

PORT OF NEWPORT REGULAR COMMISSION MEETING AGENDA

Tuesday, January 23, 2018, 6:00 p.m.
South Beach Activities Room
2120 SE Marine Science Drive, Newport, OR 97365

I. Call to Order 6:00 pm

II. Changes to the Agenda

III. Public Comment..... 6:02 pm

IV. **Consent Calendar** 6:08 pm

 A. Minutes

 1. Commission Work Session & Executive Session
 12/15/2017p 3

 2. Regular Commission Meeting & Executive Session
 12/19/2017p 9

 3. Commission Work Session & Executive Session
 1/10/2018p 15

 B. Resolution 2018-01 Naming a Registered Agentp 17

 C. Resolution 2018-02 Amending the Commercial Fishing Users Group
 Committee Membership.....p 19

 D. Siuslaw Broadband – Security Camera Annual Maintenance (\$7700)p 21

 E. Leisure Interactive – Annual Renewal Hercules (\$6300).....p 25

 F. SDIS Liability & Property Insurance (\$150,396)p 27

 G. Servco Pacific Marine Insurance (\$38,506.64).....p 29

 H. Andersen Construction - Lot Leasep 31

 I. Declaration of Surplus Property.....p 39

 J. Approve Budget Committee, Officers and Calendarp 41

 K. Financial Reportsp 43

V. Correspondence/Presentations 6:12 pm

 A. Commercial Fishing Users Group Committee.....p 57

 1. Minutes January 8, 2018 (draft)

VI. Old Business 6:19 pm

 A. Items Removed from Consent Calendar

 B. Accounts Paidp 63

VII. New Business

 A. 2018 Annual Report (ORS 777.140)p 67

 B. Resolution Setting Rates, Fees and Charges (ORS 294.160)p 71

 1. 2017-18 Setting Rates, Fees & Charges

 C. Travel Expenses for General Manager Candidate Finalists

VIII. Staff Reports 6:29 pm

 A. Staff Accountantp 89

 1. December 2017 Occupancy Reportp 91

 B. General Manager Pro-Temp 93

 1. TCB Public Safety Report for December 2107 (not yet
 available)

 2. Greater Newport Area Vision 2040p 99

IX. Commissioner Reports..... 6:35 pm

- X. Calendar/Future Considerations..... 6:40 pm
 - A. 2/8 – 2/11/18 SDAO Annual Conference.....p 133
 - B. 2/01/18 Ardor Adventures Love Run Love Race
 - C. 2/19/18 President’s Day, Port Office Closed
 - D. 2/22 – 2/25/18 Seafood & Wine Festival
 - E. 2/27/18 Regular Commission Meeting
 - F. Schedule a Work Session to discuss NIT Policies and customer needs.
- XI. Public Comment.....6:42 pm
- XII. Adjournment6:48 pm

**all times are approximate*

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

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

Link for directions to the RV Park Activity Room: <http://portofnewport.com/rv-parks/map.php>

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PORT OF NEWPORT MINUTES
December 15, 2017
Commission Work Session & Executive Session

I. CALL TO ORDER

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

Commissioners Present: Walter Chuck (Pos. #1); Sara Skamser (Pos. #2); Stewart Lamerdin (Pos. #3), Secretary/Treasurer; Jeff Lackey (Pos. #4), Vice President; and Patricia Patrick-Joling (Pos. #5), President.

Management and Staff: Aaron Bretz, General Manager Pro Tem; Mark Harris, Staff Accountant; and Karen Hewitt, Administrative Assistant.

Members of the Public and Media: Mark Elston, Hampton Lumber; Steve Beck, Newport Resident; Rex Capri, Newport Resident; Jim Cline, Rogue; Dietmar Goebel, Newport City Council; Yale Fogarty, ILWU; Barrett Tower, ILWU; Pat Ruddiman, ILWU; and Evan Hall, Rondys Inc.

A motion was made by Lackey and seconded by Skamser to enter into Executive Session pursuant to ORS 192.660(2)(f) and ORS 192.660(2)(h) to consider information or records that are exempt from disclosure by law, including written advice from the Port's attorney, and to consult with the Port's attorney regarding legal rights and duties in regard to current litigation or litigation that is more likely than not to be filed, respectively. The motion passed 5 – 0.

Commissioners Present: Walter Chuck (Pos. #1); Sara Skamser (Pos. #2); Stewart Lamerdin (Pos. #3), Secretary/Treasurer; Jeff Lackey (Pos. #4), Vice President; and Patricia Patrick-Joling (Pos. #5), President.

Management and Staff: Aaron Bretz, General Manager Pro Tem; Mark Harris, Staff Accountant; Pete Gintner, Port Attorney; and Karen Hewitt, Administrative Assistant.

Members of the Public and Media: None.

No decisions were made in Executive Session.

A motion was made by Skamser and seconded by Chuck to end the Executive Session. The motion passed 5 – 0.

Executive Session was adjourned at 12:35 pm

II. CALL TO ORDER

Commission President Patricia Patrick-Joling reconvened the Work Session of the Port of Newport Board of Commissioners at 12:38 pm, at the South Beach Activities Room, 2120 SE Marine Science Drive, Newport, OR, 97365.

III. PUBLIC COMMENT

Capri said that at the last meeting he had asked if there was any new interest in the Newport International Terminal (NIT). He was told about three parties, which he didn't think sounded like a lot. He asked what the Port was doing to generate more interest. Bretz said the Port advertises in publications. There is a standard list of publications. This is no change from previous years; the Port is marketing in a similar way. The only addition was an ad in the Newport News-Times congratulating Georgia Pacific.

IV. RONDYS INC., - EVAN HALL

Hall said he was the project manager for the planned industrial park. Agreements had been left on the table from the other project, but he thought there were other opportunities for Rondys and the Port to work together. The Port needs an idea of what they plan to do with the property to take advantage of these opportunities. Rondys also needed to resolve the issue of dredge spoils. Hall said he would like to break ground in May depending on permits. His go/no go date is January/February. The dredge spoils are a big question. He viewed the Port as a partner in the development. NIT is an asset for Rondys, and working together can be mutually beneficial. The uncertainty in the Port's direction makes Rondys decisions uncomfortable. Hall said he would appreciate the Port recognizing the work that has gone on. He had a conversation with Teevin Bros who share that sentiment. Rondys has invested time and money in the project. Hall shared his conceptual plan with the Port (attached to the minutes), and he is close to making final plans. Hall said he had been careful about sharing this to avoid expectations for what might not occur. He thought it was good faith to show this to the Port.

The idea he shared with Kevin Greenwood was to develop a business center for McLean Point. For context, he added that he and Greenwood had started about the same time. The Rondys Board had been frustrated with the Port. When Greenwood came on, Rondys and the Port established a baseline from which to look forward. There were some issues with dredge spoils from renovating NIT. Also, wetlands had formed on the property. Greenwood had seen the opportunities to make an export facility and to resolve the lease agreement with Rondys. Hall said Rondys had a vision for an industrial park with the biggest opportunity in the maritime industry. He had seen the activity with NOAA, the OSU expansion, and wave energy. He asked the Port to establish a baseline to build off of with the commercial fishermen's expertise. They would build on the need for large space and could bring in marine services that also can help support the needs on the south side of the Bay. This could be attractive to high-tech businesses in marine research. The goal was to keep this flexible. Hall said cold storage is needed on the coast, which is a complex opportunity that would complement the area.

Hall said Rondys currently is getting two lots prepared. The properties are rough with organic material to move and wetlands to take care of. Dredge spoils make an excellent base material. This would involve bringing in initial infrastructure, with goal of the upcoming summer. Rondys is getting ready to apply for permits. He asked if the Port had an idea how they might use the property, and could benefit from adding some infrastructure. Hall said he hoped the email he sent would be a starting point for Rondys and the Port to work together. He and Greenwood had identified an on-site location for wetlands mitigation, restoring estuarine water. Hall said since Rondys would be giving up the use of that area indefinitely, the use of dredge spoils would be a fair trade. He said it would be relatively simple to extend the mitigation permit. Rondys will still need the roadway easement as they move forward. The roadway, drainage, and the roadway with NW Natural, will be mutually beneficial. He said he could discuss expansion on the west side if needed by the Port. When an export facility were constructed, the

Port would also need dredge spoils. It would take about half of the dredge spoils to raise the wetlands, and Rondys would take the other half for a sub-base for areas 1, 2 and 3. At the end of the Port's lease from Rondys, the property needs to be returned to a clean and sanitary state, and would require moving the dredge spoils. Removing the offset would be expensive, and Hall said he was not sure how to do this. Storage has been on Rondys property for 10+ years with no rent. Dredge spoils was a time sensitive issue.

Patrick-Joling said the Port was in the process of recruiting a General Manager. At the meeting on Tuesday the 19th, they will decide who to interview. The Commission hoped to get someone seated by the end of January. Patrick-Joling told Hall she was sorry the Commission couldn't give concrete decisions at this point. Skamser asked where the mitigation area was located. Hall referred to the diagram areas 101, 102 and 103. He added there is no need to raise the mitigation area. Hall said the stormwater system had been coordinated with the export facility. The water would go through a bio-swell to be treated, and they would need to look at directing the water into the system. This would be needed at the end of the project, but would also need to fall in the in-water work period – there is still time. Skamser said this was exciting to see development happen and cooperation would benefit the Port. Hall said that part of his family's company's vision was business opportunities and bringing benefit to the community. Chuck acknowledged the Port was in the process of hiring a General Manager, but the Port owed Hall help on the project, and did not know if this could wait. Chuck asked about the material that was to be moved to the airport. Rondys said the material on its property would remain on-site, and the material on the Port's property would move to the airport. Most of the spoils is clean, buildable fill. Chuck asked if royalties would be due if the dredge spoils were used on Rondys property. Bretz said he would check. Chuck said the Port was giving sand away. Bretz was directed to work with Hall on plans for the dredge spoils. Lamerdin suggested the Commission would need to approve the use of dredge spoils in January/February. Hall said if there was more buildable material on the Port's property, Rondys could be interested in buying it from the Port. Bretz said the spoils would need to be tested. He was aware of some studies, and would like to know what the Port had on the property. Bretz will report back to the Commission on his negotiation with Hall.

Skamser asked about the surplus equipment; Bretz said that was on the agenda for the Regular Meeting on Tuesday. Hall said there were issues to be resolved so the Port can return the lease to Rondys – he needs to know the Port's direction. He would also like the Port to facilitate new arrangements for gear storage. Chuck said there could be an issue if the Port's property drained onto Rondys' property. Hall said he would have the engineers look at that. Chuck suggested the Port could come up with an agreement with Hall for the wetlands site. It would be in the Port's benefit to do the mitigation on Rondys site. Hall said there would be a conservation easement. Bretz said he talked with Hall about the permitting issues. They could be somewhat general on the use. Lamerdin asked to look at the Port's decision to share the cost of mitigation. Hall said this could be worked into the plans. Chuck asked about joint infrastructure, with a minimum of water and power. Hall said that could be planned. Bretz said it would save money to do this planning and permitting now. Chuck asked if there was anything more the Port could do to help. Hall responded getting a General Manager in place would be helpful.

V. PUBLIC COMMENT

Capri asked Hall if the road access was also coordinated with the City of Newport. Hall said he was working on that.

Jincks said the infrastructure was part of Urban Renewal, and asked if the Port was planning to do this in the future, would the money have to be repaid. He said the dredge spoils had been placed on a certified upland site, and questioned whether royalties would be due if it was spread out at that site.

Elston asked if the permits for mitigation submitted by John VanStavern were still in place. Bretz said some needed to be redone. If the use wasn't going to be a log yard, they would need to be resubmitted.

VI. ADJOURNMENT

Having no further business, the meeting adjourned at 1:30 pm.

ATTESTED:

Patricia Patrick-Joling, President

Stewart Lamerdin, Secretary/Treasurer

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IMPACT AREAS			
#	AREA ID	AREA (SQ FT)	AREA (ACRES)
1	A	487	0.01
2	B	9587	0.22
3	C1	1145	0.03
4	C2	1407	0.03
5	C3	774	0.02
7	F	123	0.00
10	R	8282	0.19

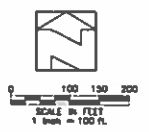
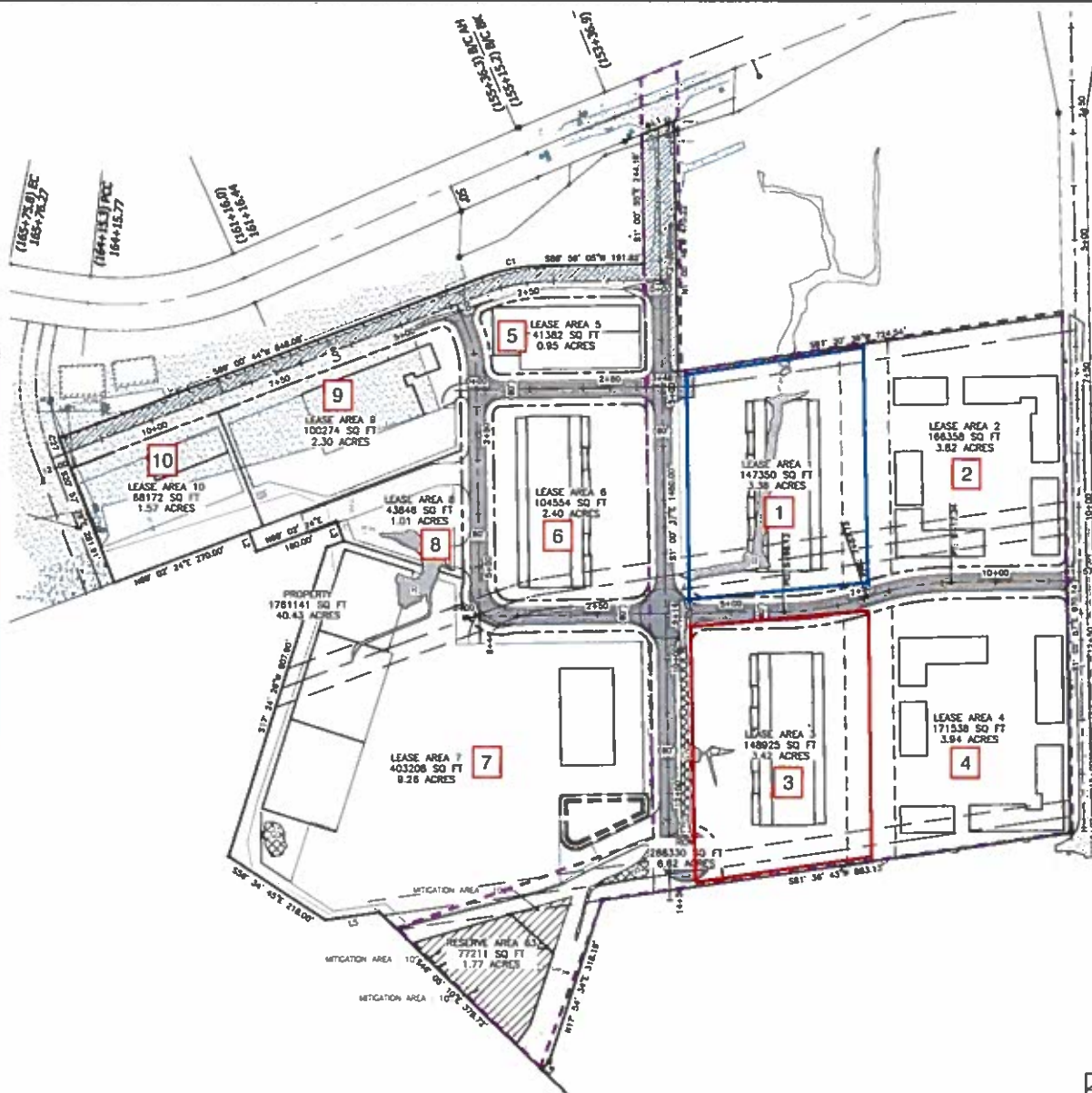
WETLAND AREAS			
#	AREA ID	AREA (SQ FT)	AREA (ACRES)
51	A	487	0.01
52	B	9587	0.22
53	C	7884	0.18
54	P	3014	0.07
55	D	2133	0.05
56	R	8282	0.19

MITIGATION AREAS		
AREA#	AREA (SQ FT)	AREA (ACRES)
101	21855	0.50
102	11508	0.26
103	5483	0.13

Phase One - Site Improvements
 Strip 20k cu yds of unbuildable top soils, place on Lot 4
 Move, grade 40k cu yds of dredge spoils on Lots 1,2,3
 Improve road way access down center road
 Construct drainage system (collect water from Port site)
 Connect to City water and run main line to Lot 3
 Connect to PUD run power to Lot 3
 Construct wetland Mitigation Area

Phase Two - Lease Area 3
 Fishermen's Warehouse
 Construct 4 buildings, 40k sq ft of leasable space
 Includes secured yards

Phase Three - Lease Area 1
 Mixed-Use Warehouse
 48k sq ft building with parking and secured yard
 Tenant improvements may include office/retail space
 Will require Sewage holding tank



RONDY'S, INC

**YAQUINA INDUSTRIAL PARK
 NEWPORT, OREGON
 LEASE AREA SITE PLAN**



MSS INC
 ENGINEERING CONSULTANTS
 AND PLANNERS
 215 NW 4th STREET
 CORVALLIS OR 97330
 (503) 753-1320 FAX (503) 753-3658

DATE: 12.18.16
 SHEET: 2 OF 2
C211
 SHEETS

RID / CONSTRUCTION DOCUMENTS

16/17/2017 10:42:10 AM C:\Users\jw\Documents\Projects\Yaquina Industrial Park\Newport\Site Plan\Newport_Site_Plan_12-18-16.dwg

PORT OF NEWPORT MINUTES

December 19, 2017

Regular Commission Meeting & Executive Session

I. CALL TO ORDER

Commission Vice-President Jeff Lackey called the Regular Commission Meeting of the Port of Newport Board of Commissioners to order at 6:00 pm at the South Beach Activities Room, 2120 SE Marine Science Drive, Newport, Oregon.

Commissioners Present: Walter Chuck (Pos. #1); Sara Skamser (Pos. #2); Stewart Lamerdin (Pos. #3)(arrived 6:07 pm), Secretary/Treasurer; and Jeff Lackey (Pos. #4), Vice President. Patricia Patrick-Joling (Pos. #5), President, was excused.

Management and Staff: Aaron Bretz, General Manager Pro Tem; Mark Harris, Staff Accountant; Becca Bishop, Accounting Clerk; and Karen Hewitt, Administrative Assistant.

Members of the Public and Media: Ed Backus, Collaborative Fisheries Associates, LLC; Todd Kimball, CFO Selections; Yale Fogarty, ILWU; Barrett Tower, ILWU; Pat Ruddiman, ILWU; Dietmar Goebel, Newport City Council; and Doug Cooper, Hampton Lumber.

II. CHANGES TO THE AGENDA

There were no changes to the Agenda.

III. PUBLIC COMMENT

There was no public comment at this time.

IV. CONSENT CALENDAR

- A. Minutes
 - 1. Regular Commission Meeting 11/28/2017
- B. Financial Reports
- C. DSL Waterway Lease – NOAA
- D. Leases
 - 1. TNMP Properties – Fish Meal Plant & Storage Renewal
 - 2. NOAA MOC-P Lease Amendment
- E. Contracts
 - 1. Vertiv – NOAA HVAC maintenance
- F. Special Use Permits
 - 1. U-Da-Man Fishing Tournament
- G. Declaration of Surplus Property

A motion was made by Chuck and seconded by Skamser to approve the Consent Calendar. The motion passed 3 – 0.

V. CORRESPONDENCE/PRESENTATIONS

- A. Todd Kimball – Port of Newport Financial Review

Kimball started by saying that he was hired by the Port of Newport (the Port) to serve as an Interim Director of Finance, acting in some of those capacities and provide a financial review. He presented a financial review of the Port by Power Point presentation, which is included in the Meeting Packet. He encouraged the Commission

to ask questions along the way. Kimball advised that every aspect of the Port's finances could not be presented in a half hour presentation, but he hoped this to be the start of a conversation and provide a road map going forward. He mentioned on the Agenda that he had completed a few analyses to present, including reviewing 14 years of data for the International Terminal, and the current year financial statement. He used revenue as a baseline for comparison of Oregon and Washington ports. Kimball found it surprising that all but one of the 16 ports reviewed had net operating losses in 2016, even though 2016 was not a recessed economic year. Lackey asked if the \$797K by which the Port of Newport's interest expense exceeded property taxes was for five years; Kimball replied this was just in one year, and was typical of the last five years with an average of \$700K. The interest expense The Port has had non-operating losses in four of the last five years. Kimball said he found it an anomaly that the Port is spending almost half as much as other ports on personnel services, as a % of revenue. He said this was not just the smaller ports pushing that number up, but the percentage was consistent with the larger ports, although it may be slightly overinflated. Port property taxes are consistent with other ports, but the Port's interest expense is over 4 times higher. Grant income is a factor in non-operating income, and the Port has below average grant income over the past five years.

Lamerdin asked if the definition of a grant may not be consistent from one organization to other. Kimball said this come from audits so he didn't think it would be defined differently and is pretty simple to classify. Lamerdin asked about how the Army Corps dredging might be considered as a grant even though it came out of the ACOE funds. Kimball said 2016 tended to be a heavy grant year for other ports which may be a factor. Bretz said that the dredging service wasn't accounted for in the Port's books, and the process for how that was obtained is not clear. Kimball said that, on the other hand, the lottery funds grant for NOAA in the past was huge. Lackey asked about what the types of grants were received by the other ports. Kimball said not specifically, but he did know that the Port of Astoria also has an airport so they also receive FAA grants, and they have also been successful with ODOT Connect Oregon grants. Lackey asked if Bretz was aware of any large grants given to other ports. Bretz said he has heard of a number of grants. Connect Oregon does not have any competitive grant funds available until 2019 at the earliest. The Port of Toledo has received a number of different funds. The Department of Agriculture has a rural business development grant that he brought to the attention of DulsEnergy. Bretz said that Hewitt will be taking an SDAO grant writing course in February, and will hopefully get more information. Kimball said current assets are on par with other ports. Capital Assets are higher, but on the other hand, long-term debt is also much higher. The Port has a healthy number of cash on hand, which does include NOAA funds. Kimball said he could do another calculation without the NOAA funds, which would bring the Port closer to the port average, but still acceptable. The ratio of current assets to liabilities is also strong, but would also come down closer to the average if NOAA funds were excluded.

Kimball said that the Port of Newport is highly leveraged, and he had done significant related analysis. The amount of debt compared to assets is high. A fairly significant amount of money has been borrowed, and so interest expense is comparatively high. The average port's interest expense is 7.5% of revenue, but 31.7% for the Port. The Port has invested money in assets and is now banking on them producing, with a thin margin of error and higher risk. The ability to reduce costs is also extremely limited since fixed costs are high and operating costs are fair/reasonable. Chuck asked if the debt to assets ratio included the GO Bonds; Kimball said yes. Skamser asked if bonds were ever reduced by grant funds. Kimball said the state may have some forgivable debt, but bonds would be refinanced to achieve savings.

Kimball said he reviewed International Terminal Revenue over a long period of time. Most of the time was looking at the growth pattern from 12-13 to 16-17. Operating income has picked up in the last five years. Kimball analyzed net income after debt service, and including properties, which has had a loss over the past five years. Lamerdin asked why he only went back to 12-13 looking at including the properties. Harris explained that is also when the Port switched to QuickBooks, so the more historical data is not easily retrievable. Chuck said the Terminal was opened in 2012. Kimball said he took the current Profit & Loss Statement by Business Unit, and made some adjustments including moving lease revenue to the location out of administration, allocating administrative expenses, and moving debt service to the location. He also took out current year

capital expenditures and inserted a number to represent capital reserves based on the capital projects list annualized over 20 years. He said this is not how the profit and loss statement “should” be done, but is one interpretation; he finds it preferable to group geographically because most people can picture buildings in certain locations. Lamerdin asked if the net income after administrative expenses of \$1.2MM was real. Kimball said the only “x” factor was the annual capital reserve, which was an estimate. This would ideally be based on a capitalization/capital improvement plan. Bretz said he understands that the capital priorities are set annually based on staff recommendations. The best performers for net operating income are South Beach and then the Commercial Marina. This is in part due to the fact that the Port generally has not financed improvements in these locations. The poorest performing are the Terminal and NOAA because the operating net income is underperforming. Improvements were made, debt was obtained, and the returns are not significant enough to elevate the net operating income. The situation flips when considering that the improvements have already been made to the Terminal and NOAA, and South Beach and the Commercial Marina have significant deferred maintenance. Bretz asked about the reserve held for NOAA. Kimball said the reserves are projected in 20 years to go from \$2.5MM to \$500K. The idea would be for the reserve to stay flat at a minimum, but with increasing costs, the reserve should really increase over time. His recommendation is that schedule be reviewed and the reserve number reevaluated. The current schedule estimates \$33K per year added to the reserve, Kimball’s estimate is \$185K. He did not recommend using the unrestricted reserves for another purpose, unless there is a very short term known need to borrow, but even that would be an extreme exception. Bretz said that the NOAA reserve that is restricted has \$3.21MM in funds, and the unrestricted has \$1.96MM. Chuck asked if the PERS increase was included in the personnel expenses. Kimball said it was not included in the 16-17 chart, but there is likely to be a post audit adjustment for non-cash long term debt. He added that the significant PERS increases will really be hitting in 2017-18. Overall, there are net losses in all of the business units. South Beach is in the best position, followed by the Commercial Marina.

Kimball said he did some additional analysis on return on investment (ROI). Between 2008 and 2014, approximately \$26MM into the International Terminal. Net operating income increased from \$11K in fiscal year 2013 to about \$287K in fiscal year 2017. This results on a net ROI of about 1%. The weighted average cost of capital (interest) is about 4%. This poor return is partly borne by the tax payer bond. At NOAA, approximately \$37.5MM was invested between 2008 and 2012. Net operating income in 2016-17 was about \$900K, so a ROI of 2.4%. Considering the Lottery funds grant, the weighted average is approximately 2.2%. NOAA is covering its costs, but the reserve needs review. Some of the challenges to the Port revolve around improvements to the Port being primarily funded with debt. The net income from these properties is minimal, so they don’t the surplus needed to fund the “next” project. It may be difficult to secure additional debt or tax payer funding, and the risk of financial troubles if revenue declines is increased. Port infrastructure has faced several years of deferred maintenance, which is common on the coast. This often leads to emergency spending instead of long term planning. This relates back to the need for reserves for capital projects. On the other hand, the Port has some strengths. The Port has sufficient cash and can operate without a line of credit, has low operational costs which could lead to increased net income when revenue increases, has an opportunity to evaluate taking available of tourism, and has revenue and new business opportunities at the International Terminal. To respond to a question he received from Patrick-Joling, he projected if the Port wanted the International Terminal to meet the current costs and create capital reserves, an additional \$480K would need to be raised annually. If the Port wanted to cover what the tax payers put in, the Port would need to generate and additional \$700K at the Terminal. Kimball said he could send his analysis to Bretz.

Kimball suggested that the Port create a process where capital projects go through a financial review prior to approval, and selected on anticipated ROI and relatively short payback period. Lamerdin asked how the Port would respond to infrastructure upgrades that are critical to Port operations. Kimball said this was a good point, but the Commission should be judicious in the projects chosen. The Port has already chosen NIT and NOAA as the big projects, and emergencies do occur. He recommends seeking additional grants and pursuing additional business opportunities at the International Terminal. He also recommends evaluating opportunities to expand services, raise rates including evaluating what is needed to cover costs, add tariffs, review reserves needed for

capital needs and matching grant funds, and continue to look at refinancing long-term debt. Kimball said a finance manual should be developed for policies and procedures, including a procurement manual and lease policy, among other things. Lackey asked that some specifics be provided to Harris and Bretz. Bretz agreed there are a lot of standard policies needed rather than relying on resolutions. Kimball also recommended considering allocation of administration costs, shifting lease property income geographically, and continuing to look for ways to look for process efficiencies. He noted that this month a narrative was added to the financial statement to help the Commission understand the data, which he recommended to be done monthly. Kimball also thinks that Purchase Orders should be reviewed by Department Managers since they would be the ones most likely to know what was going on, rather than the finance department and the General Manager.

Skamser asked if Kimball had a recommendation about possibly updating the accounting software from QuickBooks. Kimball did not see a reason to change from QuickBooks; although there are some challenges, it is working well and the Port is getting what it needs. To implement a new system would likely cost \$100K. Bretz added that QuickBooks has 70% - 80% of the market share. Lackey said he liked the structure of the profit and loss statement, spreading the lease properties and administrative costs. The recommendations can serve as possible future actions.

VI. OLD BUSINESS

A. Items Removed from Consent Calendar

No items were removed from the Consent Calendar.

B. Accounts Paid

A motion was made by Chuck and seconded by Skamser to approve the Accounts Paid. The motion passed 3 – 0.

C. Commission Meeting Procedures

1. Audio Recordings
2. Phone-in Meeting

Lackey introduced the item and said that the Commission was asked to approve audio recordings of the Commission Meetings and to allow Commissioner participation by phone if they were not able to attend. The purpose is to clarify the Commission's intent. Chuck asked if the Port had the equipment to have phone-in meetings. Bretz said that staff had just got the equipment, but was looking to install a phone line in the Activities Room. He added that an extension cord to the RV office may be available. This should be set up by January. Skamser asked if Commissioners could vote by phone. Hewitt said public meeting law allows for phone in meeting, provided the public is provided a place where they can listen to the meeting or possibly call in.

A motion was made by Chuck and seconded by Skamser to allow audio recordings to be entered in the record and for meetings allowed to be participated in by phone including votes. The motion passed 4 – 0.

VII. DEPARTMENTAL REPORTS

- ### A. Director of Finance
1. November Occupancy Report

Harris referred to the reports included in the Meeting Packet. There was no discussion on this report.

- B. Director of Operations
 - 1. TCB Public Safety Report for November
 - 2. Commercial Fishing Users Group Committee
 - a) Minutes 11/6/17 Draft

There was no discussion on these items.

