "pending funding". As I analyzed the needs, I reviewed five different systems that could meet Port needs, True ERP, SYSPRO, Dynamics 365, Sageintacct, and Sage 300. Each system examined will allow for full

integration with a POS type system, a Marina, RV park reservation system and accounting. The systems allow for easy reporting for multiple entities or setting up a single entity that allows for tracking by fund type.

- As part of as a review of the Ports Financial system we determined a single integrated system will allow the port to operate more efficiently. This means the Port will need to switch from our current RV Park and Marina Reservation System (Hercules) for South Beach. Prior to making any switch we will need to select a new financial and/or ERP system, then select a system that can be integrated into the financial or ERP system.
- We have developed an RFQ for financial services (banking). The RFQ (vs RFP) will allow the port to receive and compare pricing between financial institutions. The RFQ does not mean the Port will necessarily change financial institutions, but we will have the option, of doing so, we anticipate having a board member as part of the evaluation team.
- In the near future Paula will be bringing forward an investment policy to the Port commission. As the Port becomes more profitable, we will need to invest in short term, low risk investments in order to maximize our returns.
- We have been reviewing IT policies and system to make the Ports Computer System PCI Complaint. By making the system compliant, the Port will be able to store certain information in the Accounting system, and reduce the amount of time it takes to process payments each month.

**Profit and Loss - Budget to Actual Reports**

**General Operating Funds (GOF):**

- General Operating income received year to date by Profit center is shown below:
- 

	Commercial Marina	International Terminal	Total Leased Properties	Total South Beach	TOTAL
Income Before Expenses	\$270,644	\$112,120	\$215,375	\$901,011	\$1,500,792
Percentage of Gross income	18.03%	7.47%	14.35%	60.04%	99.89%
Operating Income	\$138,364	\$15,304	\$204,148	\$580,735	\$667,396
Percentage of Operating Income	20.73%	2.29%	30.59%	87.02%	140.63%*
Net Income	\$139,464	\$15,304	\$204,148	\$599,512	\$704,509

Percentage of Net Income	19.80%	2.17%	28.98%	85.10%	136.04%*
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\*Expenses related to cost centers included in total expenses.

- After reviewing the past 5 years of financial statements, I would estimate the following:
  - Income before expenses for the year will be approximately: \$1,995,603.
  - Operating Income will be approximately: \$ 623,711  
 Operating income should be begin to decline after October, based on history.
  - I am not calculating Net Income because of its variability.
  -
- Total net income as of September 30 is \$600,269, excluding depreciation.
  - As you see we have not yet allocated indirect/overhead and applied depreciation expense, with the audit taking place, there has not been time to complete this phase, but if there are questions about why this is important, I am open to discussing.
  - 25% of the year has passed and we have 25% of the estimated Net Income for the year.
  - Administration is below budget in most areas.
  - The **International Terminal** is an Operating Program within General Operating Funds. Prior to overhead being allocated and depreciation express, the International Terminal the program earned \$17K in profits, however income is below expectations.
  - The **Commercial Marina** is an Operating Program within General Operating Funds. 64% of revenue for the current fiscal year has been derived from moorage the 36% of revenue has been from Hoist and Dock services. The Commercial Marina's Income before expenses is slightly over budget, and above the average income for the past 5 years (at this point in year) and under last year's first quarter numbers (\$249,651). However, Net income is above expectations. Over the past 5 years, the Commercial Marina. Based on 5 years historical data, the estimated total Net Income for the year should approximate \$204,596.
  - The **Maintenance department** is a cost center within the General Operating Funds for the Port. These costs should be allocated to the operating programs. These are only costs that cannot be specifically attributable to an Operating Program.
  - Leased Properties will be treated differently in the future, but will be broken out so it is easily identifiable, at a minimum by North and South designation.
- **NOAA funds** are restricted funds, only after reserves are set aside for the bond payment and reserves are set aside for capital may reserves be used for any other

purposes. Dredging was completed last year, but due to timing issues, the current loss is \$935,762. However, this will turn into a profit later this year.

