

AMENDED PORT OF NEWPORT COMMISSION REGULAR MEETING

Tuesday, February 28, 2023, 6:00 p.m.
South Beach Activity Room
2120 SE Marine Science Dr.
Newport, OR 97365

This will be a hybrid meeting, which means you can attend in-person, or you can view the livestream of this meeting on our website: <https://www.portofnewport.com/2023-02-28-commission-meetings-2023-february-28-2023-6-00-p-m>

Anyone interested in making public comment must complete the form on our website and submit it by 11:00 a.m. on Monday, February 27, 2023: <https://www.portofnewport.com/2023-02-28-commission-meetings-2023-february-28-2023-6-00-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.....January 24.....Page 2
- B. Accounts Paid.....Page 6
- C. Approval of Cherry Plant Siding Improvement.....Page 11
- D. Acceptance of SDAO Board Practice Assessment.....Page 12

V. New Business

- A. Employee Recognition – 5 Year Anniversary – Deanna Davis – *Miranda*
- B. **Update on NOAA Dredging Contract** – *Bretz*.....Page 17

VI. Staff Reports

- 1. Director of Finance & Business Services – *Brown*Page 18
 - January Occupancy ReportPage 21
- 2. Director of Operations – *Bretz*Page 22

VII. Commissioner Reports

VIII. Calendar/Future Considerations 2022

- PNWA Mission to Washington.....March 19-23, 2023
- Next Commission Meeting.....March 28, 2023

IX. Public Comment

X. Adjournment

January 24, 2023
6:02 P.M.
Newport, OR

PORT OF NEWPORT COMMISSION MINUTES

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

The Port of Newport Commission met on the above date and time at the South Beach Activity Room, 2120 SE Marine Science Dr., and virtually via Microsoft Teams. In attendance were Commissioners Sylvia, Lackey, Burke, Retherford, and Chuck. Also in attendance were General Manager Paula Miranda, Operations Director Aaron Bretz, Director of Finance and Business Services Mark Brown, and Administrative Assistant Gloria Tucker. Visitors from the public included Paul Zellman.

CONSENT CALENDAR

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

OLD BUSINESS

NOAA Emergency Power Agreement Renewal. Burke introduced the agenda item. Bretz reported this agreement would last several years, but it is not a large expenditure. He noted this is the best qualified company for the best value. He added he is looking for approval to enter into an agreement with ASCO to maintain emergency power, which is a contractual requirement at the NOAA facilities.

MOTION was made by Chuck, seconded by Retherford, to authorize the General Manager, or designee, to sign Proposal No. 129248 from ASCO Power Services.. The motion carried unanimously in a voice vote.

NEW BUSINESS

Approval of Additional Sediment Sample Testing in South Beach Marina. Burke introduced the agenda item. Bretz reported the sampling is for permits for dredging in South Beach. He stated he expects permitting to take a while because the Port is doing an individual consultation on this project. He noted the Army Corps tested for dioxins and furans in their federal project for dredging the channel. He explained they found an elevated level and asked the Port to test samples for it. He indicated testing for this is unusual since they are present in the environment everywhere. Chuck clarified with staff the test is a requirement. Retherford confirmed with staff the Port will know the test results before the next Commission meeting. Sylvia asked how elevated is elevated. Bretz replied more than what is customary was found, but he doesn't know the percentage or context.

MOTION was made by Sylvia, seconded by Lackey, to authorize the General Manager, or designee, to add testing for dioxins and furans to the sampling contract with Advanced Remediation Technologies in an amount not to exceed \$2,500, which includes a 10 percent contingency. The motion carried unanimously in a voice vote.

STAFF REPORTS

General Manager. Miranda reported it's been a quick month. She noted crab season started so staff have been super busy in the Commercial Marina. She stated the good thing is since the Port has started to cross train people, the Port has had more folks to help. She indicated in South Beach one of the complaints staff receive regards lights on the docks. She explained there are pagoda lights that get damaged quite often. Bretz reported the lights were supposed to be replaced by light poles this week, but that hasn't started because there was a water leak in the annex.

Miranda reported most of the NOAA boats are still docked. She noted the Port is still working on issues on permitting, so it doesn't seem like the Port can get the dredging done in the in-water work window. She indicated that includes NIT and NOAA. She added the window closes February 1.

Miranda reported NIT berths are not in that bad of shape and work fine for current users. She noted the cost would be \$1.1 million to dredge NIT, and there may be state and federal dredge funds available in the future. She suggested it wouldn't be a bad idea to hold off on dredging NIT until the Port can take advantage of those funds. She indicated NOAA is a bit different, and there is a contract obligation. She added as soon as the Port gets the permit, the Port may consider borrowing some money from the NOAA account to get it done, like it did for the load centers once that account is paid off. Lackey confirmed with staff each project costs \$1.1 million. Miranda added South Beach dredging will probably cost a little more. Lackey asked if this delay would affect the NOAA contract. Miranda replied she is going to write them a letter explaining the situation.

Lackey asked how long since NIT was dredged. Bretz replied it was dredged last in 2012. He stated his biggest concern is on the shoulders of the approved dredge prism; southeast of the pier is shoaling up a little. Miranda noted the Port does not want to wait until there is a problem. She stated considering the cost and there may be other opportunities to fund this, it makes sense to hold off on NIT dredging.