- C. General Manager Pro Tem
 - 1. DulsEnergy Proposal
 - 2. NIT Space Diagram
 - 3. Personnel Service Cost Analysis
 - 4. OBEC Engineering Plans & Cost Estimate
Port Dock 5 Pier Approach

Bretz referred to the report included in the Meeting Packet. He said he is working with DulsEnergy on ideas so that they can move forward. He added that additional funding through the County and City would not be the case right now. He steered DulsEnergy into speaking with DEQ and felt they could use help learning how to get a project engineered. He included a drawing of possible space use at the Terminal for feedback from the community so that it was received early in the process and get some discussion going. Bretz referred to his recommendation to find ways to have more competitive wages at the Port. Bretz said that the new cost estimate for Port Dock 5 engineering plan, and referred to the previous cost estimate on which he highlighted areas that were changed.

Bretz said the Port was likely to need to hire another employee at the Commercial Marina with Don Moon serving temporarily at the Terminal. Temporary help that may be brought in cannot operate the crane. Commercial Marina staff is used at the Terminal when necessary. He said he worked with Harris and there is room in the budget, but wants to make sure there will be room toward the end of the fiscal year. A number of people have come to Bretz asking about insurance for people working on Port property. The Port has insurance requirements but there needs to be a better process for obtaining this information in the office. He is working with the Port’s insurance agency to get a comprehensive list of requirements, and a request has been sent out to other Port entities to see what they are doing. Bretz advised that the Rogue Brewery said they will be hiring an artist to get started on the mural in the spring. They are also considering requesting expanding their building; there is a Memo of Understanding in their lease that says that the Port would need to analyze its lease properties before any expansion could be considered. He called attention to Kevin Corwin who saved the F/V Sunrise from sinking at the dock.

VIII. COMMISSIONER REPORTS

There were no Commissioner Reports. Skamser said it is busy at the Terminal, but it’s too bad the Port is not making more money there.

IX. CALENDAR/FUTURE CONSIDERATIONS

- 12/25/17..... Christmas Holiday, Port Office Closed
- 1/1/17 New Year Holiday, Port Office Closed
- 1/6/18Resolution Run & Polar Bear Plunge
- 1/15/18Martin Luther King Day, Port Office Closed
- 1/23/18Regular Commission Meeting
- 2/19/18Presidents’ Day, Port Office Closed
- 2/22 – 2/25/18Newport Seafood & Wine Festival
- 2/27/18Regular Commission Meeting

There were no changes to the Calendar/Future Considerations. Lamerdin asked about the status on the discussion about non-NOAA vessels docking at NOAA pier. Bretz said that discussion will take place after the first of the year. He referred to Jim Durkee's report, and that the Guardian is regularly at NOAA. The Guardian and the Newport Fire Department are interested in South Beach if secure moorage can be provided. Skamser added that having the South Beach Marina dredged will be helpful. Skamser commented on a Canadian boat that had come through with some unauthorized equipment which ran afoul with Customs. Lamerdin said he appreciated the Port's help in getting them moved from the OSU dock.

X. PUBLIC COMMENT

Goebel asked about whether the \$1.8MM cost was for Port Dock 5. Bretz clarified that this was for the pier approach, the ramp, and the float at the bottom only. Goebel asked if the Port has looked into how this would be funded. Bretz said the final engineering still has to be done next year, and the plan is to begin construction the following year at which time funding would be sought. Lamerdin said this has been part of the Port's Capital Improvement Plan.

XI. EXECUTIVE SESSION PURSUANT TO ORS 192.660(2)(a) – TO CONSIDER THE EMPLOYMENT OF AN OFFICER, EMPLOYEE, STAFF MEMBER OR AGENT. (7:40 pm.)

Commissioners Present: Walter Chuck (Pos. #1); Sara Skamser (Pos. #2); Stewart Lamerdin (Pos. #3), Secretary/Treasurer; Jeff Lackey (Pos. #4), Vice President. Patricia Patrick-Joling (Pos. #5), President, was excused.

Management and Staff: Karen Hewitt, Administrative Assistant.

Members of the Public and Media: Dennis Anstine, Newport News-Times.

No decisions were made in Executive Session.

Executive Session was adjourned at 8:49 pm.

XII. ADJOURNMENT

Having no further business, the meeting adjourned at 8:50 pm.

ATTESTED:

Patricia Patrick-Joling, President

Stewart Lamerdin, Secretary/Treasurer

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PORT OF NEWPORT MINUTES

1/10/2018

Commission Work Session & Executive Session

I. EXECUTIVE SESSION

Commission President Patricia Patrick-Joling called an Executive Session of the Port of Newport Board of Commissioners to order at 9:35 am at the South Beach Activities Room, 2120 SE Marine Science Dr, Newport, OR, PURSUANT TO ORS 192.660(2)(a) – TO CONSIDER THE EMPLOYMENT OF AN OFFICER, EMPLOYEE, STAFF MEMBER OR AGENT.

Commissioners Present: Walter Chuck (Pos. #1); Sara Skamser (Pos. #2); Stewart Lamerdin (Pos. #3), Secretary/Treasurer; Jeff Lackey (Pos. #4), Vice President; and Patricia Patrick-Joling (Pos. #5), President.

Management and Staff: Karen Hewitt, Administrative Assistant; and Richard Stellner, Human Resource Management Consultant.

Members of the Public and Media: Dennis Anstine, Newport News-Times.

No decisions were made in Executive Session.

Executive Session was adjourned at 12:20 pm for lunch.

Executive Session reconvened at 12:46 pm.

Executive Session was adjourned at 3:33 pm.

II. CALL TO ORDER

Commission President Patricia Patrick-Joling called the Commission Work Session of the Port of Newport Board of Commissioners to order at 3:35 pm at the South Beach Activities Room, 2120 SE Marine Science Dr., Newport OR, 97365

Commissioners Present: Walter Chuck (Pos. #1); Sara Skamser (Pos. #2); Stewart Lamerdin (Pos. #3), Secretary/Treasurer; Jeff Lackey (Pos. #4), Vice President; and Patricia Patrick-Joling (Pos. #5), President.

Management and Staff: Karen Hewitt, Administrative Assistant; and Richard Stellner, Human Resource Management Consultant.

Members of the Public and Media: Dennis Anstine, Newport News-Times; Yale Fogarty, ILWU; Rex Capri, Newport resident.

III. SELECTION OF COMMUNITY MEMBERS FOR AN INTERVIEW COMMITTEE FOR THE GENERAL MANAGER RECRUITMENT

Stellner restated that as part of the General Manager recruitment process, the Commissioners would interview the finalists, and a second panel of community members would interview those candidates. He

said he was looking for suggestions for panel members. It would be a time commitment, probably a whole day. He recommended a broad range of people be selected. This panel would not vote on the candidate, but would offer input to the Commission in making their decision. Stellner said he had asked Peggy Hawker at City Hall, who provided suggestions. The Commission agreed that they would email their suggestions to Stellner to review at the January 23rd Regular Meeting. The date for the interviews still needs to be set. Stellner will provide suggested questions to the community panel. Stellner suggested the PowerPoint that will be asked of the finalists be presented to the Commission only. Skamser suggested Kaety Jacobson from OSU as a facilitator for the community panel. After some discussion, it was agreed that 10 or fewer members be selected for the community panel, with some specific representation from the Commercial Fishing Users Group, the City of Newport, the International Terminal Users Group, and Lincoln County. Chuck also suggested having a lessee on the panel. Skamser also suggested including a representative from the Fishermen's Wives. There was agreement that the request be posted on the Port's website, and the slate when chosen. Patrick-Joling suggested having comment cards available for the public at the Meet & Greet the evening before the interviews. Stellner said the candidates would give a 3-5 minute introduction speech at the gathering. Patrick-Joling said she would be comfortable with the Commission not attending the Meet & Greet. Hewitt will send an updated Doodle poll to the Commissioners that excludes the dates for the Seafood & Wine Festival.

IV. **PUBLIC COMMENT**

There was no public comment.

V. **ADJOURNMENT**

Having no further business, the meeting adjourned at 3:55 pm.

ATTESTED:

Patricia Patrick-Joling, President

Stewart Lamerdin, Secretary/Treasurer

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**PORT OF NEWPORT
RESOLUTION NO. 2018-01**

A RESOLUTION NAMING A REGISTERED AGENT

WHEREAS, ORS 198.340(1) requires special districts to designate a registered agent upon whom any process, notice or demand required or permitted by law to be served upon the district may be served; and

WHEREAS, ORS 198.340(2) requires a special district to change its registered agent upon filing in the office of the Secretary of State and county clerk a resolution stating: (a) the name of the district; (b) if the address of its registered office is changed, the address to which the registered office is to be changed; (c) if its registered agent is changed, the name of its successor registered agent; (d) that the address of its registered office and the address of the business office of its registered agent, as changed, will be identical; (e) that such change was authorized by resolution duly adopted by the district board; and

WHEREAS, Aaron Bretz was hired as General Manager Pro Tem on August 22, 2017, replacing Kevin Greenwood; NOW THEREFORE,

THE PORT OF NEWPORT BOARD OF COMMISSIONERS RESOLVES AS FOLLOWS:

Section 1. The registered agent for the Port of Newport is Aaron Bretz, General Manager Pro Tem.

Section 2. The registered office for the Port of Newport continues to be located at 600 S.E. Bay Blvd., Newport, Oregon 97365. The registered office is the business office of the Port's registered agent.

Section 3. Regularly scheduled business meetings are held at the Port of Newport Marina and RV Park Activities Room, 2120 SE Marine Science Dr., Newport, OR 97365.

Section 4. All previous resolutions naming a registered agent for the Port of Newport are hereby repealed.

APPROVED AND ADOPTED BY THE BOARD OF COMMISSIONERS this 23rd day of January, 2018.

ATTEST:

Patricia Patrick-Joling, President

Stewart Lamerdin, Secretary/Treasurer

PORT OF NEWPORT RESOLUTION NO. 2018-02

A RESOLUTION AMENDING THE COMMERCIAL FISHING USERS GROUP COMMITTEE MEMBERSHIP TO CHANGE THE LONGLINER GROUP TO FIXED GEAR

WHEREAS, the Port of Newport Board of Commissioners (“Commission”) formed a Commercial Fishing Users Group Committee via Resolution 2017-03, adopted February 28, 2017; and

WHEREAS, the group identified as “Longliner” may be construed to exclude other fixed-gear operations that this group is intended to represent; **NOW THEREFORE**,

THE PORT OF NEWPORT BOARD OF COMMISSIONERS RESOLVES AS FOLLOWS:

Section 1. Amend the Membership section to read as follows:

Section 2. Membership. The Committee will be made up of 11 members and a quorum of 6 will be required to meet. Positions 1, 3, 5, 7, 9, and 11 are two-year terms starting July 1, 2016. Positions 2, 4, 6, 8, and 10 are four-year terms starting July 1, 2016. One member of the Port Commission shall also serve as a non-voting ex-officio member of the Committee and another Commissioner named as alternate. All positions would renew for four-year terms. Members will be selected from the following groups:

- A. Port Dock 7 moorage holder
- B. Port Dock 5 moorage holder
- C. Commercial Fish Buyer
- D. Limited Entry Seller
- E. Midwater Trawler
- F. Crabber
- G. Shrimper/Trawler
- H. Tuna/Salmon
- I. Fixed Gear
- J. Industry Support Services
- K. Distant Water Fishery

Section 3. Codify. Staff is directed to codify this amendment into the Committee By-laws according to past administrative practices.

Section 4. Effective Date. Resolution shall take effect immediately.

APPROVED AND ADOPTED BY THE BOARD OF COMMISSIONERS this 23th day of January, 2018.

ATTEST:

Patricia Patrick-Joling, President

Stewart Lamerdin, Secretary/Treasurer



CONSENT CALENDAR AGENDA ITEM

DATE: *Jan 17/2018*
RE: *SECURITY CAMERA SERVICES*
TO: *Port of Newport Board of Commissioners*
ISSUED BY: *AARON BRETZ*

BACKGROUND

Last summer, the Port budgeted and planned to install a security camera system in various locations on the commercial side of the marina. The project was completed successfully. Management at that time planned for an annual billing cycle, and we recently received an invoice from Siuslaw Broadband for Wi-Fi service associated with the system as well as annual maintenance for the cameras. The individual invoices are \$3,850 each, but when combined, they exceed my purchase threshold. The purchase was planned and legitimate, but I would prefer to combine the bills and pay them both at once. I consider combining the two to be a split purchase since they are so closely related. I am putting this before the commission to ensure that we are complying with procurement standards.

ALTERNATE CONSIDERATIONS

I do not recommend splitting the payment; it should go before the commission for approval and in the future, we should add this service as a contract, or alter our payment schedule to a monthly payment. We are working with Siuslaw Broadband to arrange billing properly

BUDGET IMPLICATIONS

There are no budget implications, funds have already been approved.

RECOMMENDATION

I would recommend that a Commissioner make a MOTION TO AUTHORIZE A PAYMENT FOR ANNUAL SECURITY CAMERA SERVICE IN THE AMOUNT OF \$7,700.

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2970 US Hwy 101
Florence, OR 97439

Invoice #12384

Invoice Date: 01/05/2018

Due Date: 02/28/2018

Invoiced To
Becca Bishop

United States

Description	Total
Annual Maintenance w/ Free Month for IP Camera System	\$3850.00 USD
Sub Total	\$3850.00 USD
Credit	\$0.00 USD
Total	\$3850.00 USD

Transactions

Transaction Date	Gateway	Transaction ID	Amount
No Related Transactions Found			
Balance			\$3850.00 USD

PDF Generated on 01/05/2018



2970 US Hwy 101
Florence, OR 97439

Invoice #12383

Invoice Date: 01/05/2018

Due Date: 01/31/2018

Invoiced To
Becca Bishop

United States

Description	Total
Annual Maintenance w/ Free Month for WiFi	\$3850.00 USD
Sub Total	\$3850.00 USD
Credit	\$0.00 USD
Total	\$3850.00 USD

Transactions

Transaction Date	Gateway	Transaction ID	Amount
No Related Transactions Found			
Balance			\$3850.00 USD

PDF Generated on 01/05/2018



Leisure Interactive

Leisure Interactive, LLC
1855 W. Katella Ave. Suite 200
CA US
(714)628-3438
tkoury@leisureinteractive.com

INVOICE

BILL TO

Port of Newport Marina & RV
Parks
600 SE Bay Blvd
Newport, OR 97365

INVOICE # 19334

DATE 01/01/2018

DUE DATE 01/31/2018

DATE	ACTIVITY	AMOUNT
01/01/2018	Front Office - One Year Subscription Service Hercules Monthly Subscription Service Fee	6,300.00

BALANCE DUE

\$6,300.00



SPECIAL DISTRICTS
INSURANCE SERVICES

PROPOSED INVOICE - NOT A BILL

Date: 01-Dec-17

Named Participant: Port of Newport
600 SE Bay Blvd
Newport, OR 97365

Agent: PayneWest Insurance-Newport
P.O. Box 830
Newport, OR 97365

Invoice #	Entity ID	Effective Date	Expiration Date	Invoice Date
33P16278-191	16278	01-Jan-18	31-Dec-18	01-Dec-17

2018 Longevity Credit Amount**

\$12,617.00

Coverage	Contribution
General Liability	
General Liability Contribution	\$58,471
Less Best Practices Credit	(\$5,847)
Less Multi-Line Discount Credit	(\$2,339)
Adjusted Contribution	\$50,285
Auto Liability	
Auto Liability Contribution	\$1,730
Less Best Practices Credit	(\$180)
Adjusted Contribution	\$1,550
Non-owned and Hired Auto Liability	\$150
Auto Physical Damage	\$519
Hired Auto Physical Damage	\$0
Excess Liability	\$2,470
Property Contribution	\$79,364
Less Best Practices Credit	(\$8,267)
Adjusted Contribution	\$71,097
Earthquake	\$4,948
Flood	\$2,449
Equipment Breakdown / Boiler and Machinery	\$16,110
Crime	\$818

**Only Eligible Districts that signed the Longevity Credit and Rate Lock Guarantee Agreement will receive the indicated Longevity Credit Amount

Total: \$150,396

***This amount may change if further coverage changes are made prior to January 1.

Coverage is proposed for only those coverages indicated above for which a contribution is shown or that are indicated as "included."

FINAL INVOICES for payment will be generated on January 1, 2018.

Longevity Credit and Rate Lock Agreement

Port of Newport

By signing this Agreement the Member agrees to remain a participant in the Special Districts Insurance Services (SDIS) Property and Liability Program from January 1, 2018 to December 31, 2019.

In return for this commitment the SDIS Trust agrees to the following:

1. Provide the Member with a Longevity Credit equal to: **\$25,234**
 - a. Amount to be mailed to the Member in January 2017: **\$12,617.00**
 - b. Amount to be mailed to the Member in January 2018: **\$12,617.00**
2. A maximum annual rate increase of five percent (5%) for policy year January 1, 2019 – December 31, 2019 based on the Member's rates for the January 1, 2018 – December 31, 2018

The Member understands that breach of this agreement will require the Member to return the Longevity Credit plus interest to SDIS and will subject the Member to retroactive rate increases above the five percent (5%) maximum Rate Lock Guarantee.

* *Total contributions assessed may increase more or less than the maximum guaranteed rate for changes in exposures such as the addition of vehicles, purchase of buildings, increase in operating budget or the addition of personnel. The rate guarantee does not apply to Excess Liability, Boiler and Machinery and Crime contributions because these are pass through costs to re-insurance carriers.*

It is so agreed this 3rd day of JANUARY, 2018

Special Districts Insurance Services



Port of Newport



Authorized Representative (Member)

AARON T. BRETZ, GENERAL MGR PAS-TEM

Print Name and Title

SERVCO PACIFIC INSURANCE

Partnership makes the best policy.

PO Box 1730
Newport, OR 97365
541-265-5555
monah@servcopacific.com

January 5, 2017

PORT OF NEWPORT
600 SE Bay Blvd
Newport, OR 97365

Policy Term: January 1, 2018 to January 1, 2019

DESCRIPTION	AMOUNT
Hull & Machinery (34' Tug Mildred C, Service Skiff, 1986 FRG Skiff)	\$ 1,651.00
Protection & Indemnity	\$ 5,500.00
Pollution Liability	\$ 1,355.64
Floating Docks	\$ 30,000.00
	\$ -
TOTAL ANNUAL PREMIUM	\$ 38,506.64

Please make checks payable to: **Servco Pacific Insurance**

Please Remit to PO Box 1730, Newport, OR 97365
Premiums are due upon receipt of invoicing.

Thank you for your business!

LEASE AGREEMENT

Dated _____, 2018

RECITALS

1. Lease between the Port of Newport, an Oregon port district, hereinafter referred to as “Lessor”, and Andersen Construction, hereinafter referred to as “Lessee”.
2. The present description of the premises is:
Generally as depicted on the attached and incorporated Exhibit A.
3. Lessee will utilize a portion of the old Cherry Plant complex as generally depicted above, for the purpose of employee parking and for parking a mobile office during the construction of the new Hatfield Marine Center building.

AGREEMENT

Section 1-OCCUPANCY

1. Lessor does hereby let, lease and demise unto Lessee, and Lessee does hereby take and lease from Lessor the leasehold premises described above.

1.1 Original Term. The original term of this lease shall commence on April 1, 2018 and shall continue through March 31, 2020.

Possession. Lessee's right to possession and obligations under the lease shall commence April 1, 2018.

1.3 Renewal Option. If the lease is not in default, Lessee shall have the option to renew this lease for an additional year, as follows:

a) The renewal term shall commence on the day following the date of termination of the initial term.

b) The option may be exercised by written notice to Lessor given not less than 90 days prior to the last day of the expiring term. The giving of such notice shall be sufficient to make the lease binding for the renewal term without further act of the parties who shall then be bound to take steps required in connection with the determination of rent specified below.

c) Rent shall be at the same rate for the option term (\$11,820.00 per year), prepaid on April 1, 2020.

Section 2- RENT

2.1 Base Rent. Lessee shall pay without demand to Lessor for occupancy of said premises the full sum of (\$23,640) rent to be paid as follows:

The full sum of (\$23,640) to be paid as follows:

LEASE – ANDERSEN CONSTRUCTION

Page 1 of 7

Annual payments of \$11,820.00 payable April 1, 2018 and April 1, 2019. Rent to be paid directly to the Port of Newport, 600 SE Bay Blvd, Newport, Oregon, 97365.

2.2 Additional Rent. All taxes and utility charges which Lessee is required to pay by this lease, and any other sum which Lessee is required to pay to Lessor or third parties shall be additional rent.

Section 3 – USE OF PREMISES

3.1 Permitted Use. The premises shall be used for: employee parking and for parking a mobile office during the construction of the new Hatfield Marine Center building and for no other purpose without the consent of Lessor which consent shall not be withheld unreasonably. In determining whether to consent to a change in use, Lessor will consider the compatibility of the new use with the existing and remaining uses in the geographical vicinity, including Lessor's needs.

Restrictions on Use. In connection with the use of premises Lessee shall:

- a) Conform to all applicable laws and regulations of any public authority affecting the premises and the use, and correct at Lessee's own expense any failure to compliance created through Lessee's fault or by reason of Lessee's use, but Lessee shall not be required to make any structural changes to effect such compliance (unless such changes are required because of Lessee's specific use).
- b) Refrain from making any substantive changes to the premises without the written consent of Lessor.
- c) Lessee shall not cause or permit any Hazardous Substance to be spilled, leaked, disposed of or otherwise released on or under the leasehold. Lessee may use or otherwise handle on the leasehold only those hazardous substances typically used in the prudent and safe operation of the use specified in Section 3.1 above. Lessee may not store any such hazardous substances on the leasehold premises. Lessee shall comply with all environmental laws and exercise the highest degree of care in the use, handling and storage of hazardous substances and shall take all practical measures to minimize the quantity and toxicity of hazardous substances used, handled or stored on the leasehold. Upon the expiration or termination of this Lease, Lessee shall remove all hazardous substances from the leasehold. The term "environmental laws" shall mean any federal, state or local statute, regulation or ordinance, or judicial or other governmental order pertaining to the protection of health, safety or the environment. The term "hazardous substance" shall mean any hazardous, toxic, infectious or radioactive substance, waste and material as defined or listed by any environmental law, and shall include without limitation petroleum oil and its fractions. Lessee shall be responsible for and bear the liability of any hazardous waste discharged by Lessee during Lessee's occupancy.
- d) To maintain the quality and integrity of the premises of Lessee and adjacent leaseholds, Lessee is restricted from any exterior storage of any nature whatsoever in and around the leasehold and specifically shall not park or store any equipment, vehicles, material or any other personal property of any nature whatsoever outside of the confines of the leasehold area.
- e) Lessee shall refrain from any activity within the leasehold premises that would increase Lessor's insurance obligations unless Lessee pays full difference in increased premiums.

LEASE – ANDERSEN CONSTRUCTION

Page 2 of 7

Section 4- REPAIR & MAINTENANCE

4.1 Lessee's Obligations. The following shall be the responsibility of the Lessee:

- a) Any repairs necessitated by the negligence of Lessees, its agents, employees, invitees.
- b) Any repair or alterations required to comply with laws or regulations.
- c) Lessee shall be responsible for paying any and all utility services servicing the leasehold premises including but not limited to water, sewer, power, telephone, natural gas, television cable, garbage and any and all related items.
- d) Lessee further agrees, at its expense, to remove any and all alterations not accepted by Lessor and any and all accumulated equipment, supplies and other items which are present as a result of Lessee's operations, or anyone acting under Lessee, from Lessor's property upon termination of this lease. The premises shall be left in a condition equal to or better than the condition in which it was found immediately prior to Lessee's occupation. All rock, gravel and other surface preparations shall remain with the premises unless specifically requested by Lessor to be removed or somehow modified.

4.2 Lessor's Interference with Lessee. Any repairs, replacements, alterations or other work performed on or around the lease premises by Lessor if necessary, shall be done in such a way as to interfere as little as reasonably possible with use of the premises by Lessee. Lessee shall have no right to abatement of rent nor any claim against Lessor for any inconvenience or disturbance resulting from Lessor's activities.

Section 5- ALTERATIONS

5.1 Alteration Prohibited. Lessee shall make no substantial improvements or alterations on the leased premises of any kind without first obtaining Lessor's written consent, which Lessor shall not unreasonably withhold.

5.2 Ownership of Alterations. All improvements and alterations performed on the leased premises by either Lessor or Lessee shall be the property of Lessor when installed, in Lessor's sole discretion

Section 6- INSURANCE

6.1 Insurance Required. Lessee shall keep the leased premises insured at Lessee's expense against all risks in addition to insurance required in Section 8.3, if demanded by Lessor. Lessee shall bear the expense of any insurance insuring the property of Lessee on the premises against such risks.

6.2 Waiver of Subrogation. Neither party shall be liable to the other (or to the other's successors or assigns) for any loss or damage caused by any of the risks enumerated in a standard all risks insurance policy with an extended coverage endorsement, and in the event of insured loss neither party's insurance company shall have a subrogated claim against the other.

LEASE – ANDERSEN CONSTRUCTION

Page 3 of 7

Section 7- TAXES

Lessee shall pay as due all taxes on its personal property located on the leased premises. Lessor shall pay as due all general real property taxes and special assessments levied against the leased premises to the appropriate authority.

Section 8- LIABILITY AND INDEMNITY

8.1 Liens

a) Lessee shall pay as due all claims for work done on and for services rendered or material furnished to the leased premises and shall keep the premises free from any liens. If Lessee fails to pay any such claims or to discharge any liens, Lessor may do so and collect the cost as additional rent. Any amount so added shall bear interest at the rate of 9% per annum from the date expended by Lessor and shall be payable within a reasonable time of demand. Such action by Lessor shall not constitute a waiver of any right or remedy which Lessor may have on account of Lessee's default.

b) Lessee may withhold payment of any claim in connection with a good-faith dispute over the obligation to pay, so long as Lessor's property interests are not jeopardized. If a lien is filed as a result of nonpayment, Lessee shall, within 10 days after knowledge of the filing, secure the discharge of the lien or deposit with Lessor cash or other security satisfactory to Lessor in an amount sufficient to discharge the lien plus any costs, attorney fees and other charges that could accrue as a result of a foreclosure or sale under the lien.

8.2 Indemnification. Lessee shall indemnify and defend Lessor from any claim, loss, or liability arising out of or related to any activity of Lessee on the leased premises or any condition of the leased premises in the possession or under the control of Lessee. Lessor shall have no liability to Lessee for any loss or damage caused by third parties or by any condition of the premises, except as for which Lessor is responsible hereunder.

8.3 Liability Insurance. Before going into possession of the premises, Lessee shall procure and thereafter during the terms of the lease shall continue to carry the following insurance at Lessee's cost: The insurance limits provided in the Lease agreement shall be modified to reflect the limits set by the Port Commission in the immediately preceding annual resolution setting said rates term of the lease unless a given requirement is not obtainable on the commercial insurance market in the Newport, Oregon area.

Section 9- ASSIGNMENT & SUBLEASE

No part of the leased property may be assigned, mortgaged or subleased nor may a right of use of any portion of the property be conferred on any third person by any other means, without the prior written consent of Lessor.

LEASE – ANDERSEN CONSTRUCTION

Page 4 of 7

Section 10- DEFAULT

The following shall be event of default:

10.1 Default in Rent. Failure of Lessee to pay any rent or other charge within 10 days after it is due.

10.2 Default in Other Covenants. Failure of Lessee or Lessor to comply with any term or condition or fulfill any obligation of the lease (other than the payment of rent or other charges) within 20 days after written notice specifying the nature of the default with reasonable particularity.

10.3 Abandonment. Failure of Lessee for 10 days or more to occupy the property for one or more of the purposes permitted under this lease unless such failure is excused under other provisions of this lease shall be an abandonment of the property.

Section 11- REMEDIES ON DEFAULT

11.1 Termination. In the event of default the lease may be terminated at the option of the party not in default by notice in writing to the other party. If the lease is not terminated by such election, or otherwise in such a manner so as to excuse the party in default as hereinabove provided, the party not in default shall be entitled to recover damages from the other party for the default. If the lease is terminated, each party's liability to the other party for damages shall survive such termination. In the event Lessee is in default and this lease has been terminated as herein provided, Lessor may re-enter, take possession of the premises, and remove any person or property by legal action or self-help with the use of reasonable force and without liability for damages.

11.2 Damages. In the event of termination on default, Lessor shall be entitled to recover within a reasonable time following written demand, without necessarily waiting until the due date of any future rent or until the date fixed for expiration of the lease term, the following amounts as damages:

- a) The loss of Lessee from the date of default until a new Lessee has been, or with the exercise of reasonable efforts, could have been secured.
- b) The reasonable cost of reentry and reletting including without limitation the cost of any clean up, refurbishing, removal of Lessee's property and fixtures, or any other expenses occasioned by Lessee's failure to quit the premises upon termination and to leave them in the required condition including any attorney fees, court costs, broker commissions, and advertising costs.

11.3 Right to Sue More Than Once. Lessor may sue periodically to recover damages during the remainder of the lease term and no action for damages shall bar a later action for damages subsequently accruing.

11.4 Remedies Cumulative. The foregoing remedies shall be in addition to and shall not exclude any other remedy available to Lessor under applicable law.

LEASE – ANDERSEN CONSTRUCTION

Page 5 of 7

11.5 Condition of Premises. Upon expiration of the lease term or earlier termination on account of default, Lessee shall surrender the leased premises in the same condition as at the commencement of the lease, normal wear and tear excepted and in a clean and orderly condition. Alterations constructed by Lessee with permission from Lessor shall not be removed or restored to the original condition unless the terms of permission for the alteration required removal.

Section 12- MISCELLANOUS

12.1 Nonwaiver. Waiver by either party of strict performance of any provision of this lease shall not be a waiver of or prejudice the party's right to require strict performance of the same provision in the future or of any other provision.

12.2 Attorney Fees. If suit or action is instituted in connection with any controversy arising out of this lease, the prevailing party shall be entitled to recover in addition to costs such sum as the court may adjudge, reasonable attorney fees.

12.3 Notices. Any notice required or permitted under this lease shall be given when actually delivered or 72 hours after deposited in United States mail as certified mail addressed to the address first given in this lease or to which other address as may be specified from time to time by either of the parties in writing.

