

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

Tuesday, September 25, 2018, 6:00 p.m.  
South Beach Activities Room  
2120 SE Marine Science Drive, Newport, OR 97365

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I. Call to Order	
II. Budget Hearing Public Comment	
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<b>Review Meeting Schedule for November and December</b>	
	<u>2018</u>
A. Bay to Brews Half Marathon, 5K & 10K .....	9/29
B. OPPA Annual Conference .....	10/4 – 10/5
<a href="https://www.oregonports.com/2018-annual-conference">https://www.oregonports.com/2018-annual-conference</a>	
C. YBYC Columbus Day Regatta .....	10/6 – 10/7
D. OEDA Annual Conference .....	10/7 – 10/9
<a href="https://oeda.biz/event/2018-oeda-annual-conference/">https://oeda.biz/event/2018-oeda-annual-conference/</a>	

- E. 2018 PNWA Annual Convention ..... 10/10 – 10/12  
<https://www.pnwa.net/events/2018-pnwa-annual-convention/>
- F. U-Da-Man Fishing Tournament ..... 10/13
- G. Regular Monthly Commission Meeting..... 10/23
- H. Dia de los Muertos Run ..... 11/3
- I. Veteran's Day - Office Closed ..... 11/12
- J. Newport Turkey Trot ..... 11/22
- K. Thanksgiving Holiday – Office Closed ..... 11/22 – 11/23
- L. **Regular Monthly Commission Meeting** ..... **11/27**
- M. Christmas Day – Office Closed ..... 12/25
- N. **Regular Monthly Commission Meeting** ..... **12/25**
- XII. Public Comment (5 minutes limit per person)
- XIII. Adjournment

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

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

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

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**PORT OF NEWPORT  
RESOLUTION NO. 2018-13**

**A RESOLUTION UPDATING THE PORT OF NEWPORT'S CAPITAL IMPROVEMENT  
PROJECT PRIORITIZATION LIST**

**WHEREAS**, the Port of Newport adopted a Strategic Business Plan (SBP) and a Capital Facility Sub-plan (CFP) January 14, 2013; and

**WHEREAS**, the Board of Commissioners as part of its annual budget work sessions on April 3, 2018 and April 10, 2018 reviewed the Capital Improvement Project Prioritization List (CIL), including completed projects, and re-visited the list with the Port's Budget Committee on May 18, 2018 and June 13, 2018; and

**WHEREAS**, the CIL includes approximately \$29-million worth of capital projects; and

**WHEREAS**, the Port of Newport Board of Commissioners finds that the Capital Improvement projects meet the goals and objectives stated within the Strategic Business Plan; and

**WHEREAS**, the Commission understands the importance of reviewing the CFP annually, removing completed projects, adding new projects, adjusting project planning level costs and re-prioritizing based upon public and staff input; and

**WHEREAS**, the Board of Commissioners re-evaluated the capital improvement projects and identified the top priorities to be completed in FY 2018-2019 at a Work Session on August 27, 2018, for a total of \$402,606; and

**WHEREAS**, the Board of Commissioners last updated the Capital Improvement List and the top priorities for FY 2018-2019 for a total of \$463,625 with Resolution No. 2018-12 on August 28, 2018; and

**WHEREAS**, the Board of Commissioners wishes the top priorities to reflect the consensus of the Board at the Work Session on August 27, 2018, for a total of \$402,606; NOW THEREFORE

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

**Section 1.** The following projects are identified as the top priorities for Fiscal Year 2018-19:

Priority	Location	Project	Cost Estimate
1.	Commercial Marina	Port Dock 5 Pier Engineering Phase III	\$ 86,625
2.	Recreational Marina	Replace Waste Water Pump Station	16,000
3.	Recreational Marina	Replace Fuel Dock Solenoid Valve	15,000
4.	Recreational Marina	Replace Electric Load Centers (first 3 of 9)	38,000
5.	Commercial Marina	PD7 Replace 8 mid-pilings & 2 end pilings; PD5 Replace 2 Pilings	120,000
6.	NOAA	Repair/Replace Steel Pile Caps	6,000
7.	NOAA	Camel System Repairs/modifications	80,000

8.	RV Park	Design of RV Park Annex Full Upgrade – Phase 1	18,000
9.	Commercial Marina	Hoist Dock 110v Additions/moves	12,981
10.	Leased Properties	Evaluate Rogue Brewery Seawall	10,000
<b>TOTAL</b>			<b>\$ 402,606</b>

**Section 2.** The Port of Newport’s Capital Improvement List is attached as Attachment “A”.

**Section 3.** Res. No. 2018-12 and other Previous Capital Improvement Prioritization Lists are hereby repealed.

**APPROVED AND ADOPTED BY THE BOARD OF COMMISSIONERS** this 25th day of September, 2018.

ATTEST:

\_\_\_\_\_  
Stewart Lamerdin, President

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

Identified Future Capital Improvements  
(From Department Heads)

INTERNATIONAL TERMINAL					
Item #	Priority	Sub-priority	Project	Cost Estimate	Ref. Document
1	S		Security Cameras & Network	\$ 115,000	
2	S		Two water line extensions to west wharf	6,000	
3	S		Purchase and install 2nd swing hoist for use on East Wharf	130,000	
4	S		Concrete pad for waste oil/bilge tank	9,000	
5	S		Oil/bilge above-ground waste containment tank	61,000	
6	S		Grading of Port's 9.85-acre lot	55,000	2015 quote of \$51,596.
7	L		Replace H250 with "newer" used model	65,000	
8	L		International Terminal fire water line loop	138,732	2013 CFP
9	L		Asphalt parking lot area west of shop	110,000	2014 quote
10	L		Re-asphalt northwest end of lot	84,000	2016 quote
<b>SUBTOTAL</b>				<b>\$ 773,732</b>	

COMMERCIAL MARINA					
Item #	Priority	Sub-priority	Project	Cost Estimate	Ref. Document
11	S		Security Cameras & Network	\$ 15,000	
12	S		Port Dock 7 new floats, » 160 linear ft. (Sections E & F)	288,000	
13	S		Port Dock 7 section F restoration of utilities	23,000	
14	S		Replace Hoist #3 (manned crane desired to add 10' reach)	135,000	
15	S		Replace rods/Rub boards/ Dock 5X [1]	25,000	
16	N		Replace Rods/ 1-Whaler/Rub boards/new bumpers/ triangles/PD-5C[1]	270,000	
17	N		Replace rods/UHMW rub boards/Dock 3[1]	110,000	
18	N		Replace rods/bumpers/rub boards/6 whalers Dock 5B[1]	350,000	
19	N		Replace finger rods/triangle tops/ wooden rub boards Dock 7 fingers[1]	30,443	
20	N		Replace floats on PD-7 E/F Docks [1]	1,031,921	FY 2016-2017 REQ
21	N		Marina Dredging	2,230,323	2013 CFP
22	N		Replace pilings on Swedes dock/ move dock 50' to the West	195,356	
23	N		Hoist Dock Expansion (east or west)	1,547,882	FY 2016-2017 REQ
24	M		Port Dock 5 Pier Improvements/ Alt 1+3	3,241,281	
25	M		Hoist Dock (Center Section)	694,447	FY 2016-2017 REQ
26	L		Port Dock 1 Replacement	816,997	2013 CFP
27	L		Replace Used Oil Tanks & Purchase Oil/Water Separator	100,000	
<b>SUBTOTAL</b>				<b>\$ 11,104,650</b>	

<sup>[1]</sup> Labor not included.

Priorities

S - Short term (next budget year)

N - Near term (2 to 5 years)

M - Mid term (6 to 10 years)

L - Long term (11 to 20 years)

Identified Future Capital Improvements  
(From Department Heads)

RECREATIONAL MARINA					
Item #	Priority	Sub-priority	Project	Cost Estimate	Ref. Document
28	S		Security Cameras & Network	\$ 5,000	
29	S		Repair Transient Service Dock	100,000	
30	S		Re-side buildings in marina (south, central)	50,000	FY 2016-2017 REQ
31	S		Landing float repair on bottom of A Dock	50,000	
32	S		Replace electric load centers - Recreational Marina (last 6 of 9)	70,000	
33	N		Install New Fillet Table Top of F-Dock (covered, screened, with lighting)	75,000	
34	N		New electrical pedestals at marina	144,469	FY 2016-2017 REQ
35	N		Marina Dredging	2,924,712	2013 CFP
36	N		Reconstruction of Recreational Marina Docks	141,613	2013 CFP
37	N		Pavement Reconstruction/Seal Coating (all areas)	435,756	2013 CFP
38	N		OSMB Service Dock Trail Connection (service dock)	3,100,000	OSMB WAG
39	N		South Beach Storm Water Outfall	2,000,000	
40	L		Fishing Pier Replacement	3,600,000	2013 CFP
41	L		South Beach Marina Fuel Facility - Tank Replacement	228,759	2013 CFP
<b>SUBTOTAL</b>				<b>\$ 12,925,309</b>	

RV PARK					
Item #	Priority	Sub-priority	Project	Cost Estimate	Ref. Document
42	N		Renovate RV Park Annex	300,000	2013 CFP
<b>SUBTOTAL</b>				<b>\$ 300,000</b>	

LEASED PROPERTIES					
Item #	Priority	Sub-priority	Project	Cost Estimate	Ref. Document
43	N		Paint OPS building and marina store	10,319	FY 2016-2017 REQ
44	N		Picnic Bunker rebuild (Day Use area)	39,216	2013 CFP
45	N		Rogue Brewery (Dry Moorage Building) North Wall/Siding Replacement	300,000	2013 CFP
46	N		Rogue Brewery (Dry Moorage Building) Foundation/Seawall Stabilization	2,100,000	2013 CFP
<b>SUBTOTAL</b>				<b>\$ 2,449,535</b>	

ADMINISTRATION					
Item #	Priority	Sub-priority	Project	Cost Estimate	Ref. Document
47	L		New Port Offices/Parking Area/Customs Office	\$ 900,000	Capri 2014
<b>SUBTOTAL</b>				<b>\$ 900,000</b>	
<b>TOTAL</b>				<b>\$ 28,453,226</b>	

Priorities

S - Short term (next budget year)

N - Near term (2 to 5 years)

M - Mid term (6 to 10 years)

L - Long term (11 to 20 years)

**PORT OF NEWPORT  
RESOLUTION NO. 2018-14**

**A RESOLUTION ADOPTING A SUPPLEMENTAL BUDGET  
FOR FISCAL YEAR 2018-2019 AND MAKING APPROPRIATIONS**

**WHEREAS**, the Port of Newport Board of Commissioners adopted Resolution 2018-09 Adopting the 2018-19 Fiscal Year Budget, Making Appropriations, Levying and Categorizing the Tax on June 26, 2018; and

**WHEREAS**, the Port of Newport Board of Commissioners adopted Resolution 2018-12 updating the Port of Newport’s Capital Improvement Project Prioritization List and the top priorities for FY 2018-2019 on August 28, 2018; and

**WHEREAS**, the Board of Commissioners wishes the top priorities to reflect the consensus of the Board at the Work Session on August 27, 2018 as adopted in Resolution 2018-13 Updating the Port of Newport’s Capital Improvement Project Prioritization List and the Top Priorities for FY 2018-2019; and

**WHEREAS**, the Port of Newport Board of Commissioners finds that a pressing necessity exists to reduce appropriations in the General Operating Fund, Facilities Maintenance Reserve Fund, and Construction Fund in accordance with Resolution 2018-14 requiring a supplemental budget in accordance with local budget law (ORS 274.471); NOW THEREFORE

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

**Section 1.** Adopt the following supplemental budget and make appropriations by fund for fiscal year 2018-2019 to reduce appropriations related to capital improvements as a result of Resolution 2018-14 updating the Port of Newport’s Capital Improvement Project Prioritization List.

**GENERAL OPERATING FUND**

Object Classification	Adopted Budget	Change	Supplemental Budget
<b>Total Resources</b>	<b>\$ 5,842,668</b>	<b>\$ 0</b>	<b>\$ 5,842,668</b>
Personnel Services	\$ 1,597,956	\$ (67,956)	\$ 1,530,000
Materials and Services	\$ 1,677,199	\$ 25,001	\$ 1,702,200
Capital Outlay	\$ 341,261	\$ (311,261)	\$ 30,000
Transfers Out, to Other Funds	\$ 809,617	\$ (534,825)	\$ 274,792
Contingency	\$ 300,000	\$ (150,000)	\$ 150,000
<b>Total Appropriations</b>	<b>\$ 5,609,747</b>	<b>\$ (1,039,041)</b>	<b>\$ 4,545,705</b>
Unappropriated Ending Fund Balance	\$ 232,921	\$ 1,039,041	\$ 1,271,962
<b>Total Requirements</b>	<b>\$ 5,842,668</b>	<b>\$ 0</b>	<b>\$ 5,842,668</b>

FACILITIES MAINTENANCE RESERVE FUND

Object Classification	Adopted Budget	Change	Supplemental Budget
Transfers In, from Other Funds	\$ 747,792	\$ (483,000)	\$ 264,792
<b>Total Resources</b>	<b>\$ 802,625</b>	<b>\$ (483,000)</b>	<b>\$ 319,625</b>
Capital Outlay	\$ 672,625	\$ (413,000)	\$ 259,625
Contingency	\$ 80,000	\$ (70,000)	\$ 10,000
<b>Total Requirements</b>	<b>\$ 802,625</b>	<b>\$ (483,000)</b>	<b>\$ 319,625</b>

CONSTRUCTION FUND

Object Classification	Adopted Budget	Change	Supplemental Budget
Transfers In, from Other Funds	\$ 61,825	\$ (51,825)	\$ 10,000
<b>Total Resources</b>	<b>\$ 106,000</b>	<b>\$ (51,825)</b>	<b>\$ 54,175</b>
Capital Outlay	\$ 36,000	\$ (8,000)	\$ 28,000
Contingency	\$ 70,000	\$ (60,000)	\$ 10,000
Total Appropriations	\$ 106,000	\$ (68,000)	\$ 38,000
Unappropriated Ending Fund Balance	\$ 0	\$ 16,175	\$ 16,175
<b>Total Requirements</b>	<b>\$ 106,000</b>	<b>\$ (51,825)</b>	<b>\$ 54,175</b>

**Section 2. Effective Date.** Resolution shall take effect immediately.

**APPROVED AND ADOPTED BY THE BOARD OF COMMISSIONERS this 25<sup>th</sup> day of September, 2018.**

ATTEST:

\_\_\_\_\_  
Stewart Lamerdin, President

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



**PORT OF NEWPORT MINUTES**

August 27, 2018

Commission Work Session

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

**Agenda Item**

**Audio  
Time**  
0:00

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

Commission President Stewart Lamerdin called the Regular Commission Meeting of the Port of Newport Board of Commissioners to order at 12:02 pm at the South Beach Activities Room, 2120 SE Marine Science Drive, Newport, Oregon.

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

**Management and Staff:** Teri Dresler, Interim General Manager; Aaron Bretz, Director of Operations; Mark Harris, Accounting Supervisor; and Karen Hewitt, Administrative Supervisor.

**Members of the Public and Media:** Dietmar Goebel, Newport City Council.

**II. PUBLIC COMMENT.....**

0:24

There was no public comment at this time.

Lamerdin asked Bretz if there was an update on Evan Hall and the associated leases. Bretz explained some of the issues and concerns related to dredge spoil royalties and leased area. He provided some suggested solutions and informed the Commission about the current status of negotiations. There was also some discussion about dredge spoils moving to the airport and some Port pilings on Rondys property.

0:50

**III. CAPITAL PROJECT PRIORITIZATION.....**

12:05

Bretz introduced the spreadsheets on pages 3 through 6 of the Meeting Packet with staff recommended capital improvement projects, which had been trimmed down from the original budget. There was discussion about the camels at NOAA and other individual projects. The Commission also discussed the planned redesign of the RV Annex and bathrooms at the Port overall. Lamerdin asked about the possible value of selling the Annex property. Chuck commented that this was a revenue generating project.

Lamerdin talked about more formally protecting the cash reserves. Dresler spoke about the value of having a financial policy in place. Bretz also commented on the value of policy on providing direction to staff. The Commission also discussed the Budget Committee, its role and selection.

**IV. PERSONNEL SERVICES BUDGET REVISIONS .....**

44:00

Harris introduced the spreadsheets on pages 7 and 8 of the Meeting Packet with staff recommended Personnel Services, which showed a reduced personnel budget with changes highlighted in gray. He said the goal after meeting with Chuck, Lackey and Bretz was to bring the ending fund balance

back up. The Commission discussed the changes and thanked Harris for his work on this, and Lamerdin also thanked Lackey and Chuck for their involvement.

**V. RECOMMENDED REVISIONS TO THE GENERAL OPERATING FUND BUDGET.....**

51:50

Harris introduced the spreadsheets on pages 8 and 9 of the Meeting Packet. He explained changes made with the goal of increasing the ending fund balance from the approved budget. Commissioners commented on the value of having an increase in the ending fund balance, and Dresler added that this would be part of developing a Financial Plan. The Commissioners also asked Dresler to plan her short term priorities to present to the Commission at next month's meeting. Chuck commented that it was important that the ending fund balance had been addressed.

**VI. TARGET DAYS OF CASH ON HAND .....**

57:50

Harris referred to page 11 of the Meeting Packet. The Commission discussed the importance of having operating funds available to meet obligations and have grant matching funds. Bretz added that the diversity of Port enterprises can complicate this evaluation. Dresler commented that establishing a Financial Policy and an updated Strategic Plan would also play into any decisions. Lamerdin said updating the Strategic Business plan would warrant further discussion and will be a priority for Dresler.

**VII. COMMITTED CASH - NOAA FUND .....**

1:11:55

Harris submitted a Meeting Packet Addendum regarding NOAA funds. There was discussion about the restricted and non-restricted NOAA funds, and how they could be used. Harris added that these funds had been reviewed by Todd Kimball, financial consultant. Bretz commented on some of the maintenance items that needed to be re-evaluated. There was discussion about reviewing the NOAA lease terms. Chuck suggested that anything invested should be in revenue producing opportunities.

**VIII. PUBLIC COMMENT.....**

1:26:30

There was no public comment at this time.

**IX. ADJOURNMENT .....**

1:26:39

Having no further business, the meeting adjourned at 1:29 pm.