Miranda reported on improvements to one of the old cherry plant buildings with costs offset by having a tenant. She stated the Port has been discussing street camping with the city police. She noted last summer, customers complained about folks camping on the street, using the RV Park's restrooms, and going through trash. She explained the city passed an ordinance limiting camping that applied to the Port in certain areas. She indicated the Port is working with them to put up 4-hour signs for parking. She added she knows this is a social problem, and she is sympathetic, but the Port has customers to take care of.

Miranda reported the Seafood and Wine Festival is coming back, and the RV Park is sold out except for a few spaces in the dry camp. She noted staff are working on the RV development plan for changes over a three-year period. She indicated, eventually, she will bring the whole plan to Commission.

Miranda reported staff were supposed to move on February 10 to the Administration Building. She stated she received notification on a delay to electrical parts again, which are needed for certification of occupancy. She noted the earliest the equipment arrives is March 6, so everything has been delayed. She indicated Commissioners are welcome to take a walk through at any time. She added dock assignments in the Commercial Marina are going OK.

Miranda reported there were a couple of issues with people who didn't want to move. Bretz stated he knew it would be an issue, so it is expected to have certain folks who want a certain spot that isn't theirs. He noted it has been rectified at the moment.

Miranda reported Port Dock 7 planning is moving forward. She stated she has been talking to Business Oregon on the possibility of getting interim docks while staff are waiting for this project to be completed, four or five years. She noted the floating docks could be used somewhere else afterward. She indicated several Port projects have been added to their state priority list. She added the Port received the pedestals for Port Dock 5.

Miranda reported at some point there will need to be a meeting with the Commercial Fishing Users Group about the city's changes to public parking. She noted staff have expressed the concerns of fishermen at the city meetings. Bretz noted one thing to be aware of for budgeting is how much to spend on enforcement on the Port's parking, in particular the fishing lots the Port leases. He stated if it's more expensive to park in street, people will look to Port properties, and if fishermen see people who aren't supposed to be there, that will cause problems. He added he will make some suggestions on numbers during the budget. Miranda noted the enforcement will impact the fees too.

Miranda reported the repair plan for RORO Dock is another project that will cost a lot of money, \$600,000. She explained, depending on the budget, repairs may have to be done gradually, a few pilings per year. She noted it is another project on the state list. Lackey asked what are the repairs that need to be done. Bretz replied patching and welding around holes. He noted all of them will get ultrasonic tested to find weaknesses. He explained part of the plan is to figure out pile by pile what is needed. He indicated there's about 55 piles there. He added spalling on concrete tresses underneath will have to get addressed as well. Retherford confirmed with staff the repair plan will be submitted to Bretz tomorrow.

Bretz reported as the engineering picture becomes complete, the cost estimate should drop. Lackey asked how long the repairs will last. Bretz replied at the end of everything, the Port will know how long they will last. Lackey asked if there will be any cathodic protection. Bretz replied some already have that, but others need it. Sylvia confirmed with staff this rate of degradation was expected. He asked if it was budgeted for. Bretz replied a financial plan for the repairs was never done before. Miranda noted the Port wants to have plans in place so staff know the costs and can take advantage of opportunities. Miranda indicated finances are on track. She added there were a lot of projects, and a lot to come.

Sylvia stated he is concerned about NOAA. He noted, eventually, their lease will have to go out for bid. Miranda replied she worries about that too. She stated the Port wants to be a good landlord and abide by its agreement. She noted this year there were things that were beyond the Port's control. Sylvia expressed concern about the issue of regulatory costs and their impact. Bretz replied for the next permit, he recommends going after individual consultation. He explained once they approve the project, approval remains for about 10 years. He stated, ideally, the Port should get the project approved. He added he would like to use this approach in all the marinas. He explained that means investing more monies in permitting, but then the Port only has to worry about contracting.

Sylvia asked what Bretz meant in his report that DLCD elected to exercise their discretion to require additional processes for the NOAA project. Bretz replied in a lot of permits there are standards, if you meet, they can give you a programmatic opinion. He explained that is supposed to keep things moving along. He stated DLCD previously gave a ruling the NOAA project met the requirements, and the Port didn't have to go back and get additional approvals. He noted this time,

they questioned if the dredge pipe impacts eel grass. He emphasized the Port doesn't believe this project ever has affected eel grass. He indicated they think in order to be true to their regulations, the Port needs extra approvals. Discussion ensued on the permitting process and timing. Miranda added it may be a legislative issue to lessen delays. Bretz stated it is helpful to have statutory deadlines. He added eel grass is an extremely important part of the ecosystem, and people need to protect it. Discussion ensued on lobby efforts regarding these issues.

ADJOURNMENT

Having no further business, the meeting adjourned at 6:54 p.m.