12.4 Succession. Subject to the above-stated limitations on transfer of Lessee's interest, this lease shall be binding upon and inure to the benefit of the parties, their respective successors and assigns.

12.5 Recordation. This lease shall not be recorded without the consent in writing of Lessor.

12.6 Entry for Inspection. Lessor shall have the right to enter upon the premises at any reasonable time to determine Lessee's compliance with this lease or to make necessary repairs to the premises.

12.7 Governing Law. This lease and the party's rights under it shall be construed and regulated by the laws of the State of Oregon.

12.8 Severability. The invalidity or illegality of any provision of this lease shall not affect the remainder of the lease.

12.9 Modification. No modification of this lease shall be valid unless in writing and signed by the parties hereto.

12.10 Time of Essence. Time is of the essence of this lease and of each and every covenant, term, condition and provision hereof.

12.11 Construction. In construing this lease, it is understood that Lessor or Lessee may be more than one person; that if the context so requires, the singular pronoun shall be taken to mean and include the plural, the masculine, the feminine and the neuter, and that generally and grammatically changes shall be made, assumed and implied to make the provisions hereof apply equally to corporations and to individuals.

12.12 Exterior Litter. The Lessee is responsible for the control of and the maintenance and clean-up associated with any and all litter and debris directly related to the Lessee's business being conducted on the leasehold premises and shall at all times clean up and remove said litter promptly.

12.13 Adjacent Use. Lessee, in entering into this Lease, specifically acknowledges that Lessor or Lessor's other Lessees have adjacent property put to various uses, including industrial uses. Lessee acknowledges that said uses may generate noise, smoke, fumes, dust and heavy truck and equipment traffic, and Lessee does hereby specifically and irrevocably waive any and all claim of complaint, cause of action, harm or damage of any nature whatsoever during the entirety of the term of the Lease, and any subsequent renewals thereof as and against Lessor or Lessor's other Lessees for and on account of the uses above described.

12.14 Signs. Lessee agrees that all signage of Lessee shall be placed according to any sign code or rule, and shall be subject to the Lessor's written approval which will not unreasonably be withheld.

IN WITNESS WHEREOF, the parties have executed this Lease on the date first above written.

LESSOR:

LESSEE:

PORT OF NEWPORT

ANDERSEN CONSTRUCTION

By: _____
Aaron Bretz
General Manager Pro Tem

By: _____
Kris Anderson
Title _____



Andersen Construction Lot Lease
Exhibit A

Google Earth



CONSENT CALENDAR AGENDA ITEM

DATE: *Jan 17/2018*
RE: *DECLARATION OF SURPLUS PROPERTY*
TO: *Port of Newport Board of Commissioners*
ISSUED BY: *AARON BRETZ*

BACKGROUND

I request to have the following items declared as surplus property. They are piled at McLean Point:

20' Sections of wooden beam 1'X1.5', 21 in quantity; value \$2,000
4"X12" planks, 1' wide, various lengths, 25 in quantity; value \$2,000



RECOMMENDATION

I would recommend that a Commissioner make a MOTION TO DECLARE THE TWO PILES OF WOOD AT MCLEAN POINT AS SURPLUS PROPERTY.

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PROPOSED CALENDAR, BUDGET COMMITTEE AND OFFICERS FOR FY 2018-19

BUDGET CALENDAR

TUESDAY, JANUARY 23

Approve calendar, committee, and budget officers.

MONDAY, FEBRUARY 26

Dept. Heads receive direction on identifying priorities/operational changes

TUESDAY, MARCH 13

Management Team convenes to discuss budget.

TUESDAY, MARCH 27

Finance Officer presents working budget for Management Team review. Commission Work Session packet distributed.

TUESDAY, APRIL 3

Commission Budget Priorities Work Session, Noon. Review Personnel Services, Revenues and Capital priorities

(Second Work Session, 4/10 if needed)

WEDNESDAY, APRIL 25

Publish first notice of budget committee meeting. (Notice to *News Times* by Thurs., 4/19) (Add Notice to Port's web site or public second notice)

TUESDAY, MAY 1

Deliver agenda, budget message, and proposed budget to committee members (1 week prior to meeting).

TUESDAY, MAY 8

Budget committee meets, 6:00 p.m.

(Second Committee Meeting, 5/15 if needed)

WEDNESDAY, JUNE 6

Publish hearing notice and summary. (Notice to *News Times* by Thurs., 5/31)

TUESDAY, JUNE 26

Public hearing and adopt budget resolution, 6:00 p.m.

TUESDAY, JULY 10

Submit budget documents to County Assessor

- LB-50 x 2
- Budget Resolution x 2

TUESDAY, SEPTEMBER 25

Submit budget documents to County Clerk.

- Budget Message (from budget committee)
- Budget Detail (LB forms from June meeting)
- Meeting affidavit (from paper)

BUDGET COMMITTEE MEMBERS

(Freeholder positions are three-year terms)

FREEHOLDERS

1. Fred Postelwait (1994)..... June 30, 2018
2. Brian Barth (1996) June 30, 2020
3. Alan Brown (2003)..... June 30, 2019
4. Ron Benfield (1990)..... June 30, 2020
5. Mark Collson (2012) June 30, 2018

COMMISSIONERS

1. Walter Chuck (2011) June 30, 2019
2. Sara Skamsner (2017) June 30, 2021
3. Stewart Lamerdin (2015)..... June 30, 2019
4. Jeff Lackey (2017) June 30, 2021
5. Patricia Patrick-Joling (2015)..... June 30, 2019

BUDGET OFFICER

Aaron Bretz, General Manager Pro Tem (2018)

All budget meetings will be held at the South Beach Marina & RV Park Activities Room.

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CONSENT CALENDAR AGENDA ITEM

DATE: *January 23, 2018*
RE: *Financial Reports as of December 31, 2017*
TO: *Port of Newport Board of Commissioners*
ISSUED BY: *Mark Harris, Staff Accountant*

Interim Financial Reports as of December 31, 2017

Below are brief explanations for the larger variances in the interim financial reports:

General Operating Fund

Balance Sheet

\$117k decrease in accounts receivable and \$51k increase in deferred revenue
These variances are due to delays in monthly billings at the end of 2016.

\$256k decrease in accounts payable
In December 2016, there were \$292k in payables to Bergerson Construction for work on the PD5 pile replacement project.

\$183k decrease in long-term debt
Along with the 2016-17 year-end entries as outlined in the October 30, 2017 regular meeting packet, \$89k in new debt related to the acquisition of two forklifts totaling \$89k has been recorded.

Profit & Loss Budget vs. Actual

The percentage-of-budget target for December 31st is 50%. Overall, year-to-date income is over and expenses are under this target.

(Please note: the Profit and Loss Budget vs. Actual reports included in the 4th quarter 2016 commission meeting packets were incomplete drafts due to delays in month-end closing procedures and shouldn't be used in a comparison with this year's reports.)

NOAA Lease Revenue Fund

Balance Sheet

\$52k decrease in accounts payable

In December 2016, there were \$52k in payables to Billeter Marine for dredging.

Facility Maintenance Reserve Fund

The \$60k in payables are for costs related to the PD5 pier approach and the South Beach RV Park dump station projects.

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Port of Newport - General Operating Fund

Balance Sheet

As of December 31, 2017

	Dec 31, 17	Dec 31, 16	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
11000 · Available Cash & Equivalents	1,816,639.29	1,930,289.43	(113,650.14)
11070 · Restricted Cash & Equivalents	778,165.54	413,240.24	364,925.30
Total Checking/Savings	2,594,804.83	2,343,529.67	251,275.16
Accounts Receivable			
11200 · Accounts Receivable	344,910.41	462,322.30	(117,411.89)
Total Accounts Receivable	344,910.41	462,322.30	(117,411.89)
Other Current Assets			
11250 · AR Property Tax	10,334.60	10,334.60	0.00
11255 · Allow for Bad Debt - CM	(20,000.00)	(20,000.00)	0.00
11260 · Allow for Bad Debt - SB	(10,000.00)	(10,000.00)	0.00
11270 · Undeposited Funds	4,939.40	3,110.99	1,828.41
11300 · Prepaid Expenses	36,934.06	23,382.90	13,551.16
11400 · Due from Other Funds	69,894.18	31,479.72	38,414.46
11480 · PERS - NPA(L)	(163,496.00)	(163,496.00)	0.00
11485 · PERS - Deferred OF	17,803.00	17,803.00	0.00
Total Other Current Assets	(53,590.76)	(107,384.79)	53,794.03
Total Current Assets	2,886,124.48	2,698,467.18	187,657.30
Fixed Assets			
11500 · Capital Assets	80,615,000.71	82,731,482.28	(2,116,481.57)
Total Fixed Assets	80,615,000.71	82,731,482.28	(2,116,481.57)
TOTAL ASSETS	83,501,125.19	85,429,949.46	(1,928,824.27)
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
12000 · Accounts Payable	203,469.17	459,490.98	(256,021.81)
Total Accounts Payable	203,469.17	459,490.98	(256,021.81)
Other Current Liabilities			
12020 · Lodging/Room Tax Payable	1,418.14	0.00	1,418.14
12100 · Payroll Liabilities	43,253.39	22,311.81	20,941.58
12200 · Due to other Funds	362.57	13,107.76	(12,745.19)
12250 · Deferred Revenue	195,452.18	144,409.51	51,042.67
12300 · Accrued Interest Payable	9,833.12	6,209.00	3,624.12
12350 · Current Portion-Long Term Debt	458,179.00	406,827.00	51,352.00
Total Other Current Liabilities	708,498.40	592,865.08	115,633.32
Total Current Liabilities	911,967.57	1,052,356.06	(140,388.49)
Long Term Liabilities			
2013 FF&C Bond Premium	105,116.75	105,116.75	0.00
12400 · Long Term Debt	7,667,918.98	7,851,095.25	(183,176.27)
12900 · PERS - Deferred IF	151,722.00	151,722.00	0.00
Total Long Term Liabilities	7,924,757.73	8,107,934.00	(183,176.27)
Total Liabilities	8,836,725.30	9,160,290.06	(323,564.76)

Port of Newport - General Operating Fund

Balance Sheet

As of December 31, 2017

	<u>Dec 31, 17</u>	<u>Dec 31, 16</u>	<u>\$ Change</u>
Equity			
13000 · Fund Balance	67,111,271.80	69,114,539.32	(2,003,267.52)
13050 · FB - Contributed Capital	7,130,788.00	7,130,788.00	0.00
13730 · FB - GAAP-Pension Expense	0.00	(1.00)	1.00
Net Income	422,340.09	24,333.08	398,007.01
Total Equity	<u>74,664,399.89</u>	<u>76,269,659.40</u>	<u>(1,605,259.51)</u>
TOTAL LIABILITIES & EQUITY	<u>83,501,125.19</u>	<u>85,429,949.46</u>	<u>(1,928,824.27)</u>

Port of Newport - General Operating Fund
Profit & Loss Budget vs. Actual
 July through December 2017

	Jul - Dec 17	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
14000 · Lease Revenues	332,340.19	665,178.00	(332,837.81)	50.0%
14100 · Moorage	672,205.61	1,274,000.00	(601,794.39)	52.8%
14200 · Hoist Dock & Services	289,997.92	615,000.00	(325,002.08)	47.2%
14300 · Shipping Terminal Revenues	9,217.06	10,000.00	(782.94)	92.2%
14400 · RV Parks	549,930.81	830,000.00	(280,069.19)	66.3%
14500 · Launch Ramp & Trailer Storage	45,050.50	70,000.00	(24,949.50)	64.4%
14600 · Miscellaneous Revenue	46,378.46	58,000.00	(11,621.54)	80.0%
Total Income	<u>1,945,120.55</u>	<u>3,522,178.00</u>	<u>(1,577,057.45)</u>	<u>55.2%</u>
Gross Profit	1,945,120.55	3,522,178.00	(1,577,057.45)	55.2%
Expense				
15000 · Personnel Services	552,236.68	1,349,370.00	(797,133.32)	40.9%
16000 · Materials & Services	710,738.28	1,626,550.00	(915,811.72)	43.7%
17000 · Debt Service	356,112.84	732,680.00	(376,567.16)	48.6%
Total Expense	<u>1,619,087.80</u>	<u>3,708,600.00</u>	<u>(2,089,512.20)</u>	<u>43.7%</u>
Net Ordinary Income	326,032.75	(186,422.00)	512,454.75	(174.9)%
Other Income/Expense				
Other Income				
18100 · Property Tax Revenue	97,694.55	98,500.00	(805.45)	99.2%
18200 · Interest Income	5,227.20	5,000.00	227.20	104.5%
18300 · Grants	2,772.50	122,500.00	(119,727.50)	2.3%
18400 · Loan Proceeds	89,697.20	96,000.00	(6,302.80)	93.4%
18600 · Gain/(Loss) on Sale of Assets	(7,345.91)	0.00	(7,345.91)	100.0%
18700 · Property & Dredge Sales	(2,041.00)	2,000.00	(4,041.00)	(102.1)%
Total Other Income	<u>186,004.54</u>	<u>324,000.00</u>	<u>(137,995.46)</u>	<u>57.4%</u>
Other Expense				
19000 · Capital Outlay	89,697.20	197,900.00	(108,202.80)	45.3%
19600 · Contingency	0.00	100,000.00	(100,000.00)	0.0%
19700 · Transfers Out to Other Funds	0.00	160,000.00	(160,000.00)	0.0%
Total Other Expense	<u>89,697.20</u>	<u>457,900.00</u>	<u>(368,202.80)</u>	<u>19.6%</u>
Net Other Income	96,307.34	(133,900.00)	230,207.34	(71.9)%
Net Income	<u><u>422,340.09</u></u>	<u><u>(320,322.00)</u></u>	<u><u>742,662.09</u></u>	<u><u>(131.8)%</u></u>

Port of Newport - General Operating Fund

Profit & Loss Budget vs. Actual - Admin

July through December 2017

	<u>Jul - Dec 17</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
14000 · Lease Revenues	332,340.19	665,178.00	(332,837.81)	50.0%
14100 · Moorage	1,008.00	0.00	1,008.00	100.0%
14200 · Hoist Dock & Services	2,748.00	0.00	2,748.00	100.0%
14600 · Miscellaneous Revenue	10,772.92	0.00	10,772.92	100.0%
Total Income	<u>346,869.11</u>	<u>665,178.00</u>	<u>(318,308.89)</u>	<u>52.1%</u>
Gross Profit	346,869.11	665,178.00	(318,308.89)	52.1%
Expense				
15000 · Personnel Services	218,942.78	539,210.00	(320,267.22)	40.6%
16000 · Materials & Services	205,409.50	452,000.00	(246,590.50)	45.4%
17000 · Debt Service	23,901.22	47,802.00	(23,900.78)	50.0%
Total Expense	<u>448,253.50</u>	<u>1,039,012.00</u>	<u>(590,758.50)</u>	<u>43.1%</u>
Net Ordinary Income	(101,384.39)	(373,834.00)	272,449.61	27.1%
Other Income/Expense				
Other Income				
18100 · Property Tax Revenue	97,694.55	98,500.00	(805.45)	99.2%
18200 · Interest Income	5,227.20	5,000.00	227.20	104.5%
18300 · Grants	0.00	122,500.00	(122,500.00)	0.0%
18600 · Gain/(Loss) on Sale of Assets	(7,345.91)	0.00	(7,345.91)	100.0%
Total Other Income	<u>95,575.84</u>	<u>226,000.00</u>	<u>(130,424.16)</u>	<u>42.3%</u>
Other Expense				
19000 · Capital Outlay	0.00	75,000.00	(75,000.00)	0.0%
19600 · Contingency	0.00	100,000.00	(100,000.00)	0.0%
19700 · Transfers Out to Other Funds	0.00	160,000.00	(160,000.00)	0.0%
Total Other Expense	<u>0.00</u>	<u>335,000.00</u>	<u>(335,000.00)</u>	<u>0.0%</u>
Net Other Income	<u>95,575.84</u>	<u>(109,000.00)</u>	<u>204,575.84</u>	<u>(87.7)%</u>
Net Income	<u>(5,808.55)</u>	<u>(482,834.00)</u>	<u>477,025.45</u>	<u>1.2%</u>

Port of Newport - General Operating Fund

Profit & Loss Budget vs. Actual - NIT

July through December 2017

	<u>Jul - Dec 17</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
14100 · Moorage	50,063.20	100,000.00	(49,936.80)	50.1%
14200 · Hoist Dock & Services	150,241.68	278,000.00	(127,758.32)	54.0%
14300 · Shipping Terminal Revenues	9,217.06	10,000.00	(782.94)	92.2%
14600 · Miscellaneous Revenue	160.00	0.00	160.00	100.0%
Total Income	<u>209,681.94</u>	<u>388,000.00</u>	<u>(178,318.06)</u>	<u>54.0%</u>
Gross Profit	209,681.94	388,000.00	(178,318.06)	54.0%
Expense				
15000 · Personnel Services	31,842.10	77,575.00	(45,732.90)	41.0%
16000 · Materials & Services	48,464.30	137,400.00	(88,935.70)	35.3%
17000 · Debt Service	146,309.32	452,652.00	(306,342.68)	32.3%
Total Expense	<u>226,615.72</u>	<u>667,627.00</u>	<u>(441,011.28)</u>	<u>33.9%</u>
Net Ordinary Income	(16,933.78)	(279,627.00)	262,693.22	6.1%
Other Income/Expense				
Other Income				
18400 · Loan Proceeds	54,394.16	60,000.00	(5,605.84)	90.7%
Total Other Income	<u>54,394.16</u>	<u>60,000.00</u>	<u>(5,605.84)</u>	<u>90.7%</u>
Other Expense				
19000 · Capital Outlay	54,394.16	66,900.00	(12,505.84)	81.3%
Total Other Expense	<u>54,394.16</u>	<u>66,900.00</u>	<u>(12,505.84)</u>	<u>81.3%</u>
Net Other Income	0.00	(6,900.00)	6,900.00	0.0%
Net Income	<u>(16,933.78)</u>	<u>(286,527.00)</u>	<u>269,593.22</u>	<u>5.9%</u>

Port of Newport - General Operating Fund

Profit & Loss Budget vs. Actual - SB

July through December 2017

	<u>Jul - Dec 17</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
14100 · Moorage	366,044.85	714,000.00	(347,955.15)	51.3%
14200 · Hoist Dock & Services	3,367.64	17,000.00	(13,632.36)	19.8%
14400 · RV Parks	549,930.81	830,000.00	(280,069.19)	66.3%
14500 · Launch Ramp & Trailer Storage	45,050.50	70,000.00	(24,949.50)	64.4%
14600 · Miscellaneous Revenue	33,775.83	54,000.00	(20,224.17)	62.5%
Total Income	<u>998,169.63</u>	<u>1,685,000.00</u>	<u>(686,830.37)</u>	<u>59.2%</u>
Gross Profit	998,169.63	1,685,000.00	(686,830.37)	59.2%
Expense				
15000 · Personnel Services	188,872.85	363,262.00	(174,389.15)	52.0%
16000 · Materials & Services	324,582.53	673,550.00	(348,967.47)	48.2%
17000 · Debt Service	179,786.20	216,321.00	(36,534.80)	83.1%
Total Expense	<u>693,241.58</u>	<u>1,253,133.00</u>	<u>(559,891.42)</u>	<u>55.3%</u>
Net Ordinary Income	304,928.05	431,867.00	(126,938.95)	70.6%
Other Income/Expense				
Other Income				
18300 · Grants	2,772.50	0.00	2,772.50	100.0%
18700 · Property & Dredge Sales	(2,041.00)	2,000.00	(4,041.00)	(102.1)%
Total Other Income	<u>731.50</u>	<u>2,000.00</u>	<u>(1,268.50)</u>	<u>36.6%</u>
Net Other Income	731.50	2,000.00	(1,268.50)	36.6%
Net Income	<u><u>305,659.55</u></u>	<u><u>433,867.00</u></u>	<u><u>(128,207.45)</u></u>	<u><u>70.5%</u></u>

Port of Newport - General Operating Fund

Profit & Loss Budget vs. Actual - CM

July through December 2017

	<u>Jul - Dec 17</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
14100 · Moorage	255,089.56	460,000.00	(204,910.44)	55.5%
14200 · Hoist Dock & Services	133,640.60	320,000.00	(186,359.40)	41.8%
14600 · Miscellaneous Revenue	1,669.71	4,000.00	(2,330.29)	41.7%
Total Income	<u>390,399.87</u>	<u>784,000.00</u>	<u>(393,600.13)</u>	<u>49.8%</u>
Gross Profit	390,399.87	784,000.00	(393,600.13)	49.8%
Expense				
15000 · Personnel Services	112,578.95	255,535.00	(142,956.05)	44.1%
16000 · Materials & Services	132,281.95	357,700.00	(225,418.05)	37.0%
17000 · Debt Service	6,116.10	15,905.00	(9,788.90)	38.5%
Total Expense	<u>250,977.00</u>	<u>629,140.00</u>	<u>(378,163.00)</u>	<u>39.9%</u>
Net Ordinary Income	139,422.87	154,860.00	(15,437.13)	90.0%
Other Income/Expense				
Other Income				
18400 · Loan Proceeds	35,303.04	36,000.00	(696.96)	98.1%
Total Other Income	35,303.04	36,000.00	(696.96)	98.1%
Other Expense				
19000 · Capital Outlay	35,303.04	36,000.00	(696.96)	98.1%
Total Other Expense	35,303.04	36,000.00	(696.96)	98.1%
Net Other Income	0.00	0.00	0.00	0.0%
Net Income	<u><u>139,422.87</u></u>	<u><u>154,860.00</u></u>	<u><u>(15,437.13)</u></u>	<u><u>90.0%</u></u>

Port of Newport - NOAA Fund

Balance Sheet

As of December 31, 2017

	<u>Dec 31, 17</u>	<u>Dec 31, 16</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
51000 · Cash & Equivalents	5,410,572.41	5,416,938.13	(6,365.72)
Total Checking/Savings	5,410,572.41	5,416,938.13	(6,365.72)
Other Current Assets			
51300 · Prepaid Expenses	14,580.06	10,376.77	4,203.29
51400 · Due from Other Funds	362.57	127.82	234.75
Total Other Current Assets	14,942.63	10,504.59	4,438.04
Total Current Assets	5,425,515.04	5,427,442.72	(1,927.68)
TOTAL ASSETS	<u>5,425,515.04</u>	<u>5,427,442.72</u>	<u>(1,927.68)</u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
52000 · Accounts Payable	600.52	52,963.91	(52,363.39)
Total Accounts Payable	600.52	52,963.91	(52,363.39)
Other Current Liabilities			
52110 · Accrued PTO	6,281.39	2,605.55	3,675.84
52200 · Due to Other Funds	7,393.89	4,749.72	2,644.17
52300 · Accrued Interest Payable	462,477.40	476,972.00	(14,494.60)
52350 · Current Portion Long-Term Debt	910,000.00	810,000.00	100,000.00
Total Other Current Liabilities	1,386,152.68	1,294,327.27	91,825.41
Total Current Liabilities	1,386,753.20	1,347,291.18	39,462.02
Long Term Liabilities			
52400 · Long-Term Debt	19,855,587.00	20,725,587.00	(870,000.00)
52800 · Less Current Portion LT Debt	(910,000.00)	(810,000.00)	(100,000.00)
Total Long Term Liabilities	18,945,587.00	19,915,587.00	(970,000.00)
Total Liabilities	20,332,340.20	21,262,878.18	(930,537.98)
Equity			
53000 · Fund Balance	(14521682.95)	(15423252.85)	901,569.90
Net Income	(385,142.21)	(412,182.61)	27,040.40
Total Equity	(14906825.16)	(15835435.46)	928,610.30
TOTAL LIABILITIES & EQUITY	<u>5,425,515.04</u>	<u>5,427,442.72</u>	<u>(1,927.68)</u>

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

	<u>Jul - Dec 17</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
54000 · Lease Revenue	1,272,918.55	2,542,000.00	(1,269,081.45)	50.1%
Total Income	1,272,918.55	2,542,000.00	(1,269,081.45)	50.1%
Expense				
55000 · Personnel Services	32,957.25	82,385.00	(49,427.75)	40.0%
56000 · Materials & Services	143,070.91	366,470.00	(223,399.09)	39.0%
57000 · Debt Service	1,464,966.88	2,001,734.00	(536,767.12)	73.2%
Total Expense	1,640,995.04	2,450,589.00	(809,593.96)	67.0%
Net Ordinary Income	(368,076.49)	91,411.00	(459,487.49)	(402.7)%
Other Income/Expense				
Other Income				
58200 · Interest Income	5,623.83	10,500.00	(4,876.17)	53.6%
58800 · Miscellaneous Revenue	910.45	0.00	910.45	100.0%
58900 · Transfers In from Other Funds	0.00	500,000.00	(500,000.00)	0.0%
Total Other Income	6,534.28	510,500.00	(503,965.72)	1.3%
Other Expense				
59000 · Capital Outlay	23,600.00	6,000.00	17,600.00	393.3%
59600 · Contingency	0.00	100,000.00	(100,000.00)	0.0%
59700 · Transfers Out to Other Funds	0.00	750,000.00	(750,000.00)	0.0%
Total Other Expense	23,600.00	856,000.00	(832,400.00)	2.8%
Net Other Income	(17,065.72)	(345,500.00)	328,434.28	4.9%
Net Income	<u>(385,142.21)</u>	<u>(254,089.00)</u>	<u>(131,053.21)</u>	<u>151.6%</u>

Port of Newport - Facility Maintenance Reserve Fund

Balance Sheet

As of December 31, 2017

	<u>Dec 31, 17</u>	<u>Dec 31, 16</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
31000 · Cash & Cash Equivalents			
31060 · FMR Money Market - Umpqua Bank	72,377.46	133,841.35	(61,463.89)
Total 31000 · Cash & Cash Equivalents	<u>72,377.46</u>	<u>133,841.35</u>	<u>(61,463.89)</u>
Total Checking/Savings	<u>72,377.46</u>	<u>133,841.35</u>	<u>(61,463.89)</u>
Total Current Assets	<u>72,377.46</u>	<u>133,841.35</u>	<u>(61,463.89)</u>
TOTAL ASSETS	<u>72,377.46</u>	<u>133,841.35</u>	<u>(61,463.89)</u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
32000 · Accounts Payable	60,700.29	24,930.00	35,770.29
Total Accounts Payable	<u>60,700.29</u>	<u>24,930.00</u>	<u>35,770.29</u>
Total Current Liabilities	<u>60,700.29</u>	<u>24,930.00</u>	<u>35,770.29</u>
Total Liabilities	<u>60,700.29</u>	<u>24,930.00</u>	<u>35,770.29</u>
Equity			
33000 · Fund Balance	22,322.76	48,777.66	(26,454.90)
33020 · FB - Assigned for Future Expend	50,000.00	25,000.00	25,000.00
Net Income	<u>(60,645.59)</u>	<u>35,133.69</u>	<u>(95,779.28)</u>
Total Equity	<u>11,677.17</u>	<u>108,911.35</u>	<u>(97,234.18)</u>
TOTAL LIABILITIES & EQUITY	<u>72,377.46</u>	<u>133,841.35</u>	<u>(61,463.89)</u>

Port of Newport - Construction Fund

Balance Sheet

As of December 31, 2017

	Dec 31, 17	Dec 31, 16	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
41000 · Cash & Cash Equivalents	47,983.60	64,141.01	(16,157.41)
Total Checking/Savings	47,983.60	64,141.01	(16,157.41)
Total Current Assets	47,983.60	64,141.01	(16,157.41)
TOTAL ASSETS	47,983.60	64,141.01	(16,157.41)
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
42000 · Accounts Payable	2,195.00	5,815.00	(3,620.00)
Total Accounts Payable	2,195.00	5,815.00	(3,620.00)
Other Current Liabilities			
42200 · Due To Other funds	1,800.00	1,800.00	0.00
Total Other Current Liabilities	1,800.00	1,800.00	0.00
Total Current Liabilities	3,995.00	7,615.00	(3,620.00)
Total Liabilities	3,995.00	7,615.00	(3,620.00)
Equity			
43000 · Fund Balance	52,839.66	79,229.46	(26,389.80)
43110 · FB - Capital Asset Additions	0.00	124,140.51	(124,140.51)
43210 · FB - Loan Proceeds	0.00	(124,140.51)	124,140.51
Net Income	(8,851.06)	(22,703.45)	13,852.39
Total Equity	43,988.60	56,526.01	(12,537.41)
TOTAL LIABILITIES & EQUITY	47,983.60	64,141.01	(16,157.41)

Port of Newport - Bonded Debt Fund

Balance Sheet

As of December 31, 2017

	Dec 31, 17	Dec 31, 16	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
21000 · Cash & Cash Equivalents	544,091.39	444,457.76	99,633.63
Total Checking/Savings	544,091.39	444,457.76	99,633.63
Other Current Assets			
21270 · Property Tax Receivable	86,925.12	86,925.12	0.00
Total Other Current Assets	86,925.12	86,925.12	0.00
Total Current Assets	631,016.51	531,382.88	99,633.63
Other Assets			
21800 · Bond Issue costs, net of amort.	4,662.00	4,662.00	0.00
21825 · Advance Refunding Valuation	436,957.00	436,957.00	0.00
Total Other Assets	441,619.00	441,619.00	0.00
TOTAL ASSETS	1,072,635.51	973,001.88	99,633.63
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Other Current Liabilities			
22350 · Bonds Payable - Current	325,000.00	465,000.00	(140,000.00)
Total Other Current Liabilities	325,000.00	465,000.00	(140,000.00)
Total Current Liabilities	325,000.00	465,000.00	(140,000.00)
Long Term Liabilities			
22505 · 2007 Series Bonds	0.00	124,830.00	(124,830.00)
22510 · 2008 Series Bonds	124,995.00	244,995.00	(120,000.00)
22515 · 2011 Series Bonds	5,093,243.00	5,158,243.00	(65,000.00)
22520 · 2016 Series Bonds	7,455,000.00	7,610,000.00	(155,000.00)
22590 · Bond Premiums	880,746.00	880,746.00	0.00
22800 · Less Current Portion LTD	(325,000.00)	(465,000.00)	140,000.00
Total Long Term Liabilities	13,228,984.00	13,553,814.00	(324,830.00)
Total Liabilities	13,553,984.00	14,018,814.00	(464,830.00)
Equity			
23000 · Fund Balance	(12,777,958.93)	(13,189,865.77)	411,906.84
Net Income	296,610.44	144,053.65	152,556.79
Total Equity	(12,481,348.49)	(13,045,812.12)	564,463.63
TOTAL LIABILITIES & EQUITY	1,072,635.51	973,001.88	99,633.63

From: Heather Mann
To: [Walter Chuck](#); [Sara Skamser](#); [Stewart Lamerdin](#); [Jeff Lackey](#); [Patricia Patrick-Joling](#)
Cc: [Aaron Bretz](#); [Karen Hewitt](#)
Subject: Suggestions for improved communication between the Commission and the Commercial Fishing User's Group Committee
Date: Wednesday, January 17, 2018 11:25:41 AM
Importance: High

President Patrick-Joling & Commissioners

Happy New Year! I'd like to take this opportunity to discuss with you some ideas for how the Commercial Fishing User's Group Committee (User's Committee) could better interact with and advise the Port Commission.