ATTESTED:

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Stewart Lamerdin, President Pro Tem

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Walter Chuck, Secretary/Treasurer Pro Tem

**PORT OF NEWPORT MINUTES**  
**August 28, 2018**  
 Regular Monthly Commission Meeting

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

**Agenda Item**

**Audio  
Time**  
0:00

**I. CALL TO ORDER**

Commission President Stewart Lamerdin 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), Secretary/Treasurer; Sara Skamser (Pos. #2), Vice President; Stewart Lamerdin (Pos. #3), President; Jeff Lackey (Pos. #4); and Jim Burke (Pos. #5).

**Management and Staff:** Teri Dresler, Interim General Manager; Aaron Bretz, Director of Operations; Mark Harris, Accounting Supervisor; and Karen Hewitt, Administrative Supervisor.

**Members of the Public and Media:** Becca Bishop, Port Accounting Clerk; Doug Orr; Jim Cline, Rogue; Jim Shaw; Pat Ruddiman, ILWU; Patti Ferry, Greater Newport Chamber of Commerce; Lee Whitmon; Dietmar Goebel, Newport City Council.

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

0:11

There were no changes to the Agenda

**III. PUBLIC COMMENT**

0:23

There was no public comment at this time.

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

0:40

- A. Minutes
  - 1. 1. Regular Commission Meeting.....July 24, 2018
- B. Resolutions
  - 1. Resolution 2018-11 Amending the Port of Newport Facilities
    - a) Code to Add an Exculpatory Item Regarding Personal Property
  - 2. Resolution 2018-12 Updating the Port of Newport's Capital Improvement Project Prioritization List
- C. Financial Reports
- D. Contracts
  - 1. Good Sam RV Travel & Savings Guide
  - 2. Rogue Seawall Evaluation – BergerABAM
  - 3. Teri Dresler, Interim General Manager
- E. Special Use Permits

- 1. Greater Newport Chamber of Commerce
  - a) 2019 Seafood & Wine Festival

**A motion was made by Skamser and seconded by Chuck to approve the Consent Calendar. The motion passed 5 – 0,** 1:00

**V. CORRESPONDENCE/PRESENTATIONS.....** 1:20

- A. Scott McMullen, Oregon Fishermen’s Cable Committee, Inc..... 1:29

Bretz introduced the letter from Scott McMullen, included in the Meeting Packet, regarding law being considered related to responsibility for spills from boats. No action was taken.

- B. Partnership with Coastal Drone Academy ..... 3:45

Bretz introduced a letter he sent to Dr. Charles Getter of Career Tech Charter High School regarding a partnership with their Coast Drone Academy. Bretz spoke about the benefits of their activities to the Port.

- C. DulsEnergy Status Update ..... 6:39

Bretz spoke about DulsEnergy plans and the possible lease at the Port.

**VI. OLD BUSINESS.....** 9:45

- A. Items Removed from Consent Calendar

No items were removed from the Consent Calendar.

- B. Accounts Paid ..... 9:54

Lamerdin asked about the RV Park refund, and Skamser asked about mid-month draws.

**A motion was made by Lackey and seconded by Burke to approve the Accounts Paid. The motion passed 5 – 0,** 11:20

- C. Rogue Mural Update ..... 11:40

Bretz introduced the email and diagrams included in the Meeting Packet. It was confirmed that the mural will be located on the road side of the distillery.

**VII. NEW BUSINESS**

- A. Commission Liaison Assignments ..... 14:12

The Commissioners reviewed the Liaison Assignments and Contacts list included in the Meeting Packet, and discussed which relationships to formally retain or remove. Hewitt will update the list, post it online, and update the contacts with the agencies.

B. Director of Finance Recruitment Proposal ..... 34:10

Bretz introduced the recruitment proposal included in the Meeting Packet. The Commission, provided for information not action. Dresler spoke about possible recruitment options. The Commission also discussed some recruitment options, and asked staff to gather more information. No action was taken.

**VIII. DEPARTMENTAL REPORTS**

A. Accounting Supervisor..... 38:45

Harris introduced the staff report included in the Meeting Packet. He advised the Commission on the status of the 2017-2018 ending numbers and information that would be provided at future meetings that would give a more complete picture. Lackey asked that the Commission be provided some analysis not reflected in the numbers.

B. Director of Operations..... 44:26

Bretz introduced the staff report included in the Meeting Packet. He went into more detail about the OBEC contract, NOAA dredging and the South Beach pump station design.

Bretz presented the Meeting Packet Addendum regarding McLean Point Dredge Spoils and the Addendum regarding the Waste Water Pump Station.

**A motion was made by Chuck and seconded by Lackey to authorize the Interim General Manager to contract with Coast Range Equipment and Repair to replace the lift station pumps in the South Beach Marina, not to exceed \$11,071.64. The motion passed 5 – 0.**..... 58:14

There was additional discussion about the overall goal to integrate operations with finances and getting real time information. Dresler said updating the Strategic Business Plan was a top priority. Lamerdin commented that the photos included were helpful.

**IX. COMMISSIONER REPORTS ..... 1:02:44**

Chuck said that he and Bretz attended the Economic Summit, and suggested that the Commissioners all try to attend as it was a good time to network with business and government leaders.

**X. CALENDAR/FUTURE CONSIDERATIONS ..... 1:05:44**

- A. Labor Day, Port Office Closed..... September 3
- B. Pacific Coast Congress of Harbormasters and Port

- Managers Semi-Annual Conference ..... September 11 – 14
- C. Ardor Adventures Twisted Pine Run ..... September 15
- D. Regular Commission Meeting ..... September 25
- E. Oregon Public Ports Association (OPPA) Conference October 4 – 5
- F. Columbus Day Regatta ..... October 6 – 7
- G. U-Da-Man Fishing Tournament..... October 13
- H. Regular Commission Meeting ..... October 23

There were no changes to the Calendar/Future Considerations. Chuck suggested the Commissioners start talking about schedules for meetings in November and December considering holidays.

**XI. PUBLIC COMMENT** ..... 1:07:24

Jim Shaw commented on the involvement of the drone program with the airport.

**XII. ADJOURNMENT** ..... 1:08:26

Having no further business, the meeting adjourned at 7:08 pm.

ATTESTED:

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Stewart Lamerdin, President

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Walter Chuck, Secretary/Treasurer

**PORT OF NEWPORT RESOLUTION  
NO. 2018-15**

**A RESOLUTION DESIGNATING BANK ACCOUNTS AND AUTHORIZING CHECK SIGNERS**

**WHEREAS**, the Port of Newport is a port organized under ORS 777; and

**WHEREAS**, ORS 777.405 states money of a port shall be deposited in one or more banks designated by the Board of Commissioners. Funds shall be withdrawn only when previously ordered by the Board upon a check signed and countersigned by such persons as may be authorized by resolution of the Board; and

**WHEREAS**, By-laws for the Port of Newport Board of Commissioners Sec. 17(A) states that all Commissioners are eligible to sign checks upon approval; and

**WHEREAS**, Resolution 2018-05 approved 20 March 2018 was the last resolution authorizing check signers; and

**WHEREAS**, Patricia Patrick-Joling resigned as Port Commissioner, Position #5;

**WHEREAS**, James M. Burke was appointed as Port Commissioner, Position #5; and

**WHEREAS**, Douglas J. Parsons is no longer General Manager of the Port; and

**WHEREAS**, Teri Dresler was hired as Interim General Manager of the Port;

**NOW THEREFORE,**

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

**Section 1. Authorized Signers.** The Commission authorizes the five members of the Port of Newport Board of Commissioners, the Interim General Manager, the Director of Operations, and the Accounting Supervisor to be signers on designated bank accounts.

- A. Walter Chuck .....Position #1
- B. Sara Skamser .....Position #2
- C. Stewart Lamerdin .....Position #3
- D. Jeff Lackey .....Position #4
- E. James M. Burke.....Position #5
- F. Teri Dresler ..... Interim General Manager
- G. Aaron T. Bretz .....Director of Operations
- H. Mark Harris .....Accounting Supervisor

**Section 2. Rescission.** The Commission hereby rescinds authorization for the following to be signers on designated bank accounts.

- A. Patricia Patrick-Joling (former Commissioner)
- B. Douglas J. Parsons (former General Manager)
- C. All previous check signers not listed in Section 1 above.

**Section 3. Designated Bank Accounts.** The Commission designates the following bank accounts:

A. Oregon Coast Bank

- 1. Operating Checking.....General
- 2. Marina Deposit.....General
- 3. Payroll.....General
- 4. PERS.....General
- 5. SPWF.....General
- 6. Operating Checking.....NOAA
- 7. Maintenance & Replacement.....NOAA
- 8. Revenue Bond Reserve.....NOAA
- 9. Assignment of Deposits.....NOAA
- 10. Operating Checking.....Construction
- 11. Money Market.....Construction
- 12. GO Fund.....Bonded Debt

B. Columbia Bank

- 1. Money Market.....General

C. Umpqua Bank

- 1. Money Market.....NOAA
- 2. Operating.....Facilities Maintenance

**APPROVED AND ADOPTED BY THE BOARD OF COMMISSIONERS** this 25<sup>th</sup> day of September, 2018.

ATTEST:

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Stewart Lamerdin, President

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Walter Chuck, Secretary/Treasurer



# Port of Newport - General Operating Fund

## Balance Sheet

As of July 31, 2018

	<u>Jul 31, 18</u>	<u>Jul 31, 17</u>	<u>\$ Change</u>
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
11000 · Available Cash & Equivalents	1,552,963.41	1,803,173.20	(250,209.79)
11070 · Restricted Cash & Equivalents	975,990.78	609,646.02	366,344.76
<b>Total Checking/Savings</b>	<u>2,528,954.19</u>	<u>2,412,819.22</u>	<u>116,134.97</u>
<b>Accounts Receivable</b>			
<b>11200 · Accounts Receivable</b>			
11205 · A/R Leases & Other	25,319.57	9,605.01	15,714.56
11210 · A/R Commercial Marina	362,943.22	230,073.98	132,869.24
11215 · A/R SB Marina & RV Park	28,029.19	32,448.61	(4,419.42)
<b>Total 11200 · Accounts Receivable</b>	<u>416,291.98</u>	<u>272,127.60</u>	<u>144,164.38</u>
<b>Total Accounts Receivable</b>	416,291.98	272,127.60	144,164.38
<b>Other Current Assets</b>			
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	4,285.10	12,964.27	(8,679.17)
11300 · Prepaid Expenses	133,722.97	125,316.29	8,406.68
11400 · Due from Other Funds	28,941.98	11,343.90	17,598.08
11480 · PERS - NPA(L)	(635,021.00)	(635,021.00)	0.00
11485 · PERS - Deferred OF	369,154.00	369,154.00	0.00
<b>Total Other Current Assets</b>	<u>(118,582.35)</u>	<u>(135,907.94)</u>	<u>17,325.59</u>
<b>Total Current Assets</b>	2,826,663.82	2,549,038.88	277,624.94
<b>Fixed Assets</b>			
11500 · Capital Assets	80,614,999.70	80,525,303.51	89,696.19
<b>Total Fixed Assets</b>	<u>80,614,999.70</u>	<u>80,525,303.51</u>	<u>89,696.19</u>
<b>TOTAL ASSETS</b>	<u><b>83,441,663.52</b></u>	<u><b>83,074,342.39</b></u>	<u><b>367,321.13</b></u>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Accounts Payable</b>			
12000 · Accounts Payable	120,325.58	273,536.24	(153,210.66)
<b>Total Accounts Payable</b>	120,325.58	273,536.24	(153,210.66)
<b>Other Current Liabilities</b>			
12020 · Lodging/Room Tax Payable	1,851.34	1,718.30	133.04
12100 · Payroll Liabilities	101,683.60	42,350.96	59,332.64
12200 · Due to other Funds	0.00	5,729.02	(5,729.02)
12250 · Deferred Revenue	153,322.59	158,278.93	(4,956.34)
12300 · Accrued Interest Payable	9,833.12	9,833.12	0.00
12350 · Current Portion-Long Term Debt	458,179.00	458,179.00	0.00
<b>Total Other Current Liabilities</b>	<u>724,869.65</u>	<u>676,089.33</u>	<u>48,780.32</u>
<b>Total Current Liabilities</b>	845,195.23	949,625.57	(104,430.34)
<b>Long Term Liabilities</b>			
12380 · 2013 FF&C Bond Premium	115,145.75	115,145.75	0.00
12400 · Long Term Debt	7,667,917.97	7,578,221.78	89,696.19

# Port of Newport - General Operating Fund

## Balance Sheet

As of July 31, 2018

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	<u>Jul 31, 18</u>	<u>Jul 31, 17</u>	<u>\$ Change</u>
12900 · PERS - Deferred IF	109,947.00	109,947.00	0.00
<b>Total Long Term Liabilities</b>	<u>7,893,010.72</u>	<u>7,803,314.53</u>	<u>89,696.19</u>
<b>Total Liabilities</b>	<u>8,738,205.95</u>	<u>8,752,940.10</u>	<u>(14,734.15)</u>
<b>Equity</b>			
13000 · Fund Balance	67,382,886.49	67,022,657.32	360,229.17
13050 · FB - Contributed Capital	7,130,788.00	7,130,788.00	0.00
Net Income	189,783.08	167,956.97	21,826.11
<b>Total Equity</b>	<u>74,703,457.57</u>	<u>74,321,402.29</u>	<u>382,055.28</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>83,441,663.52</b></u>	<u><b>83,074,342.39</b></u>	<u><b>367,321.13</b></u>

**Port of Newport - General Operating Fund**  
**Profit & Loss Budget vs. Actual**  
 July 2018

	Jul 18	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
14000 · Lease Revenues	50,472.06	687,000.00	(636,527.94)	7.3%
14100 · Moorage	161,822.53	1,323,310.00	(1,161,487.47)	12.2%
14200 · Hoist Dock & Services	63,231.98	661,370.00	(598,138.02)	9.6%
14300 · Shipping Terminal Revenues	520.00	0.00	520.00	100.0%
14400 · RV Parks	143,846.38	960,000.00	(816,153.62)	15.0%
14500 · Launch Ramp & Trailer Storage	9,915.50	112,200.00	(102,284.50)	8.8%
14600 · Miscellaneous Revenue	13,141.36	132,020.00	(118,878.64)	10.0%
<b>Total Income</b>	<u>442,949.81</u>	<u>3,875,900.00</u>	<u>(3,432,950.19)</u>	<u>11.4%</u>
<b>Gross Profit</b>	442,949.81	3,875,900.00	(3,432,950.19)	11.4%
<b>Expense</b>				
15000 · Personnel Services	107,145.49	1,597,956.00	(1,490,810.51)	6.7%
16000 · Materials & Services	120,316.61	1,677,199.00	(1,556,882.39)	7.2%
17000 · Debt Service	16,168.99	883,714.00	(867,545.01)	1.8%
<b>Total Expense</b>	<u>243,631.09</u>	<u>4,158,869.00</u>	<u>(3,915,237.91)</u>	<u>5.9%</u>
<b>Net Ordinary Income</b>	199,318.72	(282,969.00)	482,287.72	(70.4)%
<b>Other Income/Expense</b>				
<b>Other Income</b>				
18100 · Property Tax Revenue	589.09	102,000.00	(101,410.91)	0.6%
18200 · Interest Income	741.87	8,000.00	(7,258.13)	9.3%
18300 · Grants	1,800.00	88,050.00	(86,250.00)	2.0%
18500 · Capital Contributions	0.00	34,500.00	(34,500.00)	0.0%
18700 · Property & Dredge Sales	314.40	5,000.00	(4,685.60)	6.3%
<b>Total Other Income</b>	<u>3,445.36</u>	<u>237,550.00</u>	<u>(234,104.64)</u>	<u>1.5%</u>
<b>Other Expense</b>				
19000 · Capital Outlay	12,981.00	341,261.00	(328,280.00)	3.8%
19600 · Contingency	0.00	300,000.00	(300,000.00)	0.0%
19700 · Transfers Out to Other Funds	0.00	809,617.00	(809,617.00)	0.0%
19902 · UEFB	0.00	232,921.00	(232,921.00)	0.0%
<b>Total Other Expense</b>	<u>12,981.00</u>	<u>1,683,799.00</u>	<u>(1,670,818.00)</u>	<u>0.8%</u>
<b>Net Other Income</b>	<u>(9,535.64)</u>	<u>(1,446,249.00)</u>	<u>1,436,713.36</u>	<u>0.7%</u>
<b>Net Income</b>	<u><b>189,783.08</b></u>	<u><b>(1,729,218.00)</b></u>	<u><b>1,919,001.08</b></u>	<u><b>(11.0)%</b></u>

**Port of Newport - General Operating Fund**  
**Profit & Loss Budget vs. Actual - Administration**  
 July 2018

	<u>Jul 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
14600 · Miscellaneous Revenue	100.00	34,800.00	(34,700.00)	0.3%
<b>Total Income</b>	100.00	34,800.00	(34,700.00)	0.3%
<b>Gross Profit</b>	100.00	34,800.00	(34,700.00)	0.3%
<b>Expense</b>				
15000 · Personnel Services	41,887.35	635,921.00	(594,033.65)	6.6%
16000 · Materials & Services	22,254.00	493,050.00	(470,796.00)	4.5%
17000 · Debt Service	0.00	121,350.00	(121,350.00)	0.0%
<b>Total Expense</b>	64,141.35	1,250,321.00	(1,186,179.65)	5.1%
<b>Net Ordinary Income</b>	(64,041.35)	(1,215,521.00)	1,151,479.65	5.3%
<b>Other Income/Expense</b>				
<b>Other Income</b>				
18100 · Property Tax Revenue	589.09	102,000.00	(101,410.91)	0.6%
18200 · Interest Income	741.87	8,000.00	(7,258.13)	9.3%
18500 · Capital Contributions	0.00	34,500.00	(34,500.00)	0.0%
<b>Total Other Income</b>	1,330.96	144,500.00	(143,169.04)	0.9%
<b>Other Expense</b>				
19600 · Contingency	0.00	300,000.00	(300,000.00)	0.0%
19700 · Transfers Out to Other Funds	0.00	809,617.00	(809,617.00)	0.0%
19902 · UEFB	0.00	232,921.00	(232,921.00)	0.0%
<b>Total Other Expense</b>	0.00	1,342,538.00	(1,342,538.00)	0.0%
<b>Net Other Income</b>	1,330.96	(1,198,038.00)	1,199,368.96	(0.1)%
<b>Net Income</b>	<u>(62,710.39)</u>	<u>(2,413,559.00)</u>	<u>2,350,848.61</u>	<u>2.6%</u>

