

PORT OF NEWPORT COMMISSION EXECUTIVE SESSION

Tuesday, June 27, 2023, 5:00 p.m.

Administration Building

600 SE Bay Blvd.

Newport, OR 97365

I. Executive Session Pursuant to ORS 192.660(2)(i) – Performance Evaluations of Public Officers and Employees

The Port of Newport Board of Commissioners will go into Executive Session. All discussions are confidential and those present may disclose nothing from the Session. Representatives of the news media are allowed to attend Executive Sessions, as provided by ORS 192.660(4), but must not disclose any information discussed. No Executive Session may be held for the purpose of taking any final action or making any final decision. Executive Sessions are closed to the public.

II. Adjournment

UPDATED PORT OF NEWPORT COMMISSION REGULAR SESSION

Tuesday, June 27, 2023, 6:00 p.m.

Administration Building

600 SE Bay Blvd.

Newport, OR 97365

This will be a hybrid meeting, which means you can attend in-person, or you can view the livestream of this meeting on our website: <https://www.portofnewport.com/2023-06-27-commission-meetings-2023-june-27-2023-5-00-p-m>

Anyone interested in making public comment must complete the form on our website and submit it by 11:00 a.m. on Monday, June 26, 2023: <https://www.portofnewport.com/2023-06-27-commission-meetings-2023-june-27-2023-5-00-p-m>

I. Call to Order

II. Changes to the Agenda

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

IV. Consent Calendar

2023

- A. Minutes.....May 23 and May 31.....Page 4
- B. Financial Reports.....Page 12
- C. Accounts Paid.....Page 23

V. New Business

- A. Presentation on Yaquina Bay Estuary Management Plan – *Costal Management Program*.....Page 27
- B. Employee Recognition – 6 Year Anniversary – Aaron Bretz – *Miranda*

VI. Old Business

- A. **Extension of Sale of Real Property (343 SW Bay Blvd) to Ocean's Edge, LLC – *Miranda***.....Page 31
- B. Approval of Capital Improvement List – *Miranda*.....Page 33
- C. Approval of Contract with Summit PR – *Miranda*Page 47
- D. Approval of PBS Consulting Agreement for Final Design of Rogue Seawall – *Miranda*.....Page 56
- E. Ratify NOAA Amendment for Property Improvements and new NOAA Amendment for Property Improvements – *Miranda*Page 67
- F. Extension of Lease with Rondys – *Bretz*.....Page 93
- G. Approval of OSP Lease – *Bretz*Page 95
- H. General Manager Evaluation – *Miranda*

VII. Staff Reports

- A. **General Manager’s Report – *Miranda***.....Page 98
 - 1. Director of Finance and Business Services – *Brown*.....Page 101
 - 2. Director of Operations – *Bretz*Page 104

VIII. Commissioner Reports

IX. Calendar/Future Considerations 2023

Independence Day – Port Offices Closed.....July 4, 2023
Next Commission Meeting.....July 25, 2023
Association of Pacific Ports Annual Conference.....August 13-16, 2023

X. Public Comment

XI. Adjournment

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

PORT OF NEWPORT COMMISSION WORK SESSION MINUTES

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

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

GOALS AND OBJECTIVES

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

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

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

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

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

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

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

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

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

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

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

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

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

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

ADJOURNMENT

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

May 23, 2023
6:04 P.M.
Newport, OR

PORT OF NEWPORT COMMISSION MINUTES

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

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

PUBLIC COMMENT

Diane Henkels, Yaquina Bay Yacht Club, stated she looked forward to seeing a draft of the strategic plan. She noted the Yacht Club's is underway. She added she will share an article about the recent high school regatta.

CONSENT CALENDAR

Chuck declared a conflict of interest and recused himself from voting.

MOTION was made by Lackey, seconded by Sylvia, to approve the consent calendar as presented. The motion carried 4-0. Chuck abstained.

OLD BUSINESS

Public Hearing and Adoption of Ordinance 2022-02 Regarding Code Changes. Burke introduced the agenda item. Miranda reported this is the second public hearing and possible adoption of this item. She noted Sylvia had concerns about liability. She stated the attorney's comment is as long as the Port uses language referring to ODFW's requirements, there should not be any liability concerns. She pointed out the permit is included in the packet. She indicated she would like to charge \$500 for the permit. Sylvia confirmed with staff this would apply to all sellers of fish. He asked how many vessels sell fish. Miranda replied there is one in South Beach and three or four in the Commercial Marina.

MOTION was made by Chuck, seconded by Retherford, to adopt Ordinance No. 2022-02 Regarding Code Changes by title only. The motion carried unanimously in a voice vote.

Authorization to Increase the Federal Cost Share Agreement, Commercial Marina Army Corps Project. Burke introduced the agenda item. Miranda reported this agreement is related to the commercial navigation channel project, which Commission already approved. She explained this is a long, arduous process, and the Port recently ran into the possibility of mudstone in the area. She noted this sampling also applies to Port Dock 7 and includes contingency. She indicated sediment sampling is typically after the fact, but that would have caused a lot of uncertainty, meaning the project may not move forward. She added doing the sampling now adds another \$400,000 to the project.

Sylvia confirmed with staff the Army Corps is looking at more environmental risk and adding that to their internal models, and this was not foreseen. Miranda explained they analyze all the risks, and once they decide to move forward with the project, most of the cost will be on them. She stated they can spend up to \$10 million on this project, and they will maintain it in the future. She indicated they will give the Port several years to pay off its 10 percent match. Sylvia asked if there is mudstone, and if it will release petroleum hydrocarbons. Miranda replied there is a good chance there is mudstone. She stated the question is how much and how to mitigate it.

Burke asked if the Army Corps defines the sampling scope. Miranda replied the Port works with the consultant within the guidelines of the Army Corps. She noted they may hire outside consultants as well. Chuck asked if the project is dredging deeper than before. Miranda replied yes, and they are looking how deep they can dredge.

Chuck asked if there would be any issues with mudstone when the Port pulls or drives pilings for Port Dock 7. Miranda replied that is a good question, and the sampling will help address that. Sylvia stated his concern is who sets the rules/standards. He asked if some petroleum hydrocarbons are released, but is it tiny, should society be concerned. Miranda noted the Army Corps still follows NMFS, ODFW, and DEQ rules as well. She stated they have to make sure they don't reach the project cap. Sylvia stated he worries about risk adverse officials at every level multiplying their risk aversion and significantly increasing costs. Discussion ensued on regulation challenges. Retherford confirmed with staff the testing can be used for the Port Dock 7 project.

Burke confirmed with staff the sampling is not restricted to the in-water work window. Lackey thanked staff for the report. He stated in thinking about more expensive and impactful projects, the Commission may want more time to consider. He added the higher the price tag, the more information in advance would be better for future projects. Miranda replied staff will try their best, but they are often waiting on information from others. She noted there has been situations where she held back items because didn't want to throw them out in the last hour. Retherford suggested adding work sessions. Miranda suggested tabling items.

MOTION was made by Sylvia, seconded by Lackey, to authorize the General Manager to amend the Federal Cost Share Agreement with the Army Corps of Engineers for this project not to exceed \$675,000 for the Port's share. The motion carried unanimously in a voice vote.

NEW BUSINESS

Employee Recognition – 7 Year Anniversary – Mark Harris. Burke introduced the agenda item. Miranda recognized Harris for his years of service. The Commission thanked him.

Approval of Oregon Paid Leave Policy. Burke introduced the agenda item. Brown reported the Legislature passed Paid Leave Oregon, an insurance benefit. He explained the employer contributes a portion, and the employee contributes a portion. He stated the Port decided to use the state as its insurance provider for the benefit, which was the least expensive option for the Port. He indicated the policy will run Oregon Family Leave, Federal Family Leave, and Paid Leave concurrently, constricted to 12 weeks. He added the Port can't require staff to use PTO anymore; it's an option.

Brown reported he tried to minimize risk to the Port. He explained it changes how the Port calculates leave time. He further explained concurrent. He indicated his concern is day one, something could happen, and employees qualify for the 12 weeks. Chuck confirmed with staff the state pays the employees. Brown replied the state makes the decision on whether employees

qualify. He explained staff have to apply to the state for the benefit. Chuck asked what happens to employees' PTO. Brown replied it does not affect PTO, if employees chose it not to. Sylvia clarified with staff the .006 percent in the report. Brown added employees will be eligible this fall.

MOTION was made by Chuck, seconded by Retherford, to approve the Paid Leave Oregon Policy. The motion carried unanimously in a voice vote.

STAFF REPORTS

General Manager. Miranda reported the Port did get a variance for dredging at NOAA. She explained she sent a letter to ODFW to try to regain the 15 days to the in-water work window. She noted their answer was they will work with the Port, but they have shown they are not very willing to give variances. She emphasized it's problematic. She indicated they said they don't have to give more notice, and those types of things are very concerning. She added she is concerned this will be ongoing.

Miranda provided an update on HB 3382 status. She explained after many modifications, the bill only gave certain rights to the Port of Coos Bay because they have a big container project. She noted, unfortunately, the Port and many others were left out. Sylvia agreed ODFW's response was not good. He stated the letter was very bureaucratic and not transparent. He noted their mission is to advance the benefits to the people of the state of Oregon. He emphasized they can't ignore the impacts to economics. Miranda stated she has included legislators in the communication, and she may bring it to the coastal caucus. She indicated the conversation should not stop at HB 3382; a lot of agencies are working in silos and making decisions that only focus on one aspect. She added it is not going to get any easier for ports, or anyone trying to construct near water.

Lackey asked are there any ways to make in-roads on the in-water work window. He noted fish processors are going through a similar nightmare with DEQ. He asked if it would help to use legal avenues or meet face to face. Miranda replied efforts must be collective. She stated this issue will have to be resolved on the legislative level. Discussion ensued on DEQ. Chuck noted the Yaquina Bay estuary is highly developed, but federal agencies try to apply standards as if the estuary was pristine. He explained past examples where the standards have been taken too far for the Port.

Miranda reported there is good news for the RORO Dock; the earmarks through Congresswoman Val Hoyle were approved through the Committee. She noted staff researched fees for wave energy services. She explained staff want to clean up the tariff, and then bring it to the June meeting with the new rates. Discussion ensued on FEMA flood maps and the impact of climate change on the Yaquina Bay estuary plan. Miranda added the Yaquina Bay estuary plan will be presented at the June meeting. Chuck suggested the Commercial Fishing Users Group join the meeting. Miranda replied they will be invited, but a joint session may not be needed. She noted the parking work session with them will likely be in August since the city is not ready yet. She reminded Commissioners to complete their SDAO emergency planning training through Vector Solutions.

COMMISSIONER REPORTS

Chuck reported he is a grandfather. He overviewed the OPAC meeting he attended. He noted he toured the Port of Brookings. He stated they can't spend \$7 million in grants because can't find staff. He indicated they instated a landing tax because processors are on their property.

Sylvia asked how the landing tax worked. Brown explained it is like wharfage. Discussion ensued on processors in the region. Retherford suggested looking into how to support processors on the regulation issue.

ADJOURNMENT

Having no further business, the meeting adjourned at 7:26 p.m.

May 31, 2023
12:12 P.M.
Newport, OR

PORT OF NEWPORT COMMISSION MINUTES

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

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

PUBLIC HEARING

Approval of Resolution 2023-02 Adopting the 2023-2024 Fiscal Year Budget, Making Appropriations, and Levying and Categorizing the Tax. Sylvia introduced the agenda item. Brown explained the budget process. The Commission thanked staff for their efforts.

MOTION was made by Lackey, seconded by Retherford, to adopt the budget for Fiscal Year 2023-2024 as stated in Resolution No. 2023-02. The motion carried unanimously in a voice vote.

ADJOURNMENT

Having no further business, the meeting adjourned at 12:16 p.m.



PON BALANCE SHEET

Period: 07/01/22..05/31/23

Port of Newport

Fiscal Start Date: 07/01/22

NOAA Lease Revenue Fund

All amounts are in USD.

Description	Balance
Assets	
Current Assets	
Cash Deposits	4,331,780.67
Property Tax Receivable	0.00
Grants Receivable	0.00
Interfund Activity Receivable	534,414.38
Prepaid Expenses	76,709.66
Total Current Assets	4,942,904.71
TOTAL FIXED ASSETS	20,172,713.18
Deferred Outflows of Resources	
Deferred Outflows of Resources - Advanced Refunding	(45,954.00)
PERS NPA(L)	(54,658.00)
PERS Deferred Outflow	13,824.00
Deferred Outflows of Resources, Total	(86,788.00)
TOTAL ASSETS	25,028,829.89
LIABILITIES	
Current Liabilities	
Accounts Payable	(447,955.91)
Interfund Activity Payable	704,527.28
Compensated Absences	13,657.27
Accrued Payroll Taxes	1,452.81
Retirement Payable	3,258.35
Benefit Payable	1,752.48
Accrued Interest	166,062.00
Current Portion - Bonds Payable	1,350,000.00
Total Current Liabilities	1,792,754.28
Non-current Liabilities	
Long-term Debt	13,895,000.00
Less Current Portion - Long-term Debt	(30,000.00)
Bond Premiums	(1,320,000.00)
Total Non-current Liabilities	12,545,000.00
Deferred Inflows of Resources	11,565.00
Total Liabilities	14,349,319.28
Equity (Fund Balance)	
Restricted Fund Balance	3,987,491.61
Committed Fund Balance	(1,793,770.61)
Unrestricted Fund Balance	8,018,094.24
Total Equity (Fund Balance)	10,211,815.24
Retained Earnings	(910,125.64)
Net Assets	10,679,510.61



PON BALANCE SHEET

6/22/2023
Page 2 / 2
MBROWN

Period: 07/01/22..05/31/23

Port of Newport

Fiscal Start Date: 07/01/22

Fund Filter: 500

All amounts are in USD.

Description	Balance
Total Liabilities and Equity	25,028,829.89



PON Summary Inc Statement

Period: 07/01/22..05/31/23

Port of Newport

Fiscal Start Date: 07/01/22
G/L Budget Filter: FY2022-23,

NOAA Lease Revenue Fund

Description	Actual	Budget	Variance
OPERATING REVENUE			
Lease Revenue	2,436,786.10	2,358,453.09	78,333.01
Discounts and Refunds	32.40	0.00	32.40
Total Operating Revenue	2,436,818.50	2,358,453.09	78,365.41
OPERATING EXPENSES			
Personnel Services	180,703.05	200,263.25	(19,560.20)
Materials, Services	1,583,030.81	1,094,643.09	488,387.72
Less Depreciation	(1,340,687.41)	0.00	(1,340,687.41)
Total Materials and Services	242,343.40	1,094,643.09	(852,299.69)
Total Operating Expenses	423,046.45	1,294,906.34	(871,859.89)
OPERATING INCOME (LOSS)	2,013,772.05	1,063,546.75	950,225.30
NON-OPERATING REVENUES			
Grant Revenue	0.00	0.00	0.00
Interest	5,716.89	5,500.00	216.89
Total Non-operating Revenues	5,716.89	5,500.00	216.89
NON-OPERATING EXPENSES			
Debt Service	1,760,714.54	1,760,800.00	(85.46)
Capital Outlays	40,920.01	40,000.00	920.01
Transfers Out to Other Funds	0.00	240,035.00	(240,035.00)
Total Non-Operating Expenses	1,801,634.55	2,040,835.00	(239,200.45)
Non-Operating Income (Loss)	(1,795,917.66)	(2,035,335.00)	239,417.34
Net Income (Loss)	217,854.39	(971,788.25)	1,189,642.64
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Non Budget Expenditures			
Overhead Cost Allocation	0.00	0.00	0.00
Depreciation	1,340,687.41	0.00	1,340,687.41



PON BALANCE SHEET

Period: 07/01/22..05/31/23

Port of Newport

Fiscal Start Date: 07/01/22

NOAA Reserves

All amounts are in USD.

Description	Balance
Assets	
Current Assets	
Cash Deposits	1,737,979.31
Property Tax Receivable	0.00
Grants Receivable	0.00
Interfund Activity Receivable	764,826.90
Total Current Assets	2,502,806.21
Deferred Outflows of Resources	
Deferred Outflows of Resources - Advanced Refunding	0.00
PERS NPA(L)	0.00
PERS Deferred Outflow	0.00
Deferred Outflows of Resources, Total	0.00
TOTAL ASSETS	2,502,806.21
LIABILITIES	
Current Liabilities	
Interfund Activity Payable	241,680.23
Accrued Payroll Taxes	478.72
Retirement Payable	773.65
Total Current Liabilities	242,932.60
Non-current Liabilities	
Total Non-current Liabilities	0.00
Deferred Inflows of Resources	0.00
Total Liabilities	242,932.60
Equity (Fund Balance)	
Restricted Fund Balance	2,224,706.37
Total Equity (Fund Balance)	2,224,706.37
Retained Earnings	35,167.24
Net Assets	2,259,873.61
Total Liabilities and Equity	2,502,806.21



PON Summary Inc Statement

Period: 07/01/22..04/30/23

Port of Newport

Fiscal Start Date: 07/01/22
G/L Budget Filter: FY2022-23,

NOAA Reserves

Description	Actual	Budget	Variance
OPERATING REVENUE			
OPERATING EXPENSES			
Personnel Services	3,105.49	0.00	3,105.49
Total Materials and Services	0.00	0.00	0.00
Total Operating Expenses	3,105.49	0.00	3,105.49
OPERATING INCOME (LOSS)	(3,105.49)	0.00	(3,105.49)
NON-OPERATING REVENUES			
Grant Revenue	0.00	0.00	0.00
Interest	26,761.37	(4,166.66)	30,928.03
Total Non-operating Revenues	26,761.37	(4,166.66)	30,928.03
NON-OPERATING EXPENSES			
Non-Operating Income (Loss)	26,761.37	(4,166.66)	30,928.03
Net Income (Loss)	23,655.88	(4,166.66)	27,822.54
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Non Budget Expenditures			
Overhead Cost Allocation	0.00	0.00	0.00
Depreciation	0.00	0.00	0.00



PON BALANCE SHEET

Period: 07/01/22..05/31/23

Port of Newport

Fiscal Start Date: 07/01/22

Fund Filter:

Bonded Debt Fund

Description	Balance
Assets	
Current Assets	
Cash Deposits	312,032.81
Accounts Receivable	(13,568.81)
Property Tax Receivable	0.00
Grants Receivable	0.00
Interfund Activity Receivable	31,961.72
Total Current Assets	330,425.72
TOTAL FIXED ASSETS	146,742.00
Deferred Outflows of Resources	
Deferred Outflows of Resources - Advanced Refunding	589,289.64
PERS NPA(L)	0.00
PERS Deferred Outflow	0.00
Deferred Outflows of Resources, Total	589,289.64
TOTAL ASSETS	1,066,457.36
LIABILITIES	
Current Liabilities	
Interfund Activity Payable	(15,767.12)
Accrued Interest	295,000.00
Current Portion - Bonds Payable	125,000.00
Total Current Liabilities	404,232.88
Non-current Liabilities	
Long-term Debt	11,235,000.25
Less Current Portion - Long-term Debt	(420,000.00)
Bond Premiums	(88,074.00)
Total Non-current Liabilities	10,726,926.25
Deferred Inflows of Resources	0.00
Total Liabilities	11,131,159.13
Equity (Fund Balance)	
Restricted Fund Balance	(11,258,560.64)
Unrestricted Fund Balance	999,912.88
Total Equity (Fund Balance)	(10,258,647.76)
Retained Earnings	193,945.99
Net Assets	(10,064,701.77)
Total Liabilities and Equity	1,066,457.36



PON Summary Inc Statement

Period: 07/01/22..05/31/23

Port of Newport

Fiscal Start Date: 07/01/22

G/L Budget Filter: FY2022-23, Fund Filter: 400

All amounts are in USD.