The Port Commission passed a resolution in 2016 creating the User's Committee. That resolution states the purpose of the User's Committee is to "provide guidance and recommendations to the Port of Newport Board of Commissioners on issues related to the commercial fishing docks and international terminal, port services and policies." Currently the User's Committee is meeting every other month and as the Chair, I set the agenda along with acting General Manager Aaron Bretz. The last few times we have met we have been scrambling to identify agenda items. Our minutes are provided to the Commission, but there is not a cohesive link between the recommendations or comments that the User committee makes and Commission discussion or decision-making.

I believe that in order to meet the purpose of the User's Committee, it is logical to structure the process for more interaction and communication between the User's Committee and the Port Commission. Ideally, the User's Committee would meet once the Commission's monthly agenda is set. The group would discuss any Commission agenda items that meet the purview of the User's Committee (as described above) and we would provide a written report to the Commission for your consideration. The written report would be the responsibility of the User's Committee's Chair, not Port staff. As the Commission works through its monthly agenda, the comments or recommendations from the User's Committee would be noted on the applicable agenda items. Whenever possible a representative from the User's Committee would be in attendance at the Commission meeting to speak to the User's Committee report and to provide additional context or answer questions that may arise. If we follow this protocol, it may make more sense for the User's Committee to meet monthly, at least when the Commission is taking up issues that the User's Committee should be providing comments or recommendations on.

This is one suggested path forward that will improve the interaction between the User's Committee and the Port Commission and it speaks directly to the Purpose of the User's Committee. However, I'm open to other suggestions about how we can meet the purpose of the User's Committee and be true advisors to the Commission as it makes important decisions that directly impact the Port's commercial fishing industry. I have shared both my concerns and my suggested resolutions with Aaron for his consideration.

I plan to attend January's Port Commission meeting and would be happy to discuss further at that time if it makes sense.

Thank you
Heather

--

Heather Munro Mann
Midwater Trawlers Cooperative
Newport, OR 97365
(541) 2724544
heathermunromann@gmail.com

PORT OF NEWPORT
COMMERCIAL FISHING USERS GROUP COMMITTEE MINUTES

January 8, 2018
Regular Committee Meeting

I. CALL TO ORDER

Committee Chair Heather Mann called the Regular Meeting of the Port of Newport Commercial Fishing Users Group Committee to order at 9:00 am at the OSU Extension Office, 1211 SE Bay Blvd., Newport, Oregon.

Committee Members Present: Clint Funderburg (Pos. #1); Heather Mann, Chair (Pos. #5); Ted Gibson (Pos. #6); Bob Aue (Pos. #8); and David Jincks (Pos. #11).

Alternates Present: Cari Brandberg (Alt. #3); and John Holt (Alt. #7).

Committee Members Absent: Mike Pettis (Pos. #2); Mark Newell (Pos. #3); Ernie Phillips (Pos. #4); Gene Law (Pos. #7); Bob Eder, Vice-Chair (Pos. #9); and Dave Thalman (Pos. #10).

Port Commission Liaison: Sara Skamser.

Management and Staff: Aaron Bretz, General Manager Pro Tem; Don Moon, Interim NIT Supervisor; and Karen Hewitt, Administrative Assistant.

Members of the Public and Media: John Moody, Pacific Seafood; Rex Capri, Newport Resident; Dietmar Goebel, Newport City Council; Bill Olivera, Pacific Bio Meal Plant; and Dennis Anstine, Newport News-Times.

II. CHANGES TO THE AGENDA

There were no changes to the Agenda. Mann commented that since the prior meetings minutes were not included in the Agenda or Meeting Packet, they will be reviewed for approval at the next Committee meeting. Committee members, staff and audience members introduced themselves.

III. PUBLIC COMMENT

There was no public comment at this time.

IV. HALL PROPERTY UPDATE

Bretz introduced the excerpt from the draft minutes of the Port of Newport Board of Commissioners' Work Session on December 15, 2017, which captured the presentation and discussion with Evan Hall regarding Rony's Inc. Bretz said that Hall had briefed the Commission on Rony's plans for McLean point, which they want to start developing in 2018. They will be focusing on storage space, intended to be available to the marine industry including commercial fishing. Hall asked for feedback on the commercial fishermen's ideas or needs for the future. Bretz said that Hall said anyone could call him to provide that feedback. Jincks asked if there had been discussion about gear storage. Bretz said that he had discussed this with Hall, who said gear storage could probably be accommodated. Jincks said the Port needs to consider that gear storage generates \$80K in income. Jincks added that this issue had been looked at a few years before, including considering storage on Port property and reducing the gear pile; there needs to be a plan so that storage can still generate funds. Bretz said the Port has been looking at reducing the pile, but some decisions depend on what happens at the Terminal. Skamser asked what the fishermen thought about stacking storage. Gibson said it works well at the Commercial Marina for outriggers. Moon said he was looking into building a rack on the back of the Terminal lot. Skamser said it would be helpful if the fishermen identified the types of gear that would be stored.

Mann said she was contacted by a researcher who was recycling nets, who was looking to recycle gear. Skamser asked if the Terminal had a recycling container. Moon said yes, and it fills about every two months. Bretz asked if the recycler paid for transport. Mann said the receiving company in Denmark pays for the shipping. This may need to be done out of

Astoria, since it is shipped by containers. The company breaks down the material into recyclable plastic. Mann said there are some recyclers on the West Coast, but they only want nylon. Jincks asked about the dredge disposal site on the Hall property. He said that the Port currently has only two disposal sites; others in the past had been filled. Jincks said it was important for the Port to have and protect disposal sites. Bretz commented that Toledo also has issues with dredge disposal and could perhaps partner with PON. He added that the Port had sold a lot of sand this year, but material will be added to the South Beach disposal site from the Army Corp's dredging of the South Beach Marina.

Mann asked how the Committee could provide input to Hall and the Commission on this topic. Bretz said Hall could use a recommendation on the needs of the commercial fleet. Some concerns may be cold storage or more places to land catch. Mann said she would like the Committee to be presented with specific questions. Gibson asked if there had been discussion about docks. Bretz said there was consideration of a floating dock or pier. Skamser said Hall had made a point that he was part of a fishing family, and they wanted to include the City and the Port to enhance what is there. Mann suggested a concern for development on private property could arise if the property were sold. More docks are needed. Jincks said floating docks won't work because of the tide, current, breakwater, and eel grass. Bretz said there was also a concern about keeping access to an area for staging barges, which Hall said would be open in the short term. Mann suggested inviting Hall to a CFUG meeting to help the Committee provide input to the Commission. Jincks said the Committee could review some, but not all, of the issues. He suggested input would be better based on infrastructure on what is needed by fisherman; the overall lease will be left to the Port. Brandberg said Hall wants to help the community, and it would be more helpful to identify needs before the Port meeting. Bretz suggested that the Committee could create a unified voice. Mann said it would be important to have the right people in the room when the Committee made a decision. Bretz will contract Hall to arrange for him to come to a CFUG meeting.

Gibson said a t-pier has been useful. Jincks said the cost of floating docks goes up, and mitigation goes up. Bretz said the advantage of something low is the ability to do work alongside the hull. Jincks agreed moorage is needed. Capri said he has seen barges tied off a bulkhead on shore and anchored, that are removed to the shore when the water freezes. Bretz said he had looked into barges, but they were very expensive. Jincks said adding docks would also require discussion with ODFW for things like daylight issues.

A motion was made by Jincks and seconded by Gibson that the Committee agrees additional moorage is needed. There was no opposition to the motion.

V. PORT DOCK 5 PROJECT UPDATE

Bretz referenced the engineering plans included in the Meeting Packet. He said it was too late to start the Construction Manager/General Contractor (CMCG) process since it was not declared in the beginning. Next the plans can be sent to a General Contractor to do some value engineering. It is clear that access to the pier needs to be maintained throughout the project. Jincks said it was an oversight that the CMCG process wasn't initiated for this project, but should be done for any project over \$1MM. He also asked how much ODFW was involved since the plan involved pulling pilings, which could result in creosote release, vs. snapping off pilings which could be considered mitigation. Bretz said OBEC was working with ODFW. Skamser asked if anything had been done similar to when Kent Gibson changed the angle of piers in the Port Dock 7 drawing for ADA requirements. Bretz said that for the Port Dock 5 pier project, the pier was made shorter and the ramp was made longer to comply. Funding has not yet been found. The next step would be final engineering, then look to fund the project.

Jincks said it wouldn't hurt to start seeking grants as soon as possible. If the Port waits until the engineering is done, there is a chance permits would be lost. Bretz said the financial analysis of the Port showed that PON is underperforming with grant revenue. Hewitt has a diverse background as will be attending a grant writing seminar. It will also be important to know where to watch for grant availability.

VI. CHAIR/COMMITTEE REPORTS

There were no reports. Bretz said if there was ever a gap in service to please let him know, and provided his cell phone number to Skamser to pass on if needed. Mann noted that insurance for people doing work on Port property was not on the agenda. Bretz said he had just met with the Port's insurance agent. The Port does ask if a person is operating on Port property that they be properly insured. Holt asked about the sea lion problem. Bretz said that ODFW needed to be contacted about options. Skamser said that the Port could find out about what was done in Monterey to get rid of the sea

lions. Jincks said most of California's problems have moved up here. Capri said there is one male sea lion who has been charging people at PD5. Mann suggested there may be additional options if an animal is threatening. Brandberg said she had called ODFW when threatened at the Patty Mae barge, and they told her she could use a slingshot. Holt asked if the Port was liable for tourists. Bretz said the Port wants to make the docks as safe as possible legally. Jincks said the sea lions have a huge impact both in danger and damages. There are a lot of people working on this issue.

VII. FUTURE MEETING SCHEDULE

- A. Discussion about change of meeting schedule and possible restructure to align the Committee better with the Port Commission

Mann said she had a discussion with Bretz about perhaps changing the schedule for meetings so that CFUG met once a month on Friday's after the Port Commission Agenda was published and before the Commission meeting the next Tuesday. She said she also planned to attend almost all of the Commission meetings. Jincks said he thought this was a positive step but it may not be necessary to meet every month. Port projects all rely on money. The Committee can identify needs but funding has to be found. Bretz agreed that the Committee and Commission need to work better together. It would be hard to get a meeting scheduled between the agenda and the meeting because of staff time required surrounding the Commission meetings. Pushing the preparation of the Agenda back would not be a solution since changes would likely need to be made. He said the Commission does read the Committee minutes and has responded. Hewitt suggested both Commission and Committee make an effort to engage back and forth, through formal recommendations from the Committee to the Commission, and specific requests for feedback from the Commission to the Committee.

VIII. FUTURE AGENDA ITEMS

Bretz said the City has a Vision 2040 project, which he will bring up at the next Port Commission meeting. The Vision 2040 Committee is looking for a representative of the Port with a global view. Mann said she went to the Parking Committee meeting. She was surprised that the plant workers and commercial fishermen were pushed off. Goebel said the City Council does not necessarily take that position; there are lots of people concerned about the fishing community. Holt suggested the triangle at the corner of Bay and Fogarty may be a good location for some parking. Jincks said it would be nice to have the parking plans for review. Hewitt will send a link to the draft on the City's website. Brandberg said the Fishermen's Wives were contacted with parking concerns as well. Jincks said that fishermen's parking was the main reason the Port joined the Parking District, and needs to use its voice on the Committee better. Bretz said it would be helpful for CFUG to generate something specific.

There was a discussion about where on the Agenda the Committee's communication would fall. It was requested that CFUG be added to Presentations/Correspondence, to include a report from the Chair or other representative, the meeting minutes, and any decisions made.

IX. PUBLIC COMMENT

There was no additional public comment.

X. ADJOURNMENT

Having no further business, the meeting adjourned at **10:10 am**.

ATTESTED:

Heather Mann, Committee Chair

Bob Eder, Committee Vice-Chair



Operating Fund

December 16, 2017 through January 15, 2018

Date	Num	Name	Memo	Amount
12/20/2017	39617	Employee	Mileage reimbursement	254.13
12/28/2017	39618	Advance Backflow Testing	Backflow testing	675.00
12/28/2017	39619	Agate Beach Supply	Paint and supplies	70.55
12/28/2017	39620	Business Oregon - OBDD	Debt service	7,800.00
12/28/2017	39621	Cardinal Services	Temp services	4,880.40
12/28/2017	39622	Century Link	Telephone	395.53
12/28/2017	39623	CFO Selections	Professional services	701.25
12/28/2017	39624	CoastCom	Internet and email - January 2018	937.00
12/28/2017	39625	Design Space	Modular office rentals	217.00
12/28/2017	39626	Edge Analytical	Storm water testing	338.00
12/28/2017	39627	Ferguson Waterworks	Dock repair supplies	83.37
12/28/2017	39628	G & K Floors	Janitorial services	2,080.00
12/28/2017	39629	Keller Supply Company	Backflow device and vault for new RV dump station	858.73
12/28/2017	39630	Lincoln Plumbing	Shower fixtures	90.00
12/28/2017	39631	New Pig Corporation	Tank spill containment unit w/drain for NIT	2,424.07
12/28/2017	39632	NW Natural	Natural gas	386.45
12/28/2017	39633	OCZMA	2017-2018 membership dues	800.00
12/28/2017	39634	Papé Material Handling Exchange	Forklift maintenance	668.86
12/28/2017	39635	Petty Cash	Office and operating supplies - SB	89.94
12/28/2017	39636	Phil Vaughn	Refund - sold boat	497.10
12/28/2017	39637	Suburban Propane	Propane	81.00
12/28/2017	39638	Toyota Industries Commercial Finance	Forklift leases	1,239.20
12/28/2017	39639	Verizon Wireless	Port cell phones	304.94
01/11/2018	39640	Employee	Mid-month draw	1,000.00
01/11/2018	39641	Agate Beach Supply	Paint and supplies	336.20
01/11/2018	39642	Alan Brown Tire Center	Forklift and wheelbarrow tires, fix forklift flat	710.72
01/11/2018	39643	Alsco	Floor mats and towel rental	348.19
01/11/2018	39644	Amazon Capital Services	Office supplies	28.79
01/11/2018	39645	Appliance Service Station	Repair dryer	95.00
01/11/2018	39646	Barrelhead Supply	Restroom doors and building repair supplies	574.20
01/11/2018	39647	Employee	Mid-month draw	450.00
01/11/2018	39648	Carson Oil Co	Fuel	214.81
01/11/2018	39649	Central Coast Excavating	Install sewer line for new RV dump station	24,300.00
01/11/2018	39650	CFO Selections	Professional services	2,199.24



Operating Fund

December 16, 2017 through January 15, 2018

Date	Num	Name	Memo	Amount
01/11/2018	39651	Chase - Visa	Software renewals, conference phone, operating supplies, DSL permit, employee education, office supplies, background checks, and meeting expenses	8,730.36
01/11/2018	39652	Employee	Mid-month draw	500.00
01/11/2018	39653	City of Newport Room Tax	Transient room tax - December 2017	880.33
01/11/2018	39654	City of Newport Water/Sewer	Water	317.40
01/11/2018	39655	Coastal Paper & Supply	Paper products and cleaning supplies	1,058.54
01/11/2018	39656	Copeland Lumber Yards	Building and dock repair supplies	88.71
01/11/2018	39657	Employee	Mid-month draw	500.00
01/11/2018	39658	Direct TV	Cable - RV parks	1,306.09
01/11/2018	39659	Employee	Mid-month draw and mileage reimbursement	641.20
01/11/2018	39660	Englund Marine Supply Co	Maintenance and safety supplies	312.85
01/11/2018	39661	Employee	Mid-month draw	300.00
01/11/2018	39662	Employee	Mid-month draw	475.00
01/11/2018	39663	Fred Meyer Customer Charges	Batteries	35.97
01/11/2018	39664	Grimstad & Associates	2016-17 audit - work in progress	6,700.00
01/11/2018	39665	Harvey's Lock & Key	Duplicate keys	321.25
01/11/2018	39666	Industrial Welding Supply	Respirator and filters	34.10
01/11/2018	39667	JC Market	Lunch for board meeting	89.91
01/11/2018	39668	Lincoln County Public Works	Fuel for trucks	314.93
01/11/2018	39669	MacPherson Gintner & Diaz	Professional services	6,971.25
01/11/2018	39670	Mascott Equipment	Gas dispenser system for fuel dock	258.97
01/11/2018	39671	MB Warren Enterprises	Brushing and grubbing grounds at NIT	1,000.00
01/11/2018	39672	Neofunds by Neopost	Postage	400.00
01/11/2018	39673	Newport News-Times	Advertising	597.52
01/11/2018	39674	North Coast Electric Company	Switch for garbage compactor	174.50
01/11/2018	39675	Old Republic Surety Group	Annual sand and gravel license bond	100.00
01/11/2018	39676	Pacific Habitat Services	Environmental consulting for PD7 permit	1,432.50
01/11/2018	39677	Employee	Mid-month draw	800.00
01/11/2018	39678	Petty Cash	Postage, meeting expenses, holiday party and operating supplies - Admin	62.20
01/11/2018	39679	Pioneer Printing	2018 tide tables	373.20
01/11/2018	39680	Pioneer Telephone Cooperative	Telephone	227.59



Operating Fund

December 16, 2017 through January 15, 2018

Date	Num	Name	Memo	Amount
01/11/2018	39681	Platt	Building repair supplies	45.38
01/11/2018	39682	Power Motors	Vehicle maintenance	40.98
01/11/2018	39683	Employee	Mid-month draw	650.00
01/11/2018	39684	Richard Stellner	Human resource management consulting	3,423.58
01/11/2018	39685	Runions Construction	Clear vegetation at SB Marina RV Park	2,785.00
01/11/2018	39686	Siuslaw Broadband	Security camera additions at NIT and CM	4,810.00
01/11/2018	39687	Staples	Office supplies	173.58
01/11/2018	39688	Suburban Propane	Propane	368.10
01/11/2018	39689	T & L Septic Tank Service	Chemical toilet rental	516.00
01/11/2018	39690	Employee	Mid-month draw	650.00
01/11/2018	39691	TCB Security Services	Monthly security contract	6,516.00
01/11/2018	39692	Thompson's Sanitary Service	Trash disposal	3,996.75
01/11/2018	39693	TWGW Inc NAPA Auto Parts	Equipment and vehicle repair supplies	350.78
01/11/2018	39694	ULINE	Trailer parking tags for SB	187.81
01/11/2018	39695	Voya (State of Oregon Plan)	Monthly employee contributions	50.00
01/11/2018	39696	Westech Rigging Supply	Heavy equipment supplies and recertification	387.69
01/11/2018	39697	Void	Void	0.00
01/11/2018	39698	Void	Void	0.00
01/11/2018	39699	Wilco	Landscape posts and sprayers for SB	158.95
01/11/2018	39700	Yaquina Bay Communications	Advertising	150.00
			Total	116,394.64



NOAA Fund

December 16, 2017 through January 15, 2018

Date	Num	Name	Memo	Amount
12/28/2017	13288	OR Dept of State Lands	Waterway lease from 11/1/17 to 10/31/18	9,707.53
12/28/2017	13289	Ultimate Pest Control	Pest control	135.00
12/28/2017	13290	Verizon Wireless	Phone charges and mifi	26.42
01/11/2018	13291	Chase-Visa	Electrical and plumbing supplies	182.47
01/11/2018	13292	Petty Cash	Grounds maintenance supplies	32.99
01/11/2018	13293	Pioneer Telephone Cooperative	Telephone	240.98
01/11/2018	13294	TCB Security Services	Elevator phone monitoring	20.00
01/11/2018	13295	Thompsons Sanitary Service	December service	398.05
Total				10,743.44

2018 ANNUAL REPORT TO THE PORT OF NEWPORT BOARD OF COMMISSIONERS
at their January 23, 2018 Regular Board Meeting

This Annual Report is filed with the Port of Newport Board of Commissioners by the President, Vice-President, and Secretary/Treasurer

Action	Date	Type
Awarded Contract for siding and a new roof for the Swede’s Dock Building.....	01/24/17	Contract
Approved a Contract for the installation of additional security cameras at the International Terminal and the North Commercial Marina.....	02/28/17	Contract
Approved Memo of Understanding with Silvan Forestry.....	03/17/17	Contract
Approved Contract for Security Fencing at the International Terminal.....	04/25/17	Contract
Approved Contract for NOAA Rec Access Floating Dock.....	04/25/17	Contract
Approved Agreement with Emery & Sons Construction for use of the Empty Lot at Port Dock 7.....	04/25/17	Contract
Approve a Scope of Work for OBEC Engineering for the Port Dock 5 Pier.....	07/25/17	Contract
Approved the Outstanding Maintenance Costs for the Mildred C Tug Boat.....	07/31/17	Contract
Renewed Good Sam Contract for the Port of Newport RV Park.....	08/22/17	Contract
Approved a Vacation of an Undeveloped Portion of SE Ferry Slip Road.....	08/22/17	Contract
Approved Contract with All-Ways Painting for the NOAA MOC-P Common Area.....	08/22/17	Contract
Rejected Contracts with Teevin, Silvan and the Third-Party Agreements in their Current Form.....	08/22/17	Contract
Passed a Motion that Future Negotiations Between the Port and Shipping Related Entities Shall Not Include Port Commissioners Serving as Liaisons.....	08/22/17	Contract
Approved a Contract with OBEC Engineering for Professional Services for the Port Dock 5 Pier	08/22/17	Contract
Selected Richard Stellner to Conduct the General Manager Search.....	09/26/17	Contract
Authorized Contracting with CFO Selections as a Financial Consultant.....	09/26/17	Contract
Authorized a Business Oregon Closeout Letter.....	09/26/17	Contract
Selected BBSI to Conduct the Director of Finance Search.....	10/03/17	Contract
Renewed Membership in the Special Districts Association of Oregon.....	10/30/17	Contract
Awarded Contract to Road & Driveway for Terminal Overlay Repairs.....	10/30/17	Contract
Awarded Contract to Central Coast Excavating for South Beach RV Dump Station.....	10/30/17	Contract

Approved a Recruitment Process for the General Manager Search by Richard Stellner & scoring.....	10/30/17	Contract
Approved CFO Selections Contract	10/30/17	Contract
Accepted the Amended General Manager Recruiting Process and Added Presentation.....	11/08/17	Contract
Approved Contract with Vertiv for NOAA MOC-P HVAC Maintenance.....	12/19/17	Contract
Approved the International Terminal Shipping Facility Financing Summary.....	02/28/17	Finance
Authorized the Signing of the TIGER Grant Agreement.....	05/23/17	Finance
Adopted Resolution 2017-09 Adopting the 2017-18 Fiscal Year Budget, Making Appropriations, Levying and Categorizing the Tax.....	06/27/17	Finance
Declared 17 Steel Plates Valued at \$18,000 and Pile Partial Valued at \$2,500 as Surplus Property.....	06/27/17	Finance
Renewed Lease with Trident Seafood for Fish Meal Plant.....	01/24/17	Lease
Renewed Leslie Lee Lease.....	01/24/17	Lease
Approved Consent to Assignment of Lease from Trident to TNMP Properties, LLC.....	04/25/17	Lease
Approved a GSA Lease for the Customs Building.....	11/28/17	Lease
Renewed DSL Waterway Lease for the NOAA MOC-P Marina.....	12/19/17	Lease
Renewed Lease with Trident Seafood for Fish Meal Plant.....	12/19/17	Lease
Approved Lease Amendment for NOAA MOC-P.....	12/19/17	Lease
Adopted the 2017 Port of Newport Commission Goal Setting.....	02/28/17	Other
Joined letter with the Port of Toledo opposing Aerial Spraying Ballot Measure 21-177.....	03/17/17	Other
Approved the combination and reduction of signage on Marine Science Dr. in cooperation with the City of Newport.....	03/28/17	Other
Approved Alternates for the Commercial Fishing Users Group Committee.....	03/28/17	Other
Approved a Proposal for the Chelsea Rose Rebuild.....	03/28/17	Other
Approved Support of the Work Plan Documents Produced by the Collaborative Work Group as Part of the FERC Licensing.....	03/28/17	Other
Elected Commission Officers: Patricia Patrick-Joling, President; Jeff Lackey, Vice President; Stewart Lamerdin, Secretary/Treasurer.....	07/25/17	Other
Commissioner Lackey attended Board Of Directors And Management Staff Training.....	08/29/17	Other
Approved Alternates for the Commercial Fishing Users Group Committee.....	11/28/17	Other
Approved Allowing Audio Recordings of Commission Meetings to be Entered into the Record, and Allowed for Commissioner Participation in Commission Meetings by Phone, including Votes.....	12/19/17	Other
Approved the General Manager Annual Performance Evaluation.....	02/28/17	Personnel

Accepted the Resignation of Kevin Greenwood as General Manager and Approved a Severance Package.....	07/25/17	Personnel
Appointed Aaron Bretz as General Manager Pro-Tem.....	08/22/17	Personnel
Accepted the Resignation of Steve Larrabee, Director of Finance.....	09/26/17	Personnel
Accepted the Resignation of Pete Zerr, International Terminal Supervisor.....	09/26/17	Personnel
Approved Don Moon as Interim International Terminal Supervisor.....	09/26/17	Personnel
Adopted the General Manager Job Description.....	11/08/17	Personnel
Approved the General Manager Salary Range.....	11/08/17	Personnel
Adopted Resolution 2017-01 Recommending Recreational Immunity Rights.....	01/24/17	Resolution
Adopted Resolution 2017-02 Creating an International Terminal Users Committee.....	02/28/17	Resolution
Adopted Resolution 2017-03 Creating a Commercial Fishing Users Group Committee.....	02/28/17	Resolution
Adopted Resolution 2017-04 Authorizing Transfers of Appropriated Funds Within the 2016-17 Fiscal Year Budget.....	03/28/17	Resolution
Adopted Resolution 2017-05 Adopting Supplemental Budget for FY 2016-17 and Making Appropriations.....	04/25/17	Resolution
Adopted Resolution 2017-06 Updating the Port of Newport’s Capital Improvement Prioritization List and Identifying the..... International Terminal Shipping Facility as the Port's Top Capital Priority.....	05/23/17	Resolution
Adopted Resolution 2017-07 Adopting a Compensation Plan for Port Employees.....	05/23/17	Resolution
Adopted Resolution 2017-08 Setting Rates, Fees & Charges.....	05/23/17	Resolution
Approved Resolution 2017-10 Authorizing Check Signers.....	07/25/17	Resolution
Approved Resolution 2017-11 Amending the Port of Newport Facilities Code to Add a Violation for Unauthorized Trash Removal.....	08/22/17	Resolution
Adopted Resolution 2017-12 Amending the Port of Newport Facilities Code relating to Vessel Insurance Changes.....	10/30/17	Resolution
Approved a Special Use Permit for the Newport Booster Club’s Newport Marathon.....	02/28/17	SUP
Approved a Special Use Permit for the OMSI Camp Gray Open House.....	02/28/17	SUP
Approved a Special Use Permit for the Ducks Unlimited Halibut Derby.....	02/28/17	SUP
Approved a Special Use Permit for the March for Science.....	03/28/17	SUP
Approved a Special Use Permit for Davis Shows Loyalty Days Carnival.....	03/28/17	SUP
Approved a Special Use Permit for Ardor Adventure Events 2017-18.....	05/23/17	SUP
Approved a Special Use Permit for the Yaquina Bay Yacht Club’s Summer Sailstice.....	06/27/17	SUP
Approved a Special Use Permit for the Oregon Sea Grant’s Shop at the Dock.....	06/27/17	SUP
Sponsored the Wild Seafood Night to Remember to be held at NOAA MOC-P.....	06/27/17	SUP

Approved a Special Use Permit for the Barrel to Keg Relay.....	06/27/17 SUP
Approved a Special Use Permit for the U-DA-MAN Fishing Tournament.....	07/25/17 SUP
Approved a Special Use Permit for the 2018 Seafood & Wine Festival.....	11/28/17 SUP
Approved a Special Use Permit for the U-DA-MAN Fishing Tournament.....	12/19/17 SUP

The Port of Newport saw a lot of changes this year, including changes in Management and Commissioners. The President, Vice President, Secretary/Treasurer look forward to continuing their work to develop the Port. The Port Commission met thirty-three times in 2017, and expect this work to bear fruit in the coming years. This Annual Report is submitted to the Port of Newport by:

_____	01/23/18
Patricia Patrick-Joling, President	
_____	01/23/18
Jeff Lackey, Vice President	
_____	01/23/18
Stewart Lamerdin, Secretary/Treasurer	



NEW BUSINESS AGENDA ITEM

DATE: *Jan 17/2018*
RE: *RESOLUTION SETTING RATES, FEES, AND CHARGES*
TO: *Port of Newport Board of Commissioners*
ISSUED BY: *AARON BRETZ*

BACKGROUND

I've included last year's rate schedule for review. During the budget cycle, we will be considering changes as the Port generally does. I prefer to take a holistic look at our rate schedule, to include how service billing is structured. For example, I've heard feedback frequently from a number of different entities that our practice of billing for offloading catch at the commercial marina should be shifted to a per-pound rate as opposed to a per-hour rate. This is not to say that I am recommending such a change, but rather we should take it into consideration by way of a thorough analysis of the numbers. We should do this from top to bottom on our entire rate schedule for the Port.