**Port of Newport - General Operating Fund**  
**Profit & Loss Budget vs. Actual - International Terminal**  
 July 2018

	<u>Jul 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
14100 · Moorage	8,597.60	100,000.00	(91,402.40)	8.6%
14200 · Hoist Dock & Services	18,877.29	314,600.00	(295,722.71)	6.0%
14300 · Shipping Terminal Revenues	520.00	0.00	520.00	100.0%
14600 · Miscellaneous Revenue	1,204.00	0.00	1,204.00	100.0%
<b>Total Income</b>	<u>29,198.89</u>	<u>414,600.00</u>	<u>(385,401.11)</u>	<u>7.0%</u>
<b>Gross Profit</b>	29,198.89	414,600.00	(385,401.11)	7.0%
<b>Expense</b>				
15000 · Personnel Services	5,144.39	76,975.00	(71,830.61)	6.7%
16000 · Materials & Services	14,019.89	143,702.00	(129,682.11)	9.8%
17000 · Debt Service	12,433.92	506,581.00	(494,147.08)	2.5%
<b>Total Expense</b>	<u>31,598.20</u>	<u>727,258.00</u>	<u>(695,659.80)</u>	<u>4.3%</u>
<b>Net Ordinary Income</b>	(2,399.31)	(312,658.00)	310,258.69	0.8%
<b>Other Income/Expense</b>				
<b>Other Income</b>				
18300 · Grants	0.00	86,250.00	(86,250.00)	0.0%
<b>Total Other Income</b>	0.00	86,250.00	(86,250.00)	0.0%
<b>Other Expense</b>				
19000 · Capital Outlay	0.00	260,000.00	(260,000.00)	0.0%
<b>Total Other Expense</b>	0.00	260,000.00	(260,000.00)	0.0%
<b>Net Other Income</b>	0.00	(173,750.00)	173,750.00	0.0%
<b>Net Income</b>	<u>(2,399.31)</u>	<u>(486,408.00)</u>	<u>484,008.69</u>	<u>0.5%</u>

**Port of Newport - General Operating Fund**  
**Profit & Loss Budget vs. Actual - Commercial Marina**  
 July 2018

	<u>Jul 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
14100 · Moorage	51,447.17	454,800.00	(403,352.83)	11.3%
14200 · Hoist Dock & Services	43,415.17	339,150.00	(295,734.83)	12.8%
14600 · Miscellaneous Revenue	213.00	3,350.00	(3,137.00)	6.4%
<b>Total Income</b>	<u>95,075.34</u>	<u>797,300.00</u>	<u>(702,224.66)</u>	<u>11.9%</u>
<b>Gross Profit</b>	95,075.34	797,300.00	(702,224.66)	11.9%
<b>Expense</b>				
15000 · Personnel Services	27,211.67	305,094.00	(277,882.33)	8.9%
16000 · Materials & Services	20,397.00	326,200.00	(305,803.00)	6.3%
17000 · Debt Service	1,239.20	11,450.00	(10,210.80)	10.8%
<b>Total Expense</b>	<u>48,847.87</u>	<u>642,744.00</u>	<u>(593,896.13)</u>	<u>7.6%</u>
<b>Net Ordinary Income</b>	46,227.47	154,556.00	(108,328.53)	29.9%
<b>Other Income/Expense</b>				
<b>Other Expense</b>				
19000 · Capital Outlay	12,981.00	27,981.00	(15,000.00)	46.4%
<b>Total Other Expense</b>	<u>12,981.00</u>	<u>27,981.00</u>	<u>(15,000.00)</u>	<u>46.4%</u>
<b>Net Other Income</b>	<u>(12,981.00)</u>	<u>(27,981.00)</u>	<u>15,000.00</u>	<u>46.4%</u>
<b>Net Income</b>	<u><u>33,246.47</u></u>	<u><u>126,575.00</u></u>	<u><u>(93,328.53)</u></u>	<u><u>26.3%</u></u>

**Port of Newport - General Operating Fund**  
**Profit & Loss Budget vs. Actual - South Beach**  
 July 2018

	<u>Jul 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
14100 · Moorage	98,690.76	768,510.00	(669,819.24)	12.8%
14200 · Hoist Dock & Services	508.24	7,620.00	(7,111.76)	6.7%
14400 · RV Parks	143,846.38	960,000.00	(816,153.62)	15.0%
14500 · Launch Ramp & Trailer Storage	9,915.50	112,200.00	(102,284.50)	8.8%
14600 · Miscellaneous Revenue	11,624.36	93,870.00	(82,245.64)	12.4%
<b>Total Income</b>	<u>264,585.24</u>	<u>1,942,200.00</u>	<u>(1,677,614.76)</u>	<u>13.6%</u>
<b>Gross Profit</b>	264,585.24	1,942,200.00	(1,677,614.76)	13.6%
<b>Expense</b>				
15000 · Personnel Services	32,902.08	408,264.00	(375,361.92)	8.1%
16000 · Materials & Services	63,645.72	714,247.00	(650,601.28)	8.9%
17000 · Debt Service	0.00	214,383.00	(214,383.00)	0.0%
<b>Total Expense</b>	<u>96,547.80</u>	<u>1,336,894.00</u>	<u>(1,240,346.20)</u>	<u>7.2%</u>
<b>Net Ordinary Income</b>	168,037.44	605,306.00	(437,268.56)	27.8%
<b>Other Income/Expense</b>				
<b>Other Income</b>				
18300 · Grants	1,800.00	1,800.00	0.00	100.0%
18700 · Property & Dredge Sales	314.40	5,000.00	(4,685.60)	6.3%
<b>Total Other Income</b>	<u>2,114.40</u>	<u>6,800.00</u>	<u>(4,685.60)</u>	<u>31.1%</u>
<b>Other Expense</b>				
19000 · Capital Outlay	0.00	37,680.00	(37,680.00)	0.0%
<b>Total Other Expense</b>	<u>0.00</u>	<u>37,680.00</u>	<u>(37,680.00)</u>	<u>0.0%</u>
<b>Net Other Income</b>	<u>2,114.40</u>	<u>(30,880.00)</u>	<u>32,994.40</u>	<u>(6.8)%</u>
<b>Net Income</b>	<u><u>170,151.84</u></u>	<u><u>574,426.00</u></u>	<u><u>(404,274.16)</u></u>	<u><u>29.6%</u></u>

**Port of Newport - General Operating Fund**  
**Profit & Loss Budget vs. Actual - Maintenance Department**  
 July 2018

	<u>Jul 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Expense</b>				
<b>15000 · Personnel Services</b>	0.00	171,702.00	(171,702.00)	0.0%
<b>Total Expense</b>	0.00	171,702.00	(171,702.00)	0.0%
<b>Net Ordinary Income</b>	0.00	(171,702.00)	171,702.00	0.0%
<b>Net Income</b>	<b>0.00</b>	<b>(171,702.00)</b>	<b>171,702.00</b>	<b>0.0%</b>



**Port of Newport - General Operating Fund**  
**Profit & Loss Budget vs. Actual - Leased Properties**  
 July 2018

	<u>Jul 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
14000 · Lease Revenues	50,472.06	687,000.00	(636,527.94)	7.3%
14100 · Moorage	3,087.00	0.00	3,087.00	100.0%
14200 · Hoist Dock & Services	431.28	0.00	431.28	100.0%
<b>Total Income</b>	<u>53,990.34</u>	<u>687,000.00</u>	<u>(633,009.66)</u>	<u>7.9%</u>
<b>Gross Profit</b>	53,990.34	687,000.00	(633,009.66)	7.9%
<b>Expense</b>				
17000 · Debt Service	2,495.87	29,950.00	(27,454.13)	8.3%
<b>Total Expense</b>	<u>2,495.87</u>	<u>29,950.00</u>	<u>(27,454.13)</u>	<u>8.3%</u>
<b>Net Ordinary Income</b>	51,494.47	657,050.00	(605,555.53)	7.8%
<b>Other Income/Expense</b>				
<b>Other Expense</b>				
19000 · Capital Outlay	0.00	15,600.00	(15,600.00)	0.0%
<b>Total Other Expense</b>	<u>0.00</u>	<u>15,600.00</u>	<u>(15,600.00)</u>	<u>0.0%</u>
<b>Net Other Income</b>	0.00	(15,600.00)	15,600.00	0.0%
<b>Net Income</b>	<u><u>51,494.47</u></u>	<u><u>641,450.00</u></u>	<u><u>(589,955.53)</u></u>	<u><u>8.0%</u></u>

**Port of Newport - NOAA Fund**  
**Balance Sheet**  
As of July 31, 2018

	Jul 31, 18	Jul 31, 17	\$ Change
<b>ASSETS</b>			
Current Assets			
Checking/Savings			
51000 · Cash & Equivalents	4,699,822.80	4,500,566.84	199,255.96
Total Checking/Savings	4,699,822.80	4,500,566.84	199,255.96
Accounts Receivable			
51200 · Accounts Receivable	4,680.00	0.00	4,680.00
Total Accounts Receivable	4,680.00	0.00	4,680.00
Other Current Assets			
51300 · Prepaid Expenses	61,679.16	58,604.30	3,074.86
51400 · Due from Other Funds	0.00	1,208.59	(1,208.59)
51480 · Net Pension Asset	(45,912.00)	(45,912.00)	0.00
51485 · PERS - Derfered OF	26,690.00	26,690.00	0.00
Total Other Current Assets	42,457.16	40,590.89	1,866.27
Total Current Assets	4,746,959.96	4,541,157.73	205,802.23
<b>TOTAL ASSETS</b>	<b>4,746,959.96</b>	<b>4,541,157.73</b>	<b>205,802.23</b>
<b>LIABILITIES &amp; EQUITY</b>			
Liabilities			
Current Liabilities			
Accounts Payable			
52000 · Accounts Payable	(1,475,732.20)	(1,433,795.15)	(41,937.05)
Total Accounts Payable	(1,475,732.20)	(1,433,795.15)	(41,937.05)
Other Current Liabilities			
52105 · Accrued Payroll	711.69	0.00	711.69
52110 · Accrued PTO	6,546.83	9,905.27	(3,358.44)
52115 · Payroll Taxes & Deducts Payable	300.91	0.00	300.91
52200 · Due to Other Funds	27,141.98	10,863.48	16,278.50
52300 · Accrued Interest Payable	462,477.40	462,477.40	0.00
52350 · Current Portion Long-Term Debt	910,000.00	910,000.00	0.00
Total Other Current Liabilities	1,407,178.81	1,393,246.15	13,932.66
Total Current Liabilities	(68,553.39)	(40,549.00)	(28,004.39)
Long Term Liabilities			
52400 · Long-Term Debt	19,841,284.00	19,841,284.00	0.00
52800 · Less Current Portion LT Debt	(910,000.00)	(910,000.00)	0.00
52900 · PERS - Deferred IF	7,949.00	7,949.00	0.00
Total Long Term Liabilities	18,939,233.00	18,939,233.00	0.00
Total Liabilities	18,870,679.61	18,898,684.00	(28,004.39)
Equity			
53000 · Fund Balance	(14322837.97)	(14534550.95)	211,712.98
Net Income	199,118.32	177,024.68	22,093.64
Total Equity	(14123719.65)	(14357526.27)	233,806.62
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>4,746,959.96</b>	<b>4,541,157.73</b>	<b>205,802.23</b>

**Port of Newport - NOAA Fund**  
**Profit & Loss Budget vs. Actual**  
 July 2018

	<u>Jul 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
54000 · Lease Revenue	212,055.12	2,544,000.00	(2,331,944.88)	8.3%
<b>Total Income</b>	212,055.12	2,544,000.00	(2,331,944.88)	8.3%
<b>Expense</b>				
55000 · Personnel Services	6,710.69	78,306.00	(71,595.31)	8.6%
56000 · Materials & Services	12,310.98	750,500.00	(738,189.02)	1.6%
57000 · Debt Service	0.00	1,997,271.00	(1,997,271.00)	0.0%
<b>Total Expense</b>	19,021.67	2,826,077.00	(2,807,055.33)	0.7%
<b>Net Ordinary Income</b>	193,033.45	(282,077.00)	475,110.45	(68.4)%
<b>Other Income/Expense</b>				
<b>Other Income</b>				
58200 · Interest Income	1,404.87	12,000.00	(10,595.13)	11.7%
58800 · Miscellaneous Revenue	4,680.00	950.00	3,730.00	492.6%
<b>Total Other Income</b>	6,084.87	12,950.00	(6,865.13)	47.0%
<b>Other Expense</b>				
59000 · Capital Outlay	0.00	86,000.00	(86,000.00)	0.0%
59600 · Contingency	0.00	100,000.00	(100,000.00)	0.0%
59900 · Reserved for Future Expenditure	0.00	150,000.00	(150,000.00)	0.0%
59902 · UEFB	0.00	5,113,023.00	(5,113,023.00)	0.0%
<b>Total Other Expense</b>	0.00	5,449,023.00	(5,449,023.00)	0.0%
<b>Net Other Income</b>	6,084.87	(5,436,073.00)	5,442,157.87	(0.1)%
<b>Net Income</b>	<u>199,118.32</u>	<u>(5,718,150.00)</u>	<u>5,917,268.32</u>	<u>(3.5)%</u>

**Port of Newport - Facility Maintenance Reserve Fund**

**Balance Sheet**

As of July 31, 2018

	<u>Jul 31, 18</u>	<u>Jul 31, 17</u>	<u>\$ Change</u>
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
<b>31000 · Cash &amp; Cash Equivalents</b>	131,062.78	72,331.97	58,730.81
<b>Total Checking/Savings</b>	<u>131,062.78</u>	<u>72,331.97</u>	<u>58,730.81</u>
<b>Total Current Assets</b>	<u>131,062.78</u>	<u>72,331.97</u>	<u>58,730.81</u>
<b>TOTAL ASSETS</b>	<b><u>131,062.78</u></b>	<b><u>72,331.97</u></b>	<b><u>58,730.81</u></b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Equity</b>			
<b>33000 · Fund Balance</b>	81,045.25	22,322.76	58,722.49
<b>33020 · FB - Assigned for Future Expend</b>	50,000.00	50,000.00	0.00
<b>Net Income</b>	17.53	9.21	8.32
<b>Total Equity</b>	<u>131,062.78</u>	<u>72,331.97</u>	<u>58,730.81</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>131,062.78</u></b>	<b><u>72,331.97</u></b>	<b><u>58,730.81</u></b>

**Port of Newport - Facility Maintenance Reserve Fund**

**Profit & Loss Budget vs. Actual**

July 2018

	<u>Jul 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Other Income/Expense</b>				
<b>Other Income</b>				
38200 · Interest Income	17.53	100.00	(82.47)	17.5%
38900 · Transfers In				
38902 · Transfers In from General Fund	<u>0.00</u>	<u>747,792.00</u>	<u>(747,792.00)</u>	<u>0.0%</u>
<b>Total 38900 · Transfers In</b>	<u>0.00</u>	<u>747,792.00</u>	<u>(747,792.00)</u>	<u>0.0%</u>
<b>Total Other Income</b>	<u>17.53</u>	<u>747,892.00</u>	<u>(747,874.47)</u>	<u>0.0%</u>
<b>Other Expense</b>				
39000 · Capital Outlay				
39303 · PD5 Approach Pier Engineering	0.00	86,625.00	(86,625.00)	0.0%
39306 · PD5 & 7 Pile Replacement	0.00	120,000.00	(120,000.00)	0.0%
39307 · Fuel Dock Solenoid Valve	0.00	15,000.00	(15,000.00)	0.0%
39308 · Hoist Dock Electrical Lines	0.00	102,000.00	(102,000.00)	0.0%
39309 · Electric Load Centers-RM	0.00	38,000.00	(38,000.00)	0.0%
39310 · PD7 Sections E&F Floats	0.00	288,000.00	(288,000.00)	0.0%
39311 · PD7-F Utility Restoration	<u>0.00</u>	<u>23,000.00</u>	<u>(23,000.00)</u>	<u>0.0%</u>
<b>Total 39000 · Capital Outlay</b>	<u>0.00</u>	<u>672,625.00</u>	<u>(672,625.00)</u>	<u>0.0%</u>
39600 · Contingency	0.00	80,000.00	(80,000.00)	0.0%
39900 · Reserved for Future Expenditure	<u>0.00</u>	<u>50,000.00</u>	<u>(50,000.00)</u>	<u>0.0%</u>
<b>Total Other Expense</b>	<u>0.00</u>	<u>802,625.00</u>	<u>(802,625.00)</u>	<u>0.0%</u>
<b>Net Other Income</b>	<u>17.53</u>	<u>(54,733.00)</u>	<u>54,750.53</u>	<u>(0.0)%</u>
<b>Net Income</b>	<u><u>17.53</u></u>	<u><u>(54,733.00)</u></u>	<u><u>54,750.53</u></u>	<u><u>(0.0)%</u></u>

**Port of Newport - Construction Fund**

**Balance Sheet**

As of July 31, 2018

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	<u>Jul 31, 18</u>	<u>Jul 31, 17</u>	<u>\$ Change</u>
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
<b>41000 · Cash &amp; Cash Equivalent</b>	41,945.22	53,328.46	(11,383.24)
<b>Total Checking/Savings</b>	41,945.22	53,328.46	(11,383.24)
<b>Total Current Assets</b>	41,945.22	53,328.46	(11,383.24)
<b>TOTAL ASSETS</b>	<u><b>41,945.22</b></u>	<u><b>53,328.46</b></u>	<u><b>(11,383.24)</b></u>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Other Current Liabilities</b>			
<b>42200 · Due To Other funds</b>	0.00	480.42	(480.42)
<b>Total Other Current Liabilities</b>	0.00	480.42	(480.42)
<b>Total Current Liabilities</b>	0.00	480.42	(480.42)
<b>Total Liabilities</b>	0.00	480.42	(480.42)
<b>Equity</b>			
<b>43000 · Fund Balance</b>	41,932.10	52,839.66	(10,907.56)
<b>Net Income</b>	13.12	8.38	4.74
<b>Total Equity</b>	41,945.22	52,848.04	(10,902.82)
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>41,945.22</b></u>	<u><b>53,328.46</b></u>	<u><b>(11,383.24)</b></u>