- **Facility Reserve Fund-** No activity. As we build our facility capital maintenance plan this account will be funded to accommodate the plan.
- **Construction Fund** – to be used for Port Dock 5 construction, a \$1.2 transfer has occurred. Plans for Port Dock 5 construction were submitted to the City.
- **Bonded Debt account** – Received minor payments from the city to be used for bond payments. This account will grow after property tax bills are sent out, and property tax monies are received.

- **Accounts Receivable:**

The Port has two separate Accounts Receivable collection points, South Beach (Hercules) and QuickBooks. Hercules does not integrate with QuickBooks, so a separate report must be run for South Beach Customers.

The Port is receiving calls from customers who have received past due letters, they are making arrangements to pay for their past due amounts owed. The typical arrangement is for the customer to stay current, and pay a portion of their past due amount each month. This is done to make progress on the total amount owed. We are beginning to charge interest charges on accounts past due. Figure 1 is specific to the Commercial marina, I am unable to get this type of information from our system at South Beach.

*Figure 1*

		Days Past Due Date							
	Current	1 - 30	31 - 60	61 - 90	91 - 120	121 - 150	151 - 180	> 180	TOTAL
TOTAL	128,876.19	77,891.39	26,560.19	23,132.06	10,764.61	10,379.73	926.43	68,678.23	347,208.83
	37.12%	22.43%	7.65%	6.66%	3.10%	2.99%	0.27%	19.78%	

**Annual Audit Services**

The Auditors have completed their visit, met with Paula, Mark Harris and I. At the point we met, the lead auditor indicated there were no findings, but some minor suggestions.

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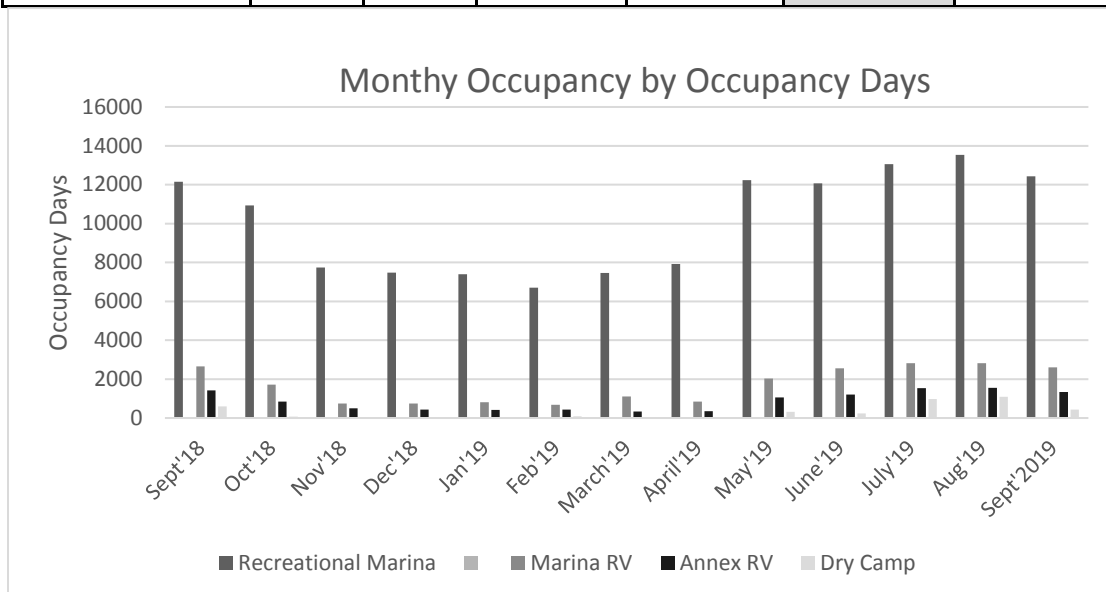


## RV PARK & RECREATIONAL MARINA OCCUPANCY REPORT

**DATE:** *06 October 2019*  
**RE:** *Month Ending 30 September 2019*  
**TO:** *Mark Brown, Director of Finance*  
**ISSUED BY:** *Bill Hewitt, RV and Marina Manager*