Description	Actual	Budget	Variance
OPERATING REVENUE			
Property Tax Revenue	811,391.32	809,574.00	1,817.32
Total Operating Revenue	811,391.32	809,574.00	1,817.32
OPERATING EXPENSES			
Personnel Services	0.00	0.00	0.00
Total Materials and Services	0.00	0.00	0.00
Total Operating Expenses	0.00	0.00	0.00
OPERATING INCOME (LOSS)	811,391.32	809,574.00	1,817.32
NON-OPERATING REVENUES			
Grant Revenue	0.00	0.00	0.00
Interest	5,782.95	(45.83)	5,828.78
Total Non-operating Revenues	5,782.95	(45.83)	5,828.78
NON-OPERATING EXPENSES			
Debt Service	623,228.28	819,030.00	(195,801.72)
Total Non-Operating Expenses	623,228.28	819,030.00	(195,801.72)
Non-Operating Income (Loss)	(617,445.33)	(819,075.83)	201,630.50
Net Income (Loss)	193,945.99	(9,501.83)	203,447.82
Non Budget Expenditures			
Overhead Cost Allocation	0.00	0.00	0.00
Depreciation	0.00	0.00	0.00



PON BALANCE SHEET

Period: 07/01/22..05/31/23

Port of Newport

Fiscal Start Date: 07/01/22

Construction Fund

Description	Balance
Assets	
Current Assets	
Cash Deposits	13,143.24
Property Tax Receivable	0.00
Grants Receivable	0.00
Interfund Activity Receivable	38.30
Total Current Assets	13,181.54
Deferred Outflows of Resources	
Deferred Outflows of Resources - Advanced Refunding	0.00
PERS NPA(L)	0.00
PERS Deferred Outflow	0.00
Deferred Outflows of Resources, Total	0.00
TOTAL ASSETS	13,181.54
LIABILITIES	
Current Liabilities	
Interfund Activity Payable	38.30
Total Current Liabilities	38.30
Non-current Liabilities	
Total Non-current Liabilities	0.00
Deferred Inflows of Resources	0.00
Total Liabilities	38.30
Equity (Fund Balance)	
Unrestricted Fund Balance	13,072.51
Total Equity (Fund Balance)	13,072.51
Retained Earnings	70.73
Net Assets	13,143.24
Total Liabilities and Equity	13,181.54



PON Summary Inc Statement

Period: 07/01/22..05/31/23

Port of Newport

Fiscal Start Date: 07/01/22
G/L Budget Filter: FY2022-23,

Construction Fund

Description	Actual	Budget	Variance
OPERATING REVENUE			
OPERATING EXPENSES			
Personnel Services	0.00	0.00	0.00
Total Materials and Services	0.00	0.00	0.00
Total Operating Expenses	0.00	0.00	0.00
OPERATING INCOME (LOSS)	0.00	0.00	0.00
NON-OPERATING REVENUES			
Grant Revenue	0.00	0.00	0.00
Interest	70.73	(10.00)	80.73
Total Non-operating Revenues	70.73	(10.00)	80.73
NON-OPERATING EXPENSES			
Non-Operating Income (Loss)	70.73	(10.00)	80.73
Net Income (Loss)	70.73	(10.00)	80.73
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Non Budget Expenditures			
Overhead Cost Allocation	0.00	0.00	0.00
Depreciation	0.00	0.00	0.00



PON BALANCE SHEET

6/22/2023
Page 1 / 1
MBROWN

Period: 07/01/22..05/31/23

Port of Newport

Fiscal Start Date: 07/01/22

Fund Filter: 200

Facilities Maintenance Fund

Description	Balance
Assets	
Current Assets	
Cash Deposits	536,321.53
Property Tax Receivable	0.00
Grants Receivable	0.00
Interfund Activity Receivable	5,271.71
Total Current Assets	541,593.24
Deferred Outflows of Resources	
Deferred Outflows of Resources - Advanced Refunding	0.00
PERS NPA(L)	0.00
PERS Deferred Outflow	0.00
Deferred Outflows of Resources, Total	0.00
TOTAL ASSETS	541,593.24
LIABILITIES	
Current Liabilities	
Interfund Activity Payable	25,161.31
Total Current Liabilities	25,161.31
Non-current Liabilities	
Total Non-current Liabilities	0.00
Deferred Inflows of Resources	0.00
Total Liabilities	25,161.31
Equity (Fund Balance)	
Assigned Fund Balance	475,911.12
Unrestricted Fund Balance	3,971.69
Total Equity (Fund Balance)	479,882.81
Retained Earnings	36,549.12
Net Assets	516,431.93
Total Liabilities and Equity	541,593.24



PON Summary Inc Statement

Period: 07/01/22..05/31/23

Port of Newport

Fiscal Start Date: 07/01/22
G/L Budget Filter: FY2022-23,

Facilities Maintenance Fund

Description	Actual	Budget	Variance
OPERATING REVENUE			
OPERATING EXPENSES			
Personnel Services	0.00	0.00	0.00
Total Materials and Services	0.00	0.00	0.00
Total Operating Expenses	0.00	0.00	0.00
OPERATING INCOME (LOSS)	0.00	0.00	0.00
NON-OPERATING REVENUES			
Grant Revenue	0.00	0.00	0.00
Interest	9,805.12	458.33	9,346.79
Transfers In from Other Funds	0.00	500,000.00	(500,000.00)
Miscellaneous Non-operating Revenue	26,744.00	0.00	26,744.00
Total Non-operating Revenues	36,549.12	500,458.33	(463,909.21)
NON-OPERATING EXPENSES			
Transfers Out to Other Funds	0.00	528,316.00	(528,316.00)
Total Non-Operating Expenses	0.00	528,316.00	(528,316.00)
Non-Operating Income (Loss)	36,549.12	(27,857.67)	64,406.79
Net Income (Loss)	36,549.12	(27,857.67)	64,406.79
Non Budget Expenditures			
Overhead Cost Allocation	0.00	0.00	0.00
Depreciation	0.00	0.00	0.00

Posting Date	Document Date	Document Type	Document No.	Vendor Name	Description	External Document No.	Column1	Credit Amount
5/1/2023	5/1/2023	Invoice	PPIO2220	Grating Pacific, LLC	Order PO00648	0244428-IN	General Operating Funds	28,309.00
5/1/2023	5/1/2023	Invoice	PPIO2101	Newport Fab Shop	Order PO00647	1187	General Operating Funds	23,902.36
5/1/2023	5/1/2023	Invoice	PPIO2063	Streamline	Vend#: V00326 - Inv#: AC7C0FE6-0030	AC7C0FE6-0030	General Operating Funds	450.00
5/1/2023	5/1/2023	Invoice	PPIO2041	Sherwin-Williams	Order PO00650	6735-6	General Operating Funds	427.07
5/1/2023	5/1/2023	Invoice	PPIO2037	Carver Inc	Order PO00652	33069	General Operating Funds	207.60
5/1/2023	5/1/2023	Invoice	PPIO2036	Barrelhead Supply Inc	Order PO00649	333732	General Operating Funds	179.55
5/1/2023	5/1/2023	Invoice	PPIO2033	Amazon Capital Services Inc	Order PO00651	1FWK-N317-141T	General Operating Funds	994.52
5/2/2023	5/2/2023	Invoice	PPIO2023	VOYA-OREGON SAVINGS GROWTH PLA	Vend#: V00366 - Inv#: PPE 20230430 - ROTH	PPE 20230430 - ROTH	General Operating Funds	525.00
5/2/2023	5/2/2023	Invoice	PPIO2022	VOYA-OREGON SAVINGS GROWTH PLA	Vend#: V00366 - Inv#: PPE 20230430	PPE 20230430	General Operating Funds	630.00
5/2/2023	5/2/2023	Invoice	PPIO2020	OR Dept of Revenue-Garnishments	Vend#: V00254 - Inv#: PPE 20230415	PPE 20230415	General Operating Funds	373.23
5/2/2023	5/2/2023	Invoice	PPIO2091	Doug's Electric Inc	Order PO00654	C37676F	General Operating Funds	1,053.00
5/2/2023	5/2/2023	Invoice	PPIO2134	Amazon Capital Services Inc	Order PO00656	116X-16FM-FNHW	NOAA Lease Revenue Funds	601.26
5/2/2023	5/2/2023	Invoice	PPIO2029	Alesea Bay Power Products Inc	Order PO00653	383133	General Operating Funds	978.98
5/3/2023	5/3/2023	Invoice	PPIO2099	Englund Marine Supply Co Inc	Order PO00657	8142/6	General Operating Funds	507.18
5/3/2023	5/3/2023	Invoice	PPIO2088	Amazon Capital Services Inc	Order PO00659	1CHY-KT4T-CTG6	General Operating Funds	26.98
5/3/2023	5/3/2023	Invoice	PPIO2086	Amazon Capital Services Inc	Order PO00658	1LN4-7R6G-7GMJ	General Operating Funds	111.73
5/4/2023	5/4/2023	Invoice	PPIO2052	Civil West Engineering Services, Inc	Vend#: V01170 - Inv#: 2204.254.007	2204.254.007	General Operating Funds	279.50
5/4/2023	5/4/2023	Invoice	PPIO2051	KPFF	Vend#: V00970 - Inv#: 468465	468465	General Operating Funds	9,491.87
5/4/2023	5/4/2023	Invoice	PPIO2048	TCB Security Services Inc.	Vend#: V00333 - Inv#: 243191	243191	General Operating Funds	12,309.00
5/4/2023	5/4/2023	Invoice	PPIO2049	OR Dept of State Lands	Vend#: V00245 - Inv#: 26771	26771	General Operating Funds	14,000.11
5/4/2023	5/4/2023	Invoice	PPIO2333	Newport Rental Service	Order PO00662	153888	NOAA Lease Revenue Funds	427.63
5/4/2023	5/4/2023	Invoice	PPIO2056	Hyak	Vend#: V00161 - Inv#: 37055	37055	General Operating Funds	4,244.90
5/4/2023	5/4/2023	Invoice	PPIO2050	Ground FX Landscape Management LLC	Vend#: V00152 - Inv#: 34181	34181	General Operating Funds	345.00
5/4/2023	5/4/2023	Invoice	PPIO2026	Astound CoastCom By Wave	Vend#: V00082 - Inv#: 121313501-0010134	121313501-0010134	General Operating Funds	1,515.97
5/4/2023	5/4/2023	Invoice	PPIO2027	City of Newport Water**EFT**	Vend#: V00070 - Inv#: 2023 APRIL	2023 APRIL	General Operating Funds	10,978.15
5/4/2023	5/4/2023	Invoice	PPIO2047	AVS Elevator LLC	Vend#: V00037 - Inv#: 6325	6325	NOAA Lease Revenue Funds	643.41
5/4/2023	5/4/2023	Invoice	PPIO2087	Amazon Capital Services Inc	Order PO00661	1LN4-7R6G-CJYJ	General Operating Funds	82.16
5/4/2023	5/4/2023	Invoice	PPIO2025	AlSCO Inc	Vend#: V00022 - Inv#: LPOR3003569	LPOR3003569	General Operating Funds	32.95
5/5/2023	4/26/2023	Invoice	PPIO2102	Scottco Distributors, Inc	Order PO00165	0063652	General Operating Funds	43,377.25
5/5/2023	5/5/2023	Invoice	PPIO2178	Newport News Times	Order PO00668	08-12	General Operating Funds	270.00
5/5/2023	5/5/2023	Invoice	PPIO2177	Newport News Times	Order PO00668	09-12	General Operating Funds	275.00
5/5/2023	5/5/2023	Invoice	PPIO2092	Newport Rental Service	Order PO00666	153935	General Operating Funds	124.50
5/5/2023	5/5/2023	Invoice	PPIO2143	Central Coast Excavating Inc	Order PO00667	141519	NOAA Lease Revenue Funds	2,500.00
5/5/2023	5/5/2023	Invoice	PPIO2085	Amazon Capital Services Inc	Order PO00664	1XHL-D4VV-L3JH	General Operating Funds	299.15
5/5/2023	5/5/2023	Invoice	PPIO2084	Amazon Capital Services Inc	Order PO00663	1TQF-WK6Y-K91P	General Operating Funds	32.98
5/8/2023	5/8/2023	Invoice	PPIO2119	Amazon Capital Services Inc	Order PO00671	17FJ-7TTW-1XRN	General Operating Funds	54.46
5/8/2023	5/8/2023	Invoice	PPIO2083	Amazon Capital Services Inc	Order PO00672	1N6C-PX97-6LPV	General Operating Funds	425.98
5/8/2023	5/8/2023	Invoice	PPIO2082	Amazon Capital Services Inc	Order PO00673	1YCF-TLFT-9FYW	General Operating Funds	219.57
5/8/2023	5/8/2023	Invoice	PPIO2081	Amazon Capital Services Inc	Order PO00669	1MNM-1JTY-9V7X	General Operating Funds	281.96
5/9/2023	5/9/2023	Invoice	PPIO2144	Drift Company Boat Hauling LLC	Order PO00677	23038	General Operating Funds	5,160.00
5/9/2023	5/9/2023	Invoice	PPIO2079	WHA Insurance Agency Inc	Vend#: V00377 - Inv#: 880162	880162	General Operating Funds	11,465.55
5/9/2023	5/9/2023	Invoice	PPIO2076	US Bank	Vend#: V00355 - Inv#: 6899596	6899596	General Operating Funds	750.00
5/9/2023	5/9/2023	Invoice	PPIO2071	Thompson's Sanitary Service Inc	Vend#: V00336 - Inv#: 12514 2023 04	12514 2023 04	General Operating Funds	3,723.39
5/9/2023	5/9/2023	Invoice	PPIO2070	Thompson's Sanitary Service Inc	Vend#: V00336 - Inv#: 12058 2023 04	12058 2023 04	General Operating Funds	2,106.34
5/9/2023	5/9/2023	Invoice	PPIO2069	Thompson's Sanitary Service Inc	Vend#: V00336 - Inv#: 13499 2023 04	13499 2023 04	General Operating Funds	3,366.80
5/9/2023	5/9/2023	Invoice	PPIO2068	Thompson's Sanitary Service Inc	Vend#: V00336 - Inv#: 22644 2023 04	22644 2023 04	General Operating Funds	685.43
5/9/2023	5/9/2023	Invoice	PPIO2062	Spiro Landscapes Inc	Vend#: V00319 - Inv#: 00028019	00028019	General Operating Funds	990.00
5/9/2023	5/9/2023	Invoice	PPIO2077	Special Districts Insurance Services	Vend#: V00318 - Inv#: 03-0016278 2023 05	03-0016278 2023 05	General Operating Funds	25,755.03
5/9/2023	5/9/2023	Invoice	PPIO2060	Sierra Springs	Vend#: V00313 - Inv#: 22502915 042923	22502915 042923	General Operating Funds	28.20
5/9/2023	5/9/2023	Invoice	PPIO2074	Pioneer Connect	Vend#: V00282 - Inv#: 159375 2023 05	159375 2023 05	General Operating Funds	179.90
5/9/2023	5/9/2023	Invoice	PPIO2073	Pioneer Connect	Vend#: V00282 - Inv#: 113823 2023 05	113823 2023 05	General Operating Funds	224.96
5/9/2023	5/9/2023	Invoice	PPIO2072	Pioneer Connect	Vend#: V00282 - Inv#: 115083 2023 05	115083 2023 05	General Operating Funds	41.32
5/9/2023	5/9/2023	Invoice	PPIO2232	Pacific Source Administrators Inc	Vend#: V00272 - Inv#: P02559 2023 06	P02559 2023 06	General Operating Funds	160.00
5/9/2023	5/9/2023	Invoice	PPIO2075	Pacific Source Administrators Inc	Vend#: V00272 - Inv#: P02559 2023 05	P02559 2023 05	General Operating Funds	135.00

5/9/2023	5/9/2023 Invoice	PPIO2179	Pacific Coast Lock & Safe LLC	Order PO00680	11290	General Operating Funds	6,621.00
5/9/2023	5/9/2023 Invoice	PPIO2115	Pacific Coast Lock & Safe LLC	Order PO00674	11286	General Operating Funds	317.00
5/9/2023	5/9/2023 Invoice	PPIO2093	Pacific Coast Lock & Safe LLC	Order PO00679	10238	General Operating Funds	115.00
5/9/2023	5/9/2023 Invoice	PPIO2067	Orkin	Vend#: V00260 - Inv#: 243711998	243711998	General Operating Funds	75.00
5/9/2023	5/9/2023 Invoice	PPIO2058	Integrity Data	Vend#: V00167 - Inv#: CB12878	CB12878	General Operating Funds	820.00
5/9/2023	5/9/2023 Invoice	PPIO2145	Hyak	Vend#: V00161 - Inv#: 37106	37106	General Operating Funds	6,828.00
5/9/2023	5/9/2023 Invoice	PPIO2090	Copeland Lumber Yards Inc	Order PO00676	2305-203910	General Operating Funds	421.85
5/9/2023	5/9/2023 Invoice	PPIO2118	Coastal Refrigeration Heating & AC LLC	Order PO00681	15327	NOAA Lease Revenue Funds	120.00
5/9/2023	5/9/2023 Invoice	PPIO2065	Central Lincoln PUD**EFT**	Vend#: V00062 - Inv#: 302612069 2023 04	302612069 2023 04	General Operating Funds	621.00
5/9/2023	5/9/2023 Invoice	PPIO2066	DE LAGE LANDEN **EFT** FINANCIAL S	Vend#: V00020 - Inv#: 79760154	79760154	General Operating Funds	647.50
5/10/2023	5/10/2023 Invoice	PPIO2136	Thompson's Nursery LLC	Order PO00686	010354	General Operating Funds	919.00
5/10/2023	5/10/2023 Invoice	PPIO2096	Suburban Propane	Vend#: V00327 - Inv#: 1568-169678	1568-169678	General Operating Funds	459.08
5/10/2023	5/10/2023 Invoice	PPIO2080	Mobile Modular, Inc	Vend#: V00214 - Inv#: 2418772	2418772	General Operating Funds	1,375.00
5/10/2023	5/10/2023 Invoice	PPIO2097	Lincoln County Public Works	Vend#: V00194 - Inv#: 6418	6418	General Operating Funds	457.48
5/10/2023	5/10/2023 Invoice	PPIO2078	Good Sam RV Travel & Savings Guide LI	Vend#: V00146 - Inv#: 880611 2024 EDITION	880611 2024 EDITION	General Operating Funds	8,664.48
5/10/2023	5/10/2023 Invoice	PPIO2125	Copeland Lumber Yards Inc	Order PO00684	26965798	General Operating Funds	117.58
5/10/2023	5/10/2023 Invoice	PPIO2137	Amazon Capital Services Inc	Order PO00685	1K1-6FPJ-6TFG	NOAA Lease Revenue Funds	954.18
5/10/2023	5/10/2023 Invoice	PPIO2133	Amazon Capital Services Inc	Order PO00683	16H7-91Q4-6NFG	General Operating Funds	799.95
5/10/2023	5/10/2023 Invoice	PPIO2098	Bay Area Enterprises Inc	Vend#: V00010 - Inv#: 9412	9412	General Operating Funds	14,831.81
5/11/2023	5/11/2023 Invoice	PPIO2128	Newport News Times	Order PO00688	102501 12-05	General Operating Funds	40.00
5/11/2023	5/11/2023 Invoice	PPIO2106	Newport News Times	Vend#: V00228 - Inv#: 228283	228283	General Operating Funds	215.00
5/11/2023	5/11/2023 Invoice	PPIO2105	Newport News Times	Vend#: V00228 - Inv#: 225099	225099	General Operating Funds	215.00
5/11/2023	5/11/2023 Invoice	PPIO2104	Newport News Times	Vend#: V00228 - Inv#: 224475	224475	General Operating Funds	215.00
5/11/2023	5/11/2023 Invoice	PPIO2103	MacPherson, Gintner & Diaz	Vend#: V00200 - Inv#: 82696	82696	General Operating Funds	2,843.75
5/11/2023	5/11/2023 Invoice	PPIO2123	Amazon Capital Services Inc	Order PO00690	1CKX-HLYX-9HPF	General Operating Funds	29.98
5/11/2023	5/11/2023 Invoice	PPIO2120	Amazon Capital Services Inc	Order PO00689	13QF-NQ11-KCH3	General Operating Funds	27.96
5/12/2023	5/12/2023 Invoice	PPIO2107	William Webster	Inv#: DEPOSIT 5/19/2023	DEPOSIT 5/19/2023	General Operating Funds	1,000.00
5/12/2023	5/12/2023 Invoice	PPIO2108	Baldwin General Contracting, Inc	Vend#: V00440 - Inv#: 17	17	General Operating Funds	61,852.59
5/12/2023	5/12/2023 Invoice	PPIO2130	Toyota Lift Northwest	Order PO00691	11010178	General Operating Funds	43,730.00
5/12/2023	5/12/2023 Invoice	PPIO2268	Staples Advantage	Order PO00693	3539336931	General Operating Funds	25.70
5/12/2023	5/12/2023 Invoice	PPIO2151	First Interstate Bank MC	Vend#: V00135 - Inv#: 1343 2023 04	1343 2023 04	General Operating Funds	1,096.00
5/12/2023	5/12/2023 Invoice	PPIO2122	Amazon Capital Services Inc	Order PO00695	1119-4HN7-11TP	General Operating Funds	90.50
5/12/2023	5/12/2023 Invoice	PPIO2121	Amazon Capital Services Inc	Order PO00692	1744-QCPT-14TG	General Operating Funds	58.15
5/15/2023	5/15/2023 Invoice	PPIO2116	Port's Contracting, LLC	Order PO00696	731	General Operating Funds	1,250.00
5/15/2023	5/15/2023 Invoice	PPIO2184	Western Pacific Crane & Equipment LLC	Order PO00700	006188	General Operating Funds	407.38
5/15/2023	5/15/2023 Invoice	PPIO2132	Ultra Life Cafe	Order PO00698	000131	General Operating Funds	434.50
5/15/2023	5/15/2023 Invoice	PPIO2131	TWGW Inc NAPA Auto Parts	Order PO00699	029261	General Operating Funds	131.28
5/15/2023	5/15/2023 Invoice	PPIO2135	Sherwin-Williams	Order PO00697	7194-5	General Operating Funds	980.05
5/16/2023	5/16/2023 Invoice	PPIO2164	Barrelhead Supply Inc	Order PO00702	334487	General Operating Funds	1,351.26
5/16/2023	5/16/2023 Invoice	PPIO2138	Amazon Capital Services Inc	Order PO00701	1N1F-Q3FC-FPIG	General Operating Funds	534.92
5/18/2023	5/18/2023 Invoice	PPIO2127	Orrco	Order PO00708	456525	General Operating Funds	2,080.00
5/18/2023	5/18/2023 Invoice	PPIO2117	Port's Contracting, LLC	Order PO00705	734	General Operating Funds	3,500.00
5/18/2023	5/18/2023 Invoice	PPIO2172	Les Schwab Tire Center Inc	Order PO00706	72500558713	General Operating Funds	825.40
5/18/2023	5/18/2023 Invoice	PPIO2171	Harvey's Lock & Key Service	Order PO00704	24076	General Operating Funds	60.00
5/18/2023	5/18/2023 Invoice	PPIO2114	DOWL	Vend#: V00113 - Inv#: 2621.80022.01 - 5	2621.80022.01 - 5	General Operating Funds	4,289.53
5/18/2023	5/18/2023 Invoice	PPIO2168	Copeland Lumber Yards Inc	Order PO00707	2305-211741	General Operating Funds	285.94
5/18/2023	5/18/2023 Invoice	PPIO2112	Century Link	Vend#: V00063 - Inv#: 2023 05	2023 05	General Operating Funds	40.84
5/18/2023	5/18/2023 Invoice	PPIO2110	Central Lincoln PUD**EFT**	Vend#: V00062 - Inv#: 302612074 - MAY 2023	302612074 - MAY 2023	General Operating Funds	123.60
5/18/2023	5/18/2023 Invoice	PPIO2109	Central Lincoln PUD**EFT**	Vend#: V00062 - Inv#: MAY 2023	MAY 2023	General Operating Funds	25,013.61
5/18/2023	5/18/2023 Invoice	PPIO2113	Business Oregon - IFA	Vend#: V00053 - Inv#: 65541 2023 06	65541 2023 06	General Operating Funds	2,083.33
5/18/2023	5/18/2023 Invoice	PPIO2160	Amazon Capital Services Inc	Order PO00703	19K7-HH1M-LKRM	General Operating Funds	65.94
5/19/2023	5/19/2023 Invoice	PPIO2149	VOYA-OREGON SAVINGS GROWTH PLA	Vend#: V00366 - Inv#: PPE 05/15/2023 ROTH	PPE 05/15/2023 ROTH	General Operating Funds	525.00
5/19/2023	5/19/2023 Invoice	PPIO2148	VOYA-OREGON SAVINGS GROWTH PLA	Vend#: V00366 - Inv#: PPE 05/15/2023	PPE 05/15/2023	General Operating Funds	630.00
5/19/2023	5/19/2023 Invoice	PPIO2221	TWGW Inc NAPA Auto Parts	Order PO00710	030201	General Operating Funds	439.80
5/19/2023	5/19/2023 Invoice	PPIO2147	Toyota Lift Northwest	Vend#: V00339 - Inv#: 74700848	74700848	General Operating Funds	162.86