## Port of Newport - Construction Fund

### Profit & Loss Budget vs. Actual

July 2018

	Jul 18	Budget	\$ Over Budget	% of Budget
<b>Other Income/Expense</b>				
<b>Other Income</b>				
48200 · Interest Income	13.12	120.00	(106.88)	10.9%
48900 · Transfers In from Other Funds				
48902 · Transfers In from General Fund	0.00	61,825.00	(61,825.00)	0.0%
<b>Total 48900 · Transfers In from Other Funds</b>	0.00	61,825.00	(61,825.00)	0.0%
<b>Total Other Income</b>	13.12	61,945.00	(61,931.88)	0.0%
<b>Other Expense</b>				
49000 · Capital Outlay				
49500 · Rogue Brewery Seawall Eval	0.00	10,000.00	(10,000.00)	0.0%
49501 · Long-Term Public Parking Lot	0.00	8,000.00	(8,000.00)	0.0%
49502 · RV Park Annex Upgrade	0.00	18,000.00	(18,000.00)	0.0%
<b>Total 49000 · Capital Outlay</b>	0.00	36,000.00	(36,000.00)	0.0%
49600 · Contingency	0.00	70,000.00	(70,000.00)	0.0%
<b>Total Other Expense</b>	0.00	106,000.00	(106,000.00)	0.0%
<b>Net Other Income</b>	13.12	(44,055.00)	44,068.12	(0.0)%
<b>Net Income</b>	<b>13.12</b>	<b>(44,055.00)</b>	<b>44,068.12</b>	<b>(0.0)%</b>

# Port of Newport - Bonded Debt Fund

## Balance Sheet

As of July 31, 2018

	<u>Jul 31, 18</u>	<u>Jul 31, 17</u>	<u>\$ Change</u>
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
21000 · Cash & Cash Equivalents	362,206.08	247,543.17	114,662.91
<b>Total Checking/Savings</b>	362,206.08	247,543.17	114,662.91
<b>Other Current Assets</b>			
21270 · Property Tax Receivable	86,925.12	86,925.12	0.00
21400 · Due from Other Funds	0.00	4,520.43	(4,520.43)
<b>Total Other Current Assets</b>	86,925.12	91,445.55	(4,520.43)
<b>Total Current Assets</b>	449,131.20	338,988.72	110,142.48
<b>Other Assets</b>			
21800 · Bond Issue costs, net of amort.	2,916.00	2,916.00	0.00
21825 · Advance Refunding Valuation	416,150.00	416,150.00	0.00
<b>Total Other Assets</b>	419,066.00	419,066.00	0.00
<b>TOTAL ASSETS</b>	<b><u>868,197.20</u></b>	<b><u>758,054.72</u></b>	<b><u>110,142.48</u></b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Other Current Liabilities</b>			
22350 · Bonds Payable - Current	325,000.00	325,000.00	0.00
<b>Total Other Current Liabilities</b>	325,000.00	325,000.00	0.00
<b>Total Current Liabilities</b>	325,000.00	325,000.00	0.00
<b>Long Term Liabilities</b>			
22510 · 2008 Series Bonds	125,000.00	125,000.00	0.00
22515 · 2011 Series Bonds	5,083,669.00	5,083,669.00	0.00
22520 · 2016 Series Bonds	7,455,000.00	7,455,000.00	0.00
22590 · Bond Premiums	838,806.00	838,806.00	0.00
22800 · Less Current Portion LTD	(325,000.00)	(325,000.00)	0.00
<b>Total Long Term Liabilities</b>	13,177,475.00	13,177,475.00	0.00
<b>Total Liabilities</b>	13,502,475.00	13,502,475.00	0.00
<b>Equity</b>			
23000 · Fund Balance	(12,639,927.41)	(12,749,002.93)	109,075.52
Net Income	5,649.61	4,582.65	1,066.96
<b>Total Equity</b>	(12,634,277.80)	(12,744,420.28)	110,142.48
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>868,197.20</u></b>	<b><u>758,054.72</u></b>	<b><u>110,142.48</u></b>



## Port of Newport - Bonded Debt Fund

### Profit & Loss Budget vs. Actual

July 2018

	Jul 18	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
28100 · Bond Levy Proceeds	5,516.30	513,455.00	(507,938.70)	1.1%
<b>Total Income</b>	5,516.30	513,455.00	(507,938.70)	1.1%
<b>Gross Profit</b>	5,516.30	513,455.00	(507,938.70)	1.1%
<b>Expense</b>				
27000 · Debt Service	0.00	880,955.00	(880,955.00)	0.0%
<b>Total Expense</b>	0.00	880,955.00	(880,955.00)	0.0%
<b>Net Ordinary Income</b>	5,516.30	(367,500.00)	373,016.30	(1.5)%
<b>Other Income/Expense</b>				
<b>Other Income</b>				
28200 · Bank Interest Income	133.31	1,800.00	(1,666.69)	7.4%
<b>Total Other Income</b>	133.31	1,800.00	(1,666.69)	7.4%
<b>Other Expense</b>				
29902 · UEFB	0.00	30,000.00	(30,000.00)	0.0%
<b>Total Other Expense</b>	0.00	30,000.00	(30,000.00)	0.0%
<b>Net Other Income</b>	133.31	(28,200.00)	28,333.31	(0.5)%
<b>Net Income</b>	<b>5,649.61</b>	<b>(395,700.00)</b>	<b>401,349.61</b>	<b>(1.4)%</b>

# Port of Newport - General Operating Fund

## Balance Sheet

As of August 31, 2018

	Aug 31, 18	Aug 31, 17	\$ Change
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
11000 · Available Cash & Equivalents	1,715,367.29	1,882,147.11	(166,779.82)
11070 · Restricted Cash & Equivalents	1,004,321.65	637,735.26	366,586.39
<b>Total Checking/Savings</b>	2,719,688.94	2,519,882.37	199,806.57
<b>Accounts Receivable</b>			
11200 · Accounts Receivable	317,468.27	310,050.75	7,417.52
<b>Total Accounts Receivable</b>	317,468.27	310,050.75	7,417.52
<b>Other Current Assets</b>			
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	37,483.21	10,743.24	26,739.97
11300 · Prepaid Expenses	133,722.97	106,839.84	26,883.13
11400 · Due from Other Funds	30,255.66	11,748.22	18,507.44
11480 · PERS - NPA(L)	(635,021.00)	(635,021.00)	0.00
11485 · PERS - Deferred OF	369,154.00	369,154.00	0.00
<b>Total Other Current Assets</b>	(84,070.56)	(156,201.10)	72,130.54
<b>Total Current Assets</b>	2,953,086.65	2,673,732.02	279,354.63
<b>Fixed Assets</b>			
11500 · Capital Assets	80,614,999.70	80,525,303.51	89,696.19
<b>Total Fixed Assets</b>	80,614,999.70	80,525,303.51	89,696.19
<b>TOTAL ASSETS</b>	<b>83,568,086.35</b>	<b>83,199,035.53</b>	<b>369,050.82</b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Accounts Payable</b>			
12000 · Accounts Payable	86,687.99	267,368.60	(180,680.61)
<b>Total Accounts Payable</b>	86,687.99	267,368.60	(180,680.61)
<b>Other Current Liabilities</b>			
12020 · Lodging/Room Tax Payable	13,410.77	3,676.69	9,734.08
12100 · Payroll Liabilities	99,383.82	43,850.96	55,532.86
12200 · Due to other Funds	0.00	6,214.16	(6,214.16)
12250 · Deferred Revenue	139,658.81	128,992.69	10,666.12
12300 · Accrued Interest Payable	9,833.12	9,833.12	0.00
12350 · Current Portion-Long Term Debt	458,179.00	458,179.00	0.00
<b>Total Other Current Liabilities</b>	720,465.52	650,746.62	69,718.90
<b>Total Current Liabilities</b>	807,153.51	918,115.22	(110,961.71)
<b>Long Term Liabilities</b>			
12380 · 2013 FF&C Bond Premium	115,145.75	115,145.75	0.00
12400 · Long Term Debt	7,667,917.97	7,578,221.78	89,696.19
12900 · PERS - Deferred IF	109,947.00	109,947.00	0.00
<b>Total Long Term Liabilities</b>	7,893,010.72	7,803,314.53	89,696.19
<b>Total Liabilities</b>	8,700,164.23	8,721,429.75	(21,265.52)

# Port of Newport - General Operating Fund

## Balance Sheet

As of August 31, 2018

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	<u>Aug 31, 18</u>	<u>Aug 31, 17</u>	<u>\$ Change</u>
<b>Equity</b>			
13000 · Fund Balance	67,382,886.49	67,022,657.32	360,229.17
13050 · FB - Contributed Capital	7,130,788.00	7,130,788.00	0.00
Net Income	354,247.63	324,160.46	30,087.17
<b>Total Equity</b>	<u>74,867,922.12</u>	<u>74,477,605.78</u>	<u>390,316.34</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>83,568,086.35</b></u>	<u><b>83,199,035.53</b></u>	<u><b>369,050.82</b></u>

**Port of Newport - General Operating Fund**  
**Profit & Loss Budget vs. Actual**  
 July through August 2018

	<u>Jul - Aug 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
14000 · Lease Revenues	105,739.74	687,000.00	(581,260.26)	15.4%
14100 · Moorage	285,243.18	1,323,310.00	(1,038,066.82)	21.6%
14200 · Hoist Dock & Services	113,340.34	661,370.00	(548,029.66)	17.1%
14300 · Shipping Terminal Revenues	520.00	0.00	520.00	100.0%
14400 · RV Parks	307,539.48	960,000.00	(652,460.52)	32.0%
14500 · Launch Ramp & Trailer Storage	23,660.00	112,200.00	(88,540.00)	21.1%
14600 · Miscellaneous Revenue	25,174.59	132,020.00	(106,845.41)	19.1%
<b>Total Income</b>	<u>861,217.33</u>	<u>3,875,900.00</u>	<u>(3,014,682.67)</u>	<u>22.2%</u>
<b>Gross Profit</b>	861,217.33	3,875,900.00	(3,014,682.67)	22.2%
<b>Expense</b>				
15000 · Personnel Services	216,844.97	1,597,956.00	(1,381,111.03)	13.6%
16000 · Materials & Services	239,441.29	1,677,199.00	(1,437,757.71)	14.3%
17000 · Debt Service	41,434.90	883,714.00	(842,279.10)	4.7%
<b>Total Expense</b>	<u>497,721.16</u>	<u>4,158,869.00</u>	<u>(3,661,147.84)</u>	<u>12.0%</u>
<b>Net Ordinary Income</b>	363,496.17	(282,969.00)	646,465.17	(128.5)%
<b>Other Income/Expense</b>				
<b>Other Income</b>				
18100 · Property Tax Revenue	1,304.23	102,000.00	(100,695.77)	1.3%
18200 · Interest Income	1,513.83	8,000.00	(6,486.17)	18.9%
18300 · Grants	1,800.00	88,050.00	(86,250.00)	2.0%
18500 · Capital Contributions	0.00	34,500.00	(34,500.00)	0.0%
18700 · Property & Dredge Sales	314.40	5,000.00	(4,685.60)	6.3%
<b>Total Other Income</b>	<u>4,932.46</u>	<u>237,550.00</u>	<u>(232,617.54)</u>	<u>2.1%</u>
<b>Other Expense</b>				
19000 · Capital Outlay	14,181.00	341,261.00	(327,080.00)	4.2%
19600 · Contingency	0.00	300,000.00	(300,000.00)	0.0%
19700 · Transfers Out to Other Funds	0.00	809,617.00	(809,617.00)	0.0%
19902 · UEFB	0.00	232,921.00	(232,921.00)	0.0%
<b>Total Other Expense</b>	<u>14,181.00</u>	<u>1,683,799.00</u>	<u>(1,669,618.00)</u>	<u>0.8%</u>
<b>Net Other Income</b>	<u>(9,248.54)</u>	<u>(1,446,249.00)</u>	<u>1,437,000.46</u>	<u>0.6%</u>
<b>Net Income</b>	<u><b>354,247.63</b></u>	<u><b>(1,729,218.00)</b></u>	<u><b>2,083,465.63</b></u>	<u><b>(20.5)%</b></u>

**Port of Newport - General Operating Fund**  
**Profit & Loss Budget vs. Actual - Administration**  
 July through August 2018

	<u>Jul - Aug 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
14600 · Miscellaneous Revenue	100.00	34,800.00	(34,700.00)	0.3%
<b>Total Income</b>	100.00	34,800.00	(34,700.00)	0.3%
<b>Gross Profit</b>	100.00	34,800.00	(34,700.00)	0.3%
<b>Expense</b>				
15000 · Personnel Services	82,626.90	635,921.00	(553,294.10)	13.0%
16000 · Materials & Services	37,790.21	493,050.00	(455,259.79)	7.7%
17000 · Debt Service	4,463.00	121,350.00	(116,887.00)	3.7%
<b>Total Expense</b>	124,880.11	1,250,321.00	(1,125,440.89)	10.0%
<b>Net Ordinary Income</b>	(124,780.11)	(1,215,521.00)	1,090,740.89	10.3%
<b>Other Income/Expense</b>				
<b>Other Income</b>				
18100 · Property Tax Revenue	1,304.23	102,000.00	(100,695.77)	1.3%
18200 · Interest Income	1,513.83	8,000.00	(6,486.17)	18.9%
18500 · Capital Contributions	0.00	34,500.00	(34,500.00)	0.0%
<b>Total Other Income</b>	2,818.06	144,500.00	(141,681.94)	2.0%
<b>Other Expense</b>				
19600 · Contingency	0.00	300,000.00	(300,000.00)	0.0%
19700 · Transfers Out to Other Funds	0.00	809,617.00	(809,617.00)	0.0%
19902 · UEFB	0.00	232,921.00	(232,921.00)	0.0%
<b>Total Other Expense</b>	0.00	1,342,538.00	(1,342,538.00)	0.0%
<b>Net Other Income</b>	2,818.06	(1,198,038.00)	1,200,856.06	(0.2)%
<b>Net Income</b>	<u>(121,962.05)</u>	<u>(2,413,559.00)</u>	<u>2,291,596.95</u>	<u>5.1%</u>

**Port of Newport - General Operating Fund**  
**Profit & Loss Budget vs. Actual - International Terminal**  
 July through August 2018

	<u>Jul - Aug 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
14100 · Moorage	10,664.80	100,000.00	(89,335.20)	10.7%
14200 · Hoist Dock & Services	42,534.13	314,600.00	(272,065.87)	13.5%
14300 · Shipping Terminal Revenues	520.00	0.00	520.00	100.0%
14600 · Miscellaneous Revenue	1,454.00	0.00	1,454.00	100.0%
<b>Total Income</b>	<u>55,172.93</u>	<u>414,600.00</u>	<u>(359,427.07)</u>	<u>13.3%</u>
<b>Gross Profit</b>	55,172.93	414,600.00	(359,427.07)	13.3%
<b>Expense</b>				
15000 · Personnel Services	12,286.62	76,975.00	(64,688.38)	16.0%
16000 · Materials & Services	32,714.19	143,702.00	(110,987.81)	22.8%
17000 · Debt Service	29,501.76	506,581.00	(477,079.24)	5.8%
<b>Total Expense</b>	<u>74,502.57</u>	<u>727,258.00</u>	<u>(652,755.43)</u>	<u>10.2%</u>
<b>Net Ordinary Income</b>	(19,329.64)	(312,658.00)	293,328.36	6.2%
<b>Other Income/Expense</b>				
<b>Other Income</b>				
18300 · Grants	0.00	86,250.00	(86,250.00)	0.0%
<b>Total Other Income</b>	0.00	86,250.00	(86,250.00)	0.0%
<b>Other Expense</b>				
19000 · Capital Outlay	1,200.00	260,000.00	(258,800.00)	0.5%
<b>Total Other Expense</b>	<u>1,200.00</u>	<u>260,000.00</u>	<u>(258,800.00)</u>	<u>0.5%</u>
<b>Net Other Income</b>	(1,200.00)	(173,750.00)	172,550.00	0.7%
<b>Net Income</b>	<u><u>(20,529.64)</u></u>	<u><u>(486,408.00)</u></u>	<u><u>465,878.36</u></u>	<u><u>4.2%</u></u>

**Port of Newport - General Operating Fund**  
**Profit & Loss Budget vs. Actual - Commercial Marina**  
 July through August 2018

	<u>Jul - Aug 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>14100 · Moorage</b>	101,891.28	454,800.00	(352,908.72)	22.4%
<b>14200 · Hoist Dock &amp; Services</b>	69,435.41	339,150.00	(269,714.59)	20.5%
<b>14600 · Miscellaneous Revenue</b>	2,055.11	3,350.00	(1,294.89)	61.3%
<b>Total Income</b>	<u>173,381.80</u>	<u>797,300.00</u>	<u>(623,918.20)</u>	<u>21.7%</u>
<b>Gross Profit</b>	173,381.80	797,300.00	(623,918.20)	21.7%
<b>Expense</b>				
<b>15000 · Personnel Services</b>	53,937.83	305,094.00	(251,156.17)	17.7%
<b>16000 · Materials &amp; Services</b>	35,518.40	326,200.00	(290,681.60)	10.9%
<b>17000 · Debt Service</b>	2,478.40	11,450.00	(8,971.60)	21.6%
<b>Total Expense</b>	<u>91,934.63</u>	<u>642,744.00</u>	<u>(550,809.37)</u>	<u>14.3%</u>
<b>Net Ordinary Income</b>	81,447.17	154,556.00	(73,108.83)	52.7%
<b>Other Income/Expense</b>				
<b>Other Expense</b>				
<b>19000 · Capital Outlay</b>	12,981.00	27,981.00	(15,000.00)	46.4%
<b>Total Other Expense</b>	<u>12,981.00</u>	<u>27,981.00</u>	<u>(15,000.00)</u>	<u>46.4%</u>
<b>Net Other Income</b>	<u>(12,981.00)</u>	<u>(27,981.00)</u>	<u>15,000.00</u>	<u>46.4%</u>
<b>Net Income</b>	<u><u>68,466.17</u></u>	<u><u>126,575.00</u></u>	<u><u>(58,108.83)</u></u>	<u><u>54.1%</u></u>