Entry No.	Posting Date	Document No.	Vendor Name	External Document No.	Line Funds	Original Amount
154716	1/31/2023	EFT0186	DE LAGE LANDEN **EFT** FINANCIAL SERVICES, INC	78685707	100	640.00
151404	1/30/2023	EFT0181	Windcave	2127548	100	175.00
162129	1/27/2023	EFT0189	ADP, Inc.	623751972	100	128.42
158728	1/27/2023	11144	WHA Insurance Agency Inc	POLICY # 38P16278	100	21,724.00
158724	1/27/2023	11144	WHA Insurance Agency Inc	RENEWAL-HULL & MACHINARY	100	13,471.77
158720	1/27/2023	11144	WHA Insurance Agency Inc	RENEWAL	100	153,460.00
158715	1/27/2023	11143	Suburban Propane	1568-168783	100	492.80
158710	1/27/2023	11142	OR Dept of Environmental Quality	UST23-01091	100	650.00
158705	1/27/2023	11141	Hyak	35271	100	21,488.59
158700	1/27/2023	11140	Business Oregon - IFA	65541 2022 02	100	2,083.33
158695	1/27/2023	11139	AVS Elevator LLC	.6171	500	643.41
158661	1/27/2023	11138	David Little	TRAVEL REIMBURSEMENT	100	185.00
158654	1/27/2023	11137	Zebulen Thomson	TRAVEL REIMBURSEMENT	100	381.50
158641	1/27/2023	11136	Verizon Wireless	9925171023	100	516.22
158636	1/27/2023	11135	Special Districts Association of Oregon	122022-2418	100	95.00
158631	1/27/2023	11134	Newport Rental Service	149931	100	91.84
158626	1/27/2023	11133	Newport Fab Shop	1155	100	1,870.68
158621	1/27/2023	11132	Mobile Modular	2376785	100	380.00
158616	1/27/2023	11131	Lincoln County Historical Society	6661	100	253.00
158611	1/27/2023	11130	Les Schwab Tire Center Inc	7250540982	100	1,899.03
158606	1/27/2023	11129	KPFF	456197	100	36,983.03
158601	1/27/2023	11128	Kings III of America LLC	2364726	100	157.83
158588	1/27/2023	11127	Englund Marine Supply Co Inc	4715/6	100	42.12
158580	1/27/2023	11127	Englund Marine Supply Co Inc	312323/6	100	398.95
158576	1/27/2023	11127	Englund Marine Supply Co Inc	4760/6	100	205.94
158571	1/27/2023	11126	Dahl Disposal	308252	100	146.45
158567	1/27/2023	11126	Dahl Disposal	308406	100	259.55
158562	1/27/2023	11125	Copeland Lumber Yards Inc	2301-140879	100	9.99
158557	1/27/2023	11124	Bill's Pest Control LLC	33298	500	270.00
158552	1/27/2023	11123	Barrelhead Supply Inc	329725	100	55.98
158548	1/27/2023	11123	Barrelhead Supply Inc	329724	100	99.52
158544	1/27/2023	11123	Barrelhead Supply Inc	329779	100	10.97
158539	1/27/2023	11122	Amazon Capital Services Inc	144N-333X-CYNC	100	356.98
158535	1/27/2023	11122	Amazon Capital Services Inc	191H-YNNQ-3TCH	100	930.29
158531	1/27/2023	11122	Amazon Capital Services Inc	1JPT-7PMT-13L9	100	128.98
158527	1/27/2023	11122	Amazon Capital Services Inc	1X7J-GCR9-6NGX.	100	8.95
158523	1/27/2023	11122	Amazon Capital Services Inc	1X7J-GCR9-6NGX	100	8.95
158516	1/27/2023	11095	Century Link	541-574-1053 245B 2022 01	100	41.17
151309	1/26/2023	EFT0177	Central Lincoln PUD**EFT**	12 2022 2069	100	740.87
155975	1/20/2023	EFT0188	VOYA-OREGON SAVINGS GROWTH PLAN	PPE 01/15/23	100	1,755.00
155970	1/20/2023	EFT0187	OR Dept of Revenue-Garnishments	PPE 01/15/2023	100	200.00
154921	1/19/2023	11092	Sierra Springs	21798087 010723	100	42.20