5/19/2023	5/19/2023 Invoice	PPI02141	Toyota Lift Northwest	Vend#: V00339 - Inv#: 74700849	74700849	General Operating Funds	162.86
5/19/2023	5/19/2023 Invoice	PPI02140	Toyota Lift Northwest	Vend#: V00339 - Inv#: 14817483	14817483	General Operating Funds	177.70
5/19/2023	5/19/2023 Invoice	PPI02139	Toyota Lift Northwest	Vend#: V00339 - Inv#: 74001034	74001034	General Operating Funds	388.86
5/19/2023	5/19/2023 Invoice	PPI02142	Toyota Industries Commercial Finance	Vend#: V00338 - Inv#: 74700848	74700848	General Operating Funds	162.86
5/19/2023	5/19/2023 Invoice	PPI02207	Northwest Parking Equipment	Order PO00711	2023 05 19	General Operating Funds	624.47
5/19/2023	5/19/2023 Invoice	PPI02176	Newport Rental Service	Order PO00712	154475	General Operating Funds	35.98
5/19/2023	5/19/2023 Invoice	PPI02165	Coastal Paper & Supply Inc	Order PO00709	620337	General Operating Funds	361.72
5/22/2023	5/22/2023 Invoice	PPI02150	Washington State Support Registry	Vend#: V00369 - Inv#: PPE 20230515	PPE 20230515	General Operating Funds	136.00
5/22/2023	5/22/2023 Invoice	PPI02181	Suburban Propane	Order PO00713	1568-169767	General Operating Funds	202.36
5/22/2023	5/22/2023 Invoice	PPI02180	Platt Electric Supply Inc	Order PO00717	4839076	General Operating Funds	452.81
5/22/2023	5/22/2023 Invoice	PPI02240	Associated Cleaning Services Inc	Order PO00755	56325	General Operating Funds	1,152.00
5/22/2023	5/22/2023 Invoice	PPI02236	Amazon Capital Services Inc	Order PO00716	19VC-QTY7-CR6Y	General Operating Funds	930.87
5/22/2023	5/22/2023 Invoice	PPI02161	Amazon Capital Services Inc	Order PO00715	1CGT-JNVL-931Y	General Operating Funds	54.69
5/22/2023	5/22/2023 Invoice	PPI02159	Amazon Capital Services Inc	Order PO00714	1TKW-G9FL-3T37	General Operating Funds	279.99
5/23/2023	5/23/2023 Invoice	PPI02182	Surf Town Coffee Co.	Order PO00719	8718	General Operating Funds	180.00
5/23/2023	5/23/2023 Invoice	PPI02156	MASA	Vend#: V00430 - Inv#: 1543966	1543966	General Operating Funds	140.00
5/23/2023	5/23/2023 Invoice	PPI02175	Newport Gutter Cleaning	Order PO00721	3520	General Operating Funds	1,033.00
5/23/2023	5/23/2023 Invoice	PPI02157	Mobile Modular, Inc	Vend#: V00214 - Inv#: 2422076	2422076	General Operating Funds	495.00
5/23/2023	5/23/2023 Invoice	PPI02190	Hyak	Vend#: V00161 - Inv#: 37282	37282	General Operating Funds	7,729.50
5/23/2023	5/23/2023 Invoice	PPI02155	First Interstate Bank MC	Vend#: V00135 - Inv#: 3459 DM 2023 04	3459 DM 2023 04	General Operating Funds	222.87
5/23/2023	5/23/2023 Invoice	PPI02154	First Interstate Bank MC	Vend#: V00135 - Inv#: 0302 KR 2023 04	0302 KR 2023 04	General Operating Funds	547.66
5/23/2023	5/23/2023 Invoice	PPI02153	First Interstate Bank MC	Vend#: V00135 - Inv#: 1350 MB 2023 04	1350 MB 2023 04	General Operating Funds	4,707.67
5/23/2023	5/23/2023 Invoice	PPI02152	First Interstate Bank MC	Vend#: V00135 - Inv#: 1335 PM 2023 04	1335 PM 2023 04	General Operating Funds	1,213.48
5/23/2023	5/23/2023 Invoice	PPI02170	Dahl Disposal	Order PO00727	314734	General Operating Funds	163.85
5/23/2023	5/23/2023 Invoice	PPI02169	Dahl Disposal	Order PO00727	314705	General Operating Funds	136.30
5/23/2023	5/23/2023 Invoice	PPI02166	Copeland Lumber Yards Inc	Order PO00726	2305-214310	General Operating Funds	63.87
5/23/2023	5/23/2023 Invoice	PPI02259	Barrelhead Supply Inc	Order PO00724	334715	General Operating Funds	69.98
5/23/2023	5/23/2023 Invoice	PPI02163	Barrelhead Supply Inc	Order PO00722	334709	NOAA Lease Revenue Funds	5.13
5/23/2023	5/23/2023 Invoice	PPI02162	Barrelhead Supply Inc	Order PO00722	334708	NOAA Lease Revenue Funds	102.81
5/23/2023	5/23/2023 Invoice	PPI02238	Amazon Capital Services Inc	Order PO00723	1MKT-VCYT-61WV	General Operating Funds	985.72
5/24/2023	5/24/2023 Invoice	PPI02158	petty cash	Vend#: V00710 - Inv#: 20230515 SB	20230515 SB	General Operating Funds	156.87
5/24/2023	5/24/2023 Invoice	PPI02218	Wiggins Hauling Works	Order PO00728	2906	General Operating Funds	1,300.00
5/24/2023	5/24/2023 Invoice	PPI02219	Englund Marine Supply Co Inc	Order PO00730	8974/6	General Operating Funds	33.22
5/24/2023	5/24/2023 Invoice	PPI02167	Copeland Lumber Yards Inc	Order PO00732	2305-214952	General Operating Funds	120.55
5/24/2023	5/24/2023 Invoice	PPI02239	Amazon Capital Services Inc	Order PO00731	116X-WHPV-H6CH	General Operating Funds	133.83
5/25/2023	5/25/2023 Invoice	PPI02203	C.A.P.C	Order PO00734	202305017	General Operating Funds	2,025.00
5/25/2023	5/25/2023 Invoice	PPI02189	Verizon Wireless	Vend#: V00361 - Inv#: 993435515	993435515	General Operating Funds	507.26
5/25/2023	5/25/2023 Invoice	PPI02315	Papé Material Handling, Inc	Order PO00737	8969266	General Operating Funds	220.41
5/25/2023	5/25/2023 Invoice	PPI02188	NW Natural	Vend#: V00237 - Inv#: 1584562-1 2023 05	1584562-1 2023 05	General Operating Funds	287.15
5/25/2023	5/25/2023 Invoice	PPI02187	NW Natural	Vend#: V00237 - Inv#: 1584561-3 2023 05	1584561-3 2023 05	General Operating Funds	134.33
5/25/2023	5/25/2023 Invoice	PPI02193	Keller Supply Company	Vend#: V00178 - Inv#: S021593924.003	S021593924.003	General Operating Funds	815.54
5/25/2023	5/25/2023 Invoice	PPI02191	Hyak	Vend#: V00161 - Inv#: 37352-FD-26942	37352-FD-26942	General Operating Funds	62.50
5/25/2023	5/25/2023 Invoice	PPI02204	Copeland Lumber Yards Inc	Order PO00736	2305-215583	General Operating Funds	16.98
5/25/2023	5/25/2023 Invoice	PPI02186	Century Link	Vend#: V00063 - Inv#: 541-574-1053 245B 20	541-574-1053 245B 2023 05	General Operating Funds	40.84
5/25/2023	5/25/2023 Invoice	PPI02185	Association of Pacific Ports	Vend#: V00036 - Inv#: APP 109TH ANNUAL C	APP 109TH ANNUAL CONF	General Operating Funds	995.00
5/25/2023	5/25/2023 Invoice	PPI02237	Amazon Capital Services Inc	Order PO00735	1WNF-YWYG-GT9G	General Operating Funds	328.95
5/25/2023	5/25/2023 Invoice	PPI02209	Amazon Capital Services Inc	Order PO00738	163Q-3NT3-4476	NOAA Lease Revenue Funds	49.35
5/25/2023	5/25/2023 Invoice	PPI02192	Bay Area Enterprises Inc	Vend#: V00010 - Inv#: 9452	9452	General Operating Funds	359.84
5/26/2023	5/26/2023 Invoice	PPI02201	Newport Sign Shop	Order PO00741	11897	General Operating Funds	180.00
5/26/2023	5/26/2023 Invoice	PPI02206	Ground FX Landscape Management LLC	Vend#: V00152 - Inv#: 34351	34351	General Operating Funds	1,137.50
5/26/2023	5/26/2023 Invoice	PPI02301	Direct TV**EFT**	Vend#: V00108 - Inv#: 050332923X230526	050332923X230526	General Operating Funds	808.40
5/26/2023	5/26/2023 Invoice	PPI02205	Copeland Lumber Yards Inc	Order PO00742	2305-216357	General Operating Funds	73.60
5/26/2023	5/26/2023 Invoice	PPI02199	Barrelhead Supply Inc	Order PO00743	334953	General Operating Funds	49.39
5/26/2023	5/26/2023 Invoice	PPI02212	Amazon Capital Services Inc	Order PO00740	1WNF-YWYG-LJ3P	General Operating Funds	22.57
5/26/2023	5/26/2023 Invoice	PPI02210	Amazon Capital Services Inc	Order PO00744	11T6-CCJ4-J1KL	General Operating Funds	34.99

5/30/2023	5/30/2023 Invoice	PPI02321	Deere & Company	Vend#: V00810 - Inv#: 117480129	117480129	General Operating Funds	9,411.61
5/30/2023	5/30/2023 Invoice	PPI02215	Gregg's Stripe-A-Lot, LLC	Order PO00745	2248	General Operating Funds	275.00
5/30/2023	5/30/2023 Invoice	PPI02267	Newport Fab Shop	Order PO00746	1214	General Operating Funds	2,185.47
5/30/2023	5/30/2023 Invoice	PPI02208	TWGW Inc NAPA Auto Parts	Order PO00750	032402	General Operating Funds	98.03
5/30/2023	5/30/2023 Invoice	PPI02214	Industrial Welding Supply, Inc.	Order PO00751	00321081	General Operating Funds	379.22
5/30/2023	5/30/2023 Invoice	PPI02256	Amazon Capital Services Inc	Order PO00749	16YJ-YJGX-F34K	General Operating Funds	68.70
5/30/2023	5/30/2023 Invoice	PPI02213	Amazon Capital Services Inc	Order PO00748	1PCL-1TM3-97VY	General Operating Funds	407.92
5/30/2023	5/30/2023 Invoice	PPI02211	Amazon Capital Services Inc	Order PO00747	1YWV-JR4V-CGJY	General Operating Funds	25.72
5/31/2023	5/31/2023 Invoice	PPI02304	Windcave	Vend#: V00450 - Inv#: 2236208	2236208	General Operating Funds	175.00
5/31/2023	5/31/2023 Invoice	PPI02344	Thompson's Sanitary Service Inc	Vend#: V00336 - Inv#: 12514 2023 05	12514 2023 05	General Operating Funds	6,805.22
5/31/2023	5/31/2023 Invoice	PPI02312	Thompson's Sanitary Service Inc	Vend#: V00336 - Inv#: 13499 2023 05	13499 2023 05	General Operating Funds	4,654.67
5/31/2023	5/31/2023 Invoice	PPI02196	Sierra Springs	Vend#: V00313 - Inv#: 22502915 052723	22502915 052723	General Operating Funds	50.64
5/31/2023	5/31/2023 Invoice	PPI02195	Sierra Springs	Vend#: V00313 - Inv#: 21798087 052723	21798087 052723	General Operating Funds	59.64
5/31/2023	5/31/2023 Invoice	PPI02275	MacPherson, Gintner & Diaz	Vend#: V00200 - Inv#: 82746	82746	General Operating Funds	3,150.00
5/31/2023	5/31/2023 Invoice	PPI02320	Central Lincoln PUD**EFT**	Vend#: V00062 - Inv#: 2074 202305	2074 202305	General Operating Funds	339.30
5/31/2023	5/31/2023 Invoice	PPI02303	Carson Oil Co Inc**EFT**	Vend#: V00057 - Inv#: CP-00457866	CP-00457866	General Operating Funds	428.92
5/31/2023	5/31/2023 Invoice	PPI02258	Barrelhead Supply Inc	Order PO00752	335013	General Operating Funds	70.16

Yaquina Bay Estuary Management Plan Update Fact Sheet

The Yaquina Bay Estuary Management Plan (YBEMP or Plan) determines how the Yaquina Bay area is managed, including what kinds of development can happen where and which areas are set aside for resource protection. The YBEMP is the local implementation of Goal 16: Estuarine Resources, one of Oregon's 19 Statewide Planning Goals, which sets forth requirements for the planning and management of Oregon's estuaries. **An estuary management plan gives local jurisdictions the ability to manage their estuaries for the benefit of the public and natural resources in a way that meets the development needs of the community.** Lincoln County implements the estuary management plan for Yaquina Bay in coordination with the City of Newport and the City of Toledo.

The current estuary management plan for Yaquina Bay was adopted in 1982. Since then, we have improved information and understanding of how estuaries fit into communities.

Local officials from Lincoln County and the cities of Newport and Toledo are working together to update the estuary management plan to serve the communities around Yaquina Bay for generations to come. Over the past 2 years, dozens of local, state, federal, and tribal stakeholders and experts have provided input and feedback in order to develop a DRAFT updated Plan for public review. The process for updating the YBEMP to date included:

- Updating Yaquina Estuary map information and uses,
- Modernizing the Plan to reflect current social, cultural, environmental, and economic conditions,
- Gathering and incorporating community input, and
- Integrating predicted impacts of climate change.

WHAT IS AN ESTUARY?

Estuaries are the mixing of saltwater and freshwater where rivers meet the tide. Estuaries are an amazing place for plants, animals, and people! They are critical habitat for native salmon, birds, and plants. Healthy estuaries are not only critical for biodiversity, but our enjoyment of the coastline, and the productivity of our fishing and tourism industries. Yaquina Bay and the surrounding area have been home to the people of the Confederated Tribes of Siletz Indians since time immemorial, who still have a thriving, active cultural presence in the region today. The Bay today is home to approximately 15,000 people who live, work, and play in the area.

A CLOSER LOOK AT OREGON'S GOAL 16

The objective of Goal 16 is to "recognize and protect the unique environmental, economic and social values of each estuary and associated wetlands; and to protect, maintain, where appropriate develop, and where appropriate restore the long term environmental, economic and social values, diversity and benefits of Oregon's estuaries."

Goal 16 requires that EMPs identify which areas (management units) within the estuary are classified as Development, Conservation, or Natural. Each classification has a list of prescribed allowable, conditional, and not allowed uses, guiding the local review process to ensure that proposed alterations are consistent with overall management objectives of the management units and that adverse impacts are minimized.



The Plan Update Process

In 2020, the Oregon Department of Land Conservation & Development (DLCDC) formed an initial Steering Committee with Lincoln County, the Cities and Ports of Newport and Toledo, and later, the Confederated Tribe of Siletz Indians (See back page for list). A call for proposals was released for bids through DLCDC to manage the Plan update.. Willamette Partnership and the University of Oregon's Institute for Policy, Research, and Engagement (IPRE) submitted the successful proposal. Local estuary management plan expert Matt Spangler joined the project team as a consultant representing Lincoln County.

In 2021, based on recommendations of the Steering Committee and research of local stakeholder groups, the Project Team convened an Advisory Group representing a diversity of expertise and interests in the management of Yaquina Bay (See back page for list). A subset of Advisory Group members participated as a Technical Sub-Group that reviewed all spatial data and scientific information, including impacts from climate change. Dozens of data sources were identified to describe current, historic, and projected conditions in Yaquina Bay to update the map inventory using best available data.

In 2022, the Project Team conducted a Needs & Gaps Assessment (Assessment) to identify proposed updates to the Plan in order to ensure it reflects current conditions and meets the present and future needs of the communities that depend on the Bay. The Assessment prioritized the set of recommended updates and identified the ones to be included in this current update. The Project Team addressed all high priority recommendations from the Assessment in coordination with the Advisory Group and Steering Committee. Feedback and recommendations were addressed and documented in a "summary of consultation." The Project Team developed an outreach and engagement strategy to ensure residents and stakeholders can participate in this process. This has included:

- Attending a Northwest Steelheaders public event,
- Presenting at a Newport Chamber of Commerce meeting,
- Collaborating on a lecture by Dr. Laura Brophy of Hatfield Marine Science Center on Climate Change and Yaquina Bay,
- Convening a Public Information Session at the Newport Library;
- And hosting an informational website.

A series of three Town Halls are planned for DATES for residents and stakeholders to learn and ask questions about the Estuary Management Plan update and process. Lastly, presentations will be given during regularly scheduled meetings for County, Cities, and Ports' Boards, Councils, and Commissioners throughout Summer 2023.

After the Town Halls, the Draft Plan may be revised based on resident and stakeholder feedback and the final version will be submitted to Lincoln County and the Cities of Newport and Toledo to be reviewed and considered through a formal plan amendment process. This will entail public meetings with the Planning Commissions, City Councils and Board of County Commissioners for Lincoln County, Toledo, and Newport. These processes also include a formal public comment period where any member of the public is welcome to submit written comments or provide testimony at these meetings. The Estuary Management Plan and maps are not official until they are adopted by all three jurisdictions which is anticipated to occur in the fall or winter of 2023.

Summary of Proposed Revisions

The Needs & Gaps Assessment was developed to determine how the current Estuary Management Plan needs to be updated in order to better reflect the social, ecological and economic conditions of Yaquina Bay. The following changes have been proposed as a result of the collaboration of the Advisory Group, Technical Sub-Group, and Steering Committee:

Digital maps to replace hand-drawn maps: 24 estuary-wide maps and individual maps for each management unit.

Removal of outdated references: Language was modernized when feasible.

New Estuary Zoning Districts to replace Permitted Use Matrix: The previous Permitted Use Matrix describing which uses or alterations are permitted conditional, or not allowed was confusing for most users of the Plan. Text-based zoning descriptions based on Lincoln County and the Cities' zoning code is easier to understand and use. The uses have not changed.

Updates to certain Management Units: Management units were reviewed and some were split, shifted, or reclassified to better reflect areas for protection and development.

- Boundaries of five management units were altered to better align existing conditions (e.g.: protected shellfish reserve areas or marinas) and uses with the appropriate classification.
- Three new Management Units were created & two Management Units are reclassified. Similar to the boundary changes these proposed revisions reflect improved alignment of local conditions with the classification most appropriate for the natural resource or existing development uses (e.g.: a large algal bed in MU1 becomes MU1A and classified as Natural).

Consideration and incorporation of local climate vulnerabilities: Projects that affect the estuary, such as dredging, already require applicants to submit informational 'Impact Assessments' that describe anticipated impacts and proposals to minimize them. Proposed new revisions ask applicants to also consider area-specific climate vulnerabilities in addition to current conditions through the impact assessment (See Part III-Sub Areas).

Planning for future updates when conditions change: Plan Part XI has been developed to describe the process in which jurisdictions might update specific components of the Estuary Management Plan when changes occur or parts of the plan become outdated.

Any changes to the Estuary Management Plan must be adopted through Lincoln County and the cities of Newport and Toledo.

The planning process currently underway is designed to draft an updated Plan for the county and cities to then review and adopt. All proposed changes (above) through this planning process are subject to their review and finalization.





Project Participants

Steering Committee

Onno Husing	Lincoln County
Megan Hoff	Lincoln County
Derrick Tokos	City of Newport
Judy Richter	City of Toledo
Stan Van De Wetering	Confederated Tribes of Siletz Indians
Andrea Sumerau	Confederated Tribes of Siletz Indians
Paula Miranda	Port of Newport
Aaron Bretz	Port of Newport
Debbie Scacco	Port of Toledo
Lisa Phipps	Department of Land Conservation & Development
Meg Reed	Department of Land Conservation & Development
Brett Estes	Department of Land Conservation & Development

Advisory Group

Jerry Anderson	Manulife Investment Management
*Cheryl Brown	US Environmental Protection Agency
*Jevra Brown	Oregon Department of State Lands
*Bob Cowen	Hatfield Marine Science Center
*Tony D'Andrea	Oregon Department of Fish & Wildlife
Kent Doughty	Audubon Society of Lincoln City
*Paul Engelmeyer	Wetlands Conservancy/Audubon Society
Jon Gonzalez	Pacific Seafood
*Bri Goodwin	Surfrider
Claire Hall	Lincoln County Commissioner
*Evan Hayduk	MidCoast Watersheds Council
Megan Hoff	Lincoln County
*Cheryl Horton	Midcoast Watershed Council
Onno Husing	Lincoln County
Cameron La Follette	Oregon Coast Alliance
Cheryl Horton	MidCoast Watersheds Council
*Phillip Johnson	Oregon Shores Conservation
Betty Kamikawa	City of Toledo Councilor

Chris Knutsen	Oregon Department of Fish & Wildlife
Heather Mann	Midwater Trawlers
*Jared Norton	US Army Corps of Engineers
*Jason Nuckols	The Nature Conservancy
Ryan Parker	City of Newport Councilor
*Catherine de Rivera	Portland State University
*Liz Ruther	Pew Charitable Trusts
*Natalie Schaefer	Yakona Preserve & Learning Center
Andrea Sumerau	Confederated Tribes of Siletz Indians
Gil Sylvia	Port of Newport
Stan Van De Wetering	Confederated Tribes of Siletz Indians
*Ted DeWitt	US Environmental Protection Agency
*George Waldbusser	Oregon State University
Cora Warfield	City of Toledo Councilor
Stephen Webster	Websters
Derek Wilson	Oregon Department of Fish & Wildlife
Liu Xin	Local Oyster Farmer
Michele Zwartjes	US Fish and Wildlife Service

*Technical Sub-Group

Project Team

Ethan Brown	Willamette Partnership
Nicole Maness	Willamette Partnership
Melissa Graciosa	University of Oregon - Institute for Policy, Research & Engagement
Michael Howard	University of Oregon - Institute for Policy, Research & Engagement
Matt Spangler	Lincoln County (Consultant)

Key Roles of Steering Committee

- Inform & review spatial data and maps
- Review & approve of types of changes needed
- Review & approve of Draft Plan & Inventories for public release

Key Roles of Advisory Group & Technical Sub-Group

- Inform & review spatial data and maps
- Inform & review climate change information & Climate Vulnerabilities
- Provide guidance on community outreach
- Review & provide feedback on Plan Drafts & Maps

OLD BUSINESS ITEM

DATE: *June 27, 2023*
RE: *Amendment to Purchase and Sale Agreement – 343 SW Bay Blvd*
TO: *Port of Newport Board of Commissioners*
ISSUED BY: *Paula J. Miranda, General Manager*

BACKGROUND

During the April meeting, Commissioners approved the Purchase and Sale Agreement with Ocean's Edge, LLC for the purchase of a property located at 343 SW Bay Blvd. The Agreement stipulated Closing to occur prior to July 1, 2023.

Buyers requested additional time to complete the transaction, which include extending the due diligence as described under Section 3.2 (Contingencies) until July 31, 2023, and Closing to occur by September 30, 2023.

RECOMMENDATION

I recommend "A MOTION ALLOWING THE GENERAL MANAGER TO EXECUTE THE AMENDMENT TO PURCHASE AND SALE AGREEMENT, AS ATTACHED, AND ANY CLOSING DOCUMENTS NECESSARY TO COMPLETE THE SALES TRANSACTION."

**AMENDMENT TO AGREEMENT TO PURCHASE
AND SALE REAL ESTATE**

This Amendment to Agreement to Purchase and Sale Real Estate (this “Agreement”) effective this ___ day of _____, 2023 (the “Effective Date”) is by and between, Port of Newport (“Seller”) and Ocean’s Edge, LLC, an Oregon Liability Company (“Purchaser”).

Seller and Buyer entered into the Agreement on April 25th, 2023. Purchaser and Seller would like to make a change to the original Agreement as follows:

Section 3.2 – CONTINGENCIES

Contingencies shall expire on July 31st, 2023.

Section 4 – CLOSING

Closing Date shall occur on or before September 30th, 2023.