**Port of Newport - General Operating Fund**  
**Profit & Loss Budget vs. Actual - South Beach**  
 July through August 2018

	<u>Jul - Aug 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
14100 · Moorage	169,411.10	768,510.00	(599,098.90)	22.0%
14200 · Hoist Dock & Services	508.24	7,620.00	(7,111.76)	6.7%
14400 · RV Parks	307,539.48	960,000.00	(652,460.52)	32.0%
14500 · Launch Ramp & Trailer Storage	23,660.00	112,200.00	(88,540.00)	21.1%
14600 · Miscellaneous Revenue	21,565.48	93,870.00	(72,304.52)	23.0%
<b>Total Income</b>	<u>522,684.30</u>	<u>1,942,200.00</u>	<u>(1,419,515.70)</u>	<u>26.9%</u>
<b>Gross Profit</b>	522,684.30	1,942,200.00	(1,419,515.70)	26.9%
<b>Expense</b>				
15000 · Personnel Services	63,961.83	408,264.00	(344,302.17)	15.7%
16000 · Materials & Services	133,355.53	714,247.00	(580,891.47)	18.7%
17000 · Debt Service	0.00	214,383.00	(214,383.00)	0.0%
<b>Total Expense</b>	<u>197,317.36</u>	<u>1,336,894.00</u>	<u>(1,139,576.64)</u>	<u>14.8%</u>
<b>Net Ordinary Income</b>	325,366.94	605,306.00	(279,939.06)	53.8%
<b>Other Income/Expense</b>				
<b>Other Income</b>				
18300 · Grants	1,800.00	1,800.00	0.00	100.0%
18700 · Property & Dredge Sales	314.40	5,000.00	(4,685.60)	6.3%
<b>Total Other Income</b>	<u>2,114.40</u>	<u>6,800.00</u>	<u>(4,685.60)</u>	<u>31.1%</u>
<b>Other Expense</b>				
19000 · Capital Outlay	0.00	37,680.00	(37,680.00)	0.0%
<b>Total Other Expense</b>	<u>0.00</u>	<u>37,680.00</u>	<u>(37,680.00)</u>	<u>0.0%</u>
<b>Net Other Income</b>	<u>2,114.40</u>	<u>(30,880.00)</u>	<u>32,994.40</u>	<u>(6.8)%</u>
<b>Net Income</b>	<u><b>327,481.34</b></u>	<u><b>574,426.00</b></u>	<u><b>(246,944.66)</b></u>	<u><b>57.0%</b></u>



**Port of Newport - General Operating Fund**  
**Profit & Loss Budget vs. Actual - Maintenance Department**  
 July through August 2018

	<u>Jul - Aug 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Expense</b>				
<b>15000 - Personnel Services</b>	4,031.79	171,702.00	(167,670.21)	2.3%
<b>Total Expense</b>	4,031.79	171,702.00	(167,670.21)	2.3%
<b>Net Ordinary Income</b>	(4,031.79)	(171,702.00)	167,670.21	2.3%
<b>Net Income</b>	<u>(4,031.79)</u>	<u>(171,702.00)</u>	<u>167,670.21</u>	<u>2.3%</u>

**Port of Newport - General Operating Fund**  
**Profit & Loss Budget vs. Actual - Leased Properties**  
 July through August 2018

	<u>Jul - Aug 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>14000 · Lease Revenues</b>	105,739.74	687,000.00	(581,260.26)	15.4%
<b>14100 · Moorage</b>	3,276.00	0.00	3,276.00	100.0%
<b>14200 · Hoist Dock &amp; Services</b>	862.56	0.00	862.56	100.0%
<b>Total Income</b>	<u>109,878.30</u>	<u>687,000.00</u>	<u>(577,121.70)</u>	<u>16.0%</u>
<b>Gross Profit</b>	109,878.30	687,000.00	(577,121.70)	16.0%
<b>Expense</b>				
<b>16000 · Materials &amp; Services</b>	62.96	0.00	62.96	100.0%
<b>17000 · Debt Service</b>	4,991.74	29,950.00	(24,958.26)	16.7%
<b>Total Expense</b>	<u>5,054.70</u>	<u>29,950.00</u>	<u>(24,895.30)</u>	<u>16.9%</u>
<b>Net Ordinary Income</b>	104,823.60	657,050.00	(552,226.40)	16.0%
<b>Other Income/Expense</b>				
<b>Other Expense</b>				
<b>19000 · Capital Outlay</b>	0.00	15,600.00	(15,600.00)	0.0%
<b>Total Other Expense</b>	<u>0.00</u>	<u>15,600.00</u>	<u>(15,600.00)</u>	<u>0.0%</u>
<b>Net Other Income</b>	0.00	(15,600.00)	15,600.00	0.0%
<b>Net Income</b>	<u><u>104,823.60</u></u>	<u><u>641,450.00</u></u>	<u><u>(536,626.40)</u></u>	<u><u>16.3%</u></u>

**Port of Newport - NOAA Fund**  
**Balance Sheet**  
As of August 31, 2018

	Aug 31, 18	Aug 31, 17	\$ Change
<b>ASSETS</b>			
Current Assets			
Checking/Savings			
51000 · Cash & Equivalents	4,899,416.95	4,678,715.57	220,701.38
Total Checking/Savings	4,899,416.95	4,678,715.57	220,701.38
Other Current Assets			
51300 · Prepaid Expenses	71,677.92	47,867.37	23,810.55
51400 · Due from Other Funds	0.00	2,119.04	(2,119.04)
51480 · Net Pension Asset	(45,912.00)	(45,912.00)	0.00
51485 · PERS - Derfered OF	26,690.00	26,690.00	0.00
Total Other Current Assets	52,455.92	30,764.41	21,691.51
Total Current Assets	4,951,872.87	4,709,479.98	242,392.89
<b>TOTAL ASSETS</b>	<b>4,951,872.87</b>	<b>4,709,479.98</b>	<b>242,392.89</b>
<b>LIABILITIES &amp; EQUITY</b>			
Liabilities			
Current Liabilities			
Accounts Payable			
52000 · Accounts Payable	18,908.11	13,632.72	5,275.39
Total Accounts Payable	18,908.11	13,632.72	5,275.39
Other Current Liabilities			
52105 · Accrued Payroll	711.69	0.00	711.69
52110 · Accrued PTO	6,231.71	9,616.41	(3,384.70)
52115 · Payroll Taxes & Deducts Payable	300.91	0.00	300.91
52200 · Due to Other Funds	28,455.66	11,267.80	17,187.86
52300 · Accrued Interest Payable	462,477.40	462,477.40	0.00
52350 · Current Portion Long-Term Debt	910,000.00	910,000.00	0.00
Total Other Current Liabilities	1,408,177.37	1,393,361.61	14,815.76
Total Current Liabilities	1,427,085.48	1,406,994.33	20,091.15
Long Term Liabilities			
52400 · Long-Term Debt	19,841,284.00	19,841,284.00	0.00
52800 · Less Current Portion LT Debt	(910,000.00)	(910,000.00)	0.00
52900 · PERS - Deferred IF	7,949.00	7,949.00	0.00
Total Long Term Liabilities	18,939,233.00	18,939,233.00	0.00
Total Liabilities	20,366,318.48	20,346,227.33	20,091.15
Equity			
53000 · Fund Balance	(14322837.97)	(14534550.95)	211,712.98
Net Income	(1,091,607.64)	(1,102,196.40)	10,588.76
Total Equity	(15414445.61)	(15636747.35)	222,301.74
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>4,951,872.87</b>	<b>4,709,479.98</b>	<b>242,392.89</b>

**Port of Newport - NOAA Fund**  
**Profit & Loss Budget vs. Actual**  
 July through August 2018

	<u>Jul - Aug 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
54000 · Lease Revenue	424,110.24	2,544,000.00	(2,119,889.76)	16.7%
<b>Total Income</b>	424,110.24	2,544,000.00	(2,119,889.76)	16.7%
<b>Expense</b>				
55000 · Personnel Services	12,304.16	78,306.00	(66,001.84)	15.7%
56000 · Materials & Services	29,018.73	750,500.00	(721,481.27)	3.9%
57000 · Debt Service	1,481,766.88	1,997,271.00	(515,504.12)	74.2%
<b>Total Expense</b>	1,523,089.77	2,826,077.00	(1,302,987.23)	53.9%
<b>Net Ordinary Income</b>	(1,098,979.53)	(282,077.00)	(816,902.53)	389.6%
<b>Other Income/Expense</b>				
<b>Other Income</b>				
58200 · Interest Income	2,691.89	12,000.00	(9,308.11)	22.4%
58800 · Miscellaneous Revenue	4,680.00	950.00	3,730.00	492.6%
<b>Total Other Income</b>	7,371.89	12,950.00	(5,578.11)	56.9%
<b>Other Expense</b>				
59000 · Capital Outlay	0.00	86,000.00	(86,000.00)	0.0%
59600 · Contingency	0.00	100,000.00	(100,000.00)	0.0%
59900 · Reserved for Future Expenditure	0.00	150,000.00	(150,000.00)	0.0%
59902 · UEFB	0.00	5,113,023.00	(5,113,023.00)	0.0%
<b>Total Other Expense</b>	0.00	5,449,023.00	(5,449,023.00)	0.0%
<b>Net Other Income</b>	7,371.89	(5,436,073.00)	5,443,444.89	(0.1)%
<b>Net Income</b>	<b>(1,091,607.64)</b>	<b>(5,718,150.00)</b>	<b>4,626,542.36</b>	<b>19.1%</b>

**Port of Newport - Facility Maintenance Reserve Fund**

**Balance Sheet**

As of August 31, 2018

	<u>Aug 31, 18</u>	<u>Aug 31, 17</u>	<u>\$ Change</u>
<b>ASSETS</b>			
Current Assets			
Checking/Savings			
31000 · Cash & Cash Equivalents	131,079.48	72,341.19	58,738.29
<b>Total Checking/Savings</b>	<u>131,079.48</u>	<u>72,341.19</u>	<u>58,738.29</u>
<b>Total Current Assets</b>	<u>131,079.48</u>	<u>72,341.19</u>	<u>58,738.29</u>
<b>TOTAL ASSETS</b>	<b><u>131,079.48</u></b>	<b><u>72,341.19</u></b>	<b><u>58,738.29</u></b>
<b>LIABILITIES &amp; EQUITY</b>			
Equity			
33000 · Fund Balance	81,045.25	22,322.76	58,722.49
33020 · FB - Assigned for Future Expend	50,000.00	50,000.00	0.00
Net Income	34.23	18.43	15.80
<b>Total Equity</b>	<u>131,079.48</u>	<u>72,341.19</u>	<u>58,738.29</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>131,079.48</u></b>	<b><u>72,341.19</u></b>	<b><u>58,738.29</u></b>

**Port of Newport - Facility Maintenance Reserve Fund**

**Profit & Loss Budget vs. Actual**

July through August 2018

	<u>Jul - Aug 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Other Income/Expense</b>				
<b>Other Income</b>				
38200 · Interest Income	34.23	100.00	(65.77)	34.2%
38900 · Transfers In				
38902 · Transfers In from General Fund	<u>0.00</u>	<u>747,792.00</u>	<u>(747,792.00)</u>	<u>0.0%</u>
<b>Total 38900 · Transfers In</b>	<u>0.00</u>	<u>747,792.00</u>	<u>(747,792.00)</u>	<u>0.0%</u>
<b>Total Other Income</b>	<u>34.23</u>	<u>747,892.00</u>	<u>(747,857.77)</u>	<u>0.0%</u>
<b>Other Expense</b>				
<b>39000 · Capital Outlay</b>				
39303 · PD5 Approach Pier Engineering	0.00	86,625.00	(86,625.00)	0.0%
39306 · PD5 & 7 Pile Replacement	0.00	120,000.00	(120,000.00)	0.0%
39307 · Fuel Dock Solenoid Valve	0.00	15,000.00	(15,000.00)	0.0%
39308 · Hoist Dock Electrical Lines	0.00	102,000.00	(102,000.00)	0.0%
39309 · Electric Load Centers-RM	0.00	38,000.00	(38,000.00)	0.0%
39310 · PD7 Sections E&F Floats	0.00	288,000.00	(288,000.00)	0.0%
39311 · PD7-F Utility Restoration	<u>0.00</u>	<u>23,000.00</u>	<u>(23,000.00)</u>	<u>0.0%</u>
<b>Total 39000 · Capital Outlay</b>	<u>0.00</u>	<u>672,625.00</u>	<u>(672,625.00)</u>	<u>0.0%</u>
39600 · Contingency	0.00	80,000.00	(80,000.00)	0.0%
39900 · Reserved for Future Expenditure	<u>0.00</u>	<u>50,000.00</u>	<u>(50,000.00)</u>	<u>0.0%</u>
<b>Total Other Expense</b>	<u>0.00</u>	<u>802,625.00</u>	<u>(802,625.00)</u>	<u>0.0%</u>
<b>Net Other Income</b>	<u>34.23</u>	<u>(54,733.00)</u>	<u>54,767.23</u>	<u>(0.1)%</u>
<b>Net Income</b>	<u><b>34.23</b></u>	<u><b>(54,733.00)</b></u>	<u><b>54,767.23</b></u>	<u><b>(0.1)%</b></u>

# Port of Newport - Construction Fund

## Balance Sheet

As of August 31, 2018

	Aug 31, 18	Aug 31, 17	\$ Change
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
41000 · Cash & Cash Equivalents	43,758.99	53,336.67	(9,577.68)
<b>Total Checking/Savings</b>	43,758.99	53,336.67	(9,577.68)
<b>Total Current Assets</b>	43,758.99	53,336.67	(9,577.68)
<b>TOTAL ASSETS</b>	<b>43,758.99</b>	<b>53,336.67</b>	<b>(9,577.68)</b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Accounts Payable</b>			
42000 · Accounts Payable	0.00	2,970.00	(2,970.00)
<b>Total Accounts Payable</b>	0.00	2,970.00	(2,970.00)
<b>Other Current Liabilities</b>			
42200 · Due To Other funds	1,800.00	480.42	1,319.58
<b>Total Other Current Liabilities</b>	1,800.00	480.42	1,319.58
<b>Total Current Liabilities</b>	1,800.00	3,450.42	(1,650.42)
<b>Total Liabilities</b>	1,800.00	3,450.42	(1,650.42)
<b>Equity</b>			
43000 · Fund Balance	41,932.10	52,839.66	(10,907.56)
Net Income	26.89	(2,953.41)	2,980.30
<b>Total Equity</b>	41,958.99	49,886.25	(7,927.26)
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>43,758.99</b>	<b>53,336.67</b>	<b>(9,577.68)</b>

## Port of Newport - Construction Fund

### Profit & Loss Budget vs. Actual

July through August 2018

	<u>Jul - Aug 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Other Income/Expense</b>				
<b>Other Income</b>				
48200 · Interest Income	26.89	120.00	(93.11)	22.4%
48900 · Transfers In from Other Funds				
48902 · Transfers In from General Fund	<u>0.00</u>	<u>61,825.00</u>	<u>(61,825.00)</u>	<u>0.0%</u>
<b>Total 48900 · Transfers In from Other Funds</b>	<u>0.00</u>	<u>61,825.00</u>	<u>(61,825.00)</u>	<u>0.0%</u>
<b>Total Other Income</b>	<u>26.89</u>	<u>61,945.00</u>	<u>(61,918.11)</u>	<u>0.0%</u>
<b>Other Expense</b>				
49000 · Capital Outlay				
49500 · Rogue Brewery Seawall Eval	0.00	10,000.00	(10,000.00)	0.0%
49501 · Long-Term Public Parking Lot	0.00	8,000.00	(8,000.00)	0.0%
49502 · RV Park Annex Upgarde	<u>0.00</u>	<u>18,000.00</u>	<u>(18,000.00)</u>	<u>0.0%</u>
<b>Total 49000 · Capital Outlay</b>	<u>0.00</u>	<u>36,000.00</u>	<u>(36,000.00)</u>	<u>0.0%</u>
49600 · Contingency	<u>0.00</u>	<u>70,000.00</u>	<u>(70,000.00)</u>	<u>0.0%</u>
<b>Total Other Expense</b>	<u>0.00</u>	<u>106,000.00</u>	<u>(106,000.00)</u>	<u>0.0%</u>
<b>Net Other Income</b>	<u>26.89</u>	<u>(44,055.00)</u>	<u>44,081.89</u>	<u>(0.1)%</u>
<b>Net Income</b>	<u><b>26.89</b></u>	<u><b>(44,055.00)</b></u>	<u><b>44,081.89</b></u>	<u><b>(0.1)%</b></u>



# Port of Newport - Bonded Debt Fund

## Balance Sheet

As of August 31, 2018

	<u>Aug 31, 18</u>	<u>Aug 31, 17</u>	<u>\$ Change</u>
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
21000 · Cash & Cash Equivalents	369,178.57	252,127.45	117,051.12
<b>Total Checking/Savings</b>	<u>369,178.57</u>	<u>252,127.45</u>	<u>117,051.12</u>
<b>Other Current Assets</b>			
21270 · Property Tax Receivable	86,925.12	86,925.12	0.00
21400 · Due from Other Funds	0.00	5,005.57	(5,005.57)
<b>Total Other Current Assets</b>	<u>86,925.12</u>	<u>91,930.69</u>	<u>(5,005.57)</u>
<b>Total Current Assets</b>	<u>456,103.69</u>	<u>344,058.14</u>	<u>112,045.55</u>
<b>Other Assets</b>			
21800 · Bond Issue costs, net of amort.	2,916.00	2,916.00	0.00
21825 · Advance Refunding Valuation	416,150.00	416,150.00	0.00
<b>Total Other Assets</b>	<u>419,066.00</u>	<u>419,066.00</u>	<u>0.00</u>
<b>TOTAL ASSETS</b>	<b><u>875,169.69</u></b>	<b><u>763,124.14</u></b>	<b><u>112,045.55</u></b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Other Current Liabilities</b>			
22350 · Bonds Payable - Current	325,000.00	325,000.00	0.00
<b>Total Other Current Liabilities</b>	<u>325,000.00</u>	<u>325,000.00</u>	<u>0.00</u>
<b>Total Current Liabilities</b>	<u>325,000.00</u>	<u>325,000.00</u>	<u>0.00</u>
<b>Long Term Liabilities</b>			
22510 · 2008 Series Bonds	125,000.00	125,000.00	0.00
22515 · 2011 Series Bonds	5,083,669.00	5,083,669.00	0.00
22520 · 2016 Series Bonds	7,455,000.00	7,455,000.00	0.00
22590 · Bond Premiums	838,806.00	838,806.00	0.00
22800 · Less Current Portion LTD	(325,000.00)	(325,000.00)	0.00
<b>Total Long Term Liabilities</b>	<u>13,177,475.00</u>	<u>13,177,475.00</u>	<u>0.00</u>
<b>Total Liabilities</b>	<u>13,502,475.00</u>	<u>13,502,475.00</u>	<u>0.00</u>
<b>Equity</b>			
23000 · Fund Balance	(12,639,927.41)	(12,749,002.93)	109,075.52
Net Income	12,622.10	9,652.07	2,970.03
<b>Total Equity</b>	<u>(12,627,305.31)</u>	<u>(12,739,350.86)</u>	<u>112,045.55</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>875,169.69</u></b>	<b><u>763,124.14</u></b>	<b><u>112,045.55</u></b>