154910	1/19/2023	11091	Englund Marine Supply Co Inc	310762/6	100	25.09
154899	1/19/2023	11090	Newport News Times	DEC 2022	100	183.85
154894	1/19/2023	11089	Western Fishboat Owners Association	2023 MEMBERSHIP	100	100.00
154889	1/19/2023	11088	Brandon Reed	REIMBURSEMENT 11/10	100	89.99
154880	1/19/2023	11087	Mark Brown	REIMBURSEMENT 1/11/2023	100	215.80
154875	1/19/2023	11086	4imprint, Inc	10771292	100	505.26
154870	1/19/2023	11085	Industrial Credit Service	17SC19339 PPE 1/15/22	100	413.75
154845	1/19/2023	11084	MASA	1435463	100	154.00
154840	1/19/2023	11083	Power Motors Inc	FOCS259116	100	291.76
154835	1/19/2023	11082	Newport Rental Service	149676	100	87.44
154830	1/19/2023	11081	Mobile Modular	2372939	100	1,200.00
154825	1/19/2023	11080	IconiPro Security Alarms Inc	42109	100	306.45
154820	1/19/2023	11079	Harvey's Lock & Key Service	23747	100	95.00
154815	1/19/2023	11078	Enterprise Marine LLC	2023-101	100	634.50
154810	1/19/2023	11077	Englund Marine Supply Co Inc	4521/6	100	381.43
154805	1/19/2023	11076	Englund Marine Supply Co Inc	4381/6	100	73.50
154800	1/19/2023	11075	Englund Marine Supply Co Inc	4282/6	100	35.32
154795	1/19/2023	11074	Englund Marine Supply Co Inc	D09579/6	100	46.87
154790	1/19/2023	11073	Englund Marine Supply Co Inc	3947/6	100	77.34
154785	1/19/2023	11072	DOWL	2621.80022.01 - 1	100	637.50
154780	1/19/2023	11071	City of Newport Room Tax	2022 12 TRANSIENT TAX	100	1,375.01
154775	1/19/2023	11070	Century Link	5412654235 840B 2022 12	100	41.17
154770	1/19/2023	11069	Copeland Lumber Yards Inc	2301-137282	100	46.47
154765	1/19/2023	11068	Barrelhead Supply Inc	329454	100	376.82
154760	1/19/2023	11067	Barrelhead Supply Inc	329420	100	396.71
154755	1/19/2023	11066	Barrelhead Supply Inc	329234	100	146.92
154750	1/19/2023	11065	Amazon Capital Services Inc	1WGT-M4DF-MXDP	100	28.37
154745	1/19/2023	11064	Amazon Capital Services Inc	17RV-PC3H-GYD3.	100	48.88
154740	1/19/2023	11063	Amazon Capital Services Inc	17RV-PC3H-GYD3	100	48.88
154735	1/19/2023	11062	Alsea Bay Power Products Inc	377293	100	450.49
154640	1/19/2023	EFT0185	Carson Oil Co Inc**EFT**	OD-1143983	100	1,210.12
151304	1/15/2023	EFT0176	Carson Oil Co Inc**EFT**	CP-00427417	100	193.86
151299	1/13/2023	EFT 0174	Direct TV**EFT**	046543116X221230	100	441.48
152718	1/12/2023	11055	Special Districts Insurance Services	38P16278-191 Q1	100	66,675.50
152703	1/12/2023	11054	Special Districts Insurance Services	03-0016278 02 2022	100	23,773.84
152697	1/12/2023	11053	Industrial Credit Service	17SC19339 01/23	100	439.02
152692	1/12/2023	11052	Vertiv Corporation	13171963	100	1,335.00
152687	1/12/2023	11051	TWGW Inc NAPA Auto Parts	004276	100	166.69
152682	1/12/2023	11050	Thompson's Sanitary Service Inc	12 2022 22644	100	675.30
152678	1/12/2023	11050	Thompson's Sanitary Service Inc	12 2022	100	2,691.52
152674	1/12/2023	11050	Thompson's Sanitary Service Inc	12/2022	100	1,986.21
152670	1/12/2023	11050	Thompson's Sanitary Service Inc	12514 12/2022	100	3,397.60
152665	1/12/2023	11049	Streamline	AC7COFE6-0026	100	450.00

152661	1/12/2023	11049	Streamline	AC7C0FE6-0025	100	450.00
152657	1/12/2023	11049	Streamline	AC7C0FE6-0024	100	450.00
152653	1/12/2023	11049	Streamline	AC7C0FE6-0022	100	450.00
152649	1/12/2023	11049	Streamline	AC7C0FE6-0021	100	450.00
152644	1/12/2023	11048	Staples Advantage	8068770498	100	102.23
152639	1/12/2023	11046	RentPrep Enterprise	8426	100	44.85
152634	1/12/2023	11045	Platt Electric Supply Inc	3M58043	100	50.65
152630	1/12/2023	11045	Platt Electric Supply Inc	3099917	100	680.87
152625	1/12/2023	11044	Orkin	238413040	100	75.00
152620	1/12/2023	11043	National Association of State Agencies for Surplus Property	19440	100	39.00
152615	1/12/2023	11042	Robert or Mary Marsh	REFUND	100	1,503.92
152610	1/12/2023	11041	Suburban Propane	168358	100	369.71
152605	1/12/2023	11040	MacPherson, Gintner & Diaz	82582	100	2,587.50
152598	1/12/2023	11039	Lincoln County Public Works	6379	100	253.38
152593	1/12/2023	11038	KOPIS	PCINV07113	100	7,312.50
152588	1/12/2023	11037	Integrity Data	CB08778	100	847.00
152581	1/12/2023	11036	IconiPro Security Alarms Inc	42171	100	261.96
152576	1/12/2023	11035	Hyak	35070	100	6,504.00
152571	1/12/2023	11034	Ground FX Landscape Management LLC	32868	100	345.00
152566	1/12/2023	11033	Englund Marine Supply Co Inc	4088/6	100	443.12
152561	1/12/2023	11032	Edge Analytical Inc	22-36695	100	231.75
152556	1/12/2023	11031	Dahl Disposal	307536	100	830.10
152551	1/12/2023	11030	Coastal Paper & Supply Inc	615683	100	753.68
152546	1/12/2023	11029	Civil West Engineering Services, Inc	2204.254.003	100	1,108.00
152541	1/12/2023	11028	Cedar Creek Quarries Inc	0125202-IN	100	1,774.03
152530	1/12/2023	11027	Bay Area Enterprises Inc	9066	100	14,981.83
152525	1/12/2023	11026	Barrelhead Supply Inc	329313	100	67.29
152520	1/12/2023	11025	Astound CoastCom By Wave	121313501-0009913	100	1,515.97
152515	1/12/2023	11024	Amazon Capital Services Inc	1CMX-HCT9-1KM1	100	116.70
152511	1/12/2023	11024	Amazon Capital Services Inc	1KP1-PKPC-CLD1	100	101.38
152507	1/12/2023	11024	Amazon Capital Services Inc	1L1W-H969-9VH1	100	145.00
152502	1/12/2023	11023	Alsco Inc	LPOR2934557	100	32.95
152498	1/12/2023	11023	Alsco Inc	LPOR2941677	100	32.95
151790	1/10/2023	EFT0184	Direct TV**EFT**	050332923X221226	100	798.06
151409	1/9/2023	EFT0182	Asure - EFT***	01/05/2023	100	25,615.72
151324	1/9/2023	EFT0180	Washington State Support Registry	PPE 12/31/22 7236957552650105	100	200.00
151319	1/9/2023	EFT0179	OR Dept of Revenue-Garnishments	326778818030 PPE 12/31/2022	100	50.00
151314	1/9/2023	EFT0178	OR Dept of Revenue-Garnishments	1-677-01-488 PPE 12/31/2022	100	355.44
151294	1/9/2023	70984718048E	Astound CoastCom By Wave	121313501-0009859	100	1,515.97
151289	1/9/2023	70984718048D	Astound CoastCom By Wave	121313501-0009805	100	1,515.97
151284	1/9/2023	70984718048C	Astound CoastCom By Wave	121313501-0009745	100	1,515.97
151279	1/9/2023	70984718048B	Astound CoastCom By Wave	121313501-0009691	100	1,515.97
151274	1/9/2023	70984718048	Astound CoastCom By Wave	121313501-009636	100	1,515.97