This Amendment, in conjunction with any subsequent agreements, sets forth the entire agreement between the Parties. All other terms and conditions of the original agreement remain in full force and effect as written.

AGREED AND ACCEPTED BY THE UNDERSIGNED AS OF THE EFFECTIVE
DATE:

SELLER:

PORT OF NEWPORT

Paula J. Miranda, General Manager

PURCHASER:

OCEAN’S EDGE, LLC

Name: Fran Mathews, Member

Name: Brendan Mathews, Member

ANNUAL GOAL SETTING

DATE: 06/27/2023
RE: 2023-24 Capital Improvement Update
TO: Board of Commissioners
ISSUED BY: Paula J. Miranda, General Manager

BACKGROUND

During our work session meeting on May 23, 2023, we discussed goals and objectives, which included an updated Capital Improvement list. The Capital Improvement List is part of our Strategic Plan.

Some of the items listed for 2023-24 were also included in the budget for that year.

In order to keep our Strategic Plan current, we would like to update our capital improvement list and replace the old list for this most current one.

RECOMMENDATION

“Staff recommends that the Capital Improvement List as reflected in the Strategic Plan is now replaced and adopted with the most recent updated as attached.”

Criteria Used to evaluate and group Projects:									
	0. Project Underway, continuation or completed								
	1. Large adverse affect on operating revenues, and\ or has a large adverse affect high paying jobs in district								
	2. Moderate to small adverse affect on Operating revenues and/or impacts lower paying jobs in the district								
	3. Improves overall operations, resulting in a better port, with better services, may or may not impact jobs								
	4. No impact to operations, does not generate revenue								
CAPITAL IMPROVEMENT PLAN									
	Capital Improvements	Cost Estimate	Original Timeline	Budget Year	Criteria	Rationale for group	Funding Source (Grant, Loan, OP Funds)	Current Status	Priority
NIT	Planning project to identify a mix of uses/opportunities that will maximize use of the terminal and adjacent vacant port-owned properties, and increase net revenues to the Port. Project completion primarily by Port staff	Original: \$15,000 Current: \$30,000	2,019	Not Necessary	1	This may or may not help improve the marketability of the site.	OP FUNDS, Potential Grant	Before we move forward with this effort again, we are currently working with a couple forest industries company, as it was originally identified by the strategic plan to be one of the main sources of future business.	1
Mitigation Plan	Planning project to address mitigation needs of future capital projects and potential inventory of mitigation sites. Anticipated to be completed by Port staff in partnership with the Port of Toledo, Yaquina Bay users, NOAA, ODFW, and the USACE. Project completion primarily by Port staff	\$25,000	2019-2021	Not Necessary	0	We are unable to bank for mitigations on a federal level. Therefore, mitigation plans should be done on a needed basis based on projects, but the Port should budget some amounts to cover for consultants.	OP FUNDS, Potential Grant	We have completed some small mitigation projects, as part of other projects. We looked at opportunities and discussed it with some of the permitting agencies. Until we have a permitted project it is hard to know what the mitigation needs are. It is very difficult to bank for mitigation. There may be some opportunities with the State, but not on a federal level.	As Needed
RV Park Annex Plan	Planning and conceptual design project to redesign and reconfigure the RV Park	\$300,000	2019-21	2023-24	1	Does not affect high earners, but park is showing its age, major revenue could be lost.	Potential Grant Funds	We recently put out an RFP to select consultants to start on a plan. We realize that with recent emergency events related to utility issues and the overall wear and tear of the facilities, the need to move forward with this project has increase tremendously.	1

Criteria Used to evaluate and group Projects:									
	0. Project Underway, continuation or completed								
	1. Large adverse affect on operating revenues, and\ or has a large adverse affect high paying jobs in district								
	2. Moderate to small adverse affect on Operating revenues and/or impacts lower paying jobs in the district								
	3. Improves overall operations, resulting in a better port, with better services, may or may not impact jobs								
	4. No impact to operations, does not generate revenue								
Port Dock 5 Interim Improvements	Interim improvements to replace pier and improve dock. Approach pier replacement; replace 6 pilings; replace rods, whalers, rub boards, bumpers and triangles (PD 5C); replace rods, bumpers, rub boards and 6 whalers (PD 5B); replace rods and rub boards (PD 5x); new power pedestals	\$3,500,000	2019-22	2021-24	1	There are still some projects left to complete, and they are crucial to the Port operations and should be finished as soon as practical.	OP FUNDS	Permitting repairs to PD5A, which will include rewiring of all PD5. Pedestals are on hand, awaiting permits to add the PD5A replacement to the project. The approach pier is completed. We are looking at installation of about 2 pilings, not 6.	1
Port dock 7 Interim Improvements	Interim improvements prior to reconfiguration /replacement: Miscellaneous float and pile improvements	\$348,000	2019-22	2022-23	1	Some of the repairs are crucial to keep PD7 in operations until replacement.	OP FUNDS	applied for permits to drive 15 new pilings on Port Dock 7 E & F, install temporary new floats to bridge the gap until replacement of the entire Port Dock 7. Anticipate completing pile driving and dock replacement during FY 2023-24. Dock parts have already been ordered.	1

Criteria Used to evaluate and group Projects:									
	0. Project Underway, continuation or completed								
	1. Large adverse affect on operating revenues, and\ or has a large adverse affect high paying jobs in district								
	2. Moderate to small adverse affect on Operating revenues and/or impacts lower paying jobs in the district								
	3. Improves overall operations, resulting in a better port, with better services, may or may not impact jobs								
	4. No impact to operations, does not generate revenue								
Reconfiguration and Reconstruction of Marina	Complete reconstruction and reconfiguration of commercial marina, including Port Docks 3 and 7, Upland Improvements, Swede's Dock and Commercial Marina channel	Original Budget: \$14,75,000 New budget: \$20,000,000 Plus Channel \$5,000,000	2019-24	2024-2025	1	PD7 is at end of life, high wage earners will move elsewhere, major economic impact to Port and community	Grant (s)/Op Fund	We are currently under contract with DOWL Engineers, and underway on planning and design and permitting for the redesign and replacement of Port Dock 7. Replacement of the Hoist Dock is included in this project as an add-alternate. Sediment sampling will be some of the most expensive costs in the planning process, and we intend to be complete with the sampling in the Commercial Marina during summer, 2023. The Port and the US Army Corps is currently working on a Feasibility Study to assess probability of extending and deepening the channel to the Commercial Marina.	1
Fishing Pier Improvement	Identify replacement strategy and design new fishing pier	\$2,900,000	2,022	2024-2027	4	Although we recognize the fishing pier has great value for the community, it does not improve the overall operations or revenues of the Port, it does not create jobs or impact the overall economy of the community. This project will provide greater value by combining it with the replacement of PD7 where it will support mitigation opportunity and possible use of grants.	Grants	This project is expected to be completed along PD7 reconstruction. We are currently under contract with DOWL Engineers and underway on planning for this project. Have been taking community input since March, 2023 on design criteria, held meeting with the public to get input. Sediment Sampling on this side of the project tentative for summer, 2024. Since we intent to use some of the fishing pier replacement for the Port Dock 7 mitigation, we are trying to include parts of this plan on the Port Dock 7 Plan. We recently had a listening session open to the public. We are still opened for comments in our website.	4

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Rogue Seawall Repair	Repair Rogue seawall based on Engineers Report	\$1,400,000	2019-21	2022-24	1	Major economic loss, Rogue brewery could move, causing large loss to community and revenue to the Port. Many come to community to visit Rogue.	Grant received	We received \$1.1 Million dollars from the State. We are working on finalizing permit, so the work can be completed within this winter's inward work.	1
Electric Work, Fuel Tanks and Security Cameras Replacements and Upgrades (Safety and Security)	South Beach Marina electric load centers; South Beach fuel tank replacement; relocate/replace hoist dock electrical lines; consolidate and upgrade total security camera network port-wide.	\$2,560,000	2019-2024	2021-24	3	These projects mostly affect the operations of the Port and the functionality of its assets. Because of that it is hard to obtain grants other than security cameras and lighting.	OP-Funds/Some grants	Although the South Beach Marina electric load centers was set to be completed altogether in 3 years, the Port went ahead and completed the project all at once. The total cost came under budget at around \$700K. We plan on including the fuel tank replacement and the hoist dock electrical lines to our 2022-23 budget. We have made the effort to install new cameras to our facilities every year through a grant program from SDAO. Anticipate replacing gates on the South Beach Docks, and transitioning to a proximity card locking system to begin in summer, 2023 and complete over the course of three years. Project is spread out to monitor the effectiveness of the new locks, and make changes as we learn more. We will continue to make improvements and upgrading our security efforts.	3

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NIT Improvements	Grading of Port's 9-acre lot (does not include wetland mitigation); asphalt lot west of shop, behind shop, and near the east entrance; asphalt nw corner of laydown area; installation of waste oil collection tank; mutually beneficial project, as required by development agreement with McLean Point developer	Grading: \$153,000; Asphalt: \$234,000; Tank; \$45,000, Other: \$50,000. Total NIT \$482,000 Plus removal of dredge Material \$200,000	2019-2023	2021-2022	0	We are currently finishing the grading work and have not much choice on completing some projects that have been agreed under the agreement with Rondy.	OP Funds	We completed the asphalt paving to the lot west of the shop. We still have additional paving to do. We seleted a contractor to start working on the grading of the 9 acres. That may include working with Rondy's to upgrade the drain lines to their property. Fortunately, we will not need to mitigate the wetlands. We are still working with Rondy's on the mutually beneficial project. At this point the port has budgeted to remove the dredge sand from their property.	3
RV Annex	Final plans, new RV Annex; New RV Annex construction	\$2,620,000	2019-2022	2023-25	1	Does not affect high earners, but park is showing its age, major revenue could be lost.	OP Funds/Grants	RFP is out to start to work on the plan. Once plans are completed we will better know how to proceed.	3
Port Admin Building+A21;J44	Build a new building for administrative staff and commission meetings	\$2,400,000	N/A	2021-23	0	Although this was not originally included on the Strategic Business Plan, the project has been discussed and even planned in a couple occasions, because the need to replace a temporary building that is now almost 10 years old.	Loan/Op Funds	Unfortunately there were delays due to supply issues, but fortunately materials have been received and building was just completed. Staff has moved into the building on 05/05/23.	Completed

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South Beach Marina Improvements	Repair to South Beach Marina Buildings		N/A	2021-22	0	These major maintenance items were never added to Strategic Business Plan	Op Funds	We have replaced siding and painted all restrooms and showers, Marina Store, Maintenance Shop, and are already under contract to paint the distillery and RV Park Office during summer, 2023. After painting is complete in summer, 2023, all buildings in the marina have been completed; the old building at the Rogue Brewery will be the next big siding/paint/roofing project.	Completed
South Beach Marina Storm Water	Emergency Storm Water Work	\$345,000	N/A	2020-2021	0	This was an emergency project that was completely unexpected.	Op Funds	We completed an emergency project to address the storm water issue at South Beach Marina. Unfortunately, new sinkholes have been forming due to other storm water issues, which may create additional costs.	Completed
343 SW Bay Blvd Removal	Emergency Building and Dock Removal	\$200,000	N/A	2021-23	0	The building was removed due to safety issues. We are hoping to remove the dock as a mitigation project.	Op Funds	Completed emergency removal of building atop the pier, and sold the property	Completed
North Commercial Oil Tank Removal	Emergency Commercial Oil Tank Removal and Upgrade	Tank: \$200000 Building \$86,000	N/A	2021-23	0	Old Tank was removed due to leaking issue. We are researching on a replacement	Op Funds	We had an emergency removal of the Oil Tank/Bilge Collection at North Commercial. We foresee replacement of the tank; project may be combined with Port Dock 7 replacement depending on funding.	1
South Beach Marina GFI Breaker Installation	The GFI Breakers have all been purchased, moving towards installation	\$115,000	N/A	2021-22	0	The supply chain has caused some issues, but project is currently underway.	OP Funds	As part of replacing the load centers on South Beach Marina, the Port decided to also replace the breakers in the power pedestals with GFI breakers.	Completed

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NIT Conditional Assessment	Conditional Assessment	\$230,000	N/A	2022-24	2	The Pilings at NIT RoRo dock needs assessment and most likely repair and/or treatment to extend their life.	Op Funds	Assessment has been completed. Now the Port is searching for a source of funds to do the proper repairs.	Completed
NIT Repair of RORO dock Pilings	Repair of RORO dock Pilings	\$687,000	N/A	2023-24	1	Assessment has been completed and some Pilings at NIT RoRo dock needs repairs and/or treatment to extend their life.	Op Funds	A completion of Joint Permit Application is underway, anticipate repairs and piling wraps to be installed winter 2023-24A request has been made to federal legislation for Congressially Directed Spending FY 24. Rep. Val Hoyle currently has this project listed as one of her 15 projects priorities.	1
South Beach Marina Outfall Sleaving	Repair/Maintenance of Outfall at South Beach Marina	\$230,000; \$500,000	N/A	2022-23	3	The outfall at the marina needs to be addressed to avoid future issues (sinking).	Op Funds	Some work has been completed last year. Unfortunately, more sinkholes have showed up. We are assessing the issues and working on the outfalls before it becomes bigger a problem.	1

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South Beach Buildings (previous fruit processing facility)	Demolishing, rebuilding, new roofs, new siding	\$300,000	N/A	2022-23	2	South Beach buildings are in pretty bad shape. We are in the process of leasing two of the buildings, but they need new roof and sidings. We also should demolish the unhabitable building and instead build a smaller building to house all the power to the property.	Op Funds	Leased one building to Newport Fab Shop, repaired walls, exterior doors, and roof, rewired building. One building is awaiting demolition and construction of a shed for the the utilities, main building still needs siding.	2
CM and NIT Forklift Replacement	1 Forklift has passed it's replacement cycle based on hours used.	\$128,000	N/A	2022-23	1	We deferred purchase of a new lift for 2 years; our forklifts in the Marina are heavily used and they must be reliable to keep the hoist dock working. We are well over the 6,000 limit for replacement on two forklifts	Op Funds	Purchased in FY 2022-23, received new forklift on 09MAY 2023. The Port received a grant from Business Oregon that allowed us to order an additional \$128K fork lift that will mainly reside at the Terminal. Unfortunately, it may be a year before we receive the equipment	1
CM Shop Expansion	Expand shop at Commercial Office	\$30,000	N/A	2022-23	3	Need office space for Harbormaster, no confidential conversations can be held with current configuration.	Op Funds	Commercial Marina shop is not configured to be a service location, and also lacks adequate space for personnel. Project has been deferred in favor of dock work in years past.	3
Dredge Swedes Dock	Dredge Swedes Dock	\$150,000	N/A	2023-25	3	It hasn't been dredged in over 33 years and it is starting to show.	Op Funds	May potentially combine this project with PD7 replacement, we may also benefit from Corps Section 107 project, which is yet to be determined.	4
CM HOIST Dock Fenders	Replace Hoist Dock Fenders	\$35,000	N/A	2023-24	3		Op Funds	Fender pilings are increasingly in poor condition. May combine with PD7 replacement project.	3

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CM PD 3 Access Power and Water	Remove PD 3 Power and Water Access from Neighboring Property	\$250,000	N/A	2025-27	3	Current Power and Water is attached to the neighboring building. We don't know the condition of the pilings.	Op Funds	To be completed when Port Dock 5 is rewired.	4
SB HVAC system	Replace HVAC System at SB Shop	\$15,000	N/A	2024-25	3	HVAC systems are old and soon in need of repair	Op Funds		4
SB End ties A-E docks	Replace Rods and Whalers at end ties A-E in SB Docks	\$100,000	N/A	2022-24	3	The end ties are the largest single berths in South Beach. They "re used for the bigger vessels that use the marina, and are in need of rods and whalers to stay in operation	Op Funds	Completed B Dock. A, C, D, and E will be completed over the next two years.	1
CM Swedes Ddock 12-14 Pilings	Replace pilings at Swedes Dock	\$215,000	N/A	2024-24	1	The Dock is at the end of its service life and in need of replacement	Op Funds	Emergency piling replacement was completed during winter 2021-22. Other piling replacement, removal of boathouse, and dock replacement will take place alongside progression of PD7 replacement.	3
SB Asphalt Overlay	Asphalt Overlay at SB	\$100,000	N/A	2023-24	3	The asphalt in the area where Seafood & Wine is held along with other festivals has been patched again and again due to the impact of tent stakes and concrete curbing. It needs to be repaved.	Op Funds		3
Rogue Gutter Replacement	Replace Gutters at Rogue Building	\$100,000	N/A	2022-24	1	There are currently holes in the eves on the building. These need to be repaired to prevent impacts to the walls.	Op Funds	Received limited funding from insurance for flashing repair; siding will also need replaced on west end of building.	1

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SB Expo Center		\$30,000	N/A	2022-23	2	Facility to enhance the recreational theme of South Beach and add attractions for tourists. Would bolster hotel business and tourism in the region.	Op Fund/Grants	This project has been put on hold due to other projects priority. We will continue to evaluate opportunities to revisit this project.	2
SB Forklift replacement	Purchase New Forklift for SB	\$40,000	N/A	2024-25	3	Current forklift is reaching the top end of operating hours		To be purchased 2024-25	2
Fillet Tables		\$130,000	N/A	2022-23	3	Tables are over crowded and we need to add capacity	Op Funds/Grants	We recently received a grant from Business oregon for about \$47K out of \$175K to be used for the fillet tables. Staff has started working on moving forward on this project, which will try to avoid too much disturbance to users during the busy season.	1
NIT Crane replacement	Crane is at max capacity, in order to handle cargo or other heavy loads will have to be replace	\$700,000	N/A	2022-23	1	This is new potential revenue to Port, but could also affect high income earners should Crane fail	Grant - MARAD	We are still trying to find funds to pay for a new crane. Unfortunately, we keep having more and more issues with the current crane and may have to expedite the replacement.	
North Commercial Cranes Replacement		\$160,000	N/A	2024-26	3	We need to consider replacing North Commercial cranes within the next 2-3 years	Op Funds	Crane service could be achieved with a carry-deck crane, but would require an indoor storage and upgrade of Hoist Dock. Could be completed with rebuild of Hoist Dock.	4
Port vehicles	Replace aging vehicles with high mileage all throughout the Port	\$100,000	N/A	2022-24	3	Vehicle breakdowns could cause Operational issues	Op Funds	Two vehicles has been replaced. We have also put a request with Business Oregon who is working on a joint ODOT Carbon Reduction Program/New Equipment and have added a couple more vehicles.	3

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NIT Equipment plus Building	Purchase Terminal Equipament and Storage Building	\$4,305,125	N/A	2022-23	1	In order to establish future cargo operations, the Port should consider obtaining some equipment and a building to house such equipment. We should consider applying for future MARAD grants.	Op Funds/MARAD	The Port once again applied for the PIDP grant through MARAD to purchase two loaders, grading of the 9 acres and fence 3 acres of land. We should have the results in the Fall.	2
NOAA Dredging	Dredge NOAA's Berth	\$1,099,000	N/A	2022-23	1	We have an obligation to dredge NOAA. We have skipped this year, but will be required to dredge in the following year.	Op Funds	After ODFW changed shorten the inwater work by 15 days, we had to request a variance to dredge at the end of the summer or early fall. The permit was granted and the contractor has been secure. Dredging most likely will occur in October.	1
NIT dredging	Dredge NIT's Berth	\$1,100,000	N/A	2022-23	1	NIT will need to be dredged within the next 1-2 years.	Op Funds	We have postpone dredging of NIT due to lack of permit, which we are still waiting to obtain and cost and because this is maintenance dredge and the condition is still acceptable. We will try to obtain grant funds and will schedule dredging in the next couple years.	1
South Beach Marina Dredging	Dredge South Beach Marina	\$1,500,000 - \$2,000,000	N/A	2022-24	1	South Beach Marina will need to be dredged within the next 1-2 years. Coordinated efforts will be made to dredge the marina at the same time as we dredge NOAA if we are able to obtain permits in time.	Op Funds/OSMB	We are still trying to obtain a permit, which it is a bit more complicated for this location as it hasn't been dredged for many years.	2

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South Beach Operations	Expand shop at SB	\$30,000	N/A	2023-24	3	Need office space for Harbormaster, no confidential conversations can be held with current configuration.	OP Funds	We are still evaluating the need versus priority	4
South Beach Marina Service Dock near the Rogue Seawall needs repairs	The current dock is not useable	\$400,000	N/A	2022-23	1	The South Beach Marina service dock needs some major repairs. We spoke to the Oregon State Marine Board, but they are unlikely to fund this project, unless the majority of the dock is to service transient boats, which it is not the case here. We are hoping to complete this work in parallel with the Rogue Seawall Repairs.	Op Funds	We have been looking for funding sources, but at one point we may need to use port funds if necessary.	1
CM Hoist Reconfiguration	Reconfigure Hoist Dock and Move CM Building with Loading Dock plus small mobile crane	\$4,000,000	N/A	2024-27	1	A reconfiguration of the hoist dock would eventually make more sense for overall operations	Op Funds/Grants	Best overall option for longevity and improved usage; pending funding.	4
Replace Equipments	Replace worn equipments throughout the Port	Tugboat Haul Out \$10,000; Trash Compactors CM: \$37,000, SB: \$37,000	NA	2023-24	3	These are aging or worn out equipment that need replacement	Op Funds	SB side-by-side was purchased during FY 2022-23. Dumpsters were replaced in FY 2022-23. Tugboat Haulout will be more expensive, and compactors are critical to be replaced no later than 2023-24.	4

NEW PROJECTS ADDED SINCE FY 2022-23

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SB New Building	Build or rebuild new building for Tenant if opportunity arises	\$ 1,000,000.00	N/A	2023-26		We don't have any buildings available in SB or at the Port for that matter. Should an opportunity to lease a building to customer, we should consider building a new one.	Loan/Op Funds	We don't currently have a prospect tenant, but we had some in the past. A new building will only be considered if we have an interested party.	4

STAFF REPORT

DATE: June 27, 2023
RE: Strategic Communications Contract with Summit *Public Relations Strategies, LLC*
TO: Port of Newport Board of Commissioners
ISSUED BY: Paula J. Miranda, General Manager

BACKGROUND

In the past four years the Port has contracted with Summit Communications for consulting and implementation of a communications strategy at the Port of Newport. The goal was to create a consistent, comprehensive communication effort to help the Port further develop community understanding of the important contribution the Port makes to the community, region and state.

Summit has continued its outstanding work in reaching out to the community and keeping our communications up to date and fresh. You can see some of Summit's work on the attached annual report. We continue to receive good feedback, as there is a much better understanding of the Port's work because of our engagement through Summit.

We have enough fund budgeted under Professional Services for additional communication work for this year, as approved by the Commission. Our budget for this year has increased by \$3,200 from last year to account for one additional newsletter, as we would like to go from 2 newsletter to 3. There is always work to be done in maintaining our outreach with the community. I would like to continue to engage Summit in providing communications for the Port, as provided on the attached proposal.

RECOMMENDATIONS

I recommend "a motion to authorize the General Manager to contract with Summit Public Relations Strategies, LLC, and move forward with the proposal not to exceed \$29,000 plus another 10% contingency."