ALTERNATE CONSIDERATIONS

In the past, we have undertaken a simple percentage increase across the board in order to compensate for the annual increase in the cost of materials, supplies, and services. We could do that once more, but the question would still remain whether or not our rates are accurate and whether or not our billing process is as streamlined as it can be.

BUDGET IMPLICATIONS

Analyzing our rates is part of the annual budget approval process.

RECOMMENDATION

We are considering how best to undertake this analysis; I will have a recommendation forthcoming.

-###-

**PORT OF NEWPORT
RESOLUTION NO. 2017-08**

A RESOLUTION SETTING RATES, FEES, AND CHARGES

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

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

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

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

THE PORT OF NEWPORT BOARD OF COMMISSIONERS RESOLVES AS FOLLOWS:

Section 1. Service Rates. Rates apply to all Port of Newport locations unless otherwise noted. Rates become effective July 1, 2017. Port owned equipment to be operated by port personnel. Rates are per hour, ¼ hour minimum, in 15 minute increments, unless otherwise noted.

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

	OLD	NEW	+/-
H. <u>Hydraulic Crane</u> . In addition to labor rate. 30 ton capacity, per hour, min 1 hr.	\$132.61	\$139.00	5%
I. <u>Pump/Line Service</u> . Includes one Port employee only. Additional staff required will be billed at the established hourly labor rate. Per hour	\$58.45	\$62.00	6%
J. <u>Storage</u> .			
1. Outside Lot Storage			
a. Per square foot, monthly charge	\$0.216	\$0.23	6%
b. Minimum monthly charge	\$21.63	\$23.00	6%
c. Boat trailer only, per night	\$ 2.16	\$2.50	16%
d. Boat on trailer, per night, 10 days limit	\$ 7.42	\$8.00	8%
2. Emergency Storage Fee. Per day billed as guest. For vehicles, boats or trailers prior to being considered unclaimed property in possession (ORS 98.245) Charge for improper use of parking lot (i.e. boat repair)	\$21.63	\$23.00	6%
K. <u>Gear Work</u> . Boat crew is responsible for clean-up. If Port Employees are required to clean up area, the boat account will be billed at the established hourly labor rate.			
1. Commercial Marina, per day	\$18.80	\$20.00	6%
2. Terminal Lot, per day. Short term use only.....	\$18.80	\$20.00	6%
3. South Beach Marina, per day.....	\$18.80	\$20.00	6%
L. <u>Work Barge</u> . In addition to labor rate.			
1. Work Boat, per hour. Licensed captain extra.....	\$124.63	\$131.00	5%
2. Wood Barge, per day (work boat extra).....	\$23.69	\$25.00	6%
3. Skiff, per hour	\$13.39	\$14.00	5%
M. <u>Clean-up</u> . Fees will be charged for each man-hour at the established labor. Equipment charges are extra			
1. Oil Spills, per hour.....	\$92.70	\$97.00	5%
N. <u>Disposal Fees</u> .			
1. Just Oil, per gallon	\$ 0.300	\$0.50	67%
2. Oil-Water Mix, per gallon.....	\$ 0.760	\$1.00	32%
3. Net Disposal and/or Related Gear, per pound.....	\$ 0.165	\$0.18	9%
4. Garbage, per pound.....	\$ 0.113	\$0.15	33%
O. <u>Port Labor</u> . Includes administration staff and fully burdened.			
1. Per hour; 3/4 hour minimum, in 15 min. increments .	\$50.50	\$53.00	5%
2. Overtime. Any services required outside the established working hours, unless otherwise posted, will be charged at one and one-half times (1.5) the normal rate for labor. Per hour, 1 hour minimum.....	\$75.75	\$79.50	
3. Emergency Call-out. Any services requiring a port employee not currently on duty to report to duty after hours, will be charged at twice (2.0) the normal rate for labor. Per hour	\$100.94	\$106.00	5%
P. <u>Pallet Charge</u> . Any Port owned pallet leaving yard, each.....	\$ 5.46	\$6.00	10%
Q. <u>Dredge Spoils</u> . Includes state fees; may be waived for other public agencies or beneficial uses. Per cubic yard.	\$ 2.00	\$2.50	25%

R. Keys/Cards.

1. South Beach Facilities. Cards.			
a. Original/first two	free	free	n/a
b. Replacement/additional.....	\$ 5.67	\$6.00	6%
2. Bay Front Facilities. Keys.			
a. Original/first one	\$15.97	\$17.00	6%
b. Replacement/additional.....	\$28.33	\$30.00	6%

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

A. Moorage. Per linear foot.

1. Daily.....	\$ 0.45	\$0.50	11%
2. Calendar Month	\$ 8.25	\$9.00	9%
3. Semi-Annual	\$31.31	\$33.00	5%
4. Annual	\$41.56	\$44.00	6%

B. Annual Parking Permit. Permit effective for calendar year

starting April 1 st . Commercial Fisherman only	\$21.00	\$22.00	5%
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Section 3. International Terminal Charges. International Terminal Tariff No. 1 adopted via Res. No. 2014-03 on May 22, 2014. All fees authorized via Tariff No. 1. Effective July 1, 2014.

A. Port Security Fee. (\$I.13). Per three 8-hour shifts \$895.00 \$895.00 0%

B. Materials & Supplies. (\$I.31). Cost plus 25% 25% 0%

C. Dockage Charges. (\$III.13). Rate per day, by length.

1. 000.00 – 351.05 ft.	\$1,627.00	\$1,627.00	0%
2. 351.05 – 371.02 ft.	\$1,792.00	\$1,792.00	0%
3. 371.02 – 400.26 ft.	\$1,981.00	\$1,981.00	0%
4. 400.26 – 426.51 ft.	\$2,203.00	\$2,203.00	0%
5. 426.51 – 449.48 ft.	\$2,373.00	\$2,373.00	0%
6. 449.48 – 475.72 ft.	\$2,607.00	\$2,607.00	0%
7. 475.72 – 498.69 ft.	\$2,960.00	\$2,060.00	0%
8. 498.69 – 524.93 ft.	\$3,527.00	\$3,527.00	0%
9. 524.93 – 551.18 ft.	\$3,639.00	\$3,639.00	0%
10. 551.18 – 574.15 ft.	\$3,822.00	\$3,822.00	0%
11. 574.15 – 600.39 ft.	\$4,373.00	\$4,373.00	0%
12. 600.39 – 626.64 ft.	\$5,092.00	\$5,092.00	0%
13. 626.64 – 649.99 ft.	\$5,787.00	\$5,787.00	0%
14. Above 650 ft., added on top of above rate, per ft.....	\$ 8.90	\$8.90	0%
15. Exceptions for certain vessels (\$II.14) per ft. per day	\$ 0.80	\$0.80	0%

D. Service and Facility Charges. (\$III.2). Per 1000 board feet, unless noted.

1. Logs. Scribner scale, ex dock	\$ 7.75	\$7.75	0%
2. Cants.	\$ 6.00	\$6.00	0%
3. Lumber. Packaged rough.....	\$ 5.22	\$5.22	0%
4. Lumber. Packaged surfaced.	\$ 4.63	\$4.63	0%
5. Plywood, Veneer, corestock & hardboard, /1000 kilos	\$ 5.87	\$5.87	0%
6. Pulp, Linerboard, bales or rolls, 2000 kilos.....	\$ 3.49	\$3.49	0%
7. Other commodities, per metric ton or 1000 bf	\$ 6.83	\$6.83	0%

	OLD	NEW	+/-
8. Other commodities, per cubic meter.....	\$ 5.69	\$5.69	0%
E. <u>Wharfage Assessment</u> . (§III.6). Minimum charge for any single bill of lading.....	\$10.00	\$10.00	0%
F. <u>Wharf Charges</u> . (§III.7). Per 1000 board feet, unless noted. In addition to Service and Facility Charges.			
1. Logs. Scribner scale, ex dock	\$ 9.50	\$9.50	0%
2. Cants.....	\$ 6.00	\$6.00	0%
3. Lumber. Packaged rough.....	\$ 4.55	\$4.55	0%
4. Lumber. Packaged surfaced.....	\$ 4.03	\$4.03	0%
5. Plywood, Veneer, corestock and hardboard, per 1000K.....	\$ 3.96	\$3.96	0%
6. Pulp, Linerboard, bales or rolls.....	\$ 2.72	\$2.72	0%
7. Other commodities, per 1000 kilos.....	\$ 5.57	\$5.57	0%
8. Other commodities, per cubic meter.....	\$ 4.57	\$4.57	0%
G. <u>Cargo Staging Area</u> . (§IV.2). Base rent for 3-acre surge area.			
1. Per week, seven days.....	\$2,000.00	\$2,000.00	0%
2. Per day, less than seven days	\$300.00	\$300.00	0%
H. <u>Line Service</u> . (§V.3). Labor will be charged at the rates set out in the current ILWU/PMA West Coast Contract. Rate schedule per day.			
1. 2 men.....	\$520-\$656	\$520-\$656	0%
2. 4 men.....	\$1,061-\$1,317	\$1,061-\$1,317	0%
3. 6 men.....	\$1,575-\$1,973	\$1,575-\$1,973	0%
4. 8 men.....	\$2,153-\$2,631	\$2,153-\$2,631	0%

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

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

	OLD	NEW	+/-
2. Annual			
a. Resident.....	\$55.00	\$60.00	9%
b. Resident Senior.....	\$50.00	\$50.00	0%
c. Non-resident	\$75.00	\$85.00	7%
d. Non-resident Senior	n/a	\$75.00	n/a

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

A. <u>High Traffic Surcharge.</u> Per night (2 night min.) Added to all RV Park stays in Marina RV Park, RV Park Annex, and Dry Camping.			
1. Memorial, Labor Day, 4 th of July.....	--	\$20.00	n/a
2. Seafood & Wine Festival.....	--	\$50.00	n/a
3. Other Special Events	--	Varies	
B. <u>Peak Season (Summer).</u> May 1 – October 31. Base rate before taxes.			
1. All Marina Park Sites			
a. Daily			
i. Regular	\$44.50		
(Base Rate before taxes)	\$39.98	\$42.00	5%
ii. Good Sam	\$40.05		
(Base Rate before taxes)	\$35.98	\$37.80	5%
b. Weekly			
i. Regular	\$279.50		
(Base Rate before taxes).....	\$251.12	\$264.00	5%
ii. Good Sam.....	\$251.55		
(Base Rate before taxes).....	\$226.01	\$237.60	5%
c. Monthly Rate.....	\$783.00	\$823.00	5%
2. The Annex.			
a. Daily.....	\$34.50		
(Base Rate before taxes)	\$31.00	\$33.00	6%
b. Weekly	\$209.00		
(Base Rate before taxes)	\$187.78	\$198.00	5%
c. Monthly	\$620.00	\$638.00	5%
3. Dry Camping.....	\$20.50	\$22.00	7%
C. <u>Off Season (Winter).</u> November 1 – April 30.			
1. All Sites in the Marina Park			
a. Daily			
i. Regular	\$39.50		
(Base Rate before taxes)	\$35.49	\$38.00	7%
ii. Good Sam.....	\$35.55		
(Base Rate before taxes)	\$31.94	\$34.20	7%
b. Weekly			
i. Regular	\$237.00		
(Base Rate before taxes)	\$212.94	\$224.00	5%
ii. Good Sam.....	\$213.31		
(Base Rate before taxes)	\$191.64	\$201.60	5%
c. Monthly Rate.....	\$672.00	\$706.00	5%

	OLD	NEW	+/-
2. The Annex.			
a. Daily.....	\$34.49		
(Base Rate before taxes)	\$31.00	\$33.00	6%
b. Weekly.....	\$209.00		
(Base Rate before taxes)	\$187.78	\$198.00	5%
c. Monthly	\$620.00	\$651.00	5%
3. Dry Camping.....	\$20.50	\$22.00	7%
D. <u>South Beach Meeting Room.</u> Must be pre-arranged and authorized. Keys must be obtained and returned. Certain waivers by management.			
1. Half day	--	\$40.00	n/a
2. Full day	\$75.00	\$80.00	7%
E. <u>Pet Fee.</u> Charged additionally.			
1. Daily. First pet free; each additional	\$ 2.00	\$ 3.00	50%
2. Weekly. First pet free; each additional	\$10.00	\$11.00	10%
3. Monthly. Charged per pet including first.....	\$10.00	\$11.00	10%
F. <u>Individual Fee.</u> First two people free; each additional person charged.			
1. Daily.....	\$ 2.00	\$ 3.00	50%
2. Weekly.....	\$10.00	\$11.00	10%
3. Monthly.....	\$30.00	\$32.00	7%
G. <u>Vehicle Fee.</u> Any combination of three axle pieces of equipment (i.e. trailer, fifth wheel, truck/car, storage trailer). Charged for fourth piece.			
1. Daily.....	\$ 2.00	\$ 7.00	250%
2. Weekly.....	\$10.00	\$15.00	50%
3. Monthly.....	\$30.00	\$35.00	17%
H. <u>Reservation Deposit.</u> Payable at booking. Deposit will be applied to actual stay, subject to cancellation fee if applicable.			
1. Daily and Weekly	1 st night's rate	same	
2. Monthly	1 st month's rate	same	
I. <u>Cancellation Fee.</u>			
1. Daily or weekly reservation, non-holiday.			
a. 72 hours or more before check-in date.....	\$10.00	\$11.00	10%
b. Less than 72 hours before check in date. 1 st night's rate		same	
2. Daily or weekly reservation, holiday.			
a. 14 days or more before check-in date	\$10.00	\$11.00	10%
b. Fewer than 14 days before check-in date 1 st night's rate		same	
3. Monthly reservations.			
a. 30 days or more before check-in date.	--	\$50.00	n/a
b. Less than 30 days before check-in, or early check-out	--	\$100.00	n/a
4. High-Traffic reservation (\$5(A)), 1 st night's rate.....	--		n/a
J. <u>Service Fee Reimbursement.</u> For electric pedestal physical damage. First service call included in base rate. All other service reimbursements may be charged at actual cost to port.	\$79.00	\$83.00	5%

	OLD	NEW	+/-
K. <u>Laundry Machines</u> . Per load.....	\$ 2.00	\$2.00	0%
L. <u>Process Fees</u> . Any additional fees incurred by the Port as part of an eviction process.			
1. Notice.....	\$50.00	\$50.00	0%
2. FED Complaint.....	\$200.00	\$200.00	0%
3. Court Hearing.....	\$165.00	\$165.00	0%
4. Writ of Execution.....	\$140.00	\$140.00	0%

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

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

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

A. <u>Public Records Request Fee Schedule.</u>			
1. Copies of Public Records. Per Page.....	\$ 0.25	\$0.25	0%
2. Copies of Sound Recordings.....	\$10.00	\$10.00	0%
3. Copies of By-laws, Codes, Plans, bound documents.....	\$20.00	\$20.00	0%
4. Copies of Nonstandard documents.....	\$20.00	\$20.00	0%
B. <u>Research</u> . Written request required. Hourly rate. ½-hr. min.....	\$50.50	\$53.00	5%
C. <u>Computer Time</u> . Port operator. Hourly rate. ½-hr. min.....	\$50.50	\$53.00	5%
D. <u>Faxes/Emailing/Copies</u> . Per Page			
1. Local.....	\$ 1.00	\$1.00	0%
2. Long Distance.....	\$ 1.50	\$1.50	0%
3. Incoming.....	\$ 1.00	\$1.00	0%
4. Copies.....	\$ 0.25	\$0.25	0%
E. <u>Long Distance Phone Call, 5 minute maximum</u>	\$ 2.00	\$2.00	0%

	OLD	NEW	+/-
F. <u>Lamination</u> . Per Page, letter size.....	\$ 2.00	\$2.00	0%
G. <u>Notice Posting</u> . For non-payment of lease or moorage	\$62.00	\$65.00	5%
H. <u>Failure to Register</u> . For research related to unregistered boats	\$31.00	\$33.00	6%
I. <u>International Terminal Meeting Room</u> . Must be pre-arranged and authorized.			
1. Half day	--	\$30.00	n/a
2. Full day	--	\$60.00	n/a
J. <u>Returned Check Fee</u> . Plus bank fees.....	\$50.00	\$50.00	0%
K. <u>Per Annum Interest Rate</u> . Applied to past due accounts.....	18%	18%	0%
L. <u>POV Mileage Reimbursement Rate</u> (IRS).....	current		
M. <u>Travel Reimbursement Rates</u> follow current IRS per diem rates	current		
(http://www.gsa.gov/portal/category/104711)			
N. <u>Impound Seizure Fee</u> . Vessel impounding.....	\$750.00	\$750.00	0%
O. <u>Special Use Permit Fee</u> . GM has authority to adjust usage fee based upon non-profit status and other criteria			
1. Application Fee	\$100.00	\$100.00	0%
2. Usage Fee, Number of Participants, Attendees, Contestants, Volunteers at Event			
a. 1-200.....	\$400.00	\$400.00	0%
b. 201-500.....	\$650.00	\$650.00	0%
c. 501-1000.....	\$900.00	\$900.00	0%
d. 1001-5000.....	\$1,400.00	\$1,400.00	0%
e. 5001-10,000.....	\$1,900.00	\$1,900.00	0%
f. 10,001-20,000.....	\$2,400.00	\$2,400.00	0%
g. More than 20,000.....	\$5,000.00	\$5,000.00	0%
3. Vendors, per each.....	\$40.00	\$40.00	0%
P. <u>Insurance Certificate Limits</u>			
1. General Liability, per occurrence.....	\$2MM	\$2MM	0%
2. General Liability, in aggregate.....	\$2MM	\$2MM	0%
Q. <u>Security (TCB) costs</u> reviewed and passed along to applicant.		same	
R. <u>Impound Seizure Fee</u> . Car/Truck/Trailer.....	\$100.00	\$100.00	0%
S. <u>Background Check</u>	\$25.00	\$25.00	0%
T. <u>Credit Check</u>	\$35.00	\$35.00	0%
U. <u>Notary Fees</u> (OAR 160-100-0410). Acknowledgement, Affidavit/Jurat, Oath/Affirmation, Witness/Attest.....	\$10.00	\$10.00	0%

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

A. <u>Leases/Tenants</u> .			
1. General Liability, Each Occurrence.....	\$2MM	\$2MM	0%
2. Damaged to Rented Premises (each occurrence).....	\$300K	\$300K	0%
3. Medical Expense (any one person).....	\$5K	\$5K	0%
4. Personal & Adverse Injury.....	\$2MM	\$2MM	0%
5. General Aggregate.....	\$2MM	\$2MM	0%
6. Products – Comp/Op Aggregate	\$2MM	\$2MM	0%

	OLD	NEW	+/-
B. <u>Commercial Vessels, Liability Coverage Requirements</u>			
1. Protection & Indemnity, must not exclude Wreck Removal	\$250K	\$250K	0%
2. Pollution Liability	\$300K	\$300K	0%
3. If Pollution/Protection & Indemnity Combined	\$600K	\$600K	0%
4. Port of Newport to be named as additional insured on Liability Coverage			
C. <u>Recreational Vessels, Liability Coverage Requirements</u>			
1. Protection & Indemnity, must not exclude Wreck Removal	\$250K	\$250K	0%
2. Pollution Liability	\$300K	\$300K	0%
3. -or- Water Craft Liability, must include both wreck removal and pollution liability coverage. Umbrella clauses must identify boats exceeding 25 ft.	\$500K	\$500K	0%
4. Port of Newport to be named an additional insured on Liability Coverage			
D. <u>Charter/Guide Vessels</u>			
1. General Liability	\$1.7MM	\$2MM	18%
E. <u>International Terminal Vessels (Tariff No. 1(\$17))</u>			
1. Maritime Employer's Liability (Jones Act)	\$1MM	\$1MM	0%
2. Commercial and/or Comprehensive Marine General Liability.....	\$5MM	\$5MM	0%
F. <u>NOAA Visiting Vessels</u>			
1. Commercial and/or Comprehensive Marine General Liability.....	\$5MM	\$5MM	0%
G. <u>Vendors</u> (reserved)			

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

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

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


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

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

ATTEST:



 Walter Chuck, President



 Patricia Patrick-Joling, Secretary/Treasurer



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**PORT OF NEWPORT
 BAY FRONT BOAT BASIN, INTERNATIONAL
 TERMINAL AND SOUTH BEACH MARINA SERVICE
 RATES**

SERVICE RATES PAGE 1

BAY FRONT PAGE 3

INTERNATIONAL TERMINAL CHARGES PAGE 3

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RV PARK PAGE 5

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INSURANCE CERTIFICATE LIMITS PAGE 7

**RETAIL SALES, GIFT CERTIFICATES, PROMOTIONS, SPONSORSHIPS
 AND SUNDRIES PAGE 8**

SOUTH BEACH MARINA CALCULATED RATES PER LENGTH APPENDIX A

COMMERCIAL MARINA CALCULATED RATES PER LENGTH APPENDIX B

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

- A. Forklift. Includes equipment and labor.
 - 1. Small. Toyotas.
 - a. per hour \$65.00
 - b. minimum charge \$48.75
 - 2. Large. All at International Terminal (IT).
 - a. per hour \$83.00
 - b. minimum charge \$62.25
- B. Hoist Dock. Tie up fee, per hour.
 - 1. one hour minimum, up to 3hrs \$39.00
 - 2. after 3 hours \$47.00
- C. Hoist Dock Cranes.
 - 1. Large Capacity. Includes equipment and labor.
 - a. per hour \$95.00
 - b. minimum charge \$71.25
 - 2. Launch Sail Boats. Includes recovery, per launch \$45.00
- D. Service Docks.
 - 1. Swede's. In addition to moorage double transient rate
- E. City Water city rate



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F. <u>Fuel Surcharge.</u> International Terminal only. Per gallon	\$0.033
G. <u>Electricity.</u> Swede’s Dock, Dock 1, and IT. Per day charge.	
1. 208/220 v, single phase & 208 v three phase	\$16.00
2. 120v, IT	\$7.00
3. PD 7 Service Dock, 110v pumps	\$7.00
4. PD 7 Yard Charge, trucks	\$12.00
H. <u>Hydraulic Crane.</u> Includes equipment and labor. 30 ton capacity, per hour, 1 hour minimum	\$192.00
I. <u>Pump/Line Service.</u> Includes one Port employee only. Additional staff required will be billed at the established hourly labor rate. Per hour.....	\$62.00
J. <u>Storage.</u>	
1. Outside Lot Storage.	
a. per square foot, monthly charge	\$0.23
b. minimum monthly charge	\$23.00
c. boat trailer only, per night	\$2.50
d. boat on trailer, per night, 10 days limit	\$8.00
2. Emergency Storage Fee. Per day billed as guest. For vehicles, boats or trailers prior to being considered unclaimed property in possession (ORS 98.245). Charge for improper use of parking lot (i.e. boat repair).....	\$23.00
K. <u>Gear Work.</u> Boat crew is responsible for clean-up. If Port Employees are required to clean up area, the boat account will be billed at the established hourly labor rate.	
1. Commercial Marina, per day	\$20.00
2. Terminal Lot, per day. Short term use only.....	\$20.00
3. South Beach Marina, per day	\$20.00
L. <u>Work Barge.</u> Includes equipment and labor.	
1. Work Boat, per hour. Licensed captain extra.....	\$184.00
2. Wood Barge, per day (tug extra).....	\$25.00
3. Skiff, per hour	\$67.00
M. <u>Clean-up.</u> Fees will be charged for each man-hour at the established labor. Equipment charges are extra.	
1. Oil Spills, per hour	\$97.00
N. <u>Disposal Fees.</u>	
1. Just Oil, per gallon	\$0.50
2. Oil-Water Mix, per gallon	\$1.00
3. Net Disposal and/or Related Gear, per pound.....	\$0.18
4. Garbage, per pound.....	\$0.15
O. <u>Port Labor.</u> Includes administration staff.	
1. per hour; 3/4 hour minimum, in 15 min. increments	\$53.00
2. Overtime. Any services required outside the established working hours, unless otherwise posted, will be charge at one and one- half times (1.5) the normal rate for labor. Per hour, 1 hour minimum	\$79.50
3. Emergency Call-out. Any services requiring a port employee not currently on duty to report to duty after hours, will be charged twice (2.0) the normal rate for labor. Per hour	\$106.00
P. <u>Pallet Charge.</u> Any Port owned pallet leaving yard, each	\$6.00
Q. <u>Dredge Spoils.</u> Includes state fees; may be waived for other public agencies Per cubic yard	\$2.50



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- R. Keys/Cards.
 - 1. South Beach Facilities. Cards.
 - a. original/first two free
 - b. replacement/additional \$6.00
 - 2. Bay Front Facilities. Keys.
 - a. original/first one \$17.00
 - b. replacement/additional \$30.00

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

- A. Moorage. Per linear foot.
 - 1. Daily \$0.50
 - 2. Calendar Month..... \$9.00
 - 3. Semi-Annual..... \$33.00
 - 4. Annual \$44.00
- B. Annual Parking Permit. Rate effective for calendar year starting April 1st.
 - Commercial Fishermen only \$22.00

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

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



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

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

- A. Moorage. Per linear foot.
- | | |
|--|----------|
| 1. Daily | \$0.70 |
| 2. Weekly | \$4.00 |
| 3. Calendar Month | \$10.50 |
| 4. Semi-Annual | \$38.00 |
| 5. Annual | \$60.00 |
| 6. Electrical Surcharge, per extra plug on dock. | |
| a. Weekly..... | \$25.00 |
| b. Monthly..... | \$100.00 |
| 7. Live aboard. Monthly rate by agreement only. | |
| a. First person | \$53.00 |
| b. Each additional | \$46.00 |
- B. South Beach Charter Rates.
- | | |
|--|----------|
| 1. Annual Moorage, per linear foot (PONFC) | \$47.00 |
| 2. Semi-Annual Moorage, per linear foot | \$35.00 |
| 3. Charter License | \$315.00 |
- C. Dock Box.
- | | |
|-----------------------------|----------|
| 1. Purchase (at cost) | \$325.00 |
|-----------------------------|----------|
- D. Electrical Upgrade. From 20 to 30 amp. One time
- | | |
|-------|---------|
| | \$56.00 |
|-------|---------|
- E. Line Replacement. Per foot, per time
- | | |
|-------|--------|
| | \$1.25 |
|-------|--------|
- F. Launch Fee.
- | | |
|-----------------------------|---------|
| 1. Daily | \$6.00 |
| 2. Annual | |
| a. Resident | \$60.00 |
| b. Resident Senior | \$50.00 |
| c. Non-resident | \$85.00 |
| d. Non-resident Senior..... | \$75.00 |



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Section 5. Recreational Vehicle Park Fees. *Effective October 1, 2017. Applicable state and municipal lodging tax will be an additional charge. Reservations may be made for the 2017 calendar year through 12/31/17. Reservations for the Seafood and Wine Festival, 2 night minimum, open for online reservations only starting at 6 am Jan 8th, 2018. Any cancellations of a Seafood and Wine site will be charged for two nights stay.*

- A. High Traffic Surcharge. Per night (2 night min.) Added to all RV Park stays in Marina RV Park, RV Park Annex, and Dry Camping.
 - 1. Memorial Day, Labor Day, 4th of July..... \$20.00
 - 2. Seafood & Wine Festival..... \$50.00
 - 3. Other Special Eventsvaries
- B. Peak Season (Summer). May 1 – October 31. Base rate before taxes.
 - 1. All Marina Park Sites
 - a. Daily
 - Regular \$42.00
 - Good Sam \$37.80
 - b. Weekly
 - Regular \$264.00
 - Good Sam \$237.60
 - c. Monthly \$823.00
 - 2. The Annex
 - a. Daily \$33.00
 - b. Weekly \$198.00
 - c. Monthly \$638.00
 - 3. Dry Camping, daily..... \$22.00
- C. Off Season (Winter). November 1 – April 30.
 - 1. All Marina Park Sites
 - a. Daily
 - Regular \$38.00
 - Good Sam \$34.20
 - b. Weekly
 - Regular..... \$224.00
 - Good Sam \$201.60
 - c. Monthly \$706.00
 - 2. The Annex
 - a. Daily \$33.00
 - b. Weekly \$198.00
 - c. Monthly \$651.00
 - 3. Dry Camping, daily..... \$22.00
- D. South Beach Meeting Room. Must be pre-arranged and authorized. Keys must be obtained and returned. Certain waivers by management
 - 1. Half Day \$40.00
 - 2. Full Day..... \$80.00
- E. Pet Fee. Charged additionally.
 - 1. Daily. First pet free; each additional \$3.00
 - 2. Weekly. First pet free; each additional \$11.00
 - 3. Monthly. Charge per pet including first \$11.00
- F. Individual Fee. First two people free; each additional person charged.
 - 1. Daily \$3.00
 - 2. Weekly \$11.00
 - 3. Monthly..... \$32.00



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- G. Vehicle Fee. Any combination of three axle pieces of equipment (i.e. trailer, Fifth wheel, truck/car, storage trailer.) Charged for fourth piece.
 - 1. Daily \$7.00
 - 2. Weekly \$15.00
 - 3. Monthly \$35.00
- H. Reservation Deposit. Payable at booking. Deposit will be applied to actual stay, subject to cancellation fee if applicable.
 - 1. Daily and Weeklyfirst night's rate
 - 2. Monthly first month's rate
- I. Cancelation Fee.
 - 1. Daily or weekly reservation, except holiday or special event.
 - a. 72 hours or more before check-in date \$11.00
 - b. Less than 72 hours before check-in datefirst night's rate
 - 2. Daily or weekly reservation, holiday or special event.
 - a. 14 days or more before check-in date \$11.00
 - b. Fewer than 14 days before check-in datefirst night's rate
 - 3. Monthly reservations.
 - a. 30 days or more before check-in date \$50.00
 - b. Less than 30 days before check-in, or early check-out \$100.00
- J. Service Fee Reimbursement. For electric pedestal amperage overloads. First service call included in base rate. All other service reimbursements may be charged at actual cost to Port \$83.00
- K. Laundry Machines. Per load \$2.00
- L. Process Fees. Any additional fees incurred by the Port as part of an eviction process.
 - 1. Notice \$50.00
 - 2. FED Complaint \$200.00
 - 3. Court Hearing \$165.00
 - 4. Writ of Execution \$140.00