142608	1/6/2023	EFT0175	OR Dept of Revenue-Garnishments	7236957552650105	100	200.00
142594	1/6/2023	EFT0174	VOYA-OREGON SAVINGS GROWTH PLAN	PPE 12/31/2022	100	1,755.00
134143	1/5/2023	11022	City of Newport Room Tax	PON TRANSIENT TAX NOV	100	4,383.49
134133	1/5/2023	11021	Eaton Corporation	61116200.	100	109,678.37
134127	1/5/2023	11021	Eaton Corporation	61116200	100	4,260.29
134109	1/5/2023	11020	Eaton Electrical power	61116200.	100	109,678.37
134103	1/5/2023	11020	Eaton Electrical power	61116200	100	4,260.29
134090	1/5/2023	11019	Verizon Wireless	9922790513	100	525.84
134085	1/5/2023	11018	ULINE	79438584	100	12,023.04
134080	1/5/2023	11017	T & L Septic & Chemical Toilet Service	160173	100	85.00
134076	1/5/2023	11017	T & L Septic & Chemical Toilet Service	160172	100	85.00
134072	1/5/2023	11017	T & L Septic & Chemical Toilet Service	160171	100	85.00
134068	1/5/2023	11017	T & L Septic & Chemical Toilet Service	160170	100	85.00
134064	1/5/2023	11017	T & L Septic & Chemical Toilet Service	160169	100	320.00
134060	1/5/2023	11017	T & L Septic & Chemical Toilet Service	1601618	100	340.00
134055	1/5/2023	11016	Spiro Landscapes Inc	00027728	100	460.00
134051	1/5/2023	11016	Spiro Landscapes Inc	000277729	100	990.00
134046	1/5/2023	11015	Rick Mabe	REIMBURSEMENT	100	81.95
134041	1/5/2023	11014	Quadient Finance USA Inc	ACT # 8887	100	400.00
134036	1/5/2023	11013	Pioneer Connect	113823 2023 01	100	227.16
134032	1/5/2023	11013	Pioneer Connect	115083 2023 01	100	41.76
134028	1/5/2023	11013	Pioneer Connect	1597375 2023 01	100	181.22
134019	1/5/2023	11012	Pacific Source Administrators Inc	P02559 2022 12	100	135.00
134014	1/5/2023	11011	Pacific Habitat Services Inc	1-7392-05.	100	192.00
134010	1/5/2023	11011	Pacific Habitat Services Inc	1-7390-03	100	587.25
134006	1/5/2023	11011	Pacific Habitat Services Inc	1-7391-05	100	311.25
134001	1/5/2023	11010	OR Dept of Consumer & Business Svcs	00122121500620/SITE 016442	100	197.12
133982	1/5/2023	11009	TCB Security Services Inc.	242629	100	12,309.00
133977	1/5/2023	11008	Suburban Propane	1568-108687	100	214.01
133972	1/5/2023	11007	Newport Fab Shop	1145	100	3,558.52
133967	1/5/2023	11006	Local Ocean Seafoods Inc	PON CATERING	100	2,542.00
133962	1/5/2023	11005	Ground FX Landscape Management LLC	32671.	100	1,865.00
133957	1/5/2023	11004	First Interstate Bank MC	1335 PM 12/22/22	100	6,801.35
133953	1/5/2023	11004	First Interstate Bank MC	1343 AB 12/22/22	100	985.00
133949	1/5/2023	11004	First Interstate Bank MC	1350 MB 12/22/22	100	1,774.94
133945	1/5/2023	11004	First Interstate Bank MC	8643 GT 12/22/22	100	55.30
133941	1/5/2023	11004	First Interstate Bank MC	3459 DM 12/22/22	100	278.19
133937	1/5/2023	11004	First Interstate Bank MC	0302 KR 12/22/22	100	136.26
133932	1/5/2023	11003	Englund Marine Supply Co Inc	D06922/6	100	37.50
133927	1/5/2023	11002	Builders FirstSource Inc	65456294	100	25.78
133922	1/5/2023	11001	Associated Cleaning Services Inc	55025	100	320.00
133917	1/5/2023	11000	Amazon Capital Services Inc	1CQ4-6DLH-PQDJ	100	299.00
133913	1/5/2023	11000	Amazon Capital Services Inc	11J3-HM3G-7J73	100	508.50