Communication Update: Port of Newport 2022-2023

By Angela Nebel, Summit Public Relations Strategies LLC

June 20, 2023

Thank you for the opportunity to share the important work of the Port of Newport with stakeholders, port district residents, and the community at large. In the report that follows, I have outlined some of the outreach performed on behalf of the Port. In order to share these messages, I have visited various Port facilities, taken photographs, interviewed individuals, and gathered and disseminated information to build what I hope is a solid base of information for Port District residents.

Additionally, a few special projects have been part of the outreach effort. Last year's Wild Seafood Cook-Off involved some additional writing, ad creation, photography, and additional social media outreach. This spring, in an effort to attract more interest in discussions about fishing pier reconstruction, Summit stepped up outreach to include posters displayed at the pier and at local venues, as well as social media, news releases, website content, and more. Summit also continues to assist the Port as needed with media outreach and other publicity opportunities.

The following is a snapshot of the work performed by Summit on behalf of the Port of Newport over the past year.

NEWS RELEASES

Since June 1, 2022, Summit has generated **8 press releases** covering a variety of topics. Most of these releases were sent to local media within the port district, with one written for the Wild Seafood Cook-Off publication. Media outlets continue to be receptive to our submissions. All are published in the Newport News-Times, the newspaper of record for the port district.

Port of Newport

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

FOR IMMEDIATE RELEASE
March 27, 2023

CONTACT: Aaron Bretz
(541)265-7758

Public invited to talk about fishing pier replacement

(Newport, Ore.) A popular fishing spot is headed for a complete overhaul when the Port of Newport rebuilds the public fishing pier in South Beach. The project is in the early stages of what will be a measured, multi-step process and begins with Port officials seeking public input at a meeting on April 11, 2023.

COMMUNITY NEWSLETTER

Harbor News, the Port's community newsletter, was produced and mailed in November of 2022. Another newsletter is nearly ready and will be mailed following the July 4th holiday – pushing it to the next fiscal year. The circulation of the November publication was **8,781** households - delivered via US mail. This newsletter allows the Port to reach district residents who don't follow local media and otherwise get very little information about Port activities. Once again, our focus was on updating the community on projects around the Port campus, sharing changes in policy that might impact local users, and sharing news from Port leaseholders. Articles are used to educate readers on some of the unique aspects of port operations, an example of which was one that explained the process of dredging.

Port of Newport
Fall 2022

Harbor News

ONE PORT: Reorganization unites our two marinas

For decades, the Port of Newport has managed recreational assets in South Beach and commercial interests off Bay Boulevard, creating the feeling of two separate ports. Revisions followed by internal promotions and reorganizations have created a more holistic Port that management believes will create a strong, efficient team.

Standing before the staff at an October gathering, General Manager Paula Miranda captured the feeling, saying simply "We are one Port." The event was an occasion to officially introduce four individuals in new roles within the organization.

A single harbormaster was the first step in unifying assets on the north and south sides of Tappan Bay. In May, Kody Holmquist took on the role after working at the Port for the past three years. His first stop at the Port was 22 years ago when he worked at the recreational marina during his high school years. Holmquist worked on boats for a number of years, including a nine-year stretch with Oregon State University on research vessels. He also worked in Dupont Bay, both as harbormaster and in public affairs.

Director of Operations Aaron Bretz said Holmquist's background made him the right person to take on the expanded role.

"He has particularly good technical knowledge and experience, and he has the ability to lead crews of people. Kody is one of the great most qualified people for that particular role," he said.

Under the new staffing model, Holmquist supervises two assistant harbormasters, both of whom were promoted from positions already held at the Port of Newport. Cameron Brockway is the assistant harbormaster in the commercial marina and Wynan Scarborough is the assistant harbormaster in South Beach.

The team was joined by a new hire Holmquist was selected as a harbormaster formerly with the Oregon Fish and Wildlife Department, she was a familiar face on the docks. As a wharfinger, she anchors the Port's facilities code at the commercial marina and manages the docks on a daily basis with the help of Brockway and the oversight of Holmquist.

Creating a larger on-the-dock presence was important, as the Port moves to assign encourages in the commercial marina. Instead of finding any available ship when they return to Port, vessels will now have assigned locations - speeding easy delivery and required and is likely common on ports all along the western seaboard.

Additionally, employees who work in the marina and at the international terminal will all be cross-trained so they can easily adjust to a different site when staffing issues arise.

"We have put a lot of thought and planning into changes that will create efficiencies and better serve Port customers," said Miranda. "I am also pleased that it was through internal promotion that we were able to create this team of people. I want employees to know that there is always room to grow at the Port of Newport."

"I want employees to know there is always room to grow at the Port of Newport." - Miranda

Sign up for email updates about Port activities at portofnewport.com

Port of Newport
600 SE Bay Blvd
Newport, OR 97365

POSTAL CUSTOMER

SOCIAL MEDIA

We continue to utilize your social media accounts to share information about the Port. Although growth has slowed over the past year, you are still adding new followers to all accounts. Your primary account is [Facebook.com/PortofNewport](https://www.facebook.com/PortofNewport),

which highlights all Port operations, as well as other interesting activities around Yaquina Bay. The history of your social media following on this account looks like this:

June 1, 2019	702 likes
March 23, 2020	1,685 likes
June 14, 2021	3,401 likes (3,722 followers)
June 16, 2022	4,207 likes (4,701 followers)
June 19, 2023	4,455 likes (5,040 followers)

We continue to see a healthy page reach and engagement among those who follow the Port’s page. All reach and growth continues to be organic, since the Port has not invested any advertising dollars into boosting any posts, nor has the organization purchased any paid ads.

Over the past year, here’s a snapshot of the organic posts that posted the biggest numbers:

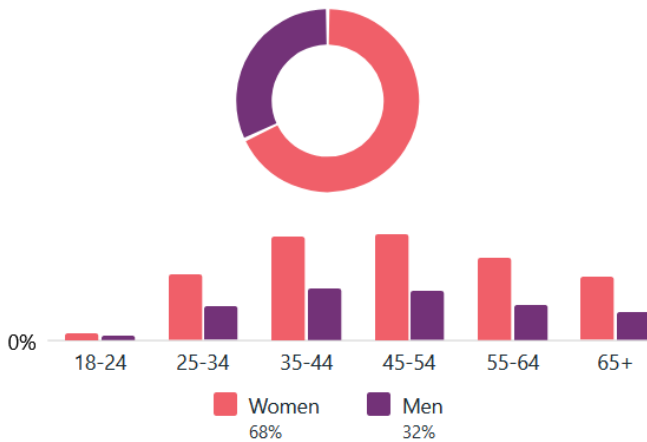
Date:	Topic:	Year-high figure for each category:
6/2/2023	Sailboat adrift in Yaquina Bay	16.3K reach (# of unique users who saw post)
7/6/2022	Chris Urbach retirement message	197 reactions (like / heart / care / wow / etc)
4/5/2023	Fishing Pier meeting announced	39 comments
7/15/2022	Shop the Dock flyer	47 shares

Some general information is available regarding the audience of this page. The statistics are as follows:

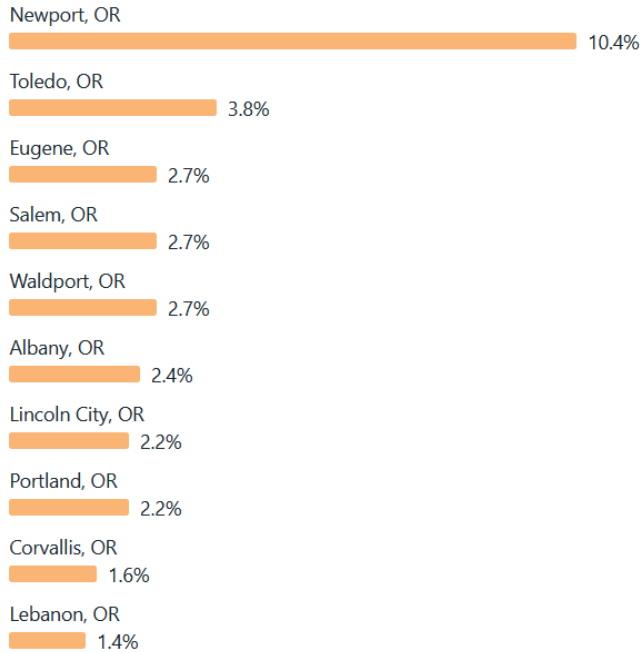
Facebook Page followers ⓘ

5,040

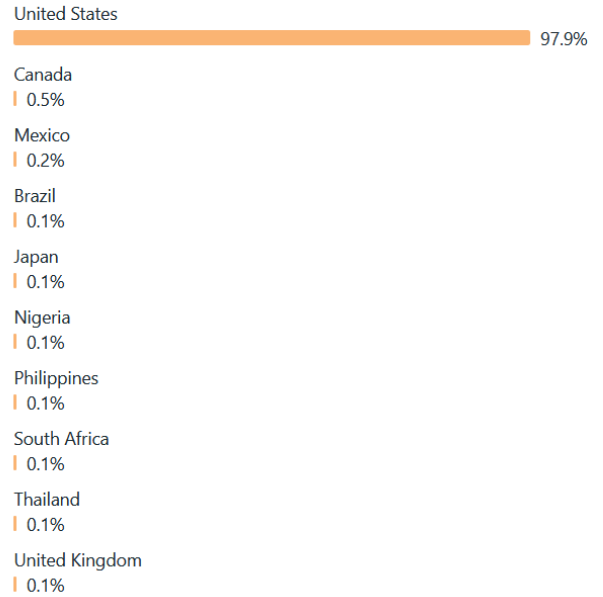
Age & gender ⓘ



Top cities

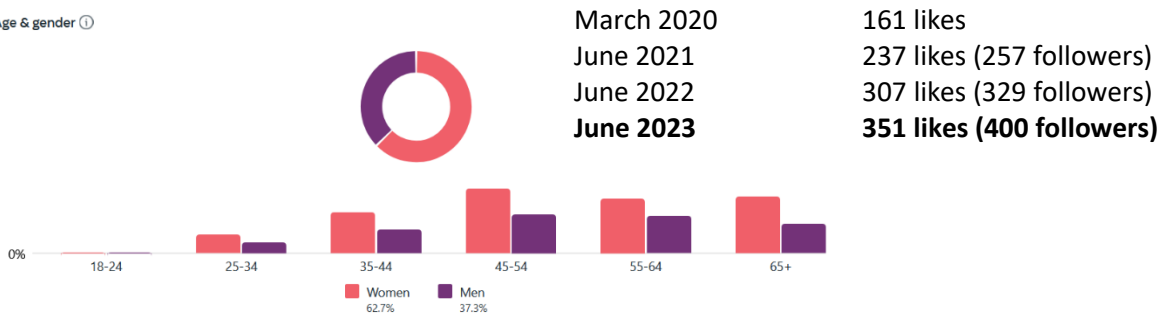


Top countries

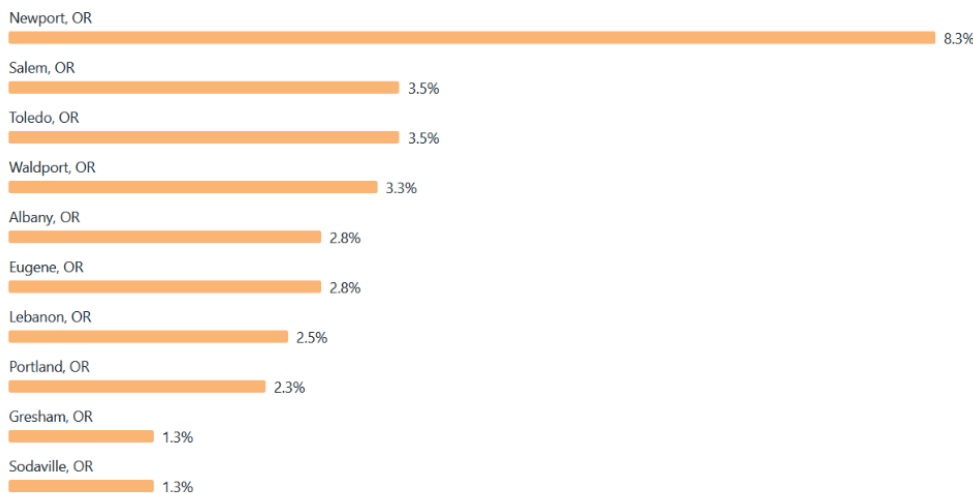


The Port also operates a secondary Facebook page specific to the RV Park and Marina. That page has a different target audience, appealing more to the seasonal visitors to the RV park and out-of-towners who utilize the marina. Although it has a considerably smaller reach than the main Port page, it, too, has experienced growth.

Age & gender



Top cities

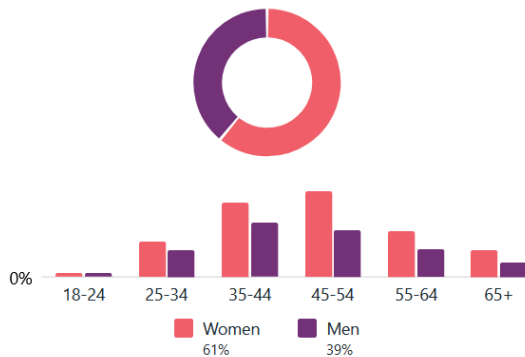


Similarly, your Instagram presence continues to grow, although this is a small audience. The number of followers is likely a reflection of the fact that Facebook has been our priority for Port social media and, without a constant influx of images to share on Instagram, it is difficult to grow the following. Building the reach of Instagram.com/PortofNewport continues to be among future goals for Port outreach.

Instagram followers ⓘ

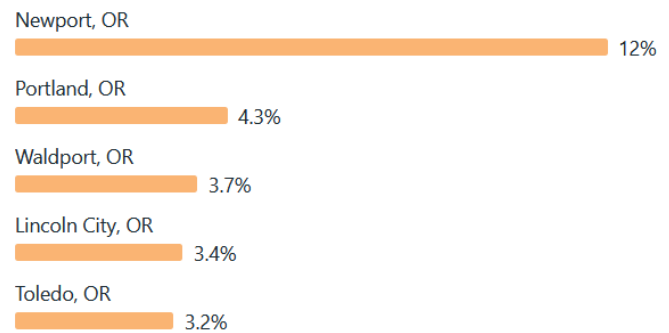
1,339

Age & gender ⓘ



June 1, 2019	less than 50 followers
March 23, 2020	148 followers
June 14, 2021	827 followers
June 16, 2022	1,249 followers
June 19, 2023	1,339 followers

Top cities



WEBSITE: PORTOFNEWPORT.COM

The Port of Newport website is managed by staff member Gloria Tucker. It is included here only to point out that all press releases are added to the website and the Community Outreach page includes downloadable versions of the newsletter. The website also provides direct links to the Port social media accounts.

LOOKING FORWARD

As always, the Port is pursuing a number of important projects that will benefit from increased community awareness and transparent communication over the coming year. Planning for an overhaul of Port Dock 7, ongoing discussions of a rebuilt community fishing pier, the continued efforts to diversify international terminal clientele, and the popularity of your South Beach operations should all be highlighted in the coming year. By investing in consistent, well-presented communication and outreach, the Port fosters good will with port district residents and community stakeholders.

Tangible goals for the coming year include building a stronger presence on Instagram, increasing newsletter frequency to three per year, and creating a content calendar to insure an even flow of information across the Port's various operations.

Summit is proud to share the good work of the Port. It has been my pleasure to work with your team and I look forward to the coming year.

Agreement for Contract Services

Port of Newport
Public Relations Consulting & Support

effective July 1, 2023

SUMMIT 
Public Relations Strategies, LLC

Angela Nebel, Principal
PO Box 2147
Newport OR 97365
(541) 264-8735 – phone
(906) 440-0488 – mobile

Under the terms identified herein, Port of Newport (Port) agrees to contract with Summit Public Relations Strategies LLC (Summit) for consulting and implementation of a communications strategy.

Scope of Services:

Summit is engaged to provide support in the area of communication and community outreach. This includes writing and coordinating the production of a community newsletter, writing monthly press releases, pitching and/or writing special interest stories, providing social media support, utilizing email to update stakeholders and community partners, and generally providing communication consultation as needed.

Although this is the intended scope of services, all projects will be reviewed by the Client prior to the engagement of any outside services (printing, postage, etc) and all press releases will be reviewed and approved by the Client before distribution.

Financial Arrangement:

Per this agreement, Client will be invoiced on the first of each month for time and materials. Each invoice will be accompanied by time documentation and expense receipts, as accrued. The billing structure is based on the following rates:

\$75/hour project time
\$60/hour graphic design
\$37.50/hour travel time, plus IRS-rate mileage
10% overhead markup on third party expenses paid by Summit

The budget cap for this contract is set at \$29,000, which includes the engagement of outside services as necessary. Total invoicing related to the scope of work outlined during the duration of this agreement shall not exceed that amount, unless mutually agreed upon in advance by both parties.

The estimated breakdown of expenditures is:

Summit ongoing consulting - \$15,000
Printing & Postage (2 newsletters) - \$11,200
Design (newsletters plus misc additional hand-outs) \$2,300
Email Marketing Vendor (ex: Constant Contact) - \$200
Miscellaneous photography - \$300

In the event that outside services are directly billed to the Client, the invoiced amount will be deducted from this financial agreement and no overhead markup will be charged. If Summit pays third party vendors, a 15% markup will apply.

Terms are net 30 days from the receipt of invoice. Interest at a rate of 1% per month will be charged on accounts past due 60 days.

Summit does not bill for typical office expenses, telephone calls, or other administrative expenses. Any other expenses will be billed as accrued. Mileage is billed at the IRS rate.

Agreement Timeline:

This agreement shall be effective from July 1, 2023 through June 30, 2024. In the event that either party wishes to cancel this agreement, written notice of 30 days is expected. Notice shall be between the parties executing this agreement.

Terms & Conditions:

Relationship to Other Contracted Services: Per the scope of services, outside contracted services will be required to complete the communication strategies, i.e. printing, postage, and email / social media vendors. According to this agreement, Summit will oversee the engagement of those services and provide regular consultation with the General Manager on the associated costs in order to stay within the total communication plan budget. In some instances and by mutual agreement, payment for the aforementioned contract services may be the direct responsibility of Client.

Liability Release and Indemnification: Any publication or statements (written or verbal) made on behalf of the Port will be produced based on information provided by the client. Client releases Summit from responsibility or liability for any inaccuracies that are a result of faulty information- either intentional, unintentional, or by omission- as provided by the client. Client agrees to indemnify Summit for any and all costs and damages, including attorney fees, arising directly or indirectly from services provided to client under this contract.

Confidentiality: Summit agrees to maintain the confidentiality of documents and information client deems confidential. Client agrees to notify Summit in writing as to the documents and information deemed confidential. Client agrees to allow Summit use of material produced by Summit in Summit's promotional material.

Reporting: Summit will provide regular communication updating the client on the progress of various initiatives.

Acceptance:

The signatures below indicate acceptance of the details, terms, and conditions of this agreement and provide approval to begin work as specified.

For Summit Public Relations Strategies:



Angela B. Nebel, Principal

Date: June 20, 2023

For Port of Newport:

Paula Miranda, General Manager

Date: _____

OLD BUSINESS ITEM

DATE: *June 27, 2023*
RE: *Rogue Seawall Final Design*
TO: *Port of Newport Board of Commissioners*
ISSUED BY: *Paula J. Miranda, General Manager*

BACKGROUND

Between 2021 and 2022, through a public bidding process the Port contracted with PBS Engineering to perform a Structural Evaluation to the seawall that supports the main building at Rogue Seawall and to obtain a permit with the State and Federal authorities to repair the wall as indicated on their report. The contract also included geotechnical work performed by GRI. Since then the Port has also obtained a grant with the State of Oregon in an approximate amount to \$1.1 Million dollars.

The Port just recently received the necessary permits and would like to proceed with the repair final design.

In order to finalize the design in time to prepare a bid for construction and utilize the grant receive in time for the up come in-water work window it is for the best interest of the Port to not go through a whole new bidding process as it would delay the process and may cost the Port the State grant. Utilizing the existing consultant will make the process more efficient and save the Port money, so it is for the best interest of the public to do so.

RECOMMENDATION

I recommend a motion to authorize the General Manager to contract with PBS Engineering and move forward with the proposal as presented not to exceed an additional \$225,865 plus 10% contingency and to also authorize the General Manager to contract with GRI for the proposal as presented to complete additional geotechnical consultation for the final design, not to exceed an additional \$20,000 plus 10% contingency.



Scope of Work: Rogue Brewery Seawall Repair Final Design

Port of Newport
Newport, Oregon
December 12, 2022

I. Project Description and Background

PBS Engineering and Environmental Inc. (PBS) has developed this scope of final design engineering services for the Rogue Brewery Seawall Repair project. This Scope of services include structural and geotechnical engineering only. Geotechnical engineering will be provided by GRI Inc. Natural resources permitting is being performed by PBS under a separate contract. This project may require consultation from a corrosion engineering specialist. Our approach will be to discuss the project with one or more corrosion engineers, but the design of the corrosion control system will be deferred to the selected contractor. The contract documents produced by the PBS team will include performance specifications for the procurement on a design-build basis as part of the larger repair contract.

In October 2021, PBS concluded preliminary work on the project are produced a report titled "Seawall Phase II Investigation." This report built upon a previous report dated December 2018 by Berger/ABAM, titled "Structural Evaluation Report." The PBS report discussed three schemes (repair, replace, and relocate) that would mitigate the deterioration of the seawall, each with different performance outcomes. Because the cost of the replace and relocate schemes were anticipated to be orders of magnitude greater than the largest cost repair scheme, per the direction of the Port of Newport (Port), the scope of the PBS report included only development and evaluation of two repair schemes.

The scope of services described in this document includes the final design of what was referred to as Option A, plus the replacement of the floating dock guide piles. This option includes the following major work items that require engineering design:

- Reinforcing the steel piling by adding steel plates to the existing piles to restore the positive bending moment capacity that is assumed to have been lost through corrosion.
- Development of a corrosion protection system.
- Development of a soil stabilization system anticipated to consist of polymer injection into the backfill.
- Limited spall repair of above-water deteriorated concrete.
- Replacement of the floating dock guide piles.
- Services during bidding and construction.

It is important to note that this scope of services **does not include** the following:

- Additional investigations, destructive or non-destructive, above or below water, into the existing condition of the structure. All design will be based on work performed previously.
- Design that will bring the seawall structure, the floating dock, or any structures supported by the seawall up to the current seismic code. The design will be intended to repair the facility to its original structural capacity. There is no evidence that the structure has been or is being overloaded by past or current use. However, based upon our understanding of the subsurface conditions, a code-level earthquake event could cause the seawall to fail due to liquefaction and lateral spreading, which would put at risk all facilities supported by the seawall. To our knowledge, there is no code requirement or other standard of practice that would mandate upgrade to the current seismic

performance standards when performing repairs to the structure. Regardless, the Port acknowledges that the repaired structure will remain at risk of damage due to a seismic event.

- Additional geotechnical explorations.
- Development of additional repair options.
- Survey services; mechanical or electrical engineering services.
- Attendance at public meetings.
- Construction management.