The busy season at South Beach is slowly winding down but still busy. The marina continues its banner season, ahead of for September 2019 versus September 2018 and ahead year to date. The Marina RV Park, the Annex and dry camping were all behind last Septembers' numbers. Year to date the Marina RV Park and dry camping are behind last years' pace. Year to date the Annex is ahead of last year. Not sure why the Annex has been behind the last few months. The price increase was minimal, so I don't think that is the reason. I think just more and more people want the main park with its nicer features. The Marina RV Park is only slightly behind last Septembers' numbers. The South Beach operation took in over one hundred thousand dollars in monthly reservation deposits the first two days of October. The new higher monthly pricing only scared off one customer out of one hundred plus reservations booked.

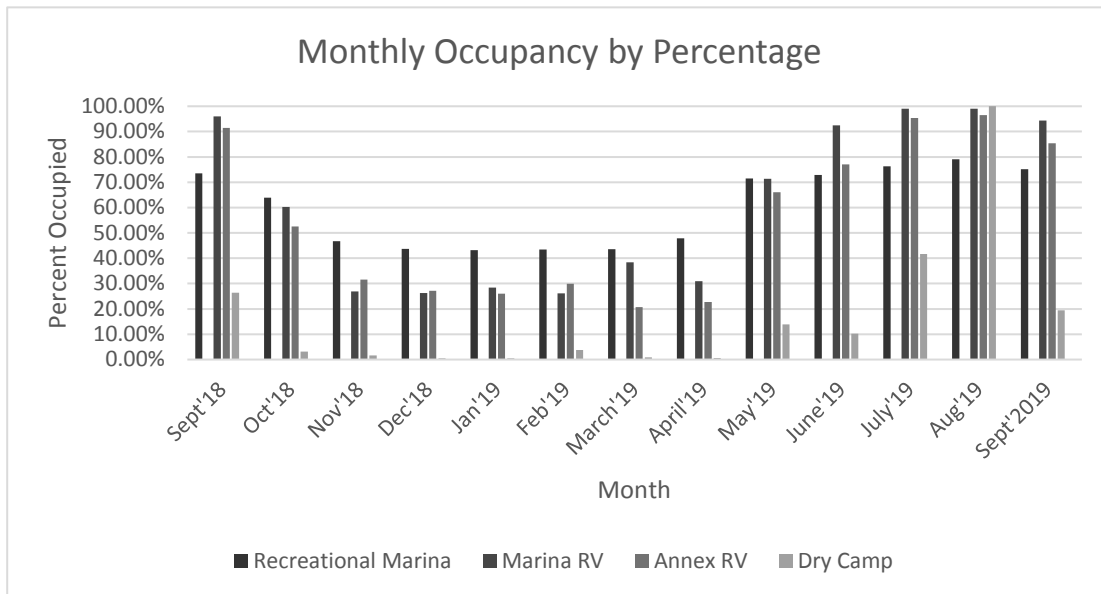
Sept'2019	2018	2019	Change	YTD 2018	YTD 2019	Change
<b>Recreational Marina</b>	12168	12441	2.24%	91180	92800	1.78%
<b>Marina RV</b>	2648	2604	-1.66%	16643	16276	-2.21%
<b>Annex RV</b>	1426	1332	-6.59%	8195	8236	0.50%
<b>Dry Camp</b>	<b>593</b>	<b>438</b>	<b>-26.14%</b>	<b>3982</b>	<b>3185</b>	<b>-20.02%</b>





**OCCUPANCY PERCENT MONTH & YTD**

Sept'2019	2018	2019	Change	YTD 2018	YTD 2019	Change
<b>Recreational Marina</b>	73.48%	75.13%	1.65%	60.51%	61.58%	1.07%
<b>Marina RV</b>	95.94%	94.35%	-1.59%	66.26%	64.80%	-1.45%
<b>Annex RV</b>	91.41%	85.38%	-6.03%	57.72%	58.01%	0.29%
<b>Dry Camp</b>	<b>26.35%</b>	<b>19.46%</b>	<b>-6.89%</b>	19.44%	<b>15.55%</b>	<b>-3.52%</b>







## DIRECTOR OF OPERATIONS REPORT

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**DATE:** 10/15/2019  
**PERIOD:** September 2019 – October 2019  
**TO:** Paula J. Miranda, General Manager  
**ISSUED BY:** Aaron Bretz

### **OVERVIEW DIROPS**

#### **Summary:**

The latest news on the grant status is that we'll hear something near the end of November "at the *earliest*." The building permit is still under review, but we haven't pulled the permit yet which would start the clock to perform on the project. Some tuna has come across the dock this month, but that fishery is winding to a close for the year. Space in the Commercial Marina will be at a premium as fisheries wind down for the moment and preparations for Dungeness season pick up.