## Port of Newport - Bonded Debt Fund

### Profit & Loss Budget vs. Actual

July through August 2018

	Jul - Aug 18	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
28100 · Bond Levy Proceeds	12,198.91	513,455.00	(501,256.09)	2.4%
<b>Total Income</b>	12,198.91	513,455.00	(501,256.09)	2.4%
<b>Gross Profit</b>	12,198.91	513,455.00	(501,256.09)	2.4%
<b>Expense</b>				
27000 · Debt Service	0.00	880,955.00	(880,955.00)	0.0%
<b>Total Expense</b>	0.00	880,955.00	(880,955.00)	0.0%
<b>Net Ordinary Income</b>	12,198.91	(367,500.00)	379,698.91	(3.3)%
<b>Other Income/Expense</b>				
<b>Other Income</b>				
28200 · Bank Interest Income	423.19	1,800.00	(1,376.81)	23.5%
<b>Total Other Income</b>	423.19	1,800.00	(1,376.81)	23.5%
<b>Other Expense</b>				
29902 · UEFB	0.00	30,000.00	(30,000.00)	0.0%
<b>Total Other Expense</b>	0.00	30,000.00	(30,000.00)	0.0%
<b>Net Other Income</b>	423.19	(28,200.00)	28,623.19	(1.5)%
<b>Net Income</b>	<b>12,622.10</b>	<b>(395,700.00)</b>	<b>408,322.10</b>	<b>(3.2)%</b>



## CONSENT CALENDAR AGENDA ITEM

---

**DATE:** *14 September 2018*  
**RE:** *South Beach Fuel Dock Solenoid Valves*  
**TO:** *Port of Newport Board of Commissioners*  
**ISSUED BY:** *Aaron Bretz, Director of Operations*

---

### **BACKGROUND**

On the approved capital improvements list this year is a project to install new solenoid valves on the South Beach Fuel Dock, along with breakaway whips at each fuel dispenser. Late October will be a good time to perform the work because the pace of the fuel dock will be slower, and weather will still be favorable.

### **DETAIL SUPPORTING**

This work greatly increases the safety of the South Beach fuel dock, and brings it current with state regulations. These improvements also minimize the damage to the facility if a boat were to pull away from the fuel dock with the fuel hose. We were in contact with three companies to bid the project, one declined to bid.

4C's Environmental Inc., \$6,452.70  
Petroleum Compliance Services LLC., \$7,234.00  
Petroleum Constructor, no bid

After conducting a best value analysis, I recommend 4C's Environmental for the project.

### **ALTERNATE CONSIDERATIONS**

We could continue searching for different contractors to perform the work, but this work is specialized and vital to safety and environmental compliance.

### **BUDGET IMPLICATIONS**

This project is in the FY 2018-19 budget at an estimated cost of \$15,000. It is identified on Port of Newport Resolution NO. 2018-12 as priority #3 on the annual capital improvements list.

### **RECOMMENDATION**

I recommend that a Commissioner make a MOTION TO AUTHORIZE THE GM TO CONTRACT WITH 4 C's ENVIRONMENTAL INC. TO INSTALL NEW SOLENOID VALVES AND BREAKAWAY WHIPS AT THE FUEL DOCK NTE \$7,000.



Petroleum Construction \* Tank Installation \* Decommission \* Soil & Groundwater Remediation \* Excavation

1590 SE Uglow St., Dallas, OR 97338

Mobile: 503-507-4317

Phone: 503-606-3020

Fax: 503-606-3120

CCB # 153255

Proposal 042017-1

April 20, 2017

Chis Urbach  
Harbormaster – Port of Newport  
600 SE Bay Boulevard,  
Newport, OR 97365

RE: Install Solenoids, Breakaways, Whips

4C's Environmental, Inc. is pleased to offer this proposal to provide labor, equipment, and materials to upgrade your current fuel system. 4C's will be mobilizing men and equipment for one day with electrical contractor to complete upgrades.

- Drain section of fuel below gangway and remove temporary piping.
- Provide and install (2) bronze solenoid valves rate for fuel with viton seals.
- Plumb to existing system with stainless steel. Add stainless union after solenoid valve for future serviceability
- Provide electrician to wire in the new valves and test.
- Drain fuel hoses at the 4 dispensers on the dock. Disconnect hoses and set aside for re-use.
- Provide and install breakaways and whips on each dispenser. This will help prevent damage to the dispensers and help prevent spills. If a boat pulls away with the fuel hose, the hose will break free at the breakaway. The breakaways provided are designed to be reconnected if a breakaway occurs.
- After install of solenoids, whips, and breakaways the system will be purged of air. Each hose will have to be purged of air. The fuel used during purging will be transported and placed into the underground tanks.

The cost to provide the services for the aforementioned description is \$6,452.70

Thank you for the opportunity to provide this service.

Respectively Submitted,

Casey Michaels  
4C's Environmental, Inc.

Initial: \_\_\_\_\_

## PORT OF NEWPORT SPECIAL USE PERMIT

This permit, effective September 29, 2018, from the Port of Newport, organized and existing under the laws of the State of Oregon, hereinafter referred to as "Port", to Paula Harkin, Run with Paula Events, hereinafter referred to as "Permittee."

The Port hereby grants permission to Permittee to use the Rogue lot area and bathrooms as shown in Exhibit A, attached. Use of designated area by Permittee is for the Bay to Brews ½ Marathon, 10K and 5K (Exhibit B Special Use Permit Application.)

Permit is subject to the rules, regulations, and ordinances of the Port of Newport and subject to the following terms and conditions:

1. **Deposit.** A nonrefundable deposit in the amount of \$100.00.
2. **Fees.** Usage fees are waived in consideration of sponsorship rights.
3. **Reservation of Rights.** Port reserves the right to alter or amend the terms and conditions of this permit.
4. **Liability, indemnity of Port.** Permittee agrees to exercise due care in the activities described above and to abide by all Port rules, regulations and ordinances. Permittee shall indemnify and hold Port harmless from and against all claims, actions, proceedings, damages, and liabilities, including attorney fees, arising from or connected with Permittee's use of Port facilities. Permittee will carry a comprehensive general liability insurance policy with limits of \$2,000,000.00 per occurrence and \$2,000,000.00 in aggregate, and will provide the Port with a Certificate of Insurance naming the Port as an additional insured.
5. **Limitation of Port's Liability.** Permittee acknowledges that Permittee has inspected the grounds and related facilities and is satisfied that these facilities are adequate for safe use for the above-described purpose. This permit is not a contract. Port's liability is limited to its sole negligence. Port's employees will make reasonable efforts to contact Permittee and notify Permittee of conditions requiring Permittee's attention, but Port assumes no responsibility of Permittee's use of the Port's facilities. Permittee confirms and assures that there are not alcoholic beverages used or provided during this event and that certified and trained emergency response providers are on site.
6. **Nontransferability/Term.** This permit is nontransferable. This permit expires September 29, 2018.

IN WITNESS WHEREOF, the Port has caused this permit to be issued on the date indicated above.

Port of Newport:

Accepted By:

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Teri Dresler, General Manager

ATTACHMENTS: Exhibit A (Map) & Exhibit B (SUP Application)



Sponsorship Agreement: In Kind Sponsorship Value \$900.

Event Name: Newport Bay to Brews Half Marathon/10K

Event Date: Saturday, September 29, 2018

Applicant: Paula Harkin, Runwithpaula Events, Inc.

Applicant will provide:

Logo placement on website

Link to the Port of Newport on website

Logo on event shirt

Banner displayed at event

Booth space at event

Goodie Bag insert

Mention in radio advertising

Other (please describe):

\_\_\_\_\_  
\_\_\_\_\_

Port of Newport will provide:

Port will allow us to start and finish our race under the Yaquina Bay Bridge and use existing bal

X \_\_\_\_\_ Date: \_\_\_\_\_

Port of Newport

*Paula Harkin*

X \_\_\_\_\_ Date: 11/8/2017



SUP CHECKLIST

- Application App Fee
- Facility Supervisor Review
- Security Review
- General Manager Review
- Commission Approval
- Usage Fee waived
- Insurance Certificate
- SUP Issued

**SPECIAL USE PERMIT APPLICATION**

Submit to: Administrative Assistant  
 Port of Newport  
 600 SE Bay Blvd.  
 Newport, Oregon 97365  
 khewitt@portofnewport.com

This application must be completed, signed, and submitted with a nonrefundable \$100.00 application fee, to be paid in cash, by check or by credit card. Any usage fees required of the applicant must be submitted in full prior to the special use permit being issued by the Port of Newport. Any request for a full or partial waiver of the usage fees must be submitted with this application. The criteria used to evaluate a waiver request are listed below. Applications should be submitted far enough in advance of the event to allow the Port to determine the impact of the event on Port property and other Port guests and / or moorage holders. At least 45 days' notice is recommended.

Event Name: Newport Bay to Brews Half Marathon/10K  
 Event Date: Saturday, September 29, 2018 Time(s): 8:00am start  
 Total Days: 1  
 Location: Oregon Coast Aquarium, Rogue Brewery

Facilities to Be Used:  
Public Bathrooms, park path under bridge.

Set-up Dates and Start Times: Saturday, 9/29/2018-5:00am  
 Take-down Dates and End Times: Saturday, 9/29/2018 12:00pm  
 Estimated Number of Participants: Contestants: 600-700  
 Vendors / Volunteers: 50  
 Attendees: 600-750

Applicant / Signer: Paula Harkin  
 Mailing Address: 1900 SW River Drive Unit N107  
 Telephone: 503-516-5938 E-mail: paula@runwithpaula.com  
 Contact Person (if different than applicant): same

Contact Person's address, phone number and e-mail: \_\_\_\_\_



Please provide a detailed description of the event, and attach a map of the location(s) if applicable:

Participants will arrive 6:30am-8:00. We have a parking team from Oregon Coast Aquarium (Lance Beck) in charge of parking participants and being aware of fisherman's needs. Check in will be at Rogue Brewery and the race starts at 8:00am under the Yaquina Bridge. Police and medical team will be onsite to assist with traffic and safety. Runners and walkers choose from a half marathon, 5K or 10K. Finishers are directed into Rogue for finish line food and music and awards ceremony.

Course map has changed from 2017 as we are not allowed to cross over hwy 101 so we have created a loop course. See attached.

Please indicate if you are requesting a full or partial waiver of the usage fee, and explain the reasons for the request based upon the criteria described below:

Full sponsorship requested. Submitted 11/2017

How will the Port of Newport be featured in your marketing/sponsorship promotions?

Port is on our website, mentioned in participant email blast and will have logo on our race t-shirt. Port is welcome to place banner at start/finish area as well. Port has complimentary entries available.

The following criteria may be used by the Port management to fully or partially waive the usage fee:

1. Is the applicant a non-profit or a for-profit entity? for profit.
  
2. Will proceeds from the event be donated to charitable causes? If so, what percentage of the proceeds will be donated and to which charitable causes?  
Newport High School.
  
3. What is the Port's cost to provide services for the event?  
Bathrooms.
  
4. Does the event provide any direct benefit to the Port?  
Marketing.

Save as YourName.SUPApp and Submit Application: [khewitt@portofnewport.com](mailto:khewitt@portofnewport.com)

**USAGE FEE SCHEDULE**

PARTICIPANTS	NUMBER (reasonable estimate)	FEE
Attendees, Contestants, Volunteers at Event	1-200	\$400.00
	201-500	\$650.00
	501-1000	\$900.00
	1,001- 5000	\$1400.00
	5,001-10,000	\$1,900.00
	More than 10,000	\$2,400.00
Vendors	N/A	\$40/ per vendor
Port of Newport Fees (e.g. moorage)		

Permittee will also need to carry comprehensive general liability insurance with limits of \$2,000,000.00 per occurrence and \$2,000,000.00 in aggregate, and will provide the Port of Newport with a Certificate of Insurance naming the Port as an additional insured, subject to confirmation..

*Paula Harkin*





## CONSENT CALENDAR AGENDA ITEM

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**DATE:** *12 September, 2018*  
**RE:** *Declaration of Surplus Property*  
**TO:** *Port of Newport Board of Commissioners*  
**ISSUED BY:** *Aaron Bretz, Director of Operations*

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**Property**

**Estimated Value**

36"x110' Steel Pilings (2 EA)

\$30,000

We are actively searching for interested buyers for the pilings. I request to have the property declared as excess so that the GM can dispose of the pilings accordingly.



# GRIMSTAD & ASSOCIATES

Certified Public Accountants

September 10, 2018

Newport Office:  
P.O. Box 1930  
530 N.W. 3rd St. Ste E  
Newport, OR 97365  
(541) 265-5411  
Fax (541) 265-9255  
info@grimstad-assoc.com

To the Board of Commissioners  
Port of Newport  
Newport, Oregon

I am pleased to confirm my understanding of the services I am to provide Port of Newport (Port) for the year ended June 30, 2018. I will audit the financial statements of the business-type activities, including the related notes to the financial statements, which collectively comprise the basic financial statements of the Port as of and for the year ended June 30, 2018. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the Port's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of my engagement, I will apply certain limited procedures to the Port's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to my inquiries, the basic financial statements, and other knowledge I obtained during my audit of the basic financial statements. I will not express an opinion or provide any assurance on the information because the limited procedures do not provide me with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by U.S. generally accepted accounting principles and will be subjected to certain limited procedures, but I will not be audited:

1. Management's Discussion and Analysis
2. Schedule of the Port's Proportionate Share of the Net Pension Liability - Oregon Public Employee Retirement System
3. Schedule of the Port's Contributions - Oregon Public Employee Retirement System
4. Schedule of Funding Progress - Other Postemployment Healthcare Benefits
5. Notes to the Schedules of the Port's Proportionate Share of the Net Position Liability(Asset) and Contractually Required Contributions

I have also been engaged to report on supplementary information other than RSI that accompanies the Port's financial statements. I will subject the following supplementary information to the auditing procedures applied in my audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and I will provide an opinion on it in relation to the financial statements as a whole or in a report combined with my auditor's report on the financial statements:

Members:  
AICPA OSCPA & OAIA

1. Schedule of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual - All Individual Funds
2. Reconciliation of Revenues and Expenditures (Budgetary Basis) to the Statement of Revenues, Expenses, and Changes in Fund Net Position

### Audit Objective

The objective of my audit is the expression of an opinion as to whether your financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. My audit will be conducted in accordance with auditing standards generally accepted in the United States of America and will include tests of the accounting records and other procedures I consider necessary to enable me to express such an opinion. I will issue a written report upon completion of my audit of Port of Newport's financial statements. My report will be addressed to the Board of Commissioners of Port of Newport. I cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for me to modify my opinion or add emphasis-of-matter or other-matter paragraphs. If my opinion is other than unmodified, I will discuss the reasons with you in advance. If, for any reason, I am unable to complete the audit or am unable to form or have not formed an opinion, I may decline to express an opinion or may withdraw from this engagement.

In addition, my audit will include procedures to the extent considered necessary to address the comments and disclosures required by the Minimum Standards for Audits of Oregon Municipal Corporations, Oregon Administrative Rules 162-10-000 through 162-10-320, regarding the Port's compliance with certain provisions of laws, regulations, contracts, and grants, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules 162-10-000 through 162-10-320, noncompliance with which could have a direct and material effect on the determination or financial statement amounts; and on the Port's internal control over financial reporting. I will issue a written report, the Independent Auditor's Report Required By Oregon State Regulations, upon completion of my audit of the Port's financial statements. My report will be addressed to the Board of Commissioners of the Port. Providing opinions on the Port's compliance and its internal control over financial reporting are not objectives of these procedures to be performed for purposes of this report and, accordingly, no such opinion will be expressed in this report.

### Audit Procedures - General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, my audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. I will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from errors, fraudulent financial reporting, misappropriation of assets, or violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because I will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by me, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards. In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental regulations that do



not have a direct and material effect on the financial statements. However, I will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that come to my attention. I will also inform the appropriate level of management of any violations of laws or governmental regulations that come to my attention, unless clearly inconsequential. My responsibility as auditor is limited to the period covered by my audit and does not extend to any later periods for which I am not engaged as auditor.

My procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. I may request written representation from your attorney as part of the engagement, and he/she may bill you for responding to this inquiry. At the conclusion of my audit, I will also require certain written representations from you about the financial statements and related matters.

#### Audit Procedures - Internal Control

My audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, I will express no such opinion. However, during the audit, I will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

#### Audit Procedures - Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, I will perform tests of the Port's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of my audit will not be to provide an opinion on overall compliance and I will not express such an opinion.

#### Other Services

I will also prepare the financial statements and related notes and potential adjusting entries for the Port in conformity with U.S. generally accepted accounting principles based on information provided by you. I will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. I, in my sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

#### Management Responsibilities

Management is responsible for designing, implementing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with U.S. generally accepted accounting principles.

Management is also responsible for making all financial records and related information available to me and for the accuracy and completeness of that information. You are also responsible for providing me with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that I may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom I determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to me in the management representation letter that the effects of any uncorrected misstatements aggregated by me during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing me about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud or illegal acts could have a material effect on the financial statements. Your responsibilities include informing me of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

You are responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. You agree to include my report on the supplementary information in any document that contains and indicates that I have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes my report thereon or make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with my report thereon. Your responsibilities include acknowledging to me in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) that you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to me any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

You agree to assume all management responsibilities for financial statement preparation services and any other nonattest services I provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, I am not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

### Engagement Administration

I may from time to time and depending on the circumstances, use third-party service providers in serving your account. I may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, I maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, I will secure confidential agreements with all service providers to maintain the confidentiality of your information and I will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information by others. In the event that I am unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, I will remain responsible for the work provided by any such third-party service providers.