133909	1/5/2023	11000	Amazon Capital Services Inc	14CN-TQNW-RJDQ	100	71.87
133904	1/5/2023	10999	AlSCO Inc	LPOR2948415	100	32.95
133789	1/5/2023	EFT172	First Interstate Bank**EFT**-Debt Svc	129700956 11 2022	100	5,105.31
133635	1/5/2023	EFT171	City of Newport Water**EFT**	12/1/22-12/31/22	100	10,716.03
133630	1/5/2023	EFT170	DE LAGE LANDEN **EFT** FINANCIAL SERVICES, INC	78404203	100	640.00

NEW BUSINESS

DATE: February 2, 2023
RE: Newport Fab Shop Change Order
TO: Paula Miranda, General Manager
ISSUED BY: Aaron Bretz, Director of Operations

BACKGROUND

After revealing the studs beneath the existing siding and the header on the north wall in the Newport Fab Shop building and finding rot, it was apparent that we needed to replace a 4X6 header, and rebuild the north wall section. The additional work and materials amounted to \$15K.

DETAIL

The original amount of the work was under \$50K, and has previously been reported on, but this additional work will move the project just above that mark. The contract was for \$43,500, with the additional work, the total amount owed will be \$58,500.

This is absolutely necessary; the building was originally finished without adequate insulation between the siding and the sheeting, which resulted in rot due to prolonged exposure to regular weather.

RECOMMENDATION

I RECOMMEND A MOTION TO AUTHORIZE THE GM OR HER REPRESENTATIVE TO CHANGE THE SCOPE OF THE ORIGINAL SIDING CONTRACT TO INCLUDE WORK AMOUNTING TO \$58,500.

DATE: January 28, 2023

TO: Gloria Tucker, Administrative Assistant

SUBJECT: Consultant's Impressions and Recommendations
Board Practices Assessment
Conducted January 24, 2023

FROM: Roy Emery
SDAO Consulting Services

It was a pleasure meeting with the Port of Newport Board of Directors and staff members and conducting the Board Practices Assessment. Accompanying this memo is your board's **Assessment Summary**. I trust that you will find that it accurately reflects what was discussed and that it paves the way for continued discussion and follow-up actions as appropriate.

Your **Consultant's Impressions and Recommendations** are outlined below. We discussed in our meeting the importance of reviewing these documents at your next board meeting and taking action on "flags". SDAO will do a 60-day follow-up to check progress and offer additional consulting support if desired. Again, please extend to your board members my sincere appreciation for participating in the Board Practices Assessment.

Impressions

All Board members and the Port of Newport Manager, Paula Miranda, were present for the BPA. I must say I am totally impressed with the relaxed atmosphere, respectful discussion and the respect shown between the Board members and staff. Many kudos! It took a lot of effort to get to this point and I trust the time and effort to maintain this relationship will remain a priority.

There is general consensus that the Board is in the 'green' for all key performance areas. Policies and procedures are in place to ensure there is consistent review, modification, and evaluation to ensure the desired outcome is achieved. I use the term 'general consensus' in that my perception of several discussions could indicate there may be some caution regarding potential compliance challenges and resilience. Primarily the caution rating results from regulations that change (without funding) and the simple fact is there are more projects than funding to accomplish everything.

Recommendations

I do not have any recommendations other than to continue with the initiatives you have in place and to continue looking toward the future to plan for organizational growth & service delivery. While I mention several areas were green to yellow, the Board is extremely conscious of finding the critical pathway in initiating any project they take on. This practice can only benefit the Port of Newport in the long run and ensures wise expenditure of funds.

SPECIAL DISTRICT BOARD PRACTICES ASSESSMENT

Port of Newport

**Board: Jim Burke, President; Gil Sylvia, Vice President; Walter Chuck, Sec/Treasurer; Kelley Retherford, Jeff Lackey;
Port of Newport Manager Paula Miranda**

KEY PERFORMANCE AREAS	RATING			ASSESSMENT
	Good	Caution	Danger	
Board Duties and Responsibilities				
Adherence to standards of good stewardship				Stewardship of public resources is important to each Board member; each comes from a different background/different lens/ helps build good decisions. Listen and hear each viewpoint to determine correct course.
Demonstration of good governance practices				On boarding by Port manager; SDAO training sessions; kindness and respect each Board member has for each other.
Operational Compliance				
Overall regulatory compliance				Good; have audits in place to ensure compliance. The challenge is new regulations.

Timeliness of compliance reporting				Reports are completed/submitted on time.
Potential compliance challenges				Fed/environmental requirements can be a challenge; Difficult to address all needs (International terminal, sport fishing, commercial fishing, tourism, etc.). Costs one of the biggest hurdles.
Budget and Finance				
Consistency in budgeting to meet needs				Sound practices in place and effective use of technology to meet needs.
Soundness of financial practices				Strategic Plan in place and utilized; looking for ways to expand revenue and maximize effectiveness of dollars spent.
Customer Relations				
Management of service problems				Utilize user groups to help with communications; social media; Board meetings
Improvements to customer service				Paula has done great job in preparing staff to respond to service needs; explaining rationale for increase of fee/what the money funds.
Personnel Administration				
				Challenge to fill positions/find people who

Staff morale and work climate				will stay; Board increase pay & benefits which helps to keep staff & keep moral high.
Management of employee performance				Utilize tech – automatic notification for evaluation; online form; keeps people on track.
Alignment of positions with work assignments				Providing training and cross training to staff.
Policies and Procedures				
Soundness of administrative policies				Employee handbook updated; policy review; done well in explaining need/reason.
Consistency between work practices and policies				Area of focus; ensure policy is followed.
Efficiency of staff and work systems				Providing training positive impact on moral.