Please note that many of the services excluded above (notably construction management) can be provided by our team if the Port desires or if it becomes necessary to include them in the project.

II. Overall Project Assumptions

- The Port will coordinate access to the seawall and to interior areas of the brewery building to allow adequate time and space for determining likely locations for the polymer injection operation, and for identifying any additional constraints inside of which we will design the project.
- The Port will participate in a final design kickoff meeting during which all assumptions and project goals are confirmed.
- The Port has a project budget in excess of the \$1.62 million recommended by the previous report to include repair Option A plus the replacement of the floating dock guide piles. Those estimates included significant contingency recommendations, but the cost of construction activities, particularly specialty services such as marine construction, have gone up considerably recently.

III. Scope of Work

Task 1: Project Administration, Meetings, and Quality Program

PBS will provide oversight of project tasks and will administer an internal quality program.

Key work activities include:

- Prepare and submit monthly invoices. Each invoice will include date period covered by invoice, number of hours worked during the billing period with billing rates shown; expenses; and total cost for labor and expenses for the billing period.
- Preparation for and attendance at a virtual kickoff meeting with the Port and the PBS team.
- Preparation of the project quality plan and execution of quality control procedures for the project deliverables.
- Preparation for and attendance at two virtual meetings to receive deliverable review comments.

Deliverables

- Monthly invoices
- Meeting summaries
- Quality control certification sheets

Task 2: Final Repair Design

The PBS team will perform the following key activities for this task:

- Review existing project information.
- Meet with the City of Newport building department to discuss and confirm the structural repair approach for the project. The goal of this meeting is to confirm that the repair criteria need not include a seismic upgrade of the facility.
- Design the pile repair.
- Develop a corrosion protection system performance specification for inclusion in the project bidding documents. It is assumed that the final design of the corrosion system will be by the specialty corrosion protection contractor.
- Perform one site visit (GRI and PBS staff) to scope out locations for the polymer injection sites. We assume that a polymer injection company (Uretek or other) will accompany us on this site visit. The polymer injection company will not be under contract to PBS and we assume that they will perform this site visit as a free consultation to the Port.
- Design spall repairs.
- Design replacements for the floating dock guide piles.
- Prepare a bid item table.
- Prepare an engineer's estimate of probable construction cost.
- Prepare technical specifications based on the Masterspec format or based on the Port's preferred format.

Assumptions

- One site visit with one overnight stay in Newport (up to two consecutive days on site) is assumed as the maximum level of field effort associated with this task for PBS staff.
- The Port will prepare the front-end contract documentation (Division 00).
- The PBS team will review and comment on the Division 01 General Requirements section prepared by the Port.
- The PBS team will prepare specifications from Section 02-49, as applicable.

Deliverables

- 60% plans, specifications, and engineer's estimate (PS&E)
- 90% PS&E
- 100% plans and structural calculations for building permit
 - Up to (1) revised set of documents to address building permit review comments
- Bidding documents (stamped plans, specifications, engineer's estimate, and bid table)

Task 3: Geotechnical Consultation

GRI will provide geotechnical engineering services as detailed in the attached "Proposal for Additional Geotechnical Consultation" dated November 30, 2022. Activities are as given in that proposal. The primary deliverable will be an updated geotechnical memorandum that summarizes design considerations for the repair design, and that discusses polymer injection grouting considerations.

Assumptions

- As given in the attached proposal.
- Fee for this work includes a 5% PBS markup.

Deliverables

- Draft and final geotechnical memorandum.

Task 4: Services During Bidding and Construction

The following services are included in this scope during the bidding and construction phases of the project:

- Consultant project management and administration during the bidding and construction phase
- Attendance at a pre-bid meeting to be conducted by the Port at the project site.
- Addressing bidder questions as directed by the Port and will participate in the preparation of up to (3) three bid addenda.
- Preparation of a conformed set of construction documents (plans & specs)
- Review of submitted bids, if requested by the Port, and provision of an opinion as to the responsiveness of the bids.
- Attendance at a pre-construction meeting to be conducted by the Port at the project site.
- Review of and response to up to (20) twenty contractor submittals or re-submittals.
- Review of and response to up to (20) twenty contractor requests for information.
- Preparation of record drawings based upon redlines provided by the Port and/or the contractor.

Deliverables

- Up to (3) three bid addenda
- Conformed documents
- Responses to up to (20) twenty contractor submittals or re-submittals.
- Responses to up to (20) twenty contractor requests for information.
- Record drawings.

IV. Fee Schedule

PBS proposes the following fee schedule for this project.

Task 1: Project Administration, Meetings, and Quality Program	\$22,880
Task 2: Final Repair Design	122,375
Task 3: Geotechnical Consultation	21,000
Task 4: Services During Bidding and Construction	60,510
Total Project Budget	\$225,865

The consulting fees will be billed on a time and materials basis for a fee not to exceed the total project budget indicated above. Fees will be billed pursuant to PBS' and GRI's standard rate table in effect at the time work is performed. These rate schedules are typically updated on or around January 1st.

Our compensation will be determined on the basis of time and expenses in accordance with the following schedule unless a lump sum amount is so indicated in the proposal or services agreement.

PROFESSIONAL TECHNICAL STAFF

ENGINEERING/SURVEYING

Engineering Technician.....	105.00	Engineering Geologist I.....	145.00	Unmanned Aerial Sys Operator III...	170.00
Engineering Staff I.....	125.00	Engineering Geologist II.....	165.00	Landscape/Planning I.....	95.00
Engineering Staff II.....	137.00	Survey I.....	98.00	Landscape/Planning II.....	105.00
Engineering Staff III.....	150.00	Survey II.....	119.00	Landscape/Planning III.....	115.00
Engineer IV.....	160.00	Survey III.....	124.00	Landscape/Planning IV.....	130.00
Engineer V.....	172.00	Survey IV.....	134.00	Landscape/Planning V.....	147.00
Engineer VI.....	185.00	Survey V.....	150.00	Landscape/Planning VI.....	170.00
Engineer VII.....	200.00	Survey VI.....	165.00	Landscape/Planning VII.....	190.00
Engineer VIII.....	215.00	Survey VII.....	185.00	Construction Inspector I.....	105.00
Principal Engineer.....	250.00	Survey 1-Person Crew.....	155.00	Construction Inspector II.....	117.00
Design Technician I.....	115.00	Survey 2-Person Crew.....	210.00	Construction Inspector III.....	132.00
Design Technician II.....	125.00	Survey 3-Person Crew.....	260.00	Construction Inspector IV.....	145.00
Design Technician III.....	130.00	Unmanned Aerial Sys Operator I.....	140.00	Construction Inspector V.....	155.00
Design Technician IV.....	140.00	Unmanned Aerial Sys Operator II....	150.00	Construction Inspector VI.....	170.00

ENVIRONMENTAL

Field Technician I.....	85.00	Staff Env./Regulatory Specialist.....	110.00	Sr. Geologist/Hydrogeologist III.....	190.00
Field Technician II.....	95.00	Project Env./Regulatory Specialist...	130.00	Sr. Geologist/Hydrogeologist IV.....	220.00
Field Scientist/Planner.....	90.00	Sr. Env./Regulatory Specialist.....	160.00	Prin. Geologist/Hydrogeologist.....	240.00
Staff Scientist/Planner I.....	100.00	Project Env. Compliance Monitor....	130.00	Project Manager (Env).....	135.00
Staff Scientist/Planner II.....	115.00	Sr. Env. Compliance Monitor.....	140.00	Sr. Project Manager I.....	145.00
Project Scientist/Planner I.....	120.00	Staff Geologist I.....	105.00	Sr. Project Manager II.....	155.00
Project Scientist/Planner II.....	130.00	Staff Geologist II.....	115.00	Sr. Project Manager III.....	175.00
Project Scientist/Planner III.....	140.00	Project Geologist/Hydrogeologist I..	120.00	Sr. Project Manager IV.....	185.00
Sr. Scientist/Planner I.....	165.00	Project Geologist/Hydrogeologist II	135.00	Sr. Project Manager V.....	200.00
Sr. Scientist/Planner II.....	175.00	Sr. Geologist/Hydrogeologist I.....	150.00	Sr. Project Manager VI.....	220.00
Principal Scientist/Planner.....	240.00	Sr. Geologist/Hydrogeologist II.....	170.00		

INDUSTRIAL HYGIENE

Industrial Hygienist/Monitor.....	85.00	Certified Industrial Hygienist II.....	170.00	Project Designer/Planner.....	115.00
Ind. Hyg./AHERA Inspector I.....	95.00	Sr. Industrial Hygienist I.....	145.00	Project Manager (IH).....	125.00
Ind. Hyg./AHERA Inspector II.....	110.00	Sr. Industrial Hygienist II.....	155.00	Sr. Project Manager (IH).....	145.00
Certified Industrial Hygienist I.....	135.00	Trainer/Safety Specialist.....	125.00	Principal – Industrial Hygiene.....	205.00

TECHNICAL SUPPORT STAFF

Administration I.....	90.00	CAD/MicroStation Tech II.....	115.00	GIS Analyst Manager.....	150.00
Administration II.....	100.00	CAD Manager.....	140.00	Grant Writer.....	145.00
Administration III.....	110.00	Writer/Editor I.....	110.00	Public Involvement I.....	100.00
Project Administrator I.....	95.00	Writer/Editor II.....	125.00	Public Involvement II.....	115.00
Project Administrator II.....	105.00	Graphic Artist.....	115.00	Public Involvement III.....	130.00
Project Administrator III.....	115.00	IT/Database Management.....	125.00	Public Involvement IV.....	150.00
Project Administrator IV.....	125.00	GIS Analyst I.....	110.00	Public Involvement Manager.....	170.00
CAD/MicroStation Tech I.....	105.00	GIS Analyst II.....	130.00		

*Personnel may charge time exceeding eight hours per day and weekends at 125% of the regular hourly rate.
Court and arbitration time may be charged at two times the above rate.*

November 30, 2022

PRO ROGUE SEAWALL ADDT'L GEOTECHNICAL CONSULTATION FINAL DESIGN

PBS
4412 S Corbett Avenue
Portland, OR 97239

Attention: Howard Wells, PE

**SUBJECT: Proposal for Additional Geotechnical Consultation
Rogue Brewery Bulkhead Wall Repair Final Design
Port of Newport
Newport, Oregon**

GRI is pleased to submit this proposal to provide geotechnical consultation during final design for the rehabilitation of the existing bulkhead wall at the Rogue Ales Brewery at the Port of Newport (Port) in Newport, Oregon. As discussed in BergerABAM's December 2018 report to the Port of Newport titled, "Structural Evaluation Report, Port of Newport, Rogue Brewery Seawall," there is considerable corrosion of the steel soldier piles and spalling of the concrete beam/pile cap for the existing seawall. In addition, loss of backfill material through gaps in the concrete lagging may have led to historical settlement of the interior floor slab of the Rogue Brewery. GRI previously assisted PBS in preliminary evaluation of potential repair schemes for the existing seawall versus replacement options. GRI's recommendations were provided to PBS in our October 7, 2021, memorandum titled, "Preliminary Geotechnical Consultation, Rogue Brewery Seawall, Port of Newport, Newport, Oregon."

Based on recent discussions with you, it is our understanding the Port is planning to move forward with the seawall repair option and plans to reinforce the existing soldier piles and complete polymer injection grouting behind the bulkhead wall to stabilize the wall backfill. We further understand that URETEK USA Inc. (URETEK) or a similar contractor will be selected to design and install the polymer injection grouting. GRI will be contracted to review geotechnical aspects of the performance specification for the injection grouting (completed by others) and to assist the contractor in understanding existing backfill materials and site access.

APPROACH AND SCOPE OF WORK

Our proposal is based on our current understanding of site conditions, and our experience with similar projects, and previous correspondence with you. Our approach and scope of work for the geotechnical consultation are discussed below.

1. Review existing subsurface conditions in the area and as-built drawings for the existing bulkhead wall and Rogue Brewery layout.
2. Complete a site visit to the project site with PBS and URETEK to review site access for the upcoming Polymer Injection grouting.
3. Develop and updated geotechnical memorandum summarizing design considerations associated with the selected repair option.
4. GRI will review geotechnical-related portions of the plans and specifications completed by others including the performance specification for the polymer injection grouting.

ASSUMPTIONS

1. Seismic design to current code is not required for the bulkhead wall rehabilitation.

SCHEDULE

It is anticipated the updated draft memorandum can be submitted to you within approximately three weeks following review of all related plans for the bulkhead wall rehabilitation.

FEE

The proposed services will be provided in accordance with our existing agreement with you for this project. We request that you provide formal authorization for these additional services by signing and returning one copy of this letter.

The fee for the above-described work will be computed on a time-and-expenses basis in accordance with the attached Fee Schedule. The estimated costs for our investigation are summarized below and will not be exceeded without your prior approval.

Task Description	Estimated Cost
Review Existing Subsurface Data and Team Site Visit	\$ 8,000
Update Memorandum	\$ 5,700
Plans and Specifications Review and Meeting Allowance	\$ 6,000
Estimated Total:	\$ 19,700
Suggested Budget:	\$ 20,000

Please contact the undersigned if you have any questions regarding our scope of work, schedule, and/or budget. We appreciate the opportunity to submit this proposal and look forward to working with you on this project.

Submitted for GRI,



Scott M. Schlechter, PE, GE, D.PE
Principal



Brian J. Bayne, PE
Associate

Enclosure: Fee Schedule

I hereby authorize GRI to provide the services described in this letter.

Name

Date

(Please return a copy of this letter and signed authorization to GRI)

GRI 2022 FEE SCHEDULE

Classification	Rate/Hour
Principal	\$ 265
Associate	\$ 220
Senior Engineer	\$ 190
Senior Geologist	\$ 190
Project Engineer	\$ 170
Project Geologist	\$ 170
Engineering Staff	\$ 140
Geology Staff	\$ 140
Senior Pavement Specialist	\$ 135
Pavement Specialist	\$ 115
Engineering Assistant	\$ 115
Project Accountant	\$ 130
Technical Editor	\$ 125
CAD Operator	\$ 110
Administrative Assistant	\$ 75

Other Direct Costs

Vehicle: Vehicles will be billed at the current IRS business mileage reimbursement rate.

Travel and Subsistence: All charges related to travel will be computed at cost. Subsistence will be computed per current GSA per diem rates.

Falling Weight Deflectometer (FWD) Testing: \$325 per hour

FWD Mobilization: \$1.50 per mile

PDA Mobilization: \$700 per project

Pavement Core Bit and Patch: \$35 per core

Pavement Coring Mobilization: \$1.25 per mile

Ground Penetrating Radar (GPR) Testing: \$1,800 per day. Minimum half day.

Photo Ionization Detection: \$100 per day

Laboratory Testing: See attached schedule if needed.

Reimbursable Expenses: Expenses including outside photographic or reproduction services; equipment rental; field supplies; fees for permits, filings, applications; outside testing firms; postage and freight; etc. will be at cost.

Subcontractor Services: Charges for subcontractor services will be computed at cost plus 10%.

(LAST UPDATED 01/2022)

OLD BUSINESS ITEM

DATE: *June 27, 2023*
RE: *NOAA Supplemental Lease Agreements*
TO: *Port of Newport Board of Commissioners*
ISSUED BY: *Paula J. Miranda, General Manager*

BACKGROUND

Back in July 2021 and January 2022, NOAA requested to the Port an authorization to install a couple new glass doors and new power supplies into their facilities. Although those items were mentioned through regular reports to Commission, no authorization were requested as an oversight. Since, NOAA made the requests in a form of Supplemental to Lease Agreements, a request to ratify the General Manager is required.

Now NOAA wants the Port to execute another Supplemental Lease Agreement to confirm that work for both requests were completed.

RECOMMENDATION

I recommend "A MOTION RATIFYING THE GENERAL MANAGER SIGNATURE TO THE TWO PREVIOUS SUPPLEMENTAL LEASE AGREEMENTS AND TO ALLOW THE GENERAL MANAGER TO EXECUTE THE NEW SUPPLEMENTAL LEASE AGREEMENT, AS ATTACHED."



NO: 27

DATE: July 28, 2021

SUPPLEMENTAL LEASE AGREEMENT

LEASE NO.: 09WSA0200C

ADDRESS OF PREMISES: 2002 SE Marine Science Drive, Newport, Oregon 97365

THIS AGREEMENT, made and entered into this date by and between Port of Newport, whose address is: 600 SE Bay Boulevard, Newport, Oregon 97365

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

WHEREAS, the parties hereto desire to amend the above Lease

NOW THEREFORE, these parties for the considerations hereinafter mentioned covenant and agree that the said Lease is amended at no additional lease cost, effective when signed by the Government:

This lease amendment is issued as approval and consent by the Lessor for the Government to furnish and install Power Stations as described in more detail in the attached Statement of Work (3 Pages) and Images (5 Pages), summarized as follows:

- i) A new power supply including a breaker in 1000 watt panel, transformer from 480 volt to 208/120 vac 3 phase 75 KVA to be mounted above the current transformer. This transformer will feed a Panel board interior 225amp 120/208vac 30amp circuit; further,
- ii) 6 - power stations in the laydown area parking lot; and,
- iii) 2 - 220 volt 50 amp outlets outside the generator room in support of the small boat program.

Said Statement of Work and associated Images were reviewed and approved by the Port of Newport, prior to the drafting of this Lease Amendment and are incorporated as part of the Lease terms and conditions.

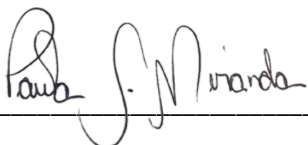
Pursuant to Standard Form 2 - Additional Provisions, paragraph 10 and SFO Paragraph 1.6, entitled, "Services, Utilities, Maintenance: General", NOAA currently pays Central Lincoln Public Utilities Division directly for electrical costs. Electrical consumption from said Power Stations will be paid for directly by NOAA in the same manner.

Additionally, Pursuant to SFO Paragraph 1.6, entitled, "Services, Utilities, Maintenance: General", NOAA agrees that any ongoing maintenance, repair or subsequent replacement of the said Power Stations will be at the Government's expense during the existence of this lease.

All other terms and conditions of the lease shall remain in force and effect.

IN WITNESS WHEREOF, the parties hereto have hereunto subscribed their names as of the date first above written.

LESSOR

Signature 

Title General Manager

UNITED STATES OF AMERICA

Signature _____

Real Property Contracting Officer

STATEMENT OF WORK

INSTALLATION OF POWER STATIONS IN PARKING LOT

NM-AN2120-21-XXXX



1. BACKGROUND:

- 1.1. The National Oceanic and Atmospheric Administration (NOAA) operates a wide assortment of hydrographic survey, oceanographic research and fisheries survey vessels. These vessels are operated by NOAA's Office of Marine and Aviation Operations. Ships located in the Atlantic are managed by the Marine Operations Center-Atlantic (MOC-A) in Norfolk, Virginia. Ships located in the Pacific are managed by the Marine Operations Center-Pacific (MOC-P) in Newport, Oregon. Ships located in Hawaii are managed by the Marine Operations Center-Pacific Islands (MOC-PI). The ships are run by a combination of NOAA commissioned officers and civilian professional mariners. The civilian mariners include licensed masters, mates and engineers, and unlicensed members of the engine, steward and deck departments. In addition, survey and electronic technicians operate and/or maintain the ship's mission, communication and navigation equipment. The ship's officers and crew provide mission support and assistance to embarked scientists from various NOAA laboratories as well as the academic community.

2. OVERVIEW:

- 2.1. At our NOAA Newport, OR MOC-P location we want to install 6 power stations in the laydown area parking lot and add 220 outlets outside the generator room in support of the small boat program.

3. TECHNICAL SPECIFICATIONS:

- 3.1. 3.1. The items below are some general specifications that are required for the installation to meet or be equivalent to.
 - 3.1.1. Power Supply: A new power supply needs to be installed which includes a breaker in 1000 watt panel, transformer from 480 volt to 208/120 vac 3 phase 75 KVA to be mounted above the current transformer. This transformer will feed a Panel board interior 225amp 120/208vac 30amp circuit.
 - 3.1.1.1. Under 100 watt panel, drill a hole into the cinder block for conduit.
 - 3.1.2. Power Stations/Stanchions : The six power stations need an RV-style connection box mounted on individual stanchions mounted on a concrete footing. The boxes and stanchions need to be weather resistant and made of stainless steel grade which only allow minimal surface rust.
 - 3.1.2.1. Each box needs a (1)125 volt 50 amp plug, (1) 125 volt 30 Amp plug and (1) Single gang GFI plug.
 - 3.1.2.1.1. 20/30/50 amp Midwest Parkmate Stainless Steel
 - 3.1.2.1.2. Midwest Parkmate Stainless Steel post mount RV pedestal with composite head.
 - 3.1.2.2. All exterior wiring needs to be buried to each stanchion and feed up through the center.
 - 3.1.2.3. The locations of stanchions need to be setback from curb to prevent vehicles from hitting them and may include installing parking bollards.

3.1.2.3.1. The bollards are made of steel, filled with concrete, painted yellow and mounted to a concrete footing. STATEMENT OF WORK NM-AN2120-21-XXXX 3

3.1.3. 220 Plugs: There needs to be (2) 220 volt 50 amp plugs mounted on the exterior of the west side of the generator room and each plug of two most common plug styles to support welding operations.

4. Site visit available for measurements

4.1. NOAA facility has access controls in place to prevent the spread of the COVID-19 virus including but not limited to conducting a medical screening with a designated point of contact beginning 4 days prior to requiring access to the facility. Face masks are required at all times on the NOAA facility. 6ft social distancing is required to be maintained whenever possible.

4.2. The contractor may be restricted from accessing the facility without notice, the contractor will not be held responsible for delays to work resulting from NOAA access restrictions.

5. DELIVERABLE SCHEDULE:

5.1. XXXX

6. PLACE OF PERFORMANCE or DELIVERY ADDRESS:

6.1. 2002 SE Marine Science Drive, Newport OR 97365

7. SPECIAL CONSIDERATIONS:

7.1. -

7.2. Permit requirements for the City of Newport

8. TECHNICAL POINT OF CONTACT:

Name: Lisa Evans

Title: Supply Technician

Marine Operations Center - Pacific

2002 SE Marine Science Drive

Newport, Oregon 97365

Office: 541-867-8736

Cel

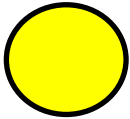
Fax:



● Locations of power stations



2 50-amp
welding re-
ceptacle



Conduit need to be ran UNDER sidewalk



4 mounting rounds to support weight of transformer .
Additional may be needed to support weight

Electrical Panel
6 50 amp single phase breakers

Transformer

Conduit and hole for external

**SWITCHBOARD EDP
480/277**
NOAA Marine Operations Center-Pacific
Installed 2011
Architect: Glas Architects, LLC
Elect. Engineer: Bazhizer & Hubbard Engineers
General Contractor: Andersen Construction
Electrical Contractor: Kyle Electric, Inc.