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

- A. Class A Violation
 - 1. 0-14 days, per day \$300.00
 - 2. 15-29 days, per day \$600.00
 - 3. 30+ days, per day \$1,000.00
- B. Class B Violation
 - 1. 0-14 days, per day \$150.00
 - 2. 15-29 days, per day \$300.00
 - 3. 30+ days, per day \$500.00
- C. Class C Violation
 - 1. 0-14 days, per day \$30.00
 - 2. 15-29 days, per day \$60.00
 - 3. 30+ days, per day \$100.00
- D. Class D Violation
 - 1. 0-14 days, per day \$15.00
 - 2. 15-29 days, per day \$30.00
 - 3. 30+ days, per day \$50.00
- E. Parking Violation. Per event, both vehicles and trailers
 - 1. 0-10 days, paid within \$40.00
 - 2. 11-20 days, paid within \$85.00
 - 3. 21+ days \$125.00



Administrative Offices - 600 S.E. Bay Blvd. / (541) 265-7758
 Bay Front Boat Basin – 600 S.E. Bay Blvd. / (541) 270-5557
 South Beach Marina/RV Park – 2120 S.E. Marine Science Dr. / (541) 867-3321
 International Terminal – 1510 S.E. Bay Blvd. / (541) 265-9651

F. Dumping Violation. Per event \$500.00

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

- A. Public Records Request Fee Schedule
 - 1. Copies of Public Records, per page \$0.25
 - 2. Copies of Sound Recordings \$10.00
 - 3. Copies of Port By-Laws, Codes \$20.00
 - 4. Copies of Nonstandard documents \$20.00
- B. Research. Written request required. Hourly rate, half hour minimum \$53.00
- C. Computer Time. Port operator. Hourly rate, half hour minimum \$53.00
- D. Faxes/Emailing. Per page.
 - 1. Local \$1.00
 - 2. Long Distance \$1.50
 - 3. Incoming \$1.00
 - 4. Copies \$0.25
- E. Long Distance Phone Calls. 5 minute maximum \$2.00
- F. Lamination. Per page, letter size \$2.00
- G. Notice Posting. For non-payment of lease or moorage \$65.00
- H. Failure to Register. For research related to unregistered boats \$33.00
- I. International Terminal Meeting Room. Must be pre-arranged and authorized.
 - 1. Half day \$30.00
 - 2. Full day \$60.00
- J. Returned Check Fee. Plus bank fees \$50.00
- K. Per Annum Interest Rate. Applied to past due accounts 18%
- L. POV Mileage Reimbursement Rate (IRS) current
- M. Travel Reimbursement Rates follow current IRS per diem rates
 (<http://www.gsa.gov/portal/category/104711>) current
- N. Impound Seizure Fee. Vessel impounding \$750.00
- O. Special Use Permit Fee. GM has authority to adjust usage fee based upon non-profit status and other criteria
 - 1. Application Fee \$100.00
 - 2. Usage Fee, Number of Participants, Attendees, Contestants and Volunteers at Event
 - a. 1-200 \$400.00
 - b. 201-500 \$650.00
 - c. 501-1000 \$900.00
 - d. 1001-5000 \$1,400.00
 - e. 5001-10,000 \$1,900.00
 - f. 10,001-20,000 \$2,400.00
 - g. More than 20,000 \$5,000.00
 - 3. Vendors, per each \$40.00
 - 4. Insurance Certificate Limits
 - a. General Liability, per occurrence \$2MM
 - b. General Liability, in aggregate \$2MM
 - 5. Security (TCB) costs reviewed and passed along to applicant. varies
- P. Impound Seizure Fee. Car/Truck/Trailer \$100.00
- Q. Background Check \$25.00
- R. Credit Check \$35.00



Administrative Offices - 600 S.E. Bay Blvd. / (541) 265-7758
 Bay Front Boat Basin – 600 S.E. Bay Blvd. / (541) 270-5557
 South Beach Marina/RV Park – 2120 S.E. Marine Science Dr. / (541) 867-3321
 International Terminal – 1510 S.E. Bay Blvd. / (541) 265-9651

- S. Notary Fees (OAR 160-100-0410). Acknowledgement, Affidavit/Jurat, Oath/Affirmation, Witness/Attest \$10.00

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

- A. Leases/Tenants
 - 1. General Liability, Each Occurrence \$2MM
 - 2. Damage to Rented Premises (each occurrence) \$300K
 - 3. Medical Expenses (any one person) \$5K
 - 4. Personal and Adverse Injury \$2MM
 - 5. General Aggregate \$2MM
 - 6. Products – Comp/Op Aggregate \$2MM
- B. Commercial Vessels, Liability Coverage Requirements.
 - 1. Protection and Indemnity, must not exclude Wreck Removal \$250K
 - 2. Pollution Liability \$300K
 - 3. If Pollution and Indemnity Combined \$600K
 - 4. Port of Newport to be named as additional insured on Liability Coverage
- C. Recreational Vessels, Liability Coverage Requirements
 - 1. Protection & Indemnity, must not exclude Wreck Removal \$250K
 - 2. Pollution Liability \$300K
 - 3. –or- Water Craft Liability, must include both wreck removal and pollution liability coverage. Umbrella clauses must identify boats exceeding 25 ft. \$500K
 - 4. Port of Newport to be named as an additional insured on Liability Coverage
- D. Charter/Guide Vessels.
 - 1. General Liability \$2MM
- E. International Terminal Vessels (Tariff No. 1(\$17))
 - 1. Maritime Employer’s Liability (Jones Act) \$1MM
 - 2. Commercial and/or Comprehensive Marine General Liability \$5MM
- F. NOAA Visiting Vessels
 - 1. Commercial and/or Comprehensive Marine General Liability \$5MM
- G. Vendors. (reserved)

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



FINANCE DEPARTMENT MONTHLY REPORT

DATE: January 23, 2018
PERIOD: December 1 to December 31, 2018
TO: Port of Newport Board of Commissioners
ISSUED BY: Finance Department

Financials

Financial reports as of December 31, 2018 have been included in the meeting packet. Overall, fiscal year-to-date revenues continue to increase over the same period in the prior year.

Financial Operations

The Oregon State Division of Audits granted the Port an extension to February 28, 2018 to file a final audit report. Grimstad & Associates is working with Port staff to complete the 2016-17 audit.

South Beach Marina and RV Parks

A summary of activity and the occupancy report for the South Beach Marina and RV Parks for December 2017 have been included in the meeting packet.

###

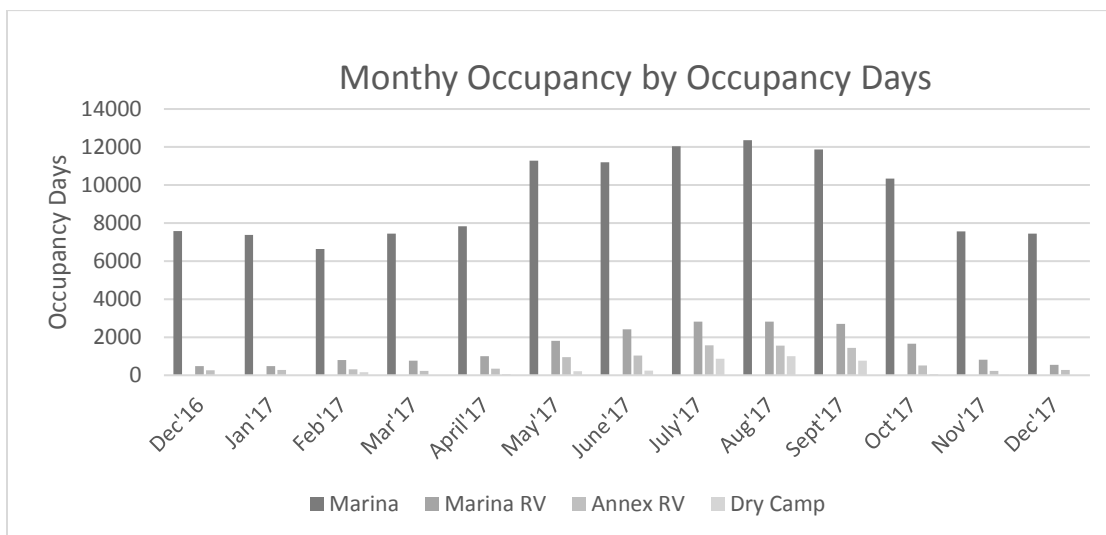
December 2017 Occupancy Report

To: Port of Newport Commissioners

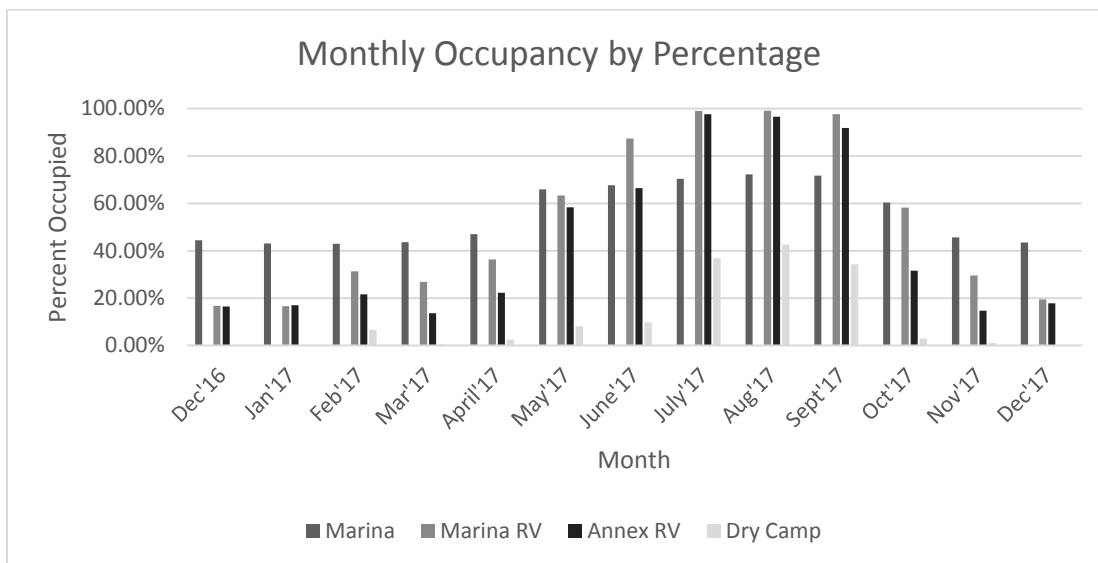
From: Bill Hewitt, South Beach Marina and RV Parks Manager

The numbers for December 2017 were ahead of last December in all categories except the Marina which was down slightly from December 2016. For the year, 2017 was ahead of last year in all four categories. We have been pretty busy setting up Marina and RV reservations for 2018. We also have been getting lots of calls about the Wine and Seafood Festival scheduled for the end of February. A fifty dollar a night surcharge will be applied to all reservations during Wine and Seafood, even long term monthlies. Last year we had over 6000 hits on our website trying to reserve Wine and Seafood so we don't think the surcharge increase from twenty dollars a night to fifty dollars a night will be an issue. The price has not been an issue with vendors or monthlies who have already made reservations.

Occupancy days month & YTD						
Dec'17	2016	2017	Change	YTD 2016	YTD 2017	Change
Marina	7589	7449	-1.84%	112064	113480	1.26%
MarinaRV	476	555	16.60%	17331	18641	7.56%
AnnexRV	266	286	7.52%	8636	8728	1.07%
Dry Camp	1	6	500.00%	2132	3442	61.44%



OCCUPANCY PERCENT MONTH & TYD						
Dec'17	2016	2017	Change	YTD 2016	YTD 2017	Change
Marina	44.35%	43.53%	-0.82%	55.47%	56.32%	0.85%
Marina RV	16.69%	19.46%	2.77%	51.47%	55.51%	4.04%
Annex RV	16.50%	17.74%	1.24%	45.37%	45.98%	0.61%
Dry Camp	0.04%	0.26%	0.22%	7.76%	12.24%	5.09%





DIRECTOR OF OPERATIONS / PRO TEM
GENERAL MANAGER'S REPORT

DATE: 01/16/2017
PERIOD: December 2017 – January 2018
TO: Port of Newport Board of Commissioners
ISSUED BY: Aaron Bretz

OVERVIEW GENERAL MANAGER:

Leasing the empty lot adjacent to NOAA to Andersen Construction means that we will now have a revenue stream coming into that area. Andersen is going to return the property to its current functional state upon completing their two year lease. This provides us with a minimal amount of revenue with which we can begin to fund tenant improvements on the old Cherry Plant in order to allow DulsEnergy to get started this spring/summer.

I am working out the details of an arrangement to provide a secured moorage facility for the Oregon State Police Enforcement Vessel GUARDIAN in South Beach. We have begun diverting resources toward establishing the facility and plan to get GUARDIAN into South Beach within the next two months.

We have an agreement in principle with Rondy's regarding the distribution of fill sand for their upcoming project at McLean Point. I am awaiting documents from their lawyer to memorialize the agreement.

The Commercial Fishing User Group is interested in the coordination of their agenda to coincide with the agenda of the Port Commission. I too think that we can improve the relationship between the Port Commission and the CFUG Committee so that they can perform their advisory role more effectively. With the current structure of the Port Staff, we would struggle to publish agendas and meeting packets for two public meetings routinely within a week of one another. There are a number of possible solutions to this challenge, one may be more specific direction from the Port Commission to the CFUG regarding items on which the commission is requesting feedback. I plan to have more information by the time of the regular Port Meeting.

Met with Pacific Seafood representatives who wanted input on their upcoming development project on the Bayfront. They wanted to hear what sort of additional needs the marine industries in the Newport area have.

The City has asked Port to identify a Port representative to their vision 2040 initiative (see attached pamphlet). This initiative is directly related to Port activity and goals, and covers the full breadth of Port activities. In selecting a representative, we have been asked to provide a candidate, either staff or a commissioner, who has a global view of all operations at the Port. The representative should be able to speak to all aspects of the Port.

DETAIL:

- DulsEnergy is working with DEQ and ODFW to get a definitive decision on whether those agencies would require permitting for them to begin operations by trucking saltwater to the site
 - These agreements need to be between DulsEnergy and the agencies although I have provided significant assistance in getting them to the correct resources
- If DulsEnergy can get written permission from those agencies to start up we can lease them a portion of the property at a rate designed to allow us to continually grow the lease along with the company
 - The first portion will consist of a 23,000 square foot outdoor area for tanks along with a 225 square foot office space
- After verifying proper procedures for the disposal of excess property in Port Commission Resolution 10-2005, I put out for bids to sell roofing material that has been declared excess property
 - The purchased value of the material was over \$58,000
 - If I receive acceptable bids, I will present the sale for approval by the Port Commission

NEXT MONTH CALENDAR/MEETINGS:

South Beach Staff Meeting, 2/07
Safety Committee Meeting, 2/13
President's Day, Port Offices Closed 2/19
Department Head Meeting, 2/20
Commercial Marina Staff Meeting, 2/21
Port Commission Meeting, 02/27

OVERVIEW DIROPS

Summary:

I asked Mike McDougal to help begin an assessment of the sea wall upon which the Rogue Brewery sits so that we can properly prioritize the repair of the wall on the capital improvements list.

The Safety Committee approved the implementation of the Emergency Response Plan. This was one of the Port's goals for 2017. We are looking ahead to 2018 with plans to improve training for staff on safety related policies and issues.

Dredging operations are slated to start up in South Beach during the week of January 22nd.

I heard some concerns about sea lions at PD5 during the CFUG Meeting, and I've seen them congregating there frequently. They are a real problem for the boats moored near them. The more activity we can create there, the more encouraged they will be to move on. Fortunately, our problem is fairly concentrated, and not as wide spread as other Ports. There is a very effective deterrent system made by Smith-Root that holds up well to the environment. They also make a mobile version that can be put into service in various locations. I'm trying to find a way to manage the cost of the system, however; the price to install enough to discourage the sea lions at PD5 would be around \$12,000. I'm waiting on a price quote on the mobile system, which might be a better option for us. Meanwhile, Port Employees will continue to try and get them to move on from the area.

International Terminal – Don Moon. Interim MGR

Billable Services Performed this Period (November):

Forklift – 44 Hrs

Moorage – 120.5 Days

30 Ton Hydraulic Crane – 30.5 Hrs

Hoist Dock Tie Up – 9 Hrs

Labor – 57 Hrs

120V power – 11 Days

Other (Net Work) – 15 Days

208V power – 128 Days

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

Completed In Progress Paving project approved waiting for weather to cooperate.

Completed In Progress Brushing and grubbing done at west end of property.

Completed In Progress Building work dock

Completed In Progress Power sweeping entire lot.

Completed In Progress last storm water sample for the year delivered to Edge Analytical.

Commercial Marina – Kent Gibson, Harbormaster

Billable Services Performed this Period:

Forklift – 68 Hrs

Hoist Dock Crane(s) –3Hrs.

30 Ton Hydraulic Crane - Enter #.Hrs

Dock Tie Up –103.75Hrs

Launch Tickets - Enter #. passes sold

Other (Labor) – Hrs

Other Hired one full-time employee.

NOAA MOC-P – Jim Durkee, Facility Manager

Other:

Vessels Using the Facility Since My Last Report – Oscar Dyson, Fairweather, OSP Guardian.
For 2017, approximately 1850 passengers crossed the bar on vessels using the NOAA wharf,
Awaiting reports from NOAA for final exact count.

Office Occupancy Admin Building – 63 Work Stations Total, 48 Occupied
Warehouse Bldg. – 23 Work Stations Total, 11 Occupied
Occupancy Rate – 69%

NOAA vessels are completing winter work here and in dry dock.

Continuing with normal maintenance schedule.

To Do List-
Liebert Condenser Repairs
Dive Inspection

Cathodic Protection Repair
Final Report to State on Recreational Mitigation
Room 111 Door Install
Pier Light Replacements
Bathymetric Survey

Billable Services Performed this Period:

Launch Tickets – 359 passes sold

Special Projects:

The Dredging in the marina will start the week of Jan.22 nd. And last about two to three weeks

Other:

The city ended up taking 5070 yard of sand for the Bayfront project.

The new RV dump site is now complete and operational and looks and works great.

The work in the RV Park continues I will have attached a picture of the new site light design.

I have been putting together all the parts necessary to build the OSP dock.

With all the good weather in Dec. we have been getting a lot of outdoor cleaning done.



GREATER NEWPORT AREA VISION 2040
OUR COMMUNITY VISION



A Visioning Project by and for the People of the Greater Newport Area

VISION AND STRATEGIC PLAN
OCTOBER 2017

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3. Meeting-In-A Box Materials



GREATER NEWPORT AREA VISION 2040 COMMUNITY VISION AND STRATEGIC PLAN

ACKNOWLEDGEMENTS

The Greater Newport Area Vision 2040 was developed with the guidance and collaboration of The Greater Newport Area Vision 2040 Advisory Committee, the Newport City Council, and City of Newport staff, based on thousands of comments and suggestions received from Greater Newport Area community members and visitors.

A special thank you to the entire community, but especially to all those who helped guide the process.

**Listed alphabetically within each group*

GREATER NEWPORT AREA VISION 2040 ADVISORY COMMITTEE

Wayne Belmont
Bob Berman
Beatriz Botello
Steve Boynton
Bill Branigan
Cathey Briggs
Lorna Davis
Lisa Ely
Wendy Engler
Matt Harner
Kaety Jacobson
Jessica Linnell
Patricia Patrick-Joling
Carla Perry
Bonnie Petersen
Robert Porch
Sandra Roumagoux
Laura Swanson
Gil Sylvia
Lucinda Taylor
Tom Webb
Jon Zagel

CITY COUNCIL

Sandra Roumagoux, Mayor
Wendy Engler, Council President
David Allen
Dietmar Goebel
Mark Saelens
Dean Sawyer
Laura Swanson

CITY OF NEWPORT STAFF

Rachel Cotton
Peggy Hawker
Sherri Marineau
Spencer Nebel
Derrick Tokos

CONSULTING TEAM

HDR

Doug Zenn, Project Manager
Katney Bair
Cassie Davis
Lindsay McWilliams

Steven Ames Planning

Steven Ames, Principal

ENVISIONING THE FUTURE OF GREATER NEWPORT

VISION GENERATION & HOW THE VISION WILL BE USED

The Greater Newport Area Vision 2040 project launched in the fall of 2016 and concluded in the fall of 2017. The project was guided by the Greater Newport Area Vision 2040 Advisory Committee, in collaboration with the City of Newport and hundreds of community members and visitors that participated in the visioning process.

The motivation for creating a Community Vision for the Greater Newport Area emerged from a desire to generate broad descriptions of the quality, spirit, and values of the community, and to divide these concepts into “focus areas” that can serve as long-term targets for future planning efforts. The community’s Vision is rooted in a statement of Community Values; these are the qualities that the community appreciates most and wishes to preserve into the future. They, along with the Vision Statements—our community’s aspirations for the future—are to remain at the forefront of future City decision-making processes.

The Vision is designed as a “living document” that should be revisited and updated on a regular basis through annual goal-setting sessions and budgetary appropriation processes. Some of the Vision Strategies fall squarely within the established roles and responsibilities of the City of Newport, while others may rely on the involvement of other key community partners. Detailed decisions related to who should undertake which strategies, and which actions will be required to implement these strategies, will be addressed upon adoption of this Vision and Strategic Plan by Newport’s City Council.

DOCUMENT FORMAT AND CONTENTS

The Greater Newport Area Vision 2040 is our community’s Vision for the year 2040. Created by the Greater Newport Area community, this Vision is intended to guide the City of Newport and its public, private, civic, and community-based partner organizations in the cultivation of an “enterprising, livable, dynamic, affordable, educated, safe, healthy, collaborative, and inclusive” community in the future.

The Greater Newport Area Vision 2040 is organized into three elements that can be used separately or together:

1. **Overarching Vision.** The first tier (“Our Big Vision”) is an overarching vision statement for the entire community.
2. **Focus Area Visions.** The second tier is a series of more specific vision statements for each of six “focus areas,” including:
 - Enhancing a Livable Region
 - Preserving and Enjoying Our Environment
 - Creating New Businesses and Jobs
 - Learning, Exploring, and Creating New Horizons
 - Improving Community Health and Safety
 - Fostering Collaboration and Engagement
3. **Focus Area Vision Strategies.** The third tier is a series of specific vision strategies proposed to help realize their respective focus area visions and, in turn, help achieve our Big Vision.

All Vision Strategies include the City of Newport’s role, designating the City as either Lead, Partner, or Support in achieving that strategy. All strategies have also been given a relative priority and are sorted into one of three tiers. Recognizing that not all strategies can be tackled simultaneously, the tiers will help provide guidance for where to initially focus Vision implementation efforts. They do not imply importance of one strategy over another. Indeed, all of these strategies are seen as important.

TIMELINE

All of the ideas contained in the Greater Newport Area 2040 Vision are aspirational. They describe a desired future and not necessarily an existing set of conditions. They are written to make the reader feel present in the year 2040. At the same time, many of these strategies will be implemented long before the year 2040 arrives, and some are already in progress.

THE GREATER NEWPORT AREA

The Greater Newport Area can be defined as the City of Newport and areas outside the city for which Newport is the hub of employment, services, and other activities, extending to Otter Rock in the north, Toledo to the east, and Seal Rock to the south. Recognizing that Newport’s surrounding communities will be partners in

a successful future, the project actively sought input from Greater Newport Area residents and visitors in developing the Vision.

PUBLIC INVOLVEMENT

The visioning process had three main phases: **1) Foundation Building; 2) Vision Development, and; 3) Strategic Planning** (see Appendix B: Vision Development, pg. 26, for Visioning Process Timeline).

During each of these phases, the project team engaged community members in conversations around four basic questions:

- *What do you most appreciate about the Greater Newport Area?*
- *What are the biggest challenge(s) for the Greater Newport Area now or in the future?*
- *What is your vision(s) for the future of the Greater Newport Area?*
- *What are strategies for achieving your vision?*

Over the course of the project, the project team received a wealth of input, comments, opinions, and ideas from the Greater Newport Area community in response to these four questions. The questions were posed to the public through a series of stakeholder interviews, focus groups, project-related events, public meetings, online and in-person surveys, and the project's Facebook page. Over the course of the project, 1,542 vision ideas and 1,126 strategies (non-unique) were collected through public comments.

One of the underlying goals of the visioning process was to facilitate broad community participation and reach diverse, multi-cultural populations who have traditionally been under-engaged in City planning processes. Throughout the duration of the project, targeted outreach to the local Latino community was done through Spanish-language translation of project materials and at meetings, bilingual focus groups, targeted events coordinated through Centro de Ayuda, and interviews on Spanish-language radio.

IMPLEMENTATION

The Vision project has resulted in a Vision and Strategic Plan that is action-ready. Moving forward, active plan oversight will be required to keep the Vision alive. This oversight should be provided by a permanent City-appointed Vision 2040 Advisory Committee, supported

by the City Manager's Office, with representatives from partner organizations, existing advisory committees, and the broader community.

The Committee's responsibilities could include:

- Informing annual City Council goal-setting and budgetary processes by linking planned projects with Vision Statements and Strategies;
- Tracking implementation of key Strategies, developing metrics for measuring progress, and preparing annual progress reports;
- Engaging City committees, staff and partner organizations to facilitate implementation of Strategies;
- Periodically updating the Vision and Strategic Plan to reflect changes in the community; and
- Promoting the Vision and Strategic Plan, increasing public awareness of the Vision Statements and Strategies, and supporting community engagement efforts to achieve desired outcomes.

The City of Newport has many established and dedicated citizen advisory committees, and it is essential that those committees, with the support of City staff, actively participate in the implementation of the Vision and Strategic Plan. They should assume a lead role in implementing strategies relevant to their committee's work, with support and guidance from the Vision 2040 Advisory Committee. For City-led strategies where implementation cannot be undertaken by existing advisory committees, or that are dependent upon the efforts of partner organizations, the Vision 2040 Advisory Committee may need to assume a more prominent role in helping to facilitate implementation.

PRIORITIZATION OF STRATEGIES

All Vision Strategies received a priority ranking, within one of three tiers, as a result of a joint Vision 2040 Advisory Committee/City Council meeting that occurred on July 31, 2017. Community input was also taken into consideration when determining priorities (see Appendix B: Strategies Prioritization Matrix, pg. 33). The relative priority of the various strategies may shift over time based upon changes that are occurring in the community, funding availability, and partnership opportunities. One of the implementation responsibilities for the standing Advisory Committee should be to periodically assess the tier designations and make adjustments where appropriate.

KEY TO STRATEGY TIERS AND CITY ROLES

This key contains a detailed explanation of the tiers and City roles that have been assigned to each of the Vision's Strategies.

TIER 1	Strategies with strong community support, identified as high priorities for implementation by the Greater Newport Vision 2040 Advisory Committee and City Council.
TIER 2	Strategies with strong support from some community stakeholders, Greater Newport Vision 2040 Advisory Committee members, and City Councilors, and more moderate support from others. Those strategies that fall within this category may require additional community outreach to better understand constituent needs and concerns prior to implementation.
TIER 3	Strategies that received mixed responses from community members or that were identified by the Greater Newport Vision 2040 Advisory Committee and City Council as low priorities for implementation.
LEAD	The City of Newport assumes primary responsibility for the implementation of a given action.
PARTNER	The City of Newport is a partner in the implementation of proposed action steps, actively collaborating with other public, private and/or community partners in its achievement.
SUPPORT	The City of Newport actively supports the implementation of a proposed action by other public, private or community entities, lending its endorsement and resources as deemed appropriate.

Visioning by the Numbers

1,542 VISIONS and **1,126 STRATEGIES**
received through public comments

5 KICK-OFF EVENTS were held in February, attended by **314 people**, during which:

199 COMMENT CARDS were completed

326 VISIONS were generated

353 STRATEGIES were generated

287

COMMENT CARDS

were collected at Seafood and Wine Festival

60

COMMUNITY MEMBERS

attended the Committees Visioning Dinner on February 16

56

CITY EMPLOYEES attended the Employee Visioning Lunch on February 16

130

PEOPLE (of all ages!) attended the Friday Family Night event on February 17

164

MAP COMMENTS

have been submitted

60

PEOPLE attended the Visioning Kick-off Event and Workshop on February 18

435

CONTACTS have been added to the project email list

27

VISIONS were submitted via the News Times "Views on the News" feature

12

'MEETINGS IN A BOX' were convened in March and April, attended by **170 STAKEHOLDERS**

1,885

PEOPLE were reached through 3 paid Facebook advertisements

1,251

ONLINE SURVEY RESPONSES have been submitted through two public surveys

VISION AND STRATEGIES



OUR BIG VISION

In 2040, Greater Newport is the heart of the Oregon Coast, an enterprising, livable community that feels like home to residents and visitors alike. We live in harmony with our coastal environment – the ocean, beaches and bay, natural areas, rivers and forests that sustain and renew us with their exceptional beauty, bounty, and outdoor recreation. Our community collaborates to create economic opportunities and living wage jobs that help keep the Greater Newport Area dynamic, diverse, and affordable. We take pride in our community's education, innovation, and creativity, helping all our residents learn, grow, and thrive. Our community is safe and healthy, equitable and inclusive, resilient and always prepared. We volunteer, help our neighbors, support those in need, and work together as true partners in our shared future.

OUR CORE VALUES

WE VALUE...

Our Coastal Location... Our ocean, beaches and lighthouses, the Bayfront, working waterfront and fishing fleet, marine industries and institutions, and the temperate climate and coastal lifestyles we enjoy.

Our Natural Beauty and Access to Nature... Our beautiful natural environment, undeveloped coastline and bay shore, stunning scenery, bracing weather, forests and rivers, closeness to nature, easy access to natural areas, and diverse recreational opportunities.

Our Healthy Environment... Our clean air and clean water and the healthy environment they provide, including well-maintained parks and public spaces, and the care we take in protecting the natural resources that sustain us.

Our Small Town Feel... Our safe, friendly community with its sense of place, working people and small businesses, families and retirees – a small-town setting with “big city” amenities like the Performing Arts Center and Recreation Center.