NEW BUSINESS

DATE: February 23, 2023
RE: NOAA MOC-P Dredging
TO: Paula Miranda, General Manager
ISSUED BY: Aaron Bretz, Director of Operations

BACKGROUND

The contractor who presented the best value to the Port for dredging NOAA MOC-P during the next available opportunity was Bergerson Construction. We prefer to get the dredging done at the start of the dredging window in the chance that we can catch the pier while it's relatively empty to get the berths dredged. Unfortunately, the return of the Pacific Fleet for maintenance coincides with the Start of the in-water work window, which means the pier is busiest at the time when we need it empty.

Bergerson Construction is working diligently to shuffle resources to get this project completed early in the window and within their projected cost. But this is problematic due to other projects ongoing in the State.

DETAIL

We have not yet worked out a timeline that we can put into writing. I have set up meetings with the permitting agencies again to see if we can move this work to the shoulders (outside) of the in-water work window, but we are skeptical that we are going to be successful in that effort.

In a worst-case scenario for the Port, we could rebid the work, but I anticipate an increase to the project cost by 50% due to additional mobilization for the work. The state's dredge doesn't get deep enough to perform this project, so going to them is not really an option to conform to the State's in-water work window.

The pinch in time and/or increase in cost is being created by the shrinking of in-water work windows both in Yaquina Bay and in other estuaries of the State at the same time. The projects that have to be completed can't be lined up consecutively because we are running out of time, so the only remedy is to bring more dredging companies in to dredge all at once. The result is much higher mobilization costs, particularly for ports in rural areas such as Newport and Bandon.

At the state level, we need someone to provide more balance on the side of the overall public good where environmental impacts are being weighed.

We are still working on the situation, and I will provide more information as it becomes available.

This is an informational report; no action is needed at this time.



FINANCE DEPARTMENT MONTHLY REPORT

DATE: 28 February, 2023
PERIOD: July 1 to January, 2023
TO: Paula Miranda, General Manager
ISSUED BY: Mark Brown, Director of Finance and Business Services

Final Financial Reports are included through January of 2023. The Staff Accountant (modified from Accounting Supervisor) has been out for more than 2 weeks, so I cannot say these are final, but are close to it, Cash will no be correct.

Issues of Importance

Financial/ERP System/PacSoft

- KOPIS, our Integrator, is working to fully integrate PacSoft with Business Central, at this point, we are just waiting for deployment.
- 1614 reservations have been made online.
- The Commercial Marina has started processing boat loading and unloading using tablets.
- Billing for lot storage and Transient Moorage was behind, it is now caught up.
- There are two issues to be resolved prior to March 1:
 - Online Reservations – if a customer makes a reservation and stops at as they are about to input their Credit Card, the reservation remains in the system (the reservation should be cancelled at this point). Although we have developed a report to catch this, they customer should pay their entire balance owed at the time the Online reservation is made.
 - Last issue – PacSoft exports data that is to be imported into Business Central. When the Journal entry is developed it does not balance correctly, the unearned revenue posts at the end of the month, the remainder of the income on the ending date of the stay with the Port. This causes Port staff to adjust the dates prior to posting. This will be resolved with the integration mentioned in the first bullet.
- Business Central is up running, no current issues have been reported.
- 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's

- The RV Park spaces are nearly sold out through the summer months.
- Rather than rent all spaces to 6 month or annual, we have set aside 98 (on average) spaces in the summer for reservations that are 1 month or

less in order to maximize revenues.

- The RV Park is sold out for the Newport Seafood and Wine Festival, we should review the amount of surcharge for this weekend (we may want to increase the surcharge).
- Calls have picked up in the RV park for those looking for reservations throughout the summer (through August). However, we are only taking bookings six (6) months in advance, this stays in line with the policy for the Marina.
- A plan is being developed to reduce the number of long-term campers (summer) as well as the discount rate received by these campers.
- We have placed an advertisement for a RV camp host and received interest from three parties.

Budget Update

- The 2023-24 Budget work will be complete shortly, the first budget committee meeting will be in April.
- Introductory packets have been sent out to the new Budget Committee members.

Employee Handbook

This is being delayed, there is a new law - Oregon Paid Leave, which needs to be incorporated. With the Legislature in session, new laws may be passed that would need to be incorporated into the manual. After this 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 January 2023 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.

**General Operating Fund
Balance Sheet**

As of January 31, the Port General Fund had a cash balance of **\$3,326,694; \$1,140,000 is restricted and can be used only for the Rogue Seawall (State of Oregon Grant), leaving an available cash balance of \$2,186,694. Business Oregon has reimbursed the Port for all expenses submitted and requested that are related to the new building.

** Although Business Oregon has paid the Port, the payment of \$446,153 is not reflected in the cash balance, raising the total cash to \$3,772,847, and available, non-restricted to \$2,733,623.

The Accounting Supervisor has been out for the past 2 ½ weeks, due to this no financial reports are given. Mark Brown is working on finish up the required documents to finish the Audit.