Panel	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50				
1	27	61	95	28	62	96																																																
2	1	35	69	2	36	70																																																
3	3	37	7																																																			
4	5	39																																																				
5	7	41																																																				
6	9	43																																																				
7	11	45																																																				

WARNING **ADVERTENCIA** **AVERTISSEMENT**

HAZARD OF REDUCED SAFETY ON EQUIPMENT CHANGE
 1. The equipment is designed and tested to operate in accordance with the applicable standards and specifications.
 2. Any change to the equipment, including the addition, removal, or modification of components, may affect the safety of the equipment and void the warranty.
 3. Only qualified personnel should perform any equipment changes.
 4. The manufacturer is not responsible for any equipment changes made by unauthorized personnel.

HAZARD OF ELECTRIC SHOCK, ARC FLASH, OR BURN
 1. Before working on this equipment, the power must be de-energized and locked out.
 2. The equipment contains live parts that can cause electric shock, arc flash, or burn.
 3. Only qualified personnel should perform any work on this equipment.
 4. The manufacturer is not responsible for any work performed by unauthorized personnel.

HAZARD OF ELECTRIC SHOCK, ARC FLASH, OR BURN

Before working on this equipment, the power must be de-energized and locked out. The equipment contains live parts that can cause electric shock, arc flash, or burn. Only qualified personnel should perform any work on this equipment. The manufacturer is not responsible for any work performed by unauthorized personnel.

Add breaker in the 100w panel to support 6 power stations with 50 amp
Plus 2 50 Amp Weld Circuits

WAREHOUSE

OFFICE BUILDING

GENERATOR BUILDING TRANSFORMER TGE1

HAZARD OF ELECTRIC SHOCK OR ARC FLASH

Before energizing switchboard must be filled with Blank Filler when required.

PELIGRO DE DESCARGA ELÉCTRICA, O DESTELLO POR ARQUEO

Antes de energizar el tablero de distribución todos los espacios de montaje sin utilizar o placas de relleno (y extensiones cuando sea necesario) deben estar repletos de relleno en blanco.

RISQUE D'ELECTROCUTION, D'EXPLOSION D'ARC

Avant de mettre le panneau de commutateur les espaces inutilisés doivent être remplis de remplissage (et prolongateurs de remplissage si nécessaire).

Si ces précautions ne sont pas respectées la mort ou des blessures graves.

Automatic Trip is controlled by Terminal Block located on panel 27. Refer to wiring diagram for "OT" label. The panel is energized through the main bus. Refer to the wiring diagram for the panel's location. The panel is located in the generator building.





NO: 30

DATE: January 10, 2022

SUPPLEMENTAL LEASE AGREEMENT

LEASE NO.: 09WSA0200C

ADDRESS OF PREMISES: 2002 SE Marine Science Drive, Newport, Oregon 97365

THIS AGREEMENT, made and entered into this date by and between Port of Newport, whose address is: 600 SE Bay Boulevard, Newport, Oregon 97365

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

WHEREAS, the parties hereto desire to amend the above Lease

NOW THEREFORE, these parties for the considerations hereinafter mentioned covenant and agree that the said Lease is amended at no additional lease cost, effective when signed by the Government:

This lease amendment is issued as approval and consent by the Lessor for the Government to furnish and install in the Administration Building, a glass wall (with glass door) for room 224, and a new door into adjacent room 222 as described in more detail in the attached Statement of Work (12 Pages) summarized as follows:

- i) Room 224: Installation of a glass wall (where no wall currently exists) on the hall side of room 224). The glass wall is estimated to measure approximately 14 feet 10 inches by 10 feet. The glass door within the glass wall would measure approximately 7 feet by 3 feet.
- ii) Room 222: Installation of a new door between Room 224 and Room 222, of approximately 7 feet by 3 feet in size.

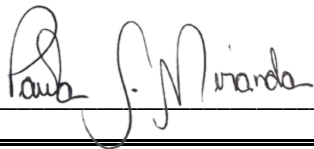
Said Statement of Work and associated Images were reviewed and approved by the Port of Newport, prior to the drafting of this Lease Amendment and are incorporated as part of the Lease terms and conditions.

Pursuant to Standard Form 2 – Exhibit m. GSA Form 3517 B – General Clauses, November 2005; Clause 19, 552.270-12 ALTERATIONS: The Government shall have the right to make alterations, attach fixtures, and erect structures or signs in or upon the premises here by leased,.....

All other terms and conditions of the lease shall remain in force and effect.

IN WITNESS WHEREOF, the parties hereto have hereunto subscribed their names as of the date first above written.

LESSOR

Signature  01/14/22

Title General Manager

UNITED STATES OF AMERICA

Signature _____

Real Property Contracting Officer

STATEMENT OF WORK
Marine Operations Center Pacific
Administration Building Room 224 and 222
Glass Wall and Door Installation

1. INTRODUCTION

Marine Operations Center-Pacific is located at 2002 SE Marine Science Drive, Newport, OR 97365. This is a two story office building. The building has stairs and an elevator for access to the 2nd floor.

The Government is seeking the installation of a glass wall with commercial grade glass at Room 224 (where currently there is no wall between Room 224 and the hallway), along with two doors, one into the hallway/in the glass wall and the other in the dividing wall between Room 222 and Room 224.

Design and Construction drawings will be required as part of this scope of work.

OBJECTIVE:

- a.) The Government and the Contractor understand and agree that the construction services to be performed under this contract by the Contractor to the Government are non-personal services and the parties recognize and agree that no employer-employee relationships exist or will exist under the contract between the Government and the Contractor's employees.
- b.) The contractor shall furnish all materials, labor equipment, training, transportation and personnel necessary to accomplish the tasks in accordance with this statement of work.
- c.) The Government will provide access to the worksite.
- d.) All work areas shall be encapsulated to protect the surrounding areas from dust and disposal and returned to a usable condition upon completion of the wall and door.
- e.) All existing floor and ceiling tiles and carpet areas that are removed must be replaced with Government approved industry standard floor and ceiling tiles and carpet in areas where floor and ceiling tiles and carpet previously existed. This is to include the removal and replacement of any and all office furniture (cubicles, desk, and chairs) back to existing working conditions prior to the build.
- f.) The contractor will submit for MOCP (COR) design drawings of the improvements to Room 224 and surrounding spaces for review and approval including electrical, HVAC, life safety and ceiling grid. Once Design drawings are approved, the contractor will prepare Construction drawings for review and approval. The drawings will include the new glass partition showing individual panel heights and widths as well as the location of both new doors.
- g.) The contractor will submit for MOCP (COR) approval a scaled elevation drawing of the south wall with the location of the new door (between Rm 222 and Rm 224) and all relocated utilities. Note that the fire alarm strobe and room thermostat shall not be covered by the operation of the new door.
- h.) The new door between rooms 222 and 224 will meet the facility standards as outlined in paragraph 2.

2. SPECIFICATIONS AND ESTIMATED QUANTITIES:

- a.) The work includes the following: Installing a glass wall with commercial grade glass at Room 224 (Note: there is currently no wall between Room 224 and the hallway). This wall will include a sliding door that opens into the hallway. The glass wall will include interior blinds that can cover the length of the wall.
- b.) The work includes installation of a door of commercial-grade into the adjacent office space (Room 222), from Room 224. The door will have a glass window inserted into it. This will include the moving and reinstalling of electrical wiring and outlets out of the area of the door. The purpose is to provide room 222 (office) with direct access to room 224 (conference room, to seat up to 8 people).
- c.) The Government estimates the glass wall measurement of 14ft 10” by 10ft with a glass door 7ft by 3 ft for the wall build. The door into the adjacent space (Room 222) measurement of approximately 7ft by 3ft. Both doors must be compliant with the Architectural Barriers Act Accessibility Standards.
- d.) Provide safety glass glazed panel inserts in accordance with ANSI Z97.1 and ASTM C1048. Acrylic glazing will not be accepted.
- e.) New door shall have the following attributes:

Door			Frame		
Door No.	Dimensions	Material	Material	Type	Detail
A222-1	3’0” X 7’0”	Solid Core wood	Hollow Metal	AA – See attached Dwg.	A/815 – See attached Dwg.

f.) Door Hardware – wood door without closer

3	BUTTS 5BB1HW 4.5 X 4.5 NRP	EA	630	I
1	OFFICE LOCKSET L9050 17A	EA	630	SCH
1	CYLINDER 20-798	EA	626	SCH
1	WALLSTOP 407.5	EA	630	I
1	SEALS PS074	SET	BLACK	STE

MANUFACTURERS SPECIFIED:

PRODUCT SPECIFIED	MANUFACTURER NAME	SYMBOL SPECIFIED	APPROVED EQUAL
BUTTS LOCKSETS	MCKINNEY SCHLAGE	MCK SCH	IVES, STANLEY SARGENT 8200 C/RML2000
CYLINDERS CLOSERS	SCHLAGE LCN	SCH LCN	NONE SARGENT281 NORTON7500 YALE4400
OPERATORS EXIT DEVICES	LCN VONDUPRIN	LCN VD	NONE SARGENT80 CIR ED5000

KICKPLATES	TRIMCO	TRI	YALE 7100
STOPS	IVES	I	IVES
THRESHOLDS	PEMCO	P	NONE
SEALS	STEELCRAFT	STE	NGP
			NONE

g) Other Specifications

i. Safety glass glazed panel inserts in accordance with ASNI Z97.1 and ASTM C1048. Acrylic glazing will not be accepted.

ii. The installation of the partition and subdividing of the space must ensure the room complies with and possesses NFPA and local code life safety enhancements along with the appropriate automatic fire sprinkler system(s). The requirements include the compliance with NFPA 13, Standard for the Installation of Sprinkler Systems along with any local code requirements (must comply with both).

iii. After installation of the partition and doors, the area must be rebalanced for heating and cooling. Ventilation of the area shall be operational in accordance with American National Standards Institute, American Society of Heating, Refrigeration and Air-Conditioning Engineers (ANSI/AHREA) Standards along with any local code requirements (must comply with both).

iv. New doors shall comply with the life safety requirements of NFPA 101 and any local code requirements (must comply with both).

v. New doors shall have a minimum clear opening in compliance with the Architectural Barriers Act Accessibility Standards.

vi. There are three terminal units located in the hallway outside of room 224. Installation of new glass Partition wall should not hinder maintenance access to the terminal units.

vii. Fire alarm strobes are required to be synchronized when more than two visible notification devices are in the field of view. The strobes in hallways 216 and 223 along with the one in room 224 will be visible, with the new glass partitions. Ensure these three devices are synchronized

3. NORMAL OPERATING HOURS:

Normal work hours are 7:30 a.m. to 16:00 p.m. Eastern Time, Monday through Friday, excluding Federal Holidays and weekends. Contractors must obtain written permission from the Contracting Officer at least 4 working days prior to work on Saturdays, Sundays, or Federal Holidays. The following federal holidays are observed:

New Year's Day	Labor Day
Martin Luther King Jr. Day	Columbus Day
Presidents' Day	Veterans' Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day

4. CONTRACTOR STAFF AND EMPLOYEES

Prior to commencing work, the contractor shall provide the Contracting Officer (CO) and the Contracting Officer's Representative (COR) with the telephone number at which the contractor or his/her designated representative may be contacted at any time during regular working hours and an emergency number which the contractor may be contacted in situations requiring immediate attention. The above-mentioned representative, if provided, must be delegated in writing to act on the behalf of the principal/President/CEO of the company.

5. KEY PERSONNEL:

The Key Personnel assigned by the contractor for the performance of work on this contract shall be acceptable to the Government in terms of personal and professional conduct and technical knowledge. Should the assignment to this contract of any person by the contractor be deemed to conflict with the interests of the Government, or in the event performance is deemed unsatisfactory at any time during the life of the contract, the Contracting Officer may notify the contractor and request the person be removed from the assignment. The reason for removal will be documented and a request to receive key personnel replacement within three (3) business days of the notification will be made. Replacement of key personnel qualifications shall be equal to or greater than those of the key personnel being replaced. Employment and staffing difficulties will not be justification for failure to meet established schedules. The contractor is required to submit a resume with qualifications for the proposed replacement which shall be approved by the COR and KO prior to the replacement starting work.

6. PROGRESS MEETINGS

Progress meetings shall be held as necessary, between the contractor and the Government to discuss work progress, problems and potential modifications.

7. PERIOD OF PERFORMANCE

The period of performance for this contract is determined once awarded.

8. STANDARDS

Work is to be accomplished in accordance with this SOW, as well as the following specifications:

Construction (29 CFR 1926)

General Industry Standards (29 CFR 1910)

9. SCHEDULING OF WORK

Before commencement of work under this contract, the contractor shall confer with the Contracting Officer's Representative, as well as the building occupant, and agree on a sequence of procedures; means of access to premises and building; space for storage of materials and equipment; delivery of materials and use of approaches; use of corridors, stairways, and similar

means of communications; locations of partitions, eating spaces, and restrooms for contractor employees; and the like.

Delivery of materials and equipment shall be made with a minimum of interference to Government operations and personnel.

The work shall, so far as practicable, be done in definite sections or divisions, and confined to limited areas which shall be completed before work in other sections or divisions is begun.

Work will be performed mostly in unoccupied areas. The contractor shall take all precautions to ensure that no damage will result from his/her operations to private or public property. All damages shall be repaired or replaced by the contractor at no cost to the Government.

The contractor shall be responsible for providing all work site protective barriers and site control devices. This includes but is not limited to: protective fences; protective tapes; and protective signage. Proposed control methods shall be submitted to the Contracting Officer's representative for final approval.

All temporary outages of any utility services (if any), required for the performance of work shall be scheduled with the COR no less than five (5) working days in advance of such outages. Request for power outages must be in writing.

10. STATUS REPORTS

The contractor shall notify the COR of the locations(s) of work to be accomplished each day in the form of a Daily Report. The contractor shall ensure all daily reporting requirements indicated in any specification are also included in the Daily Report.

The contractor shall prepare and furnish a monthly progress report. The contractor is required to submit a progress chart and construction cost breakdown as required in Federal Acquisition Regulation (FAR) 52.236-15, "Schedules for Construction Contracts".

11. CONTRACTOR ACCESS

Most work will be in unoccupied areas. The area wherein work is to be performed under this contract may be occupied by Government services during the construction period. The contractor shall have access to that portion of the area within which work is to be performed. The movement of contractor personnel, equipment, materials, and tools shall be confined to this area so as not to interfere with ongoing operations in the work areas.

12. CONTRACTOR QUALITY CONTROL

The Contractor Quality Control (QC) Plan, with which the contractor proposes to implement the requirements of FAR Clause 52.246-12, entitled "Inspection of Construction", shall identify personnel, procedures, instructions, records, and forms to be used. After contract award, and prior to commencement of work under individual task orders, the contractor's Quality Control Plan shall be received, reviewed, and formally accepted in writing by the Contracting Officer. Failure to execute the Quality Control Plan shall result in withholding of funds from progress payments in accordance with FAR Clause 52.232-5, entitled "Payments Under Fixed-Price Construction Contracts". In general, the contractor's quality control plan must address how

they intend to assure that their construction complies with the requirements of the contract plans and specifications.

- a. The Quality Control Plan shall include as a minimum, the following:
 - (1) A description of the quality control (QC) organization, including chart showing lines of authority and acknowledgement that the Contractor's QC staff shall report to the project manager or someone higher in the contractor's organization.
 - (2) The qualifications, duties, responsibilities, and authorities of each person assigned a quality control function.
 - (3) A copy of the letter to the Quality Control Manager, signed by an authorized official of the contracting company, which describes the responsibilities and delegates the authorities of the Quality Control Manager, shall be furnished.
 - (4) Procedures for scheduling and managing submittals, including those of subcontractors, offsite fabricators, suppliers, and purchasing agents.

The Government reserves the right to require the contractor to make changes in his QC Plan and operations as necessary to obtain the quality specified. These changes must be submitted to and approved by the Contracting Officer. Notification of Changes. The contractor shall notify the Contracting Officer in writing of any proposed changes. Proposed changes are subject to acceptance by the Contracting Officer.

- b. **SUBMITTALS:** The QC organization shall be responsible for certifying that all submittals follow the contract requirements, to include all applicable specifications.
- c. **CONTROL:** Contractor quality control is how the contractor assures himself that his construction complies with the requirements of the contract plans and specifications. The controls shall be adequate to cover all construction operations, including both onsite and offsite fabrication, and will be keyed to the proposed construction sequence. Quality control includes, as a minimum, the following functions:
 - (1) All submittals are submitted in a timely fashion.
 - (2) The submittals are approved.
 - (3) The supplies that are delivered are the same as the ones on the submittal.
 - (4) The supplies are in the proper condition when delivered.
 - (5) The supplies are stored properly.
 - (6) The construction equipment is correct and meets contract requirements.
 - (7) Testing provisions are reviewed and testing equipment and personnel are available and correct.
 - (8) All tests are performed at the proper times and in the proper places.
 - (9) All tests reports meet contract requirements.
 - (10) The workers are cognizant of the required level of workmanship.
 - (11) Inspect each area of work to ensure the preparations for the work is correct.
 - (12) Inspect each feature of the work to ascertain that no deficient work is covered up by succeeding work.
 - (13) Inspections shall continue throughout the contract.
 - (14) Document all inspections.

- (15) The documentation covers both conforming and defective work.
- (16) All deficiencies are corrected.
- (17) Develop procedures to ensure that deficiencies do not recur.
- (18) Government officials are notified in a timely manner

13. TESTS:

a. Testing Procedures: The contractor shall perform test specified or required to verify the control measures are adequate to provide a product which conforms to contract requirements.

b. Documentation:

(1) Records: The contractor shall maintain current records of quality control operations, activities and tests performed, including the work of suppliers and subcontractors. The records shall be on the Daily Construction Quality Control Report and indicate a description of trades working on the project, the number of personnel working, the weather conditions encountered, any delays encountered, and acknowledgement of deficiencies. In addition, these records shall include factual evidence that required activities or tests have been performed, including, but not limited to, the following:

- Type and number of control activities and tests involved;
- Results of control activities or tests;
- Nature of defects, causes for rejections, etc.;
- Proposed remedial action; and
- Corrective actions taken.

(2) Content: These records shall cover both conforming and defective or deficient features and shall include a statement that supplies, and material incorporated in the work have been inspected and comply with the contract. Two (2) legible copies of these records shall be furnished to the Contracting Officer's Representative daily.

14. SAFETY ASSURANCE

Preconstruction Safety Meetings: Representatives of the contractor shall meet with the Contracting Officer or his/her representatives-COR, Safety Manager, etc. prior to the start of repair, alteration, or construction activities for the purpose of reviewing the contractor's safety and health programs and discussing implementation of all safety and health provisions pertinent to the work to be performed under the contract.

Preconstruction Safety Meetings shall be coordinated by the Contracting Officer or his/her representative. The contractor shall be prepared to discuss, in detail, the measures he/she intends to take in order to control any unsafe or unhealthy conditions associated with the work to be performed under the contract. This meeting may be held in conjunction with the preconstruction meeting. The level of detail for the safety meeting is dependent upon the nature of the work and the potential inherent hazards. The contractor's principal representative(s), the general superintendent, and his/her safety representative(s) shall attend this meeting. Contractor Responsibility: The contractor shall assume full responsibility and liability for compliance with all applicable regulations pertaining to the health and safety of personnel during the execution of work and shall hold the Government harmless for any action on his/her part or that of his/her employees or subcontractors, specially trained technicians, equipment manufacturers, and

others, as required by a task order, shall be furnished in accordance with the terms of the tasks order. Materials and Equipment: Special facilities, devices, equipment, clothing, and similar items used by the contractor in the execution of work shall comply with the applicable regulations.

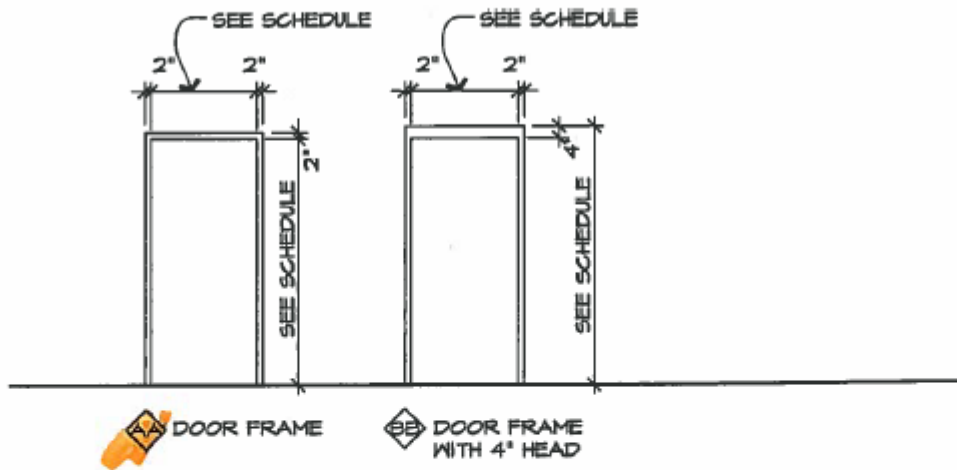
All personnel attending the site shall wear a double layer face covering and socially distance at all times while on site. Additional COVID-19 safety measures may be required during the period of performance.

15. DELIVERABLES





door into RM 222



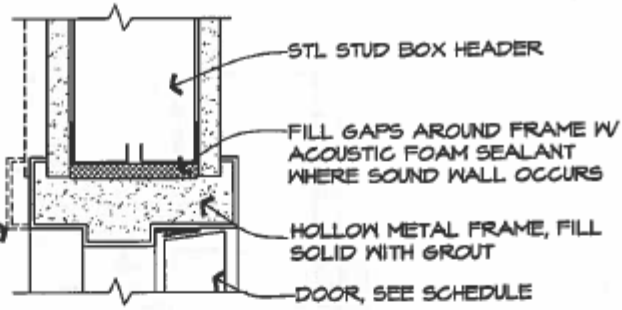


Fr-1

	<p>FRAME TYPES</p>			
<p>gLas Architects, LLC</p>	<p>NOAA - MARINE OPERATIONS CENTER NEWPORT, OREGON</p>	<p>08050</p>	<p>FT-1</p>	<p>1/4" = 1'-0"</p>
		<p>07/09/10</p>		

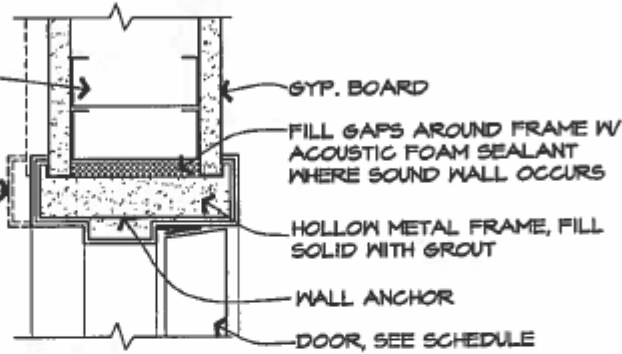
HEAD OR
TRANSOM

ADJUST FRAME
THROAT WHERE
THICKER WALL
ASSEMBLY OCCURS

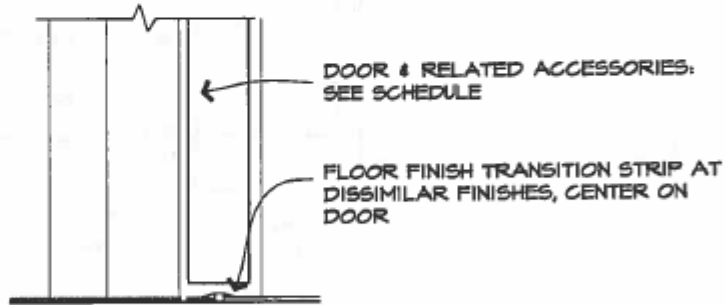


STUD WALL JAMB

ADJUST FRAME
THROAT WHERE
THICKER WALL
ASSEMBLY OCCURS



JAMB



THRESHOLD

815-DR-INT

	HEAD / JAMB / THRESHOLD TYPICAL INTERIOR DOOR		3" = 1'-0" 815	
	gLas Architects LLC	NOAA - MARINE OPERATIONS CENTER NEWPORT, OREGON		





NO: 33

DATE: June 10, 2023

SUPPLEMENTAL LEASE AGREEMENT

LEASE NO.: 09WSA0200C

ADDRESS OF PREMISES: 2002 SE Marine Science Drive, Newport, Oregon 97365

THIS AGREEMENT, made and entered into this date by and between Port of Newport, whose address is: 600 SE Bay Boulevard, Newport, Oregon 97365

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

WHEREAS, the parties hereto desire to amend the above Lease

This lease amendment number 33 is issued to reflect that the Government completed its work referenced in lease amendment number 27, the installation of Power Stations and lease amendment number 30, the installation of a Glass Wall and new door for rooms 222 and 224.