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#### **Detail:**

- **Southbeach Storm Sewer**

I have submitted all the information necessary for permitting the repair of the stormwater outfall in South Beach. The project will require a pre-construction notification, which means that there will be a consultation with NMFS.

- **Port Dock 5 Project**

The bid book is complete and has been peer reviewed by KPFF Engineering. EDA indicated that our grant request is still under legal review and that we should hear something toward the end of November at the *earliest*. This is later than was previously predicted. The actual in-water work on the project only consists of piling removal and pile driving, which only spans about a week in the plan and is at the beginning of the project. If we need to continue work past the in-water work period on work outside the water, there will be no problem doing so.

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- **South Beach Boat Ramp Repair**

The Joint Permit Application has been submitted to the Army Corps and the State;

they are being processed. Removal/Fill permit has been issued. The others are under review.

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

Will be included with next month's report due to injury

**Commercial Marina- Kent Gibson, Harbormaster**

**Billable Services Performed this Period:**

Forklift – 64.25Hrs

Hoist Dock Crane(s) – 8Hrs

30 Ton Hydraulic Crane - Enter #.Hrs

Dock Tie Up – 143.5Hrs

Launch Tickets - Enter #. passes sold

Other (Labor) – Hrs

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

Completed In Progress

Completed In Progress

[Click here to enter text.](#)

Completed In Progress

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Completed In Progress

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Completed In Progress

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Completed In Progress **The replacement of broken walers and associated cleats and bumpers at 5B23 is almost complete. We still have 1 bumper to install and by the time of this next commission meeting it should be finished.**

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

*Hoist dock tie-up time was down 42% from last month but only down 2.8% from September 2018. September forklift usage was down 57% over last month and down 22% from September last year. The crane usage was down 6% from last month but up 166% over last year in September. I would project that the next couple of months will be similar to this if the crab season is delayed like it was last year.*

*The new Axle fees showed we were down over last month with a total of 84 axles counted compared with the 202 axles in August. This puts our 3 month average at 134.*

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**NOAA MOC-P Jim Durkee, Maintenance Supervisor**  
**Special Projects:**

**Other:**

Vessels Using the Facility Since My Last Report – NOAA vessels Hi'ialikai, Bell M. Shimada.  
WHOI vessel Atlantis.

Office Occupancy Admin Building – 65 Work Stations Total, 47 Occupied  
Warehouse Bldg. – 23 Work Stations Total, 7 Occupied  
Occupancy Rate – 61%

Annual inspection and service of the Boiler by PSI  
Semi-annual inspection of the Liebert AC by Vertiv  
Vacation

Annuals Completed-

Boiler  
Liebert air conditioner (Data room)  
Eelgrass survey  
Backflow devices  
Fire extinguishers  
HVAC  
Elevator  
FM200 Fire Suppression Systems  
Fire alarms and sprinklers  
Automatic Transfer Switch (emergency power system)  
Storm-water systems  
Battery back-up systems

Annuals yet to be completed-

Generator  
Cathodic protection systems (pier)  
Overhead doors

Other jobs to be completed in this fiscal year (July-June)

Office painting (winter after hours)  
Replacement of remaining backer pipes in the pier fender system  
Replacement of pier lights with LED's  
Replacement of the outside unit of the Liebert air conditioner  
Replacement of anodes on the west zone of the pier cathodic protection system