I understand that your staff will locate any documents selected by me for testing.

Signe Grimstad is the engagement partner and is responsible for supervising the engagement and signing the reports.

The audit documentation for this engagement is the property of Grimstad & Associates and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to Oregon Secretary of State Audits Division or its designee. I will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Grimstad & Associates personnel. Furthermore, upon request, I may provide copies of selected audit documentation to Oregon Secretary of State Audits Division or its designee. The Oregon Secretary of State Audits Division or its designee may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

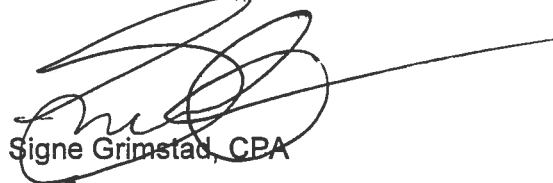
My contract fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, I will discuss it with you and arrive at a new fee estimate before I incur the additional cost. My office will bill work in progress upon delivering the audit draft, with the balance due upon the delivery of the final report. In accordance with my firm policies, work may be suspended if your account becomes 60 days or more overdue and will not be resumed until your account is paid in full. If I elect to terminate our services for nonpayment, my engagement will be deemed to have been completed upon written notification of termination, even if I have not completed my report. You will be obligated to compensate me for all time expended and to reimburse me through the date of termination.

You may request that I perform additional services not addressed in this engagement letter. If this occurs, I will communicate with you regarding the scope of the additional services and the estimated fees. I also may issue a separate engagement letter covering the additional services. In the absence of any other written communication from me documenting such additional services, my services will continue to be governed by the terms of this engagement letter.

I appreciate the opportunity to be of service to the Port and believe this letter accurately summarizes the significant terms of my engagement. If you have any questions, please let me know. If you agree with the terms of my engagement as described in this letter, please sign the enclosed copy and return it to me.

Very truly yours,

GRIMSTAD & ASSOCIATES



Signe Grimstad, CPA

RESPONSE:

This letter correctly sets forth the understanding of Port of Newport.

\_\_\_\_\_  
Governance Signature

\_\_\_\_\_  
Title





**Operating Fund**

**August 16, 2018 through September 15, 2018**

<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
08/28/2018	40345	Leslie Lee Lease	Shortened stay - refund surplus lease payment	706.76
08/28/2018	40346	Triggerfish	Sold fishing vessel - refund surplus moorage	1,180.69
08/28/2018	40347	151 Co	Exterior wall light pacs for restrooms and showers	5,158.00
08/28/2018	40348	Airgas USA	Grinding wheels	64.50
08/28/2018	40349	Amazon Capital Services	Lockers for maintenance staff, office supplies, tools, hoist fuses	510.60
08/28/2018	40350	Association of Pacific Ports	Annual membership dues	1,375.00
08/28/2018	40351	Business Oregon - IFA	Debt service	4,463.00
08/28/2018	40352	Business Oregon - OBDD	Debt service	7,800.00
08/28/2018	40353	Cardinal Services	Temp services	9,237.30
08/28/2018	40354	Century Link	Telephone	415.86
08/28/2018	40355	CenturyLink - Business Service	Telephone	69.65
08/28/2018	40356	CFO Selections	Professional services	2,235.00
08/28/2018	40357	Chemsearch	Graffiti remover	336.35
08/28/2018	40358	Coastal Refrigeration Heating & AC	Marina store HVAC repair	224.46
08/28/2018	40359	CoastCom	Internet - September 2018	500.00
08/28/2018	40360	Design Space	Modular office rentals	1,094.00
08/28/2018	40361	Fastenal Company	Maintenance safety gear and hardware	331.71
08/28/2018	40362	Financial Pacific Leasing	2017 NIT forklift lease	1,026.00
08/28/2018	40363	Forinash	Postcards for resale	110.50
08/28/2018	40364	G & K Floors	Janitorial services	4,080.00
08/28/2018	40365	GenXsys Solutions	Hosted exchange and archiving mailbox	437.00
08/28/2018	40366	Good Sam RV Travel & Savings Guide	Annual directory listing	6,103.68
08/28/2018	40367	Keller Supply Company	Faucets for restrooms	461.63
08/28/2018	40368	Lincoln County Public Works	Fuel for trucks	484.75
08/28/2018	40369	Employee	Reimbursement for training travel expenses	131.19
08/28/2018	40370	National Business Solutions	Server and IT support	422.96
08/28/2018	40371	Newport News-Times	Advertising - Coast Guard Appreciation	165.00
08/28/2018	40372	NW Natural	Natural gas	141.88
08/28/2018	40373	OCZMA	Annual membership dues	800.00
08/28/2018	40374	Randy Miller	Refund moorage - sold boat, refund surplus	1,026.00
08/28/2018	40375	Siuslaw Broadband	Web filtering	200.00
08/28/2018	40376	Suburban Propane	Propane	432.69



**Operating Fund**

**August 16, 2018 through September 15, 2018**

<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
08/28/2018	40377	Toyota Industries Commercial Finance	Forklift leases	1,239.20
08/28/2018	40378	Verizon Wireless	Port cell phones and mifi	293.93
09/05/2018	40379	Employee	Per diem advance M&IE for PCC conference	313.50
09/14/2018	40380	Airgas USA	Welding safety and equipment supplies	401.26
09/14/2018	40381	Alan Brown Tire Center	Toyota forklift and golf cart tires	1,214.58
09/14/2018	40382	Alsco	Floor mats and towel rental	448.45
09/14/2018	40383	Alsea Bay Power Products	Lawn mower bags and frames	95.34
09/14/2018	40384	Amazon Capital Services	5" weldable gate hinges for #3 crane	18.00
09/14/2018	40385	Appliance Service Station	Repair dryer	105.00
09/14/2018	40386	Barrelhead Supply	Compactor, dumpster, and storm drain repair supplies, small tools, and keys for OSP dock	446.82
09/14/2018	40387	Cardinal Services	Temp services	4,227.02
09/14/2018	40388	Carson Oil	Fuel	1,319.03
09/14/2018	40389	Century Link	Telephone	405.07
09/14/2018	40390	CenturyLink - Business Service	Telephone	7.64
09/14/2018	40391	Chase - Visa	Storm water training, dumpster casters, travel for training, safety vests, PON pins, software renewals, PCC conference registration, A-dock landing repair supplies, meeting supplies, forklift repair supplies	5,429.95
09/14/2018	40392	City of Newport Room Tax	Transient room tax - Aug 2018	9,231.69
09/14/2018	40393	Clean Way Environmental Partners	Storm water catch basin vermiculite filters	375.55
09/14/2018	40394	Coast Crane Company	Annual 30-ton crane servicing	7,701.75
09/14/2018	40395	Coastal Paper & Supply	Paper products and cleaning supplies	1,962.77
09/14/2018	40396	Copeland Lumber Yards	Door trim, rubber seal, nails	25.94
09/14/2018	40397	Dahl & Dahl	Waste disposal	575.69
09/14/2018	40398	Design Space	Modular office rentals	877.00
09/14/2018	40399	Direct TV	Cable - RV parks	1,448.50
09/14/2018	40400	Englund Marine Supply	Forklift, hoist, and equipment repair supplies, tug operating supplies, small tools	673.23
09/14/2018	40401	Fastenal Company	Hardware for PD7 and wheelbarrows	59.58
09/14/2018	40402	Fidelis Screening Solutions	Background checks	254.15
09/14/2018	40403	Fred Meyer Customer Charges	Office and meeting supplies	100.90



**Operating Fund**

**August 16, 2018 through September 15, 2018**

<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
09/14/2018	40404	GenXsys Solutions	Hosted exchange and archiving mailbox	874.00
09/14/2018	40405	Harbor Linen	Shower curtains	287.52
09/14/2018	40406	IconiPro Security and Alarms	Cellular security services (10/1/18-12/31/18)	131.49
09/14/2018	40407	Idea Print Works	Port clothing	1,944.20
09/14/2018	40408	Industrial Welding Supply	Welding safety and equipment supplies	540.07
09/14/2018	40409	Lance P Stimely	Diving video of floats under the A-dock ramp	250.00
09/14/2018	40410	LazerQuick	Print and laminate color Commercial Marina maps	20.65
09/14/2018	40411	Lincoln County Public Works	Fuel for trucks	444.67
09/14/2018	40412	MacPherson Gintner & Diaz	Professional services	1,462.50
09/14/2018	40413	Mary Catton	Refund RV - cancelled reservation	32.07
09/14/2018	40414	Neofunds	Postage and lease payment	549.85
09/14/2018	40415	Newport News-Times	Notice of public sale - Mariner III, seized vessel	155.04
09/14/2018	40416	Newport Plumbing	Shower parts for CM restrooms	300.00
09/14/2018	40417	Northwest Parking Equipment	New lock, keys, and key code for launch pay station	74.06
09/14/2018	40418	OR Economic Development Assoc	Annual membership dues	250.00
09/14/2018	40419	OR Government Ethics Commission	Annual fee	570.14
09/14/2018	40420	Pioneer Telephone Cooperative	Telephone	264.56
09/14/2018	40421	Platt Electric Supply	Electrical supplies	100.24
09/14/2018	40422	Port of Toledo Boat Yard	Mariner III - hard moorage during seizure process	700.00
09/14/2018	40423	Power Motors	Fix oxygen sensor in F350	194.49
09/14/2018	40424	Schneidecker Heating & Air	Repair Admin office AC unit	400.62
09/14/2018	40425	Sherri Bartosz	Refund RV - cancelled reservation	10.09
09/14/2018	40426	Smart Foodservice - Cash & Carry	Paper products, cleaning supplies, water	293.65
09/14/2018	40427	Special Districts Insurance Services	October health-dental-life insurance and quarterly general liability/property insurance	49,295.09
09/14/2018	40428	Staples	Office supplies	231.36
09/14/2018	40429	Suburban Propane	Propane	293.29
09/14/2018	40430	T & L Septic Tank Service	Chemical toilet rental	726.00
09/14/2018	40431	TCB Security Services	Monthly security contract	6,516.00
09/14/2018	40432	Thompson's Sanitary Service	Trash disposal	10,911.02
09/14/2018	40433	True Cut Engraving	Name plates for meetings	24.00
09/14/2018	40434	TWGW - NAPA Auto Parts	Rolling floor jack	199.99
09/14/2018	40435	Voya (State of Oregon Plan)	Monthly employee contributions	50.00



**Operating Fund**  
**August 16, 2018 through September 15, 2018**

<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
09/14/2018	40436	Xerox Corporation	Copier leases	427.13
09/14/2018	40437	Yaquina Bay Communications	Advertising	150.00
			<b>Total</b>	<b>169,651.49</b>





**NOAA Fund**

**August 16, 2018 through September 15, 2018**

<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
08/28/2018	13390	Aboveboard Electric	Replacement of cathodic protection junction box	534.30
08/28/2018	13391	American Bankers Ins Co of FL	Flood insurance	1,743.00
08/28/2018	13392	Grainger	Green indicator light for cathodic protection system	16.93
08/28/2018	13393	Lincoln County Public Works	Fuel for truck	63.65
08/28/2018	13394	Solmar Hydro	Hydrographic condition survey for dredging	4,500.00
08/28/2018	13395	Ultimate Pest Control	Pest control	135.00
08/28/2018	13396	Valley Fire Control	Annual fire extinguisher inspections	265.50
08/28/2018	13397	Verizon Wireless	Phone charges and mifi	26.36
09/14/2018	13398	ABL Mobile Repair	Annual service of emergency generator	537.32
09/14/2018	13399	Chase-Visa	Publish RFQ for dredging and safety vests	153.44
09/14/2018	13400	IconiPro Security & Alarms	Quarterly fire alarm monitoring - 10/1/18 to 12/31/18	81.90
09/14/2018	13401	Idea Print Works	Port clothing	91.50
09/14/2018	13402	MC Dean	Annual service inspection of battery backups	3,015.00
09/14/2018	13403	OR Dept of State Lands	Waterway lease from 11/1/18 to 10/31/19	9,998.76
09/14/2018	13404	Overhead Door Company of Salem	Annual service inspection of 4 commercial doors	750.00
09/14/2018	13405	Pacific Habitat Services	Eelgrass monitoring	5,055.46
09/14/2018	13406	Pioneer Telephone Cooperative	Telephone	238.22
09/14/2018	13407	Platt	Interior lights	253.61
09/14/2018	13408	Smart Foodservice - Cash & Carry	Water and cleaning supplies	64.68
09/14/2018	13409	Special Districts Insurance Services	October health-dental-life insurance	683.38
09/14/2018	13410	TCB Security Services	Elevator phone monitoring	20.00
09/14/2018	13411	Thompsons Sanitary Service	August service	410.20
<b>Total</b>				<b>28,638.21</b>



<b>Port of Newport</b>		600 S. E. BAY BOULEVARD, NEWPORT, OREGON 97365 PHONE (541) 265-7758 FAX (541) 265-4235 www.portofnewport.com		
<b><u>MEMBERSHIP LIAISONS – CONTACT LIST</u></b>				
<i>Organization</i>	<i>Fee</i>	<i>Liaison(s)</i>	<i>Contact Information</i>	
1 <b>AMERICAN ALBACORE FISHING ASSOCIATION</b>	\$200.00	Aaron Bretz	Americanalbacore.com, 619-941-2307, 4364 Bonita Rd Box 311, Bonita CA 91902	
2 <b>ASSOCIATION OF PACIFIC PORTS (APP)</b>	\$1,375.00	Aaron Bretz	Brian Wright, Deputy Director, Association of Pacific Ports, brian@pacificports.org, app@pacificports.org, www.pacificports.org, 503-653-5868, PO Box 903, Clackamas OR 97015-0903	
3 <b>CASCADES WEST AREA COMMISSION ON TRANSPORTATION</b> <sup>1</sup>	\$0.00	Stewart Lamerdin; Walter Chuck (alt); alternate may be Staff	Phil Warnock, Transportation Program Manager, pwarnock@ocwcog.org (541) 924-8474 1400 Queen Ave. SE, Suite 205 Albany, OR 97322	
4 <b>CASCADES WEST COUNCIL OF GOVERNMENTS</b> <sup>1</sup>	\$3,464.66	must be elected: Stewart Lamerdin; Walter Chuck (alt)	Charlie Mitchell, Community & Economic Development Director, cmitchell@ocwcog.org, www.ocwcog.org, (541) 924-84581400 Queen Ave. SE, Suite 205 Albany, OR 97322	
5 <b>CASCADES WEST ECONOMIC DEVELOPMENT DISTRICT</b> <sup>1</sup>	\$0.00	Aaron Bretz	Phil Warnock, Transportation Program Manager, pwarnock@ocwcog.org (541) 924-8474, 1400 Queen Ave. SE, Suite 205 Albany, OR 97322	
6 <b>COMMERCIAL FISHING USERS GROUP COMMITTEE</b>	\$0.00	Sara Skamsner; Jim Burke (alt.)	Heather Mann, Chair, 541-272-4544, heathermunromann@gmail.com	
7 <b>DAS OPS ORCPP, Procurement Services</b>	\$500.00	Aaron Bretz; Mark Harris (alt.)	Phone: 503-378-4642, egs.pscustomer@oregon.gov.state, 1225 Ferry St SE, Salem, OR 97301	
8 <b>ECONOMIC DEVELOPMENT ALLIANCE OF LINCOLN COUNTY (EDALC)</b> <sup>1</sup>	\$100.00	Teri Dresler; Aaron Bretz (alt.)	Caroline Bauman, Executive Director, ecdev@orcoast.com, http://www.coastbusiness.info/, 541-961-3837, 541-265-4544, (M) 541-961-3837	
9 <b>GREATER NEWPORT CHAMBER OF COMMERCE (NCOC)</b> <sup>1</sup>	\$305.00	Teri Dresler	Patti Ferry, Interim Director, Greater Newport Chamber of Commerce, patti@newportchamber.com, 541-265-8801	
10 <b>MIDCOAST WATERSHEDS COUNCIL</b>	\$245.00	Jim Burke	23 Oregon Coast Hwy, Newport, OR 97365 Phone: (541) 265-9195	
11 <b>NEWPORT CITY COUNCIL</b>	\$0.00	Stewart Lamerdin; Sara Skamsner (alt.)	169 SW Coast Hwy, Newport, OR, 97365, Spencer Nebel, City Manager, 541-574-0601, s.nebel@newportoregon.gov, Peggy Hawker, City Recorder, 541-574-0613, p.hawker@newportoregon.gov., http://www.newportoregon.gov/citygov/mayorcouncil.asp	

<sup>1</sup> paid/mandated membership<sup>4</sup> paid professional organization<sup>2</sup> must be elected Commissioner<sup>5</sup> paid via SDAO membership