Our Districts and Neighborhoods... Our distinct districts and areas of town, from Nye Beach to the Bayfront, Agate Beach, City Center, and South Beach, each with its own distinct character, amenities, history and culture, local businesses, neighborhoods, and residents.

Our Vibrant Arts Community... Our vibrant arts community with diverse, accessible cultural offerings for locals and visitors, from the performing arts, theater groups, and the symphony to the visual arts, fine arts events, venues, and artists, all supported by a growing population of local talent.

Our Working Waterfront... Our thriving commercial fishing and seafood industry, local and distant water fleets, charter boats, recreational fishing, ocean-related businesses, and expanded International Terminal.

Our Robust Science and Marine Education Community... Our numerous scientific organizations that fuel our economy and feed our minds, including the Hatfield Marine Science campus, NOAA and OMSI, the Oregon Coast Aquarium, and Oregon State University's Marine Studies Initiative and Extension Service.

Our Diversified Economy... Our diverse economic base, including the working waterfront, science and marine education, and the arts, as well as tourism that brings a diverse mix of visitors and revenue into town.

Our People and Collaborative Spirit... Our people and local organizations who embrace bold ideas, take risks, and give of their time and resources, and their collaborative spirit that enriches social, environmental, and educational opportunities in our community.

Our Community and Support Services... Our dedicated people in community and support services, including police, fire fighters, teachers, civic leaders, schools, and public agencies who plan our city, educate our children, help us prepare for emergencies, and keep us safe.

Our Growing Diversity... Our growing cultural diversity as a coastal community that embraces newcomers, welcomes people of all cultures and backgrounds, and provides a great place to live, work, raise children, visit, and retire.

A. OUR VISION FOR ENHANCING A LIVABLE REGION

In 2040, the Greater Newport Area is an enterprising, livable community that feels like home to residents and visitors alike. We have carefully planned for growth, with well-maintained infrastructure, affordable housing for all income levels, robust public transportation, diverse shopping opportunities, and distinct, walkable districts and neighborhoods.

KEY STRATEGIES FOR ENHANCING A LIVABLE REGION

TIER I

City Role: [Lead] [Partner] [Support]

A1. Infrastructure Investments [Lead]: Maintain and upgrade local infrastructure within available funding.

A3. Transportation Corridors [Partner]: Revitalize Highway 101 and Highway 20 in and around Newport to serve as attractive gateways to the community.

A2. Housing Supply [Partner]: Increase supplies of affordable and workforce housing, including rentals and for sale units at prices that are accessible to a broad range of the general public.

TIER II

City Role: [Lead] [Partner] [Support]

A4. City Wide Beautification [Lead]: Promote citywide beautification, generating a fresh yet familiar look for Newport through streetscaping, improvements to building façades, and ocean friendly landscaping.

A8. Vacation Rentals [Lead]: Assess the growth and distribution of vacation rentals and take longer-term actions that may be required to address impacts on neighborhoods and the community.

A5. City Center Revitalization [Lead]: Develop a City Center improvement strategy that expands options for living, shopping, working, and dining in the area by promoting walkability, mixed-use development, and refurbishment of historic buildings.

A9. Understanding Impacts of Seasonal Housing [Lead]: Gain a better understanding of the impacts that seasonal housing, including second homes and vacation rentals, has on the availability and affordability of housing and the provision of public services within the community.

A6. Mixed-Use Development [Lead]: Promote mixed-use neighborhoods in appropriate areas of the city, incorporating a blend of commercial uses, employment, and residential development that create a distinct sense of place.

A10. Street, Highway and Bridge Improvements [Lead]: Engage the State of Oregon and community partners to identify bridge alternatives and future street and highway improvements that meet local needs while mitigating congestion and accommodating future growth and increased traffic.

A7. Housing Development Incentives [Lead]: Implement incentives to lower development costs and encourage construction and renovation of an array of housing types to augment the supply of affordable, quality, energy-efficient units.

KEY STRATEGIES FOR ENHANCING A LIVABLE REGION

TIER II (Cont.)

City Role: [Lead] [Partner] [Support]

A11. Bicycle and Pedestrian Safety and Amenities

[Lead]: Work to improve the safety of bicyclists and pedestrians throughout Newport. Plan, fund, and develop improvements to bicycle and pedestrian amenities in strategic areas of the city, including sidewalks, crosswalks or overpasses, “traffic calming,” bike racks, and planned bicycle and pedestrian routes.

A12. Multiuse Paths and Trails [Lead]: Maintain and expand the multiuse path and trail system.

A13. Strategic Investments and Partnerships [Lead]: Pursue strategic investments and partnerships to adequately meet the needs of the community as it grows and develops.

A14. Developable Land [Partner]: Ensure an adequate supply of buildable land by first encouraging redevelopment of underutilized and redevelopable properties. Extend infrastructure to undeveloped land that is zoned for development-related uses.

A15. Complete Streets [Partner]: Design neighborhoods around streets that are well integrated with local transit, are ADA Accessible, and accommodate "active transportation" such as cycling, walking, and wheelchair moving.

A16. Public Transit Improvements and Expansion [Partner]: Develop targeted improvements to the local transit system, including better scheduling, signage, and plans for system expansion. Work with Lincoln County to upgrade bus service in Newport and surrounding areas, with improved routes and more frequent service.

A17. Transit Reliability and Promotion [Partner]: Develop and promote transit as a robust and reliable alternative to driving within the Greater Newport Area.

TIER III

City Role: [Lead] [Partner] [Support]

A18. Telecommunication Technology [Lead]: Promote universal, high-speed Internet access throughout the city. Expand community and business access to new telecommunication technologies.

B. OUR VISION FOR PRESERVING AND ENJOYING OUR ENVIRONMENT

In 2040, the Greater Newport Area lives in harmony with its coastal environment. Our ocean, beaches and bay, natural areas, rivers, and forests sustain and renew us with their exceptional beauty, bounty, and outdoor recreation. We retain our connection to nature, protecting our land, air, water, natural habitats, and biodiversity, and promoting more sustainable ways of living.

KEY STRATEGIES FOR PRESERVING AND ENJOYING OUR ENVIRONMENT

TIER I

City Role: [Lead] [Partner] [Support]

B1. Sewer and Stormwater Management [Lead]:

Maintain, upgrade, and modernize stormwater and sewer infrastructure to reduce overflows, keep our waterways and beaches clean, and minimize flooding in a manner that is both fiscally responsible and environmentally friendly.

B2. Integrated Shared-Use Trail System [Lead]: Develop an integrated trail system, accommodating multiple uses, that connects neighborhoods, visitor destinations, open spaces, and natural areas.

TIER II

City Role: [Lead] [Partner] [Support]

B3. Parks and Recreation Needs and Upgrades [Lead]:

Engage the community in identifying priorities and future needs related to open space, trail, and park and recreation assets. Make recommendations for future park upgrades, planning, and development, paying particular attention to funding maintenance.

B6. Environmental Conservation Partnerships [Partner]:

Prioritize conservation of significant open spaces and natural resource areas, including beaches and headlands, midcoast watersheds, the Yaquina Bay Estuary, rivers, streams, forests, and fish and wildlife habitat. Partner with local environmental organizations and agencies to expand and strengthen programs to protect and restore natural areas and resources and preserve environmental quality.

B4. Trail-Building Program [Lead]: Establish a City trail-building program that provides opportunities for volunteer involvement.

B5. Green Building and Development [Lead]: Promote and incentivize environmentally responsible, resource-efficient building and development techniques, including onsite stormwater management, permeable pavement, energy-efficient buildings, ecological landscaping, and native plantings.

B7. Comprehensive Recycling and Reduced Waste

[Partner]: Target the greater Newport area to achieve the highest rate of recycling of any city in Oregon through source reduction, reuse, recycling, composting of food waste, and curbside glass recycling.

B8. Renewable Energy [Support]: Increase the use of renewable energy to achieve energy independence in the Greater Newport Area, harnessing a combination of renewable energy sources and technologies.

TIER III

City Role: [Lead] [Partner] [Support]

B9. Climate Action Plan [Partner]: Develop a comprehensive public-private climate action plan to lessen the greater Newport area's contribution to climate change, as well as to mitigate the impacts of climate change on the community itself.

C. OUR VISION FOR CREATING NEW BUSINESSES AND JOBS

In 2040, the Greater Newport Area collaborates to create economic opportunities and living wage jobs that help keep Newport dynamic, diverse, and affordable. Our economy is balanced and sustainable, producing living-wage jobs in the trades and professions, while supporting new start-up companies and small businesses based on local talent, entrepreneurship, ideas, and resources.

KEY STRATEGIES FOR CREATING NEW BUSINESSES AND JOBS

TIER I

City Role: [Lead] [Partner] [Support]

C1. Expanded Working Waterfront [Partner]: Leverage our maritime industries and marine-related assets to expand and diversify the capacity of marine businesses, including full utilization of the International Terminal.

C2. Science Economy Expansion [Partner]: Expand Newport's science and marine economy, promoting it nationally and internationally as a hub for scientific research, ocean observation, education, and utilization and conservation activities.

C3. Living-Wage Jobs [Support]: Partner with new and existing businesses to retain, expand, and create jobs that pay living wages, providing at least a minimum income necessary so that workers can meet their basic needs.

TIER II

City Role: [Lead] [Partner] [Support]

C4. Airport Improvements [Lead]: Maintain and enhance the Newport Municipal Airport as a viable community asset that can support business growth and development and improve access to and from the community.

C5. Marine Economy and Economic Development [Partner]: Link Oregon State University's Marine Studies Initiative and the area's marine economy into economic development planning.

C6. Tourism Diversification [Partner]: Diversify Newport's tourist industry by promoting expansion of ecotourism as well as interpretive programs based on Newport's maritime industries.

C7. Arts and Cultural Destination [Partner]: Promote the Greater Newport Area as a major arts and cultural destination.

C8. Local Businesses Support [Support]: Support and retain existing local businesses.

C9. Small Business Development [Support]: Expand training and education for small business development and entrepreneurial skills, including resources for artists, craftspeople, trades, and technology start-ups.

C10. Green and Sustainable Business [Support]: Promote and support businesses in the Greater Newport Area that use and market green and sustainable technologies, materials, and products.

C11. Sustainable Fisheries [Support]: Support innovation and new markets in sustainable fisheries by leveraging new technologies and partnering with the science community.

C12. Diversified Agricultural Economy [Support]: Promote the production, marketing, and direct sales of seafood, value added wood products, and local agricultural products.

KEY STRATEGIES FOR CREATING NEW BUSINESSES AND JOBS

TIER II (Cont.)

City Role: [Lead] [Partner] [Support]

C13. "Shoulder Season" Attractions and Festivals

[Support]: Develop new attractions, festivals, and marketing to sustain tourism through the shoulder season.

TIER III

City Role: [Lead] [Partner] [Support]

C14. Viable and Sustainable Commercial Air Service

[Partner]: Work with local, state, and federal partners to develop a model for sustainable commercial air service.

C15. Permanent Farmers Market [Partner]: Create a permanent home for a year-round farmers market with expanded hours and business acceleration opportunities for food, beverage, and agriculture related start-ups.

D. OUR VISION FOR LEARNING, EXPLORING, AND CREATING NEW HORIZONS

In 2040, the Greater Newport Area takes pride in our community's education, innovation, and creativity, helping all our residents learn, grow, and thrive. Our schools are appropriately funded through diverse means of support to meet the highest standards of educational achievement. Our college and university prepare students for rewarding lives and productive careers. The arts and opportunities for creative expression and learning are high quality, diverse, and available and accessible to everyone.

KEY STRATEGIES FOR LEARNING, EXPLORING, AND CREATING NEW HORIZONS

TIER I

City Role: [Lead] [Partner] [Support]

D1. Funding for Schools [Support]: Develop creative, diverse, and alternative sources of funding for educational facilities, classes, programs, and extracurricular activities in the Greater Newport Area schools, including consideration for pre-K and early childhood education.

D2. Vocational Technology and STEM Programs [Support]: Expand vocational tech and Science, Technology, Engineering and Mathematics (STEM) education, including K-12, OCCC, and OSU, and offering classes, training, and certification for marine sector and other jobs.

TIER II

City Role: [Lead] [Partner] [Support]

D3. Art in Public Spaces [Lead]: Integrate the arts as a key element of the city's identity, including expanding the presence of public art throughout the community.

D8. Bilingual and Cross-Cultural Education [Support]: Establish comprehensive bilingual and cross-cultural educational programs throughout the community, including English for Speakers of Other Languages (ESOL) instruction, to promote better integration and improved achievement of residents of all ages.

D4. Expanded and Upgraded Arts Footprint [Lead]: Invest in improvements to performing and visual arts venues, including the Performing Arts Center and Visual Arts Center, to increase their capacity to accommodate arts and cultural events.

D9. Expanded and Integrated Higher Education [Support]: Support Oregon Coast Community College (OCCC) in gaining accreditation and expanding its offerings, including workforce education and the trades.

D5. Summer Arts Offerings [Partner]: Expand outdoor summer arts events and offerings, such as music and theater.

D10. Education Partnerships [Support]: Encourage K-12, community college, professional, and noncredit education partnerships that promote pathways to marine educational programs at Oregon State University (OSU)'s Newport campus.

D6. Schools and Local Talent [Support]: Promote increased partnerships between schools and local talent, including scientists, artists, craftspeople, and tradespeople who share their knowledge with area classes and students.

D11. School-to-Work Programs [Support]: Work with local schools, OCCC, OSU, and employers to develop a school-to-work program for students, training and certifying them to fill the needs of local employers and the job market.

D7. Teacher and Administrator Diversity [Support]: Increase the diversity of teachers and administrators to be more representative of student demographics.

KEY STRATEGIES FOR LEARNING, EXPLORING, AND CREATING NEW HORIZONS

TIER III

City Role: [Lead] [Partner] [Support]

D12. Access to the Arts [Partner]: Increase the availability of, and access to, lower cost arts venues and performances while supporting new, innovative opportunities, including workshops, film, and student work.

E. OUR VISION FOR IMPROVING COMMUNITY HEALTH AND SAFETY

In 2040, the Greater Newport Area is safe and healthy, equitable and inclusive, resilient and always prepared. We volunteer, help our neighbors, and support those in need. Our community’s physical, environmental, social, and economic assets allow all of our residents, including families and children, young people, and seniors, to live healthy lives and find the support and services they require, including excellent, affordable, and accessible healthcare and childcare.

KEY STRATEGIES FOR IMPROVING COMMUNITY HEALTH AND SAFETY

TIER I

City Role: [Lead] [Partner] [Support]

E1. Affordable and Accessible Healthcare [Support]:

Work to improve access to and affordability of healthcare for all in the community through improved healthcare facilities, education, and preventive services.

E2. Medical Professionals and Specialists [Support]:

Recruit and retain more healthcare providers and medical professionals in the community, including medical specialists in pediatrics, geriatrics, mental health, chronic diseases, services for veterans, and the prevention and treatment of addiction.

E3. Expanded Mental Healthcare [Support]: Expand mental health services in the area, including improved community education, prevention, and counseling services, as well as trauma-informed care that diagnoses and treats the mental health impacts of adverse life experiences.

E4. Improved Service Coordination [Support]:

Enhance coordination among social services, non-profits, and faith-based institutions to provide integrated, comprehensive support to residents of our community experiencing poverty, hunger, social isolation, homelessness, addiction, domestic violence, and related issues.

TIER II

City Role: [Lead] [Partner] [Support]

E5. Disaster Preparedness [Lead]: Expand disaster preparedness and self-reliance programs and activities, focusing on neighborhood level organizing, and including multilingual information, training, and assistance.

E6. Proactive Police and Fire Services [Lead]: Support police and fire services in meeting and addressing growth and changing community needs. Support improved community policing practices that promote positive interactions between public safety officers and the public.

E7. Homelessness Solutions [Partner]: Implement proactive solutions to expand services and resources for people who are homeless, including homelessness prevention and other programs and partnerships to help the area's homeless population obtain stable housing.

E8. Translation and Multilingual Services [Partner]:

Increase and support existing local capacity to provide translation and multilingual services, including assistance with employment, physical health, mental health, rehabilitation, education, nutrition, legal, immigration, and financial education needs.

KEY STRATEGIES FOR IMPROVING COMMUNITY HEALTH AND SAFETY

TIER II (Cont.)

City Role: [Lead] [Partner] [Support]

E9. Accessible and Affordable Childcare [Support]:
Increase the number and capacity of quality accredited childcare facilities and staff in the region and make childcare more accessible and affordable for all families.

E10. Accessible and Affordable Eldercare [Support]:
Work toward meeting the need for quality and affordable housing, independent living, and care facilities for elders in the Greater Newport Area.

E11. Foster Care Improvements [Support]: Study and make recommendations to address the area’s child foster care challenges, including causes, solutions, and prevention. Increase the number and quality of foster homes, while implementing preventive approaches that will help keep more children from entering the foster care system.

E12. Access to Healthy Food [Support]: Improve community “food security” by addressing issues of availability, accessibility, and affordability of healthy food.

TIER III

City Role: [Lead] [Partner] [Support]

E13. All-Weather Facilities and Activities [Lead]:
Improve affordable access to recreational and community facilities, including indoor spaces for sports, family and cultural celebrations, classes, youth programs, and other recreational and social activities that are accessible during evenings and the rainy season.

F. OUR VISION FOR FOSTERING COLLABORATION AND ENGAGEMENT

In 2040, the Greater Newport Area's local governments and public agencies, schools and higher educational institutions, businesses, local employers, nonprofits, community groups, faith based institutions, and residents work together as true partners in our shared future. Governments reach out to engage and listen to residents, involve them in important plans and decisions, and collaborate for a better community in a rapidly changing world.

KEY STRATEGIES FOR FOSTERING COLLABORATION AND ENGAGEMENT

TIER I

City Role: [Lead] [Partner] [Support]

F1. Transparency and Communication [Lead]:

Encourage and support continued open communication, transparency, and accountability on the part of City leaders and staff.

F2. Vision as Foundational Document [Lead]: Ensure Greater Newport's 2040 Vision serves as the foundation for ongoing public processes, planning, and decision-making.

TIER II

City Role: [Lead] [Partner] [Support]

F3. Vision-Focused Council and Community [Lead]:

Promote key elements of Greater Newport's 2040 Vision through the Newport City Council, City staff, Greater Newport Area partners, and Vision advocates who engage with community partners.

F8. Community Forums [Partner]: Develop community forums that bring people of different backgrounds and cultures together to discuss issues and share solutions.

F4. Community Engagement [Lead]: Develop new avenues for Greater Newport Area residents and businesses to engage and participate in the development of plans and policies, and to contribute to the decision-making process.

F9. Youth Involvement [Partner]: Work through the schools, Oregon Coast Community College, and Oregon State University to increase involvement of younger generations in current affairs and community issues, local government, volunteerism, long-range planning, and decision-making.

F5. Culturally Competent and Inclusive Outreach [Lead]:

Develop new forms of culturally competent outreach, such as Spanish-language publications and public service announcements, to reach out to and involve the entire community.

F10. Retiree Involvement [Partner]: Encourage area retirees to become more active in civic life, contributing their skills, time, energy, and resources to address community needs, mentor young people, and promote their own health and engagement.

F6. Model Communities [Lead]: Research the best practices of other communities that have been successful in implementing vision plans and strategic community objectives and learn from their successes.

F11. Volunteerism [Partner]: Cultivate the community's spirit of collaboration and engagement to create meaningful opportunities for public involvement and volunteerism for all ages.

F7. Collaboration and Partnerships [Partner]: Sustain positive relationships and high levels of civic collaboration between public, private, faith-based, civic, neighborhood, and community-based organizations and the community at large.

RESOLUTION ADOPTING
GREATER NEWPORT AREA
VISION 2040

CITY OF NEWPORT

RESOLUTION 3780

A RESOLUTION ADOPTING THE GREATER NEWPORT AREA
VISION 2040 VISION AND STRATEGIC PLAN

WHEREAS, on April 6, 2015, the City Council established a Community Visioning Work Group to provide a report to the Council on whether or not it was timely and appropriate to develop a community-wide vision and strategic plan; and

WHEREAS, the recommendation of the Community Visioning Work Group was to proceed with a comprehensive community visioning process; and

WHEREAS, a steering committee was formed to assist staff in developing a scope of work, and in hiring a consulting team to help develop the plan; and

WHEREAS, development of a Greater Newport Area Vision 2040 Vision and Strategic Plan began in earnest in the fall of 2016; and

WHEREAS, city staff, the consulting team, and a Greater Newport Vision 2040 Advisory Committee ("Advisory Committee") worked the better part of a year to gather community input through an extensive public engagement process, including multiple community events, small group outreach meetings, and online surveys; and

WHEREAS, the Advisory Committee met seven times during this same period of time to help staff and the consultant synthesize community input into a Vision and Strategic Plan; and

WHEREAS, the Advisory Committee held its final meeting on October 13, 2017, at which it recommended approval of the Greater Newport Area Vision 2040 Vision and Strategic Plan by the Council; and

WHEREAS, the Council held public hearings on November 6, 2017 and November 20, 2017 to review the final version of the Greater Newport Area Vision 2040 Vision and Strategic Plan.

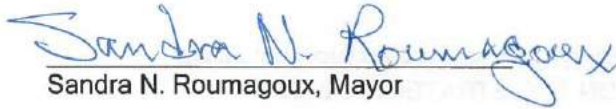
Based on these findings,

THE CITY OF NEWPORT RESOLVES AS FOLLOWS:

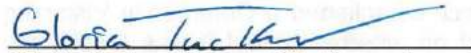
Section 1. The Greater Newport Area Vision 2040 Vision and Strategic Plan, dated October 2017, is hereby adopted.

Section 2. This resolution is effective immediately upon adoption.

Signed on November 21, 2017.


Sandra N. Roumagoux, Mayor

ATTEST:


Gloria Tucker, Deputy City Recorder

APPENDIX A

1. VISION DEVELOPMENT

Visioning began in 2015 with the formation of a Task Force who directed the scope of the visioning project and oversaw selection of the project’s consultant team. Upon commencement of the visioning process in the fall of 2016, the project team engaged community members in conversations around four basic questions, reflecting the "Oregon Model" of visioning, an approach utilized by scores of Oregon cities. These four basic questions included:

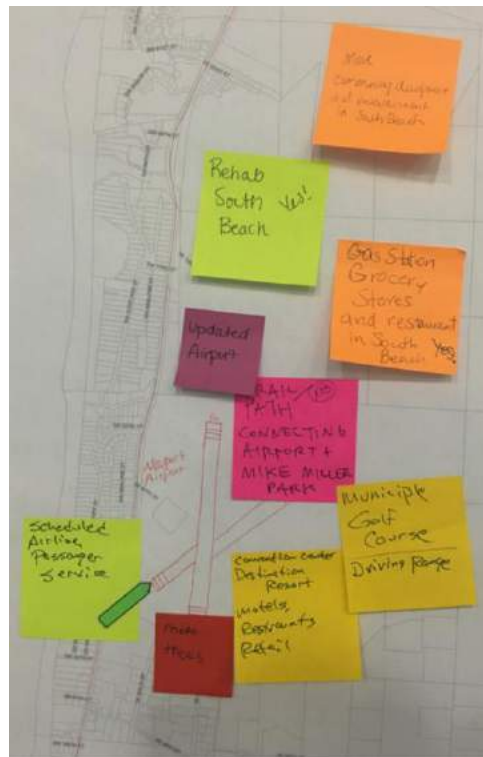
- *What do you most appreciate about the Greater Newport Area?*
- *What are the biggest challenge(s) for the Greater Newport Area now or in the future?*
- *What is your vision(s) for the future of the Greater Newport Area?*
- *What are strategies for achieving your vision?*



The second phase— **Developing the Vision**— established the project’s six focus areas, which were refined during the course of the project as the project team gathered additional community input. The focus areas served as a foundational structure for the information gathered throughout the process and, ultimately, framed the content of the Vision and Strategies.

The second phase also comprised the heart of the visioning process. During this phase, focusing on the third and fourth questions, the community was fully engaged in articulating vision ideas. This process involved a wide range of engagement events and activities, resulting in a statement of core community values, a draft overarching (a.k.a. "Big") Vision, discrete visions for each focus area, and scores of ideas for specific strategies to achieve those visions.

The first phase – **Foundation Building** – established an informational foundation for the project with small-group conversations and individual interviews conducted to better understand key topics of interest for the community. These early-project conversations helped introduce the visioning process to key community stakeholders while informing the project's communications and outreach plan. This phase also began to address the above questions, concentrating on the first two, to better define community strengths and weaknesses, emerging trends that may affect Greater Newport, and strategic issues for the future.

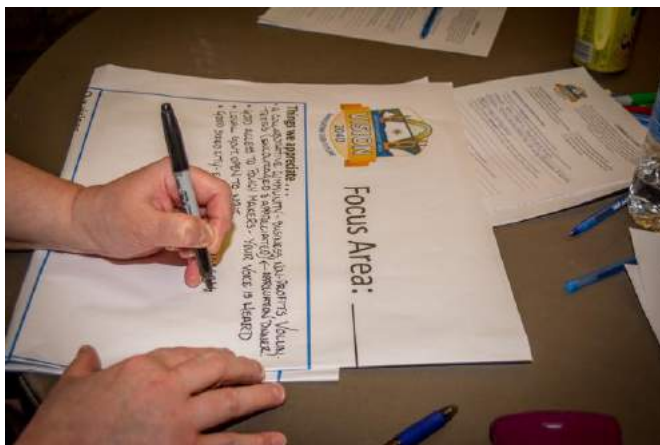


Once the draft Vision was created, community members had opportunities—through events, activities, presentations, and surveys—to voice their thoughts about the Vision. Community members were invited to offer ideas for strategies and specific actions to bring this Vision to life and to provide their general comments and input on the favorability of all potential strategies through participation in a second survey.

The final phase—**Strategic Planning**—organized the Vision components into a more formal structure (Big Vision along with focus area Visions and Strategies). The focal point of this phase was a half-day work session in late July involving the Vision 2040 Advisory Committee and Newport City Council. This session included fine-tuning of the Vision Statements and Strategies and concluded with a prioritization of specific strategies and definition of City roles, all of which were informed by public input collected through the second survey.

A community-wide vision cannot be implemented by the City of Newport alone. As part of its discussions at the work session, the Council and Advisory Committee discussed the City of Newport’s long-term role in implementing actions that support the Vision’s strategies: it could lead, it could partner with others, it could support in other ways. These roles are defined as follows:

- **Lead:** The City of Newport assumes primary responsibility for the implementation of a given action.
- **Partner:** The City of Newport is a partner in the implementation of proposed action steps, actively collaborating with other public, private and/or community partners in its achievement.
- **Support:** The City of Newport actively supports the implementation of a proposed action by other public, private or community entities, lending its endorsement and resources as deemed appropriate.

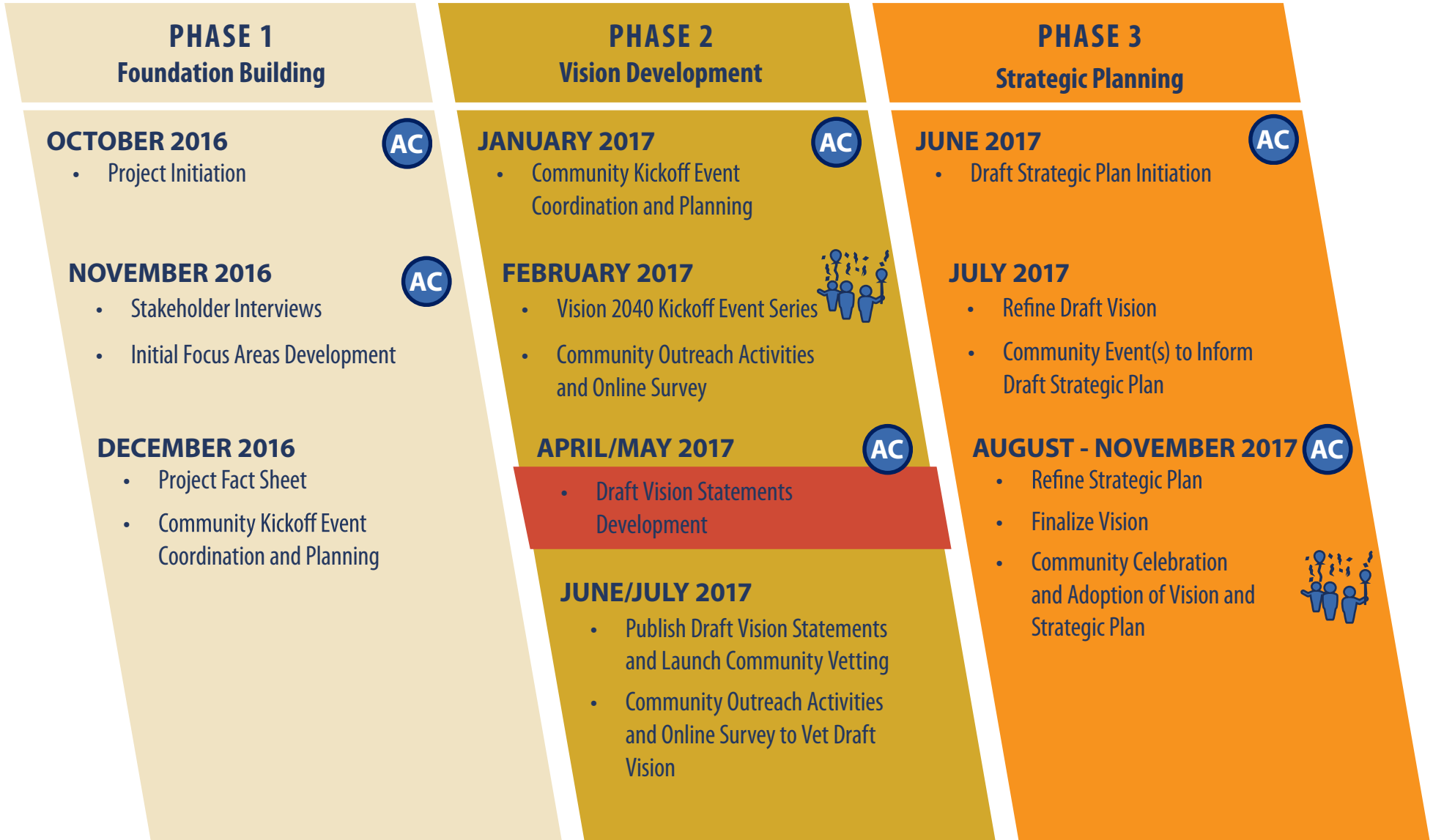


The Newport City Council and Vision 2040 Advisory Committee concluded their work session by reviewing the Strategies for each focus area and assigning relative priorities to each, sorted within three tiers. The priorities do not imply importance of one strategy over another, but rather provide guidance for where to initially focus Vision implementation efforts, fully recognizing that all strategies cannot be tackled at once. In other words, the implementation team will start developing actions for higher priority strategies first and work its way through all strategies over time. The tiers are defined as follows:

- **Tier 1:** Strategies with strong community support, identified as high priorities for implementation by the Greater Newport Vision 2040 Advisory Committee and City Council.
- **Tier 2:** Strategies with strong support from some community stakeholders, Greater Newport Vision 2040 Advisory Committee members, and City Councilors, and more moderate support from others. Those strategies that fall within this category may require additional community outreach to better understand constituent needs and concerns prior to implementation.
- **Tier 3:** Strategies that received mixed responses from community members or that were identified by the Greater Newport Vision 2040 Advisory Committee and City Council as low priorities for implementation.