On May 16, 2022, the Lessor reviewed the work described in lease amendment number 27 and hereby acknowledges that the work was completed. (See photos in Exhibit A)

On January 18, 2023, the Lessor reviewed the work described in lease amendment number 30 and hereby acknowledges that the work was completed. (See photos in Exhibit B)

Based upon the work performed, the Lessor hereby releases the United States from any and all claims arising under or by virtue of said work.

All other terms and conditions of the lease shall remain in force and effect.

Exhibits and Attachments. The following are attached and made a part hereof:

- A. Exhibit A, Photos of SLA-27 Power Stations completed (1 page)
- B. Exhibit B Photos of SLA-30 RM224 Glass Wall, RM222 New Door completed (1 pages)

IN WITNESS WHEREOF, the parties hereto have hereunto subscribed their names as of the date first above written.

LESSOR

Signature _____ Title _____

IN THE PRESENCE OF:

Signature _____ Name (Print), Title, & Date _____

UNITED STATES OF AMERICA

Signature _____ Real Property Contracting Officer

Exhibit A
Power Stations and New Breaker + Power



Exhibit B
RM224 Glass Wall and RM222 New Door



OLD BUSINESS

DATE: June 22, 2023
RE: Rondys Lease Amendment
TO: Paula Miranda, General Manager
ISSUED BY: Aaron Bretz, Director of Operations

BACKGROUND

The Port still has about 40K cubic yards of material on Rondys property at McLean Point and has not yet found the opportunity to contract and move the pile. The lease on this property is expiring, but Rondys has agreed to allow us to extend the agreement and leave the sand there for a few more months. The term is short only to ensure that we don't lose sight of moving the material.

DETAIL

The cost of the extension is \$1 but allows us to store the material for a short time longer.

RECOMMENDATION

I RECOMMEND A MOTION TO APPROVE THE ATTACHED DRAFT LEASE AMMENDMENT WITH RONDYS INC.

THIRD ADDENDUM TO LEASE

This Addendum to Lease made this __day of _____, 20__, by and between Rondys, Inc., a Washington corporation, hereinafter called "Lessor" or "Rondys", and the Port of Newport, a municipal corporation of the State of Oregon, hereinafter called "Lessee" or "Port".

RECITALS:

- A. Previously, the parties hereto entered into a Lease Agreement dated June 25, 2012. The current lease expires December 24, 2023.
- B. The parties hereto also entered into an addendum of that lease agreement dated October 17, 2018.

AGREEMENT TO EXTEND

- 1. The parties agree to extend the term of the lease until December 24, 2023. Beyond that date, no additional lease extensions or renewals are contemplated or expected by the parties.
- 2. Base rent remains \$1.00 per year.
- 3. Except as specifically modified above, the Lease Agreement dated June 25, 2012 and the Addendum dated October 17, 2018 are ratified and reaffirmed in all other respects.

PORT OF NEWPORT

RONDYS, INC.

By: _____

By: _____

Its: General Manager

Its: President

O L D B U S I N E S S

DATE: June 21, 2023
RE: OSP Guardian Lease Amendment
TO: Paula Miranda, General Manager
ISSUED BY: Aaron Bretz, Director of Operations

BACKGROUND

The lease agreement with the State of Oregon to provide secured moorage for the Oregon State Police enforcement vessel GUARDIAN will be ending on July 23rd, 2023. This was a five year lease initially, but they contacted us and requested to amend the lease to expire in 2028.

DETAIL

We offered and the State of Oregon accepted a monthly rent increase of 16% from \$222.82 to \$258.47 as well as a 3% annual increase each year over the course of the next five years.

RECOMMENDATION

I RECOMMEND A MOTION TO APPROVE THE ATTACHED DRAFT LEASE FOR OREGON STATE POLICE.

LEASE AMENDMENT

This Lease Amendment is made on _____, 2023 and executed by the PORT OF NEWPORT (“Lessor”), a Port district and municipal corporation existing under the laws of the State of Oregon, and the STATE OF OREGON by and through its DEPARTMENT OF STATE POLICE (“Lessee”).

RECITALS

On July 30, 2018, Lessor and Lessee entered into a Lease where Lessee leased from Lessor the “Leased Premises” and the right of access to A-Dock, located in Lincoln County, Oregon at 2120 SE Marine Science Drive, Newport, Oregon 97365.

The Term of the Lease is set to expire on July 31, 2023.

AMENDMENT

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

2. **TERM.** Section 2 of the Lease shall be amended as follows:

The term of this Lease shall be for a five (5) year term. The term shall commence on August 1, 2023 (the “Commencement Date”) and shall end on July 31, 2028. Monthly rental payments shall be due within ten (10) business days of the 1st of each month.

3. **RENEWAL OPTION.** Section 3.1 of the Lease shall be amended as follows:

If this Lease is not in default at the expiration of the amended term, this agreement shall renew according to Section 3.3 of the Lease for an additional one (1) year term and each consecutive year thereafter, as long as this agreement is not in default.

6. **RENT AND OTHER CHARGES.** Section 6.1 of the Lease shall be amended as follows:

The annual lease rate of the base rent for the amended term, commencing August 1, 2023, will be adjusted to 16% over the previous year, then 3% annual escalations from each previous year thereafter for the duration of the Lease, as shown on the rent schedule below:

<u>LEASE YEAR</u>	<u>MONTHS</u>	<u>MONTHLY RENT</u>
8/01/2023 – 7/31/2024	01 – 12	\$258.47
8/01/2024 – 7/31/2025	13 – 24	\$266.23
8/01/2025 – 7/31/2026	25 – 36	\$274.21
8/01/2026 – 7/31/2027	37 – 48	\$282.44
8/01/2027 – 7/31/2028	49 – 60	\$290.91

30. **NOTICES.** Section 30 of the Lease shall be amended as follows:

To Lessee: Oregon State Police
Shannon Peterson, or Successor
3565 Trelstad Ave, SE
Salem, OR 97317
503-507-9021
Shannon.Peterson@osp.oregon.gov
cc: Res.Info@das.oregon.gov

Except as expressly modified by this Lease Amendment, all other provisions of the Lease remain in full force and effect as written.

IN WITNESS WHEREOF, the parties have executed this Lease Amendment to be effective as of the day and year above set forth, and any corporate signature is affixed hereto only pursuant to the board of directors or other governing body thereof.

LESSOR: PORT OF NEWPORT

By: _____ Date: _____
Paula J. Miranda, General Manager

LESSEE: STATE OF OREGON, acting by and through its
Department of State Police

By:  _____ Date: 6/15/2023

APPROVAL: STATE OF OREGON, acting by and through its
Department of Administrative Services

By: _____ Date: _____
Brady Ricks, Real Estate Services Manager

GENERAL MANAGER MONTHLY REPORT

DATE: 06/27/23
PERIOD: 05/20/23 – 06/26/23
TO: Board of Commissioners
ISSUED BY: Paula J. Miranda, General Manager

OVERVIEW

As always, this time of the year is a very busy one for our recreational marina and RV Park. The RV Park as always is nearly sold out. We have been dealing with some violations and other typical issues for this time of the year. However, the RV Park is fully staffed, so things should go a bit smoother than in the past.

Here are some of the highlights for the month:

South Beach

RV Park Annex Plan: Although staff tried to include a consultant selection on this meeting, we were not able to schedule interviews in time. We will be conducting interviews this week and a selection will be made in time for the next meeting.

NOAA Dredging: The Port has been working on the disposal site getting ready for a later summer dredging.

Fillet Tables: As previously discussed, the Port has received some funds from Business Oregon to proceed with the purchase of a couple fillet tables. Right now, the plan is to install one table within the next 3 to 4 weeks and the next by Spring. Those tables are actually double tables, and they are also handicap accessible. So, it will feel like you are actually getting four tables instead of only two.

North Commercial

Administration Building: We are settling in. Staff is still excited to be able to work from the new building. We just had our new OSU intern start today. We also got our electronic doors all functioning now.

Port Dock 7 Plan: Working on sediment sampling along with channel dredging sampling. Port received permits for temporary floats.

Commercial Marina Channel Dredging: Working on determining the sediment sampling methods is underway. Good news on the eelgrass, as there is minimal amount around the areas to be dredged.

343 SW Bay Blvd: As you can see, we had a request to make some changes to our agreement. Please see the report included with our packet.

New Vehicle: The Port has received one of the two vehicles we ordered. This will be operated by the wharfinger.

Staff: We are still short one staff member for the Commercial Marina, but work is underway to hire someone.

Yard: We have received some complaints about the yard being a little messy, but our crew have since kept it more organized and will check on keeping that way on the regular basis.

Port Dock 5A: Crew is waiting for materials to get Port Dock 5A repaired.

Waste Oil tanks: Staff is in the process of getting quotes to replace the waste oil tanks as we have discussed previously. We may have something for commission soon.

Newport International Terminal

RORO Dock Piling Assessment: Permitting is underway. We just got good news from DC that our Congressionally Directed Spending funds have been approved, thanks again to Congresswoman Val Hoyle. If Congress does not pass a full-year Continuing Resolution (CR), we should be able to count on this money. If the CR takes place, then we may not see availability of funds until mid-year 2024.

Tariff: We are still working on our Tariffs to include wave energy components. Hopefully, we will be able to bring this to the next meeting.

Heavy Equipment: Services were completed to the forklift and crane at NIT. The outcome for the forklift was better than expected. Staff is continuing to work on the possible purchase of the new crane.

Miscellaneous:

Finances: Financial reports for the General Operating Fund have not been included, as issues were discovered, which did not allow for information to be accurate. Staff is working with PacSoft to correct the errors. Other than that, the overall financial outlook for the Port is still good.

Audit: All necessary information has been provided to the auditors.

PNWA Conference: Commissioner Retherford and I attended the PNWA Summer Conference. As always, there is a variety of topics and a well worth conference. We heard from some of our regulatory agencies, including EPA, US Army Corps and the Coast Guard. We also heard some information about Offshore wind energy amongst other topics.

Meetings/Trainings/Summits:

- 05/22/23 - Finance Recurring Meeting
- 05/23/23 - Lincoln County Sustaining our Future Through Innovation Tour
- 05/23/23 - Yaquina Bay Estuary Management Steering Committee
- 05/23/23 - Commission Work Session
- 05/29/23 - Memorial Day
- 05/31/23 - Budget hearing

- 06/01/23 - EDALC Board Meeting
- 06/02/23 - PNWA Dues Committee
- 06/02/23 - Communications Meeting
- 06/05/23 - Operations Recurring Meeting
- 06/05/23 - Finance Recurring Meeting
- 06/06/23 - Orientation Meeting with Pat Ruddiman
- 06/09/23 - PNWA Advocacy Committee
- 06/12/23 - Operations Recurring Meeting
- 06/13/23 - Dept. Heads Monthly Meeting
- 06/13/23 - OCWCOG Meeting
- 06/14/23 - Finance Recurring Meeting
- 06/14/23 - PNWA Dues Committee
- 06/15/23 - SDAO Board Meeting in Salem
- 06/16/23 - Communications Meeting
- 06/17/23 - Pacific Maritime Heritage Center meeting
- 06/17/23 - Meeting w/ OSU ref. Cascadia Subduction Zone earthquake and tsunami preparedness
- 06/19/23 - Juneteen Holiday (Office Closed)
- 06/21-23/23 - PNWA Summer Conference
- 06/27/23 - Operations Recurring Meeting
- 06/27/23 - Finance Recurring Meeting
- 06/27/23 - Executive and Regular Commission Meetings

Upcoming Schedule:

- 06/28/23 - PNWA Executive Director Search Committee
- 06/28/23 - Meeting with Senator Merkley's staff
- 06/29/23 - Admin Staff Meeting
- 06/29/23 - YBEF/EDALC Month Meeting and Celebration
- 06/30/23 - PNWA Advocacy Work Group
- 06/30/23 - Communications Meeting
- 07/03/23 - Operations Recurring Meeting
- 07/03/23 - Finance Recurring Meeting
- 07/04/23 - Independence Day
- 07/05/23 - PNWA - Executive Director Search - Interviews
- 07/07-07/24/23 - PTO



FINANCE DEPARTMENT MONTHLY REPORT

DATE: May 31, 2023
PERIOD: July 1 to May 31, 2023
TO: Paula Miranda, General Manager
ISSUED BY: Mark Brown, Director of Finance and Business Services

Financial reports for the General Operating Fund are not included, an issue was discovered on 06/19/2023. Data is not importing into Business Central. We identified the root cause (date error), once corrected the reports will be provided. If we provided the current financial reports, the Revenues would be significantly understated. The expenditures would be correct, I felt this would be too confusing.

Issues of Importance

Budget

- An error was discovered on the Overview page (LB-1 form), \$125,000 of property tax revenue was classified under grants, instead of property taxes. This requires no action on the Commissions part. Total revenue stayed the same, as did total expenditures.

Audit

- We have provided all the necessary data to the auditors and are waiting to see if they need additional information shortly.

Financial/ERP System/PacSoft

- PacSoft is now integrated into Business Central, daily transactions are automatically loaded into Business Central. We discovered an issue on imports and the correct parties are now involved, so a fix is imminent.
- Reviews have been implemented in Payroll Now, after an employee has been with the Port for six months a reminder to prepare a review will be sent to the Supervisor.

RV Park and Marina

- The RV Park spaces are nearly sold out through the summer months.
- Rather than rent all marina spaces to 6 month or annual moorages, spaces have been set aside for reservations that are 1 month or less in order to maximize revenues.
- We have had some complaints about the RV park phones not being answered, I have checked our voicemails, we have 1 voicemail in the queue, and that was received after hours. We are responding to callers within hours of them calling.
- A new staff member has been hired in South Beach and is learning

quickly and all reports are positive.

Employee Handbook

This is being delayed, there is a new law - Oregon Paid Leave, which needs to be incorporated and the legislator is in session, new laws may be passed that would need to be incorporated into the manual, after session, we will take another look at updating the Handbook.

Fiscal Manual

- The development of a new Fiscal Manual is delayed until the Employee handbook is complete.

Profit and Loss -

The financial reports through May 31, 2023, for all funds, except the General Operating fund, are attached for your review and are included in the commission packet.

The month-to-month budget is based on a straight line forecast of revenues and expenditures. Revenue is recognized differently in the Commercial Marina from previous years. Revenue is spread across the term of the Moorage License agreement instead of immediately recognized. This means lower revenues during the transition period. However, in an estimated 6 months, revenue will be fairly level month to month.

**NOAA Lease Revenue Fund
Balance Sheet**

As of March 31, the NOAA Lease revenue Fund had a cash balance of **\$4,331,781 (some of these funds need to be transferred to General Operating Funds) with an available balance of \$2,570,060; the remaining \$1,761,721 is reserved for the annual maximum debt service payment on bonds, as required in the bond contract.

Income Statement

Budget vs. Actuals

- **Operating Revenue** is favorable by \$78,365
- **Operating expenses** are favorable by \$871,860
- **Operating Income** is favorable by \$950,225
- **Non-Operating Revenue** is favorable by \$217
- **Non-Operating Expenses** are favorable by \$239,200
- **Non-Operating Income** is favorable by \$239,417
- **Net income** is favorable by \$1,189,643

NOAA Capital Maintenance Fund

- Cash available \$1,737,979

Bonded Debt Fund:

Balance Sheet

- Cash available \$312,033

Income Statement

Budget vs. Actuals

- **Operating Revenue** is unfavorable by \$1,817
- **Non-Operating Revenue** is favorable by \$5,829
- **Non-Operating Expenses** are favorable by \$195,801

Construction Fund:

- Cash available \$13,143

Facility Maintenance Fund:

- Cash available \$541,321

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DIRECTOR OF OPERATIONS REPORT

DATE: 6/22/2023
PERIOD: May 2023-June 2023
TO: Paula J. Miranda, General Manager
ISSUED BY: Aaron Bretz

OVERVIEW DIROPS

Summary:

South Beach has been busy, and the hoist dock has remained steady with offloads and gear changes. We're dealing more with security enforcement situations as the recreational season picks up. I am working on solicitations for the coming fiscal year and preparing for the 4th of July, which will look differently this year at the hoist dock in the Commercial Marina. I was out of the office for a couple weeks over this period; have been busy catching up.

Detail:

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

Held more meetings with Army Corps staff and our contractors to determine the best sampling plan in the for the Port Dock 7 and Commercial Marina project. We're closer to determining the best plan with just a little more information needed from the Corps. I received the preliminary results from their eelgrass survey of the area, and they are very encouraging. They found little to no eelgrass in the Port Dock 7 area; the bulk of the eelgrass they found was in the Army Corps project area, which means the mitigation work will be performed by them (with land potentially provided by the Port).

- **RORO Dock Piling Assessment**

Permitting is underway for the piling repair and wraps with the intent to perform this work over the coming winter.

- **Wave Energy Component Tariff Modifications**

Still completing edits to the tariff for Commission Approval.

- **Port Dock 7 Planning**

See other reports and sections on sediment sampling. City of Newport issued a decision on our Estuarine Permit for the temporary floats on PD7E & F.

- **Dredging**

The disposal site is nearly finished and ready for the upcoming dredging operation. The contractors fabricated and installed new weirs for the settling ponds, and removed the old ones. They were definitely due for replacement, and will be disposed of by the contractor.

- **RV Park Annex Redesign**

See report

- **Heavy Forklift at International Terminal**

Forklift repairs are complete, and it's fully operational. After getting into what we thought might be a catastrophic problem with the transmission, we found that it simply needed new bushings. Years ago, someone had installed non-OEM parts, and they were causing a chattering problem. Bushings were replaced and the forklift is operating perfectly. The crane also underwent repairs to the rear outrigger hydraulics (yet again).

- **New Compact Pickup**

We took delivery of one of the two the new compact pickup trucks we ordered. This one is for the Commercial Marina that will likely be used mostly by the wharfinger.

Newport International Terminal- Don Moon, Supervisor

Billable Services Performed this Period (May)

Forklift –62.5 hrs

Moorage – 143 Days

30 Ton Hydraulic Crane –51 hrs

Hoist Dock Tie Up –74. hrs

Labor – 113.5 hrs

120V power – 0 hrs

Other Overtime Billed 1.5 hrs

208V power – 143 Days

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

Completed In Progress Re-crome and seal big hyster main cylinder

Completed In Progress re-paint big forklift and inspect transmission.

Commercial Marina / South Beach Marina Harbormaster- Kody Robinson

Billable Services Performed this Period:

South Beach Marina:

We had 911 launches for a total of \$8207

A dock is complete with new lighting. B, C, and D, are complete, Will try again in the coming weeks when fully staffed to begin on other docks.

Will be doing another large section of docks in the next couple of weeks.

Planning for multiple projects that include, Island removal, washdown lane extension, major dock repairs, all docks included. Will hopefully be in the 2023-2024 budget.

Ordered Backhoe and Sweeper attachments for tractor. They have arrived.

Will be installing new post and chain/cable across the maintenance entrance with reflector. Installed.

We are still trying to source more 30 amp GFI breakers and it is becoming extremely difficult. Scheduling with contractor to have the wind damaged flashing on the west end of stage 1 at the rouge facility. We are on the schedule/books to have this started

Painters are scheduled for the week of the 26th of June for the the cooperage building, and the marina office.

Crew is doing an excellent job in maintaining the shop, tools, equipment and facility with what we have available for personnel.

Commercial Marina:

A lot of crew time from both marinas has been spent on working on various things at the new office to get things squared away and finished. Still a few things to address, wood railing and more signs.

Waiting on materials to repair the end of 5A. floats, frames and hardware have arrived, waiting on grating. In the process of getting quotes to replace outdated waste oil tank, looking at doing one 6000 gallon tank or two 4000 gallon tanks. Have received quotes for larger tanks. More expensive than anticipated. We received a 4th quote on 2/6/23 and we feel it will be adequate. Assistant Harbormaster Cameron Brockway will be putting a purchase packet together for commission/GM approval.

Will be getting bids for the oil room roof, shop roof and windows, and public bathroom roof repair. One contractor has shown up and given a quote. Have received second quote for commercial marina roofs. Waiting on one more. We are also working on better scheduling for both north and south maintenance staff. We have changed a couple of schedules around to try and accommodate the ports needs at different hours and so far it is working to our benefit. With Crab Season slowly winding down, hopefully we can get back on task with maintenance duties and dock work. We are also planning the replacement of the hydraulic lines on all hoist and cranes one at a time so we can still accommodate our customers. We are currently waiting on hydraulic contractor to get us the quote to get this started.

Every week when time allows we have the crew working on getting the storage yard cleaned up and better organized. The yard is shaping up and with the old office being removed, will allow us to better organize and more rentable space. The available space is making a difference in organization.

Still working on getting the shop, tools, equipment, and other important items on our JSA/maintenance log books.

Staffing:

Waiting to fill the a maintenance position in the commercial marina. Interviews are being scheduled for the week of the 22nd of June. We have someone picked out, just waiting on test to come back. We will be fully staffed once this person is hired in the commercial marina

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

Vessels Using the Facility Since My Last Report – NOAA vessels Hi’ialikai & Bell M. Shimada, Scripps R/V Sally Ride, USACOE Dredge Yaquina.

Cleaning up landscaping along fence perimeter & parking areas.

Lots of pier patrols to prevent seagull nesting.

Bottle fillers installed on the drinking fountains.

Irrigation system turned on for the year.

Operated JLG lift for NOAA on pier security cameras.

Work began on dredge spoil site preparation.

Did some work on main gate operator, replaced micro-switches and fine tuning.

Replaced backflow preventer device on berth 2.

Replaced broken standpipe valve handle and ordered additional replacements.