Due to the Accounting Supervisor being out, I have brought on board a Temporary staff member from NOWCFO that can do the work that the Accounting Supervisor was to do.

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RV Park & Recreational Marina

Occupancy Report

Date: February 8, 2023

RE: January month ending 31st, 2023

Issued By: Neva Rogers, RV Park and Marina Supervisor

Occupancy in the RV parks remained steady with extended stays for the winter months and with construction in the area, it has added some additional stays. Daily travelers have tapered off with multiple storms in the region. Moorage has been light due to the season and storms, crabbing is still going on with recreational boaters, so some sales have occurred, but light. Reservations are going strong for the upcoming year, we look forward to a lot of new guests and boaters coming in.



DIRECTOR OF OPERATIONS REPORT

DATE: 2/22/2023
PERIOD: January 2023-February 2023
TO: Paula J. Miranda, General Manager
ISSUED BY: Aaron Bretz

OVERVIEW DIROPS

Summary:

With crab season underway, on the north side we've focused on lot cleanup while keeping the Hoist Dock running. It's been a month with a lot of water leaks, and the crew has stayed busy both in South Beach and in the Commercial Marina repairing broken pipes and fittings. There was a burst pipe in the RV Park Annex as well that the crew repaired, and saved the cost of a plumber/excavator. Began outreach work on the Port Dock 7 rebuild.

Detail:

- **Army Corps CAP Section 107 Project (Commercial Marina Channel Dredging)**
Provided title reports and other information on Port Property to identify acceptable sites for eelgrass mitigation work.
- **Admin Building**
April 13 is the delivery date for components of the power panels; the building will not be ready before those components are installed.
- **RORO Dock Piling Assessment**
Additional cathodic protection was determined not to be necessary. The most vulnerable area under this section of the pier is the section of pilings above the splash zone to the bottom of the pier. We have requested additional ultrasonic testing in these areas, and that will commence February 27th.
- **Port Dock 7 Planning**
Held the Commercial Fishing focus group session; next we are meeting with tenants in the Port Dock 7 area this week to get their input on what they need in the future of Port Dock 7.
- **Port Dock 5C Repair / Port Dock 5 Rewiring**
Perparing to put the job out to bid. The slips at the end of Port Dock 5C has been repaired after having been completely broken by sealions.

- **Dredging**

We are still awaiting our permits for the NOAA MOC-P Facility. I am going to go ahead and open up a conversation with ODFW about the possibility of getting this dredging done out of the window due to the challenges we face with ship schedules and contractors.

Still awaiting the results from the additional sampling out of South Beach that was authorized last meeting.

- **South Beach Dock Lighting**

Installed poles and new lights on C, D, and E Docks in South Beach; we're trying this approach .

Newport International Terminal- Don Moon, Supervisor

Billable Services Performed this Period (JAN)

Forklift – 67.89 hrs

Moorage – 94 Days

30 Ton Hydraulic Crane – 53.5 hrs

Hoist Dock Tie Up – 59.5hrs

Labor – 110hrs

120V power – 0 hrs

Other Overtime Billed 0hrs

208V power – 105 Days

Commercial Marina / South Beach Marina Harbormaster- Kody Robinson

Billable Services Performed this Period:

South Beach Marina:

We had 13 launches for a total of \$117

First set of Grating has been installed on F-dock, next set of grating is cut and ready to be installed on E-dock. Grating is done on Both Docks

New dock lighting system parts are coming in so installation should start in the next week, and will be starting with A-dock. Got delayed with emergency repairs in Annex and bursted lines on fish tables. Will try again in the coming weeks when fully staffed.

Work has begun on Cherry Plant building where Newport Fab is renting. Siding is in progress and roof should be complete by the end of this week 1/17/23. Project is complete.

Minor repairs are being done in annex rv park to try and keep up with outdated electric hardware, and sewer infrastructure. We will be installing a new type of temporary pedestal to replace extremely damaged/old gear to see how they hold up and work.

New light poles for marina office are complete, will be installing when time allows.

Dock light pole gear and brackets are done, will be installing when time allows.

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.

New John Deere Gator will arrive in April.

Ordered Backhoe and Sweeper attachments for tractor.

Commercial Marina:

Repair has been made to PD5 water main. Waiting on materials to repair the end of 5A. 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. Will be installing new LED Flood light at PD7 for safety and security.

Will be getting bids for the oil room roof, shop roof and windows, and public bathroom roof repair. Gear lot is almost

Staffing:

We have the south beach crew coming to the commercial marina to give a hand and do cross training which is working out very well. Some staff will also be going out to the terminals as well so that we make sure that all departments don't get behind and when help is needed. We are looking at condensing seasonal positions into a fulltime position.

Port Budget:

Planning to hopefully finalize certain numbers so that projects can be started. We are getting numbers together for various projects across the board to ensure as accurate as possible numbers, but with inflation rising it will be a hard push to have good numbers in another 6 months.

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

Vessels Using the Facility Since My Last Report – NOAA vessels Hi'ialikai, Oscar Dyson, Okeanos Explorer, Bell M. Shimada, Fairweather, R/V Elakha, R/V Sikuliaq.

Cleaning up landscaping along fence perimeter & parking areas.

Automatic Transfer Switch (Part of the emergency generator system) annual service and maintenance with ASCO.

Boiler Annual Service and Inspection with Proctor Sales.

Replaced main entry gate chain and had Metro Access service.

AVS Quarterly elevator service and inspection.