	<b>Organization</b>	<b>Fee</b>	<b>Liaison(s)</b>	<b>Contact Information</b>
12	<b>OCEAN POLICY ADVISORY COUNCIL (OPAC)</b>	\$0.00	Walter Chuck	Andy Lanier, andy.lanier@state.or.us, 503-934-0072, 635 Capitol St. NE, Suite 150 Salem 97301-2540
13	<b>OREGON COASTAL ZONE MANAGEMENT ASSOCIATION (OCZMA)</b> <sup>1 &amp; 2</sup>	\$800.00	Walter Chuck; Aaron Bretz (alt.) alternate may be Staff	Onno Husing, ohusing@co.lincoln.or.us, (541) 265-4779 OCZMA P.O. Box 1033; 313 SW 2nd, Suite C, Newport, Oregon 97365, www.oczma.org/ Oregon Coastal Zone Management Association (OCZMA) 1201 Court Street NE, Suite 300 Salem, OR 97301 503.265.8918 info@oczma.org Telephone: 541-265-8918; 541-265-6651 Fax: 541-265-5241
14	<b>OREGON ECONOMIC DEVELOPMENT ASSOCIATION (OEDA)</b>	\$250.00	Teri Dresler	Avery Pickard, Executive Director, director@oeda.biz, www.oeda.biz, 867 Liberty Street NE, Salem, OR 97301, info@oeda.biz, 503-597-0094
15	<b>OREGON PUBLIC PORTS ASSOCIATION (OPPA)</b> <sup>1 &amp; 5</sup>	\$0.00	Teri Dresler; Aaron Bretz (alt.)	Mark Landauer, Executive Director, <a href="mailto:mlandauer@sdao.com">mlandauer@sdao.com</a> , <a href="http://mark@oregonports.com">mark@oregonports.com</a> , (800) 285-5461, (M) (503) 896-2338, www.oregonports.com
16	<b>PACIFIC COAST CONGRESS OF HARBORMASTERS AND PORT MANAGERS (PCCHPM)</b> <sup>4</sup>	\$285.00	Kent Gibson	Cheryl and Cliff Maynard, info@pccharbormasters.org, 800-236-0748, Cliff mailto:clmaynard2@msn.com, (M) (360) 239-7580, Cheryl 360.239.3805, 120 State Avenue PMB 231 Olympia, WA 98501, <a href="http://pccharbormasters.org/http://pccharbormasters.org/">http://pccharbormasters.org/http://pccharbormasters.org/</a>
17	<b>PACIFIC NORTHWEST WATERWAYS ASSOCIATION (PNWA)</b> <sup>1</sup>	\$7,610.00	Teri Dresler; Aaron Bretz (alt.)	Heather Stebbings, heather.stebbing@pnwa.net, (W) (503) 234-8553 (M) (503) 307-3776, www.pnwa.net
18	<b>SPECIAL DISTRICTS ASSOCIATION OF OREGON (SDAO)</b> <sup>1</sup>	\$10,791.52	Teri Dresler	Bill Anderson, Senior Consultant, anderswl@centurytel.net, (M) (503) 349-6406; Mark Landauer, Government Affairs Department, mlandauer@sdao.com, mark@oregonports.com, (800) 285-5461, (M) (503) 896-2338, memberservices@sdao.com
19	<b>WESTERN FISHBOAT OWNERS ASSOCIATION</b>	\$100.00	Aaron Bretz	Wayne Heikkila, wfoa@charter.net, Pacificbacore.com, 530-229-1097, PO Box 992723, Redding, CA 96099; 3779 Sunglow Dr, Redding CA 96001.
20	<b>YAQUINA BAY ECONOMIC FOUNDATION (YBEF)</b> <sup>1</sup>	\$300.00	Teri Dresler; Aaron Bretz (alt.)	Kaety Jacobson, Oregon Sea Grant Extension Office, 541-574-6534 Ext 57457, kaety.jacobson@oregonstate.edu

<sup>1</sup> paid/mandated membership<sup>2</sup> must be elected Commissioner<sup>4</sup> paid professional organization<sup>5</sup> paid via SDAO membership



## FINANCE DEPARTMENT MONTHLY REPORT

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**DATE:** September 25, 2018  
**PERIOD:** July and August 2018  
**TO:** Teri Dresler, Interim General Manager  
**ISSUED BY:** Mark Harris, Accounting Supervisor

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### **OVERVIEW**

Financial reports as of July 31 and August 31, 2018 have been included. All routine month-end close and reporting tasks are up to date.

The requested financial analysis of June 2018 fiscal year-end balances should be completed in mid-October. The analysis will be emailed to the Board of Commissioners for review. Questions can then be answered at the October regular commission meeting.

On September 14, the Port received the FY 2017-18 audit engagement letter from Grimstad & Associates for Commission approval along with an initial request for financial records. The Finance Department, with the help of Todd Kimball, should complete its audit preparation tasks by mid-October.

Todd completed a review of the classification of restricted and unrestricted cash balances in the Port's accounting records. He and I adjusted several accounts to their correct classification. He also reviewed the Port's numerous bank accounts and the interest rates being offered on each respectively. The current average APY earned on the majority of the Port's cash which is deposited at Oregon Coast Bank is .40%. By comparison, the current rate offered on public funds deposited in the Oregon Local Government Investment Pool is 2.25%.

Todd and I met with Fred Postlewait, CEO of Oregon Coast Bank and discussed the current interest rates. Mr. Postlewait agreed to match the 2.25% offered by State on Port funds deposited in a money market account. This will result in a projected increase in interest revenue of around \$140,000 a year.

We plan to meet with Umpqua Bank and Columbia Bank to have a similar conversation about interest rates.

###





## DIRECTOR OF OPERATIONS REPORT

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**DATE:** 9/18/2018  
**PERIOD:** August 2018 – September  
**TO:** 2018 Teri Dresler, Interim GM  
**ISSUED BY:** Aaron Bretz

### **OVERVIEW DIROPS**

#### **Summary:**

This month's activity at the Hoist Dock continues to outpace the same time period from last year to an improved tuna season. Forklift usage was up by 91%, and moorage time has increased from August of 2017 by 45%. South Beach has remained busy over the Month of August, and the RV Park continues to be above the capacity levels of last year. Among other things, I have been working on requests for proposals and quotes for various projects, and have been monitoring performance on the PD5 Pier plans and installation of the Fire/Burglary system at the NIT building. We had a site meeting at NOAA MOC-P with contractors who will be bidding for dredging this winter. It appears that we will have more contractors bidding than in 2016; we used ORPIN to post the job this time, which resulted in a much wider distribution of the opportunity. I've continued to work with Rondys toward an amended lease. The main issue this month has been trying to make a plan for the sorting of fill material that Rondys plans to purchase from the Port's 9 acre lot.

#### **Detail:**

- **Port Dock 5 Pier**

I provided electrical load data to OBEC that I acquired from PUD. We are considering installation of larger conduit under the dock to accommodate 50 amp service in the future. Adding 50 amp upgrades to this project now would be outside the budget, but we may be able to get the conduit in place so that the lines can be pulled later on.

Particularly on 5B and 5C, we have tripped breakers occasionally during the winter when multiple boats were pumping on crab; we also field regular requests to upgrade to 50 amp service. Incidentally, all the power pedestals on the docks are aged and in need of replacement, but again, that will not be part of the Pier project.

We conducted a preliminary evaluation of the boardwalk structure to try and see if we could save some of the cost associated with getting the materials on site by transporting them over the boardwalk instead of barging them in. Given the loads that we would be passing over the boardwalk, that plan is not feasible; we plan for delivery of the material to the site by barge.

#### Timeline for PD5 Engineering:

02SEP: Production of plans began

19SEP: OBEC Electrical Engineers Visited

19OCT: OBEC Q&A begins

Timeline for PD5 Engineering (cont.):

09NOV: Final draft submitted to the Port

14DEC: Pending approval by the Port, submit to building dept.

- **Rogue Seawall Evaluation**

BergerABAM will be visiting the site with Geotechnical Resources, INC. (GRI) on October 8 to begin gathering data for the evaluation

- **NOAA Maintenance Dredging**

We conducted the job walk with interested contractors for dredging this winter. I expect to be able to submit a recommended selection for maintenance dredging at the next winter.

- **Rondys Lease**

We negotiated the indemnity clause for the lease amendment, and we are awaiting a final draft from their lawyer. We have an agreement in principle regarding the disposition of Port dredge material on their land, which I reported last meeting. Rondys has indicated that they would likely need additional material, and would like to be able to get access to some of the material on the Port's 9 acres.

Unfortunately, the material on the Port's property was not sorted when it was placed and it is a mixture of clean and otherwise useful material if it were sorted. Prior to Rondys (or anyone else) being able to use the material, it needs to be sorted and some of it needs to be crushed. We could pass this work to Rondys, but mixed material is not worth as much as sorted and categorized material. I prefer to maintain control over our property and progress this work in a way that ends in a 9 acre lot that is closer to development.

The entire property needs to be sorted and graded, and the material there needs to be classified in order to be marketable. The manner in which the material is currently placed on the Port's 9 acres devalues the property and devalues the material.

I have worked up a request for proposals that calls for contractors to submit a conceptual plan to bring a portable grinder to the Port Property at McLean Point, and sort, categorize, and then stockpile our material on our lot. We can perform this work under a 1200CA permit that the Port has maintained under the Port's name for about 15 years. Wetlands delineation on McLean Point was completed by Rondys and the Port prior to planning for the International Terminal Shipping Facility; Rondys has shared that delineation with the Port. We would use that delineation to prevent any impacts to existing wetlands, and the finished product would be a relatively flat 9 acre lot (with wetlands) that will contain categorized stockpiles of marketable material that we can sell to Rondys.

- **South Beach Boat Ramp**

We received word from the Oregon State Marine Board that there were some complaints about the dropoff at the bottom of the boat ramp at low tide. I got some information about the acceptance process on the work at the boat ramp (which was done by OSMB because their grant funding was what paid for the project), and took a look at the as-built plans for the boat ramp. The plans called for class 700 riprap to be installed to protect the "toe" of the boat ramp from pleasure craft using power to push onto trailers.

To investigate the current state of the boat ramp, we hired a diver to take a video along the boat ramp. I've attached some screen shots from the video. It appears to me that class 700 riprap was not installed. In either case, there will be some work required to shore up the toe of the boat ramp, and prevent trailers from getting stuck at low tides.



- **Fire/Burg System at Terminal Building**

Installation is taking place during the week of September 17th.

- **Maintenance Crew**

The Maintenance Crew has been rebuilding the steering and undercarriage equipment on 22 dumpsters in South Beach. They have been fabricating replacement assemblies for the steering components. The crew helped the NOAA Maintenance Supervisor repair two camels that had broken free. They spent two days working through Port Dock 7 repairing planks and cleaning up to prepare for the winter, and spent time in South Beach designing and fabricating a repair for the landing float on "A" Dock.

**International Terminal – Don Moon, Superintendent**

**Billable Services Performed this Period (August)**

- Forklift – Hrs 34                       Moorage – 31D
- 30 Ton Hydraulic Crane – Hrs 39.5     Hoist Dock Tie Up – Hrs 62.5
- Labor – Hrs 39.5                       120V power – 0
- Other (Net Work) – 0                       208V power – 19D

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

- Completed  In Progress Expansion of west gravel lot
- Completed  In Progress Expansion of property behind FWT
- Completed  In Progress clean-up of Hall property in progress
- Completed  In Progress painting crane
- Completed  in Progress Hard wiring for fire alarm and security system.

**Commercial Marina – Kent Gibson, Harbormaster**

**Billable Services Performed this Period:**

- Forklift – 166.5Hrs                       Hoist Dock Crane(s) - 8Hrs
- 30 Ton Hydraulic Crane - Enter #.Hrs                       Dock Tie Up – 267.75Hrs
- Launch Tickets - Enter #. passes sold                       Other (Labor) – Hrs

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

Completed In Progress **Repaired rotten railing along Port Dock 3 approach and replaced mesh fencing. Installed new “register your vessel” sign at the top of Dock 3**

Completed In Progress [Click here to enter text.](#)

Completed In Progress [Click here to enter text.](#)

Completed In Progress [Click here to enter text.](#)

Completed In Progress [Click here to enter text.](#)

Completed In Progress

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

***Had our annual crane inspection at the hoist dock and Terminals. All hoists passed inspection.***

***Forklift and tie up time were almost identical to last months usage. Compared to August 2017, usage was up 91% for forklift, and 45% up for tie up time at the hoist dock.***

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

**Special Projects:**

Completed In Progress **NOAA Pier Dredging: Conducted site visit meetings with potential bidders.**

**Other:**

Vessels Using the Facility Since My Last Report – NOAA vessel Bell M. Shimada, ACOE Dredge Yaquina.

For 2018, over 1300 passengers have crossed the bar on vessels using the NOAA wharf.

Office Occupancy Admin Building – 65 Work Stations Total, 48 Occupied

Warehouse Bldg. – 23 Work Stations Total, 10 Occupied

Occupancy Rate – 66%

Annual inspection and service of HVAC systems with Coastal Refrigeration.

Annual inspection and service of warehouse roll-up doors with Overhead Door Co. of Salem.

Annual service and inspection of the emergency generator by ABL Mobile Repair.

Placed motion-activated sprinklers on the pier to try to control seagulls. They seem promising and I have ordered more.

Annual inspection and service of battery back-up systems in the office building, warehouse, and on the pier with M.C. Dean, Inc.

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

Launch Tickets 1,820 passes sold in August

**We have awarded a contract to Coast Range and Equipment to install two new pumps for the marina sewer lift station**

I'm waiting on two more quotes on the siding job on the Spirits house and central restroom.

We have the solenoid valve replacement on the fuel dock on the consent calendar.

The maintenance crew has been repairing the steering arms on our towable dumpsters.

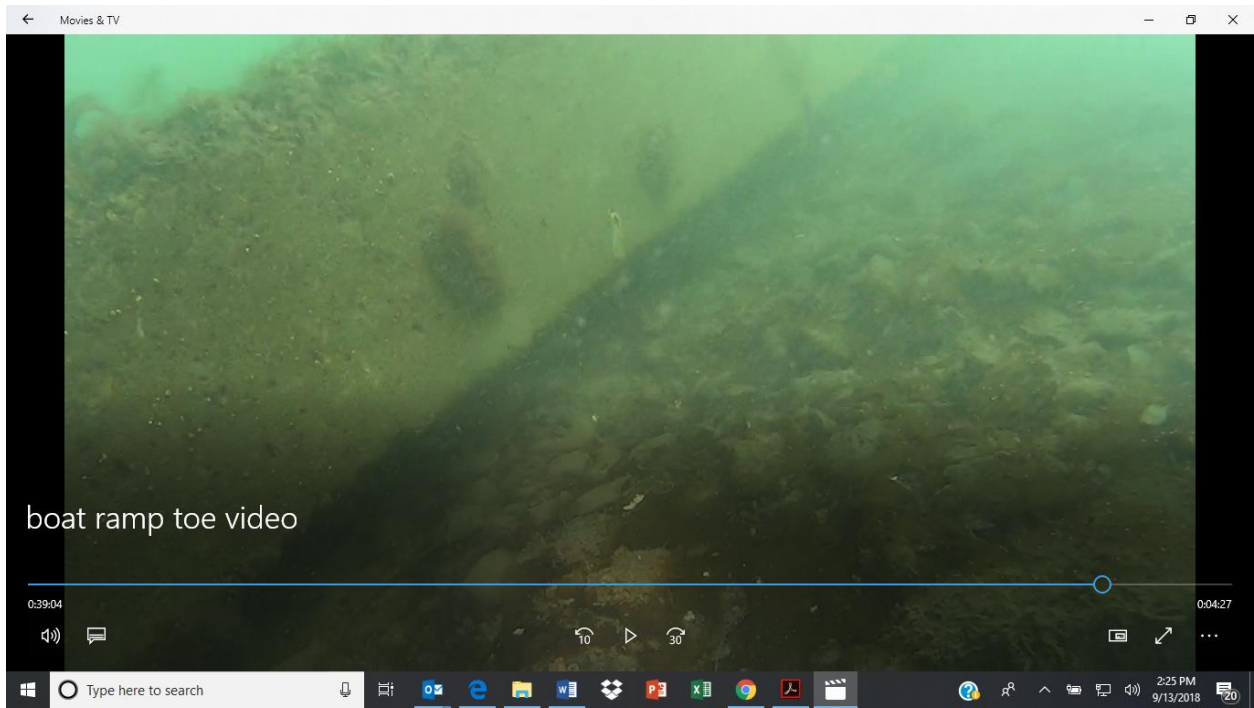
The maintenance crew has designed a fix for the landing float at the bottom of A- dock.

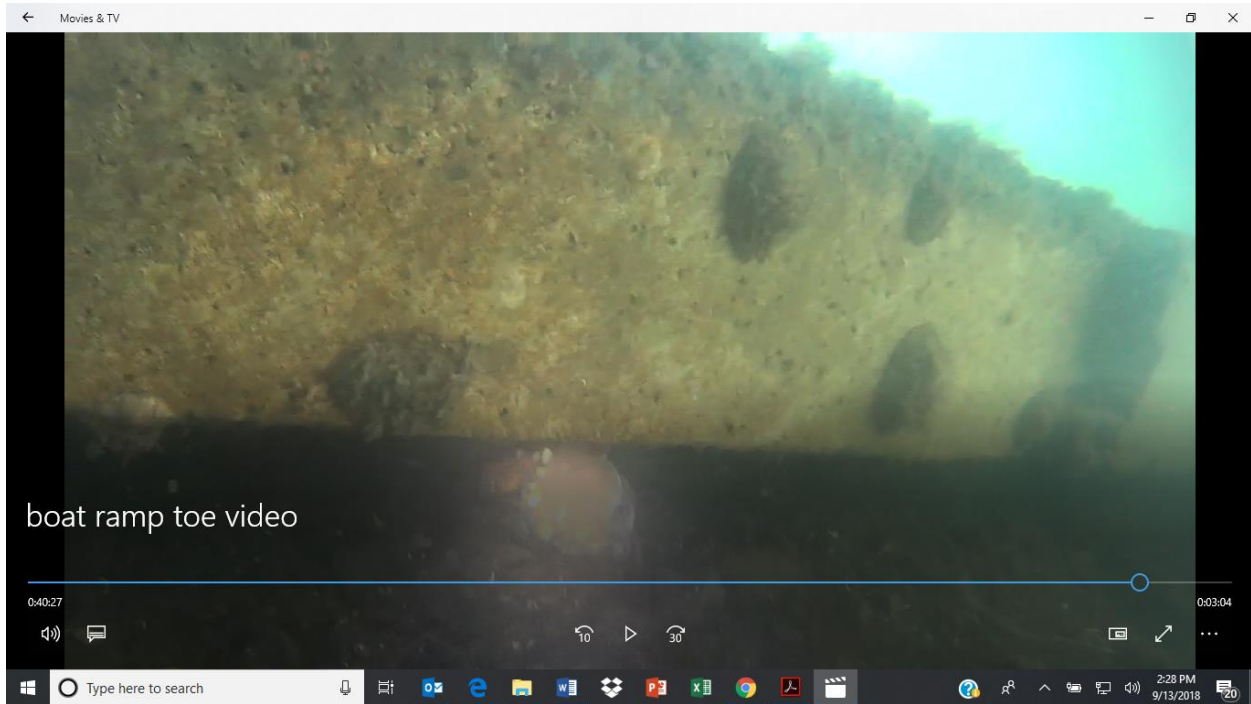