**South Beach Marina- Chris Urbach, Harbormaster**

**☒ We had 1,144 launches for the month of September.**

**The siding job on the marina shower building is ongoing.**

**Still waiting on the quote from Siuslaw Broad Band on cameras for South Beach.**

**We have Backflow preventer inspections scheduled for this month.**

**Road and Driveway hauled 12,070 yards of sand @2.90 per yard for a total of 35,003.00 and addition to that there was another 16,294.50 in axle charges all total 51,297.50.**

**We had three port operations people go through basic electrical training in Portland and they said that it was very informative.**

**Waiting on permits so we can move forward on the north outfall line.**

**Starting to receive the permits so we can get the toe on the launch ramp started this coming in water work period.**

**Fred Hauert is still out sick with pneumonia hope he gets better soon.**

**The guys have been working on getting the grounds ready for the long winter ahead.**

**Port Mates Volunteers**

The Mates have adopted the kiosk that the Port maintains for a mitigation project near the LNG tank at McLean Point. They've attended the site a couple times to keep it tidy.



## GENERAL MANAGER MONTHLY REPORT

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**DATE:** 10/22/19  
**PERIOD:** 09/24/19- 10-/17/19  
**TO:** Board of Commissioners  
**ISSUED BY:** Paula J. Miranda, General Manager

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### **OVERVIEW**

#### **Summary:**

October seems to be the month of conferences. I attended few of them and have few others scheduled. All of which are important to our organization.

We have continued to move forward with our selection of a financial institution for the NOAA and GO Bonds. The Port received several competitive and responsive proposals. After due consideration and review of the proposals received, the team comprised of the Port, Port's attorney, Port's Bond counsel and Port's Municipal advisor, determined that RW Baird Co provided the most responsive, compliant and effective form of funding. We don't have final numbers until closing, which we expect to occur around the week of December 16<sup>th</sup>. We estimate savings to be over \$3 million on the NOAA Bonds and over \$1 million on the GO Bond. More to come.

I continue to work with our directors in the efficiency of our operations, personnel and finances. Finalizing the salary survey, creating new policies to address areas of weakness, training of personnel and addressing lack of customer's payments have been of some priority.

New business opportunities also continues on the top of my list. I have reached out to prospective businesses that could ship out of Newport and I am currently working on schedules. I also got a lead from the PNWA conference on cruise opportunities, which I will be checking out.

I have had recurring meetings with Angela Nebel of Summit Communications to address PR issues. We started sending out our first e-blast email and received good feedback. We are starting to work on our Newsletter, which we expect to go out sometime prior to Thanksgiving. I received a call from KLCC Radio Station/NPR regarding the NOAA Bond. The recording and information has made it to the radio and general media.

#### **Work Actions:**

- We need to make a decision on how to address the Building Permit provided by the City for the 9 acres at the International Terminal. I have been trying to reach out to Legislators to understand any concerns they may have.
- We need to address the request from the Aquarium regarding a consent letter in order for them to complete their renovations. I attended the City Planning meeting regarding their permit and it seems like a good project.

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

The following is a list of meetings I attended and people I met:

- YBEF Meeting – 09/25
- Nature Conservancy at Foulweather Trawl – 09/27
- Blaine Schoolfield to talk about Oyster Farm at Port property at the Bay – 09/30/19
- Troy Frost, Terminal Manager and Capt. Daniel Simon of NOAA – 10/01/19
- Kaya Johnson, Terminal Manager of OSU – 10/02/19
- Oregon Public Ports Association Annual Conference – 10/03-04
- Yaquina Bay Managers – 10/08
- Pacific Northwest Waterways Association – 10/09-11
- City of Newport Planning Meeting regarding Aquarium Expansion – 10/14
- Tour of Rogue Brewery with Jim Cline – 10/15
- Met Jacob Taylor of DSL – 10/17

### **Scheduled Meetings/Conferences:**

- Attending the Oregon Infrastructure Finance – 10/20-21
- End of Summer Celebration for Employees – 10/25
- Attending the Oregon Economic Development Association (OEDA) Conference 10/27-29
- Meeting with the Regional Solutions Team on 11/07
- Fishermen's Appreciation Day – 11/08
- Veterans' Day – Office Closed – 11/11
- Lunch with Carrie Lewis – Aquarium – 11/12
- Vacation 12/7-14