COMMUNITY VISIONING PROCESS TIMELINE



 Advisory Committee Meeting

 Community Celebration
January 23, 2018

 We Are Here

2. COMMUNITY INVOLVEMENT AND OUTREACH

Clearly, one of the biggest project highlights was the Newport community's willingness to offer their opinions and participate in the visioning process. At the direction of the Vision 2040 Advisory Committee, the project sought to reach out to many audiences, with special emphasis on those who might not usually participate in public processes. Recognizing that one outreach technique will not capture this wide range of input, the project team offered three pathways into the project:

- 1) participation in project-sponsored activities;
- 2) online activities; or
- 3) with or in conjunction with activities sponsored by individuals, schools, employers, and community organizations.

The result was a whole-of-community vision with a wide variety of voices represented, including Newport's minority populations. Throughout the duration of the project, targeted outreach to the local Latino community was done through Spanish-language translation of project materials and at meetings, bilingual focus groups, targeted events coordinated through Centro de Ayuda, and interviews by City staff on a regional Spanish-language radio program.

At the project's outset, several smaller activities aimed to get the word out about the project. An initial email blast in December 2016 was followed by tabling at local events, meeting with committees and small groups, and holding interviews with interested stakeholders. An article and a press release were also published in the *Newport News Times* to create awareness about the project. Each of these smaller activities helped steer the public toward future opportunities to engage. In February of 2017, the project launched to the public through a series of kick-off events, including an Employee Visioning Lunch for City employees, a City Committees Visioning Dinner, a Friday Family Night kick-off event, and a Saturday Visioning Kick-Off Event and Workshop. Overall, this series of events drew 314 participants and generated 326 visions and 353 strategies.



Nearly 200 comment cards were received from the public during these events, some of which were completed in Spanish. The events also served to promote the

first of two online surveys inviting input from the community on vision development.

In the next phase of the project, more than 170 stakeholders participated in "Meetings in a Box," small workshops conducted with community groups and targeted audiences designed to help further develop focus area visions and strategies. Other tabling efforts at the Newport Seafood & Wine Festival and the local farmers market drew additional feedback from visitors to the community as well as locals. By June, once a draft Vision was created, outreach activities focused on public vetting of Focus Area Strategies. This was done primarily through a second online survey, which

was also available in print. More than 550 people participated in the second survey, completing over 1,000 survey sections. Using feedback provided by the community through this second survey, a joint Vision 2040 Advisory Committee and City Council work session was held in late July 2017 to finalize Vision language, recommend roles for each of the Focus Area strategies, and assign relative priorities to each Strategy. Lastly, the



group discussed potential implementation strategies for the Vision moving forward. Final language and details for all elements of the Vision document were approved for recommendation to Council for adoption during a final meeting of the Vision 2040 Advisory Committee on October 19, 2017. Newport's City Council adopted the Vision on November 20, 2017.

INTERVIEWS

DATE	NAME	ORGANIZATION/AFFILIATION
11/07/2016	John Baker	Leadership Lincoln
11/07/2016	David Bigelow	Samaritan Health
11/08/2016	Commissioner Bill Hall	Lincoln County BOC
11/09/2016	Bob Cowen, Maryann Bozza	Hatfield Marine Science Center
11/09/2016	Charlie Plybon	Surfrider Foundation
11/09/2016	Erin Parrish	Lincoln County Health & Human Services
11/15/2016	Beatriz Botello, Omar Hernandez	Latino community, Centro de Ayuda
11/15/2016	Don Davis	Former City Manager
11/15/2016	Frank Geltner	City Center Business
11/15/2016	Lola Jones, Joanne Troy	Samaritan House, Housing Authority of Lincoln County
11/15/2016	Jim Patrick	Planning Commission Chair
11/29/2016	Kevin Greenwood, Caroline Bauman	Port of Newport, Economic Dev. Alliance of Lincoln Co.
11/30/2016	Chief Jason Malloy, Chief Rob Murphy	Newport Police Department, Newport Fire Department
12/01/2016	Bonnie Serkin	Landwaves, Inc.
01/04/2017		
01/16/2017	Carrie Lewis	Oregon Coast Aquarium
01/24/2017	Kaety Jacobson	Oregon Sea Grant

MEETINGS IN A BOX

DATE	ORGANIZATION/AFFILIATION	# ATTENDEES
3/1/2017	Yaquina Bay Economic Foundation	13
3/8/2017	Newport Park & Rec Advisory Committee	9
3/13/2017	Newport Planning Commission	5
3/21/2017	Oregon Coast Aquarium staff	41
3/24/2017	HMSC/NOAA/EPA	12
3/27/2017	Lincoln County Health and Human Services	6
3/28/2017	Port of Newport Commission	9
3/24/2017	Nye Beach Neighbors	6
4/9/2017	Latin Corner radio show on KYAQ	--
4/18/2017	Newport High School	40
4/19/2017	Newport Symphony Orchestra Board	8
5/3/2017	Senior Connections	8
5/2/2017	Oregon Coast Council for the Arts	13

SURVEY #2 OUTREACH

DATE	ACTIVITY
6/20/2017	Initial blast email to project list
6/20/2017	June press release about second round survey out to media
LATE JUNE	Follow-up emails to all meeting in a box conveners
LATE JUNE THROUGH JULY	News Lincoln County ads
JUNE 19 - JULY 11, 2017	3 paid Facebook ads
JULY	Survey flyer in all utility bills
JULY 3-21	Radio ads promoting the survey on KNPT, U92, KBCH, KYTE, KCRF, and KWDP
7/8/2017	Farmers Market tabling
7/17 & 7/19	News Times sticker and ad
7/18/2017	City of Newport all staff email
7/19/2017	Last chance email to project list
7/25/2017	Latino focus group at Centro de Ayuda
7/26/2017	Family walk and talk with Spanish-speaking OSU Extension group
LATE JULY	Translated survey shared with Latin Corner Radio Show

3. FULL LIST OF TIER 1 STRATEGIES

The following Strategies have strong community support and have been designated by the Vision 2040 Advisory Committee and Newport’s City Council to be of the highest (Tier 1) priority at this time:

ENHANCING A LIVABLE REGION

Infrastructure Investments [Lead]¹: Maintain and upgrade local infrastructure within available funding.

Housing Supply [Partner]: Increase supplies of affordable and workforce housing, including rentals and for sale units at prices that are accessible to a broad range of the general public.

Transportation Corridors [Partner]: Revitalize Highway 101 and Highway 20 in and around Newport to serve as attractive gateways to the community.

PRESERVING AND ENJOYING OUR ENVIRONMENT

Sewer and Stormwater Management [Lead]: Maintain, upgrade, and modernize stormwater and sewer infrastructure to reduce overflows, keep our waterways and beaches clean, and minimize flooding in a manner that is both fiscally responsible and environmentally friendly.

Integrated Shared-Use Trail System [Lead]: Develop an integrated trail system, accommodating multiple uses, that connects neighborhoods, visitor destinations, open spaces, and natural areas.

CREATING NEW BUSINESSES AND JOBS

Expanded Working Waterfront [Partner]: Leverage our maritime industries and marine-related assets to expand and diversify the capacity of marine businesses, including full utilization of the International Terminal.

Science Economy Expansion [Partner]: Expand Newport's science and marine economy, promoting it nationally and internationally as a hub for scientific research, ocean observation, education, and utilization and conservation activities.

Living Wage Jobs [Support]: Partner with new and existing businesses to retain, expand, and create jobs that pay living wages, providing a minimum income necessary for workers to meet their basic needs.

LEARNING, EXPLORING, AND CREATING NEW HORIZONS

Funding for Schools [Support]: Develop creative, diverse, and alternative sources of funding for educational facilities, classes, programs, and extracurricular activities in the Greater Newport Area schools, including consideration for pre-K and early childhood education.

Vocational Technology and STEM Programs

[Support]: Expand vocational tech and science, technology, engineering and mathematics (STEM) education, including K-12, OCCC, and OSU, and offering classes, training, and certification for marine sector and other jobs.

¹ [City role listed in parentheses]

IMPROVING COMMUNITY HEALTH AND SAFETY

Affordable and Accessible Healthcare [Support]: Work to improve access to and affordability of healthcare for all in the community through improved healthcare facilities, education, and preventive services.

Medical Professionals and Specialists [Support]: Recruit and retain more health care providers and medical professionals in the community, including medical specialists in pediatrics, geriatrics, mental health, chronic diseases, services for veterans, and the prevention and treatment of addiction.

Expanded Mental Healthcare [Support]: Expand mental health services in the area, including improved community education, prevention, and counseling services, as well as trauma-informed care that diagnoses and treats the mental health impacts of adverse life experiences.

Improved Service Coordination [Support]: Enhance coordination among social services, non-profits, and faith-based institutions to provide integrated, comprehensive support to residents of our community experiencing poverty, hunger, social isolation, homelessness, addiction, domestic violence, and related issues.

FOSTERING COLLABORATION AND ENGAGEMENT

Transparency and Communication [Lead]: Encourage and support continued open communication, transparency, and accountability on the part of City leaders and staff.

Vision as Foundational Document [Lead]: Ensure the Vision serves as the foundation for ongoing public processes, planning, and decision-making.

APPENDIX B



S | D | A | O

SPECIAL DISTRICTS
ASSOCIATION OF OREGON

2018 Annual Conference

Pre-Conference - February 8 | Conference - February 9 - 11

Seaside Civic and Convention Center

Seaside, OR



2018 SDAO ANNUAL CONFERENCE

Pre-Conference - February 8 | Conference - February 9 - 11
Seaside Civic and Convention Center
Seaside, OR

Don't miss the largest training and networking event of the year for special district board members and staff! The 2018 SDAO Annual Conference will take place in Seaside, Oregon and will offer over 20 educational sessions and multiple opportunities for interacting with your colleagues through business meetings, caucus meetings, social activities and more.

Prior to the conference, sessions focusing on grant writing, SDAO risk management trends, and a comprehensive training on special district duties and obligations for board members and staff will be offered. The conference officially kicks off on Friday with a captivating keynote address by Chip Eichelberger followed by the Exhibitor Trade Show, breakout sessions, district caucus meetings, and the Exhibitor Reception. Saturday will feature more educational sessions, the SDAO Annual Business Meeting, and Awards Banquet. Wrap up the festivities on Saturday with two action-packed hours of blackjack, craps, Texas hold'em, and roulette. Casino night door prize drawings will be held at 10 p.m. Must be present to win!

Hundreds of representatives from Oregon's special districts will attend. For hotel information, conference details, and to register, please visit the conference website at www.sdao.com/ac. We look forward to seeing you in Seaside!

Register now to reserve your spot!

www.sdao.com/ac

The information in this packet is subject to change. Visit the conference website to view the most up-to-date information and conference materials. Paper handouts will not distributed during the conference.



SDIS Property/Casualty Program Participants

Attend the 2018 SDAO Annual Conference or a pre-conference session and earn a 2% credit for your district on the 2018 Best Practices Program.

CONFERENCE HIGHLIGHTS

FRIDAY

KEYNOTE SPEAKER: CHIP EICHELBERGER, CSP

Own It! - Take Charge of Your Performance

Chip Eichelberger will talk about how the power of getting clear on what you want and how taking ownership of your results, expertise and energy can ignite tremendous performance improvements. He will lead our audience to reevaluate their vision, make new decisions, take personal responsibility, have a growth mindset, move the target and be a catalyst.



EXHIBITOR TRADE SHOW & RECEPTION

Special districts have a multitude of service needs and product requirements that our exhibitors can meet. At Friday's Exhibitor Trade Show, providers will showcase their products and services. Later in the day, exhibitors will be honored at a special exhibitor reception, complete with hors d'oeuvres and refreshments.

CAUCUS MEETINGS & SDAO BOARD MEMBER NOMINATIONS

Separate caucus meetings are scheduled for fire, irrigation, park and recreation, ports, sanitary, water, and at-large districts. This is an opportunity to meet with peers to conduct caucus business, discuss current legislative issues, and make nominations for vacant SDAO board member positions. The expiration of terms on the SDAO Board of Directors creates an opportunity for you to contribute to the success of SDAO and special districts throughout Oregon.

SATURDAY

ANNUAL BUSINESS MEETING & BOARD MEMBER ELECTIONS

The Annual Business Meeting will include a presentation of the previous year's annual report, audit and financial report, caucus meeting reports, board member elections, and other association business.

AWARDS BANQUET & ENTERTAINMENT - CASINO NIGHT

The Awards Program gives recognition to member districts for accomplishments which allow them to provide better services to the public and honors individuals who have contributed substantially to the improvement and successful operation of their organization. These awards celebrate the ingenuity, creativity, and diversity of our members. Join us after the banquet for casino night!

SUNDAY

BREAKFAST, CLOSING SPEAKER & RAFFLE DRAWING

Stick around on Sunday morning for breakfast, our closing speaker (TBD), and dozens of great prizes from our vendors and members that we will be raffling off to our conference attendees.

SCHEDULE OF EVENTS

Pre-Conference - Thursday, February 8

- 7:30 a.m. | Breakfast
- 7 a.m. - 5 p.m. | Registration Desk Open
- 8:30 a.m. - noon | Half-Day Pre-Conference Session
- 8:30 a.m. - 4 p.m. | Full Day Pre-Conference Session A
- 9 a.m. - 4 p.m. | Full Day Pre-Conference Session B
- 10:15 - 10:30 a.m. | Morning Break
- noon - 1 p.m. | Lunch
- 3 - 3:15 p.m. | Afternoon Break
- 5 - 6:30 p.m. | Welcoming Reception

Conference - Friday, February 9

- 6:30 a.m. | Fun Run/Walk
- 7:30 - 8:30 a.m. | Breakfast
- 7:30 a.m. - 5 p.m. | Registration Desk Open
- 7:30 a.m. - 6 p.m. | Exhibitor Trade Show
- 8:30 - 10 a.m. | Welcome & Keynote Address
- 10 - 10:30 a.m. | Morning Break
- 10:30 a.m. - noon | Concurrent Sessions
- noon - 1:30 p.m. | Lunch
- 1:30 - 3 p.m. | Concurrent Sessions
- 3 - 3:15 p.m. | Afternoon Break
- 3:15 - 5 p.m. | District Caucus Meetings
- 5 - 6 p.m. | Exhibitor Reception

Conference - Saturday, February 10

- 6:30 a.m. | Fun Run/Walk
- 7 a.m. - 6 p.m. | Registration Desk Open
- 7:30 - 8:30 a.m. | Breakfast
- 8:30 - 10 a.m. | Concurrent Sessions
- 10 - 10:30 a.m. | Morning Break
- 10:30 a.m. - noon | Concurrent Sessions
- noon - 1:30 p.m. | Lunch
- 1:30 - 3 p.m. | Concurrent Sessions
- 3 - 3:15 p.m. | Afternoon Break
- 3:15 - 4:30 p.m. | Annual Business Meeting & Board Elections
- 6 - 8 p.m. | Awards Banquet
- 8 - 10 p.m. | Casino Night

Conference - Sunday, February 11

- 8 - 9 a.m. | Breakfast
- 9 a.m. | Closing Speaker & Raffle Drawing

SDAO BOARD MEMBER ELECTIONS

Expiring positions on the SDAO Board of Directors will be open for election at the Annual Business Meeting on Saturday. Positions open for nomination and the present representatives include:

AT-LARGE (Big Six Only*)

- Adam Denlinger, Seal Rock Water District
- Doug Waugh, Water Environment Services

FIRE

- Clark Balfour, Tualatin Valley Fire & Rescue

IRRIGATION

- Shawn Gerdes, Arnold Irrigation District

SANITARY

- Carl Tappert, Rogue Valley Sewer Services

TRUE AT-LARGE (Not from Big Six*)

- Stephen Schelb, Klamath 9-1-1 Communications District

* Big six districts include fire, irrigation, park and recreation, ports, sanitary, and water.

Board members are elected for two-year terms extending from July 1, 2018 through June 30, 2020.

SDAO CONFERENCE APP



Print session handouts before you arrive or access them electronically from your device while at the conference. Visit www.sdao.com/ac, and click on session handouts.

After January 10th, visit the Apple App Store or Google Play and search for "SDAO Annual Conference" to download the conference app.

Pre-Conference - Thursday, Feb. 8

8:30 a.m. - noon

- Get Funded: Tips to Find & Prepare a Successful Grant Application*** **\$50**
Laura Prado, PARC Resources

This workshop will cover effective strategies for successful grant writing. The workshop's main goal is to sharpen grant writing skills; providing motivation and confidence to embrace the grant writing process as an accessible and powerful tool. The workshop topics will focus on seeking grant opportunities and developing a competitive narrative; including organization history, project details, timelines, goals and objectives, and evaluation plans.

8:30 a.m. - 4 p.m.

- Special District Duties and Obligations: Comprehensive Training for Board Members and Staff*** **\$100**
George Dunkel, SDAO and Eileen Eakins, Law Office of Eileen Eakins LLC

Join attorney Eileen Eakins and SDAO Consulting Services Administrator George Dunkel for this comprehensive overview of laws affecting special districts. It is essential training for newly elected board members and newly appointed management staff, but even experienced board members and staff will benefit from a review of the varied and often complex laws governing Oregon's special districts.

9 a.m. - 4 p.m.

- SDAO Risk Management Training*** **\$100**
Risk Management Staff, Special Districts Association of Oregon

Performance documentation, equipment breakdown, role abandonment, and "mind the gap" coverage/risk management are emerging trends identified by the SDAO Risk Management Department that are affecting our membership. Join our panel of speakers including members, staff, and other partners who will share their expertise and experiences on these topics. This enlightening discussion will leave you with a greater awareness and tools to navigate these challenging issues.

5 - 6:30 p.m.

Welcoming Reception

The Welcoming Reception is your chance to connect with peers, presenters, and SDAO staff in a relaxed, informal setting before the conference gets underway—and it's SDAO's chance to celebrate your arrival at our Annual Conference.

Conference - Friday, Feb. 9

6:30 a.m.

Fun Run/Walk

Start your day with fun and exercise while exploring downtown Seaside! Join fellow conference attendees for a three-mile fun run/walk. The route will begin and end at the front doors of the Seaside Civic & Convention Center.

7:30 a.m. - 6 p.m.

Exhibitor Trade Show

Providers will showcase their products and services. Special districts have a multitude of service needs and product requirements that our exhibitors can meet. To be eligible for a prize, attendees visit each booth to have exhibitors sign their Exhibitor Drawing Card.

8:30 - 10 a.m.

Keynote Address

Our captivating Keynote speaker, Chip Eichelberger, will talk about how the power of getting clear on what you want and how taking ownership of your results, expertise and energy can ignite tremendous performance improvements

10:30 a.m. - noon

Overview of Public Records Law and Recent Legislative Changes
Spencer Parsons, Beery, Elsner & Hammond

This session will be a public records overview. Spencer will discuss requirements, recent legislative changes and highlights for public records laws. Spencer is an attorney at Beery, Elsner & Hammond. His firm exclusively represents local government bodies including several cities, counties and special districts in Oregon and Washington.

Marijuana in the Municipal Workplace
Hank Stebbins, Garrett Hemann Robertson PC

Sit back and exhale while Hank Stebbins from Garrett Hemann Robertson P.C. helps guide you through hazy marijuana laws. This talk will update attendees on the status of State and Federal marijuana laws and how recent changes are being interpreted by arbitrators, agencies and courts. Using nuggets from recent decisions, pressing questions will be addressed, like: (1) is drug-testing for marijuana a prohibited subject of bargaining? (2) Can employees be fired for recreational marijuana use? And (3) is an employee's consumption of too much candy at work appropriate cause for a drug test?

Pay Equity Law: What is Required of Employers Now?
Judy Clark, HR Answers

In the summer of 2017, the Oregon Legislature passed a new law called the Pay Equity Act. It will be one of the most demanding requirement for all employers. This session will provide information regarding the law – what it is and what it requires of employers. It will also provide a step-by-step outline of how to meet the requirements of the law. In short, the law requires a comprehensive analysis of all the position in the organization and then an examination of each employee's pay in comparison to all other employees that are comparable.

Do You Speak Pharmacy-ese? Decoding the Growing Pressure of Medication on Health Plans
Katie Peterson, The Partners Group

Pharmacy coverage is the most frequently used employee benefit and often the least understood. Why is it so complicated and constantly changing? This session will translate the current pharmacy landscape for consumers and explain the financial pressure this industry is exerting on the cost of healthcare.

Conference - Friday, Feb. 9 (cont.)

1:30 - 3 p.m.

- Boardroom Dancing: Creating a Healthy and Productive Executive Director and Board Relationship***
Vanessa Becker, V Consulting & Associates Inc.
The relationship between a board of directors and the executive director is key to the success of an organization. Stepping on toes and arguments over who is leading are common faults in the boardroom dance. Learn about creating clear roles and expectations, recognizing and celebrating differences, and creating a culture that results in success.

- Employment Practices that Result in Defense Verdicts***
Teri Dragoo and Jens Jensen, SDAO
Join Teri Dragoo and Jens Jensen to learn practices you can utilize to ensure a defense verdict if your district is sued for a wrongful termination.

- First Amendment in the Workplace: Walking the Tightrope***
Dian "Dee" Rubanoff and Chandra Hatfield, Peck Rubanoff & Hatfield
Just how broad are the First Amendment rights of public employees? Does it make a difference whether the conduct is on-duty or off-duty? What are the risks if a public employer restricts employee speech? Join us as we address the answers to these questions, discuss how to apply the U.S. Supreme Court's balancing test, and analyze a real-life scenario involving an employee's personal Facebook activity.

- Natural Hazards Happen: Protect Your District's Assets***
Angie Lane, Joseph Murray, Marian Lahav and Tricia Sears, State of Oregon
Floods, wildfires, landslides! Could your district's assets be damaged by natural hazards? Natural hazards mitigation planning paves the way to reducing those losses. Find out how a plan could benefit your district, how to draft one, and how to obtain FEMA funding.

3:15 - 5 p.m.

Caucus Meetings

Separate caucus meetings are scheduled for fire, irrigation, park and recreation, ports, sanitary, water, and at-large districts. This is an opportunity to meet with peers to conduct caucus business, discuss current legislative issues, and make nominations for vacant SDAO board member positions.

5 - 6 p.m.

Exhibitor Reception

Exhibitors are honored at a special reception, complete with hors d'oeuvres and refreshments. (*Dinner is not provided for attendees on Friday evening.*)

Conference - Saturday, Feb. 10

6:30 a.m.

Fun Run/Walk

Start your day with fun and exercise while exploring downtown Seaside! Join fellow conference attendees for a three-mile fun run/walk. The route will begin and end at the front doors of the Seaside Civic & Convention Center.

8:30 - 10 a.m.

Real Life Stories from the Board Room: Managing Conflict and Challenges

George Dunkel, SDAO

Every year, special district board members are faced with challenges, conflict, divisiveness, and an ever-changing political stage. This presentation will share examples of real events and public perceptions that have caused boards various degrees of challenges. Our practical hands-on advice is designed to help Special District Boards avoid these issues.

Cycle of a WC Claim: Prevention, During & Aftermath (Part 1)

Troy DeYoung and Gina Wescott, SDAO

In this session we will be discussing processes to help prevent employees from being injured. We will also be taking the class through the claims process. We will wrap up with what we should be doing after a claim has occurred to prevent repeat occurrences. (Part One of Two)

ADA Basics

Ron Downs, SDAO

Join General Counsel Ron Downs for his session which will provide an overview of the Americans with Disabilities Act, including the basic elements and how to handle a request for an accommodation. ADA issues are among the most common pre-loss legal issues our members face. At times, the appropriate response will require medical evaluation. How you handle the interactive discussions and accommodation analysis may be the difference between a successful outcome or litigation.

Why Effective Boards are Good Risk Managers

Rob Mills, SDAO and Panel

Nearly forty percent of SDAO's member districts experience risk management problems severe enough to be termed "high risk". The problems include a range of breakdowns – divisive boards, administrative neglect, fiscal mismanagement, employee turmoil, low public trust, lawsuits, and even bankruptcy. Using assessment results from member districts, this session presents a close look at how effective boards avoid breakdowns in their operations, the key performance areas they focus on, and the practices they follow that make them good risk managers. Participants will learn how to determine if their board's performance measures up to standards of good risk management.

Conference - Saturday, Feb. 10 (cont.)

10:30 a.m. - noon

Top Five Executive Session Traps: Carrying Out the Public's Business in the Age of Transparency.

Bob Steringer, Harrang Long Gary Rudnick PC

The Open Meetings Law is central to government transparency in Oregon. It also can create challenges for the efficient operation of a special district's governing board and can spring legal traps for the unwary, with severe consequences. In this session, we will focus on the proper use of executive sessions by governing boards, identifying five legal traps and how to avoid them. Our discussion will be set against the backdrop of the Open Meetings Law generally, with tips on how to carry out the public's business in full compliance with Oregon law.

Cycle of a WC Claim: Prevention, During & Aftermath (Part 2)

Troy DeYoung and Gina Wescott, SDAO

In this session we will be discussing processes to help prevent employees from being injured. We will also be taking the class through the claims process. We will wrap up with what we should be doing after a claim has occurred to prevent repeat occurrences. (Part Two of Two)

Is it Sexual Harassment?

Christy Monson, Local Government Law Group and Spencer Rockwell, SDAO

Given recent events regarding sexual harassment and inappropriate behavior, SDAO's Assistant General Counsel Spencer Rockwell has teamed up with attorney Christy Monson from the Local Government Law Group to teach you how to spot sexual harassment in the workplace. This presentation will include simple identification techniques, legal standards (in plain language), and role playing-- as well as advice for what to do when you've determined that sexual harassment may be occurring in your district.

PERS Update

Steve Rodeman, PERS

Join the agency's Executive Director, Steve Rodeman, for the latest on discussions about PERS, the system, and the many changes being discussed that will affect your district.

1:30 - 3 p.m.

Rising Above Conflict: Top Ten Tips for Board Members

Christy Monson, Local Government Law Group

Conflict, divisiveness, and entrenchment is fast becoming the norm on the national political stage. Don't let this happen in your community. This presentation will teach your board members how to govern in times of conflict. It includes not only legal guidance on good governance for Oregon's special districts, but also practical "hands-on" advice and stories chairing meetings, working with difficult board members and angry audiences, and how to perfect the fine art of "statesmanship."

Conference - Saturday, Feb. 10 (cont.)

1:30 - 3 p.m.

- Surviving the Active Threat***
Mike Lepin, Jefferson County EMS
In this session, Mike will discuss what you can expect from the first responders responding to an active threat and things you can do to improve your survival and those you work with.

- Retaliation and Whistleblower Claims: The Latest and Not-So-Greatest***
Tamara E. Jones and Pamela Bowles, Citycounty Insurance Services (CIS)
Retaliation claims remain the most frequently filed charge with the U.S. Equal Employment Opportunity Commission and the Oregon Bureau of Labor and Industries. Employers, therefore, need to be prepared to address, manage and respond to their employees' rights to speak out on subjects that may be unfavorable to a local government, its elected officials or management. Attendees will learn about the various laws that protect employees against retaliation for "whistleblowing" or protected activity, including Oregon's whistleblower law, civil rights, constitutional and wage and hour laws that protect public employees' ability to speak out and complain about various issues, as well as recent retaliation/whistleblower cases.

- Legislative Summary***
Hasina Wittenberg and Mark Landauer, SDAO
The 80th Legislative Assembly will be meeting for a 35-day session beginning on February 5, 2018. Ms. Wittenberg and Mr. Landauer will provide a summary of the major legislative initiatives that were undertaken during the 2017 session and will provide attendees a glimpse of the major policy issues before the 2018 Legislative Assembly impacting special districts.

3:15 - 4:30 p.m.

Annual Business Meeting

The Annual Business Meeting will include a presentation of the previous year's Annual Report, Audit, and Financial Report, caucus meeting reports, board member elections, and other association business.

6 - 8 p.m.

Awards Banquet

The Awards Program gives recognition to member districts for accomplishments which allow them to provide better services to the public and honors individuals who have contributed substantially to the improvement and successful operation of their organization. These awards celebrate the ingenuity, creativity, and diversity of our members.

8 - 10 p.m.

Entertainment - Casino Night

Join us for two fabulous hours of action including blackjack, craps, Texas Hold'em, and roulette. Raffle prizes will be awarded at 10 p.m. Enjoy the party!

Conference - Sunday, Feb. 11

8 - 10:30 a.m.

Breakfast, Closing Speaker & Raffle Drawing

Stick around on Sunday morning for breakfast, our closing speaker (TBD), and dozens of great prizes from our vendors and members that we will be raffling off to our conference attendees.

Administrators for SDIS

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2018 Annual Conference

Pre-Conference - February 8 | Conference - February 9 - 11

Seaside Civic and Convention Center

(415 1st Ave Seaside, OR 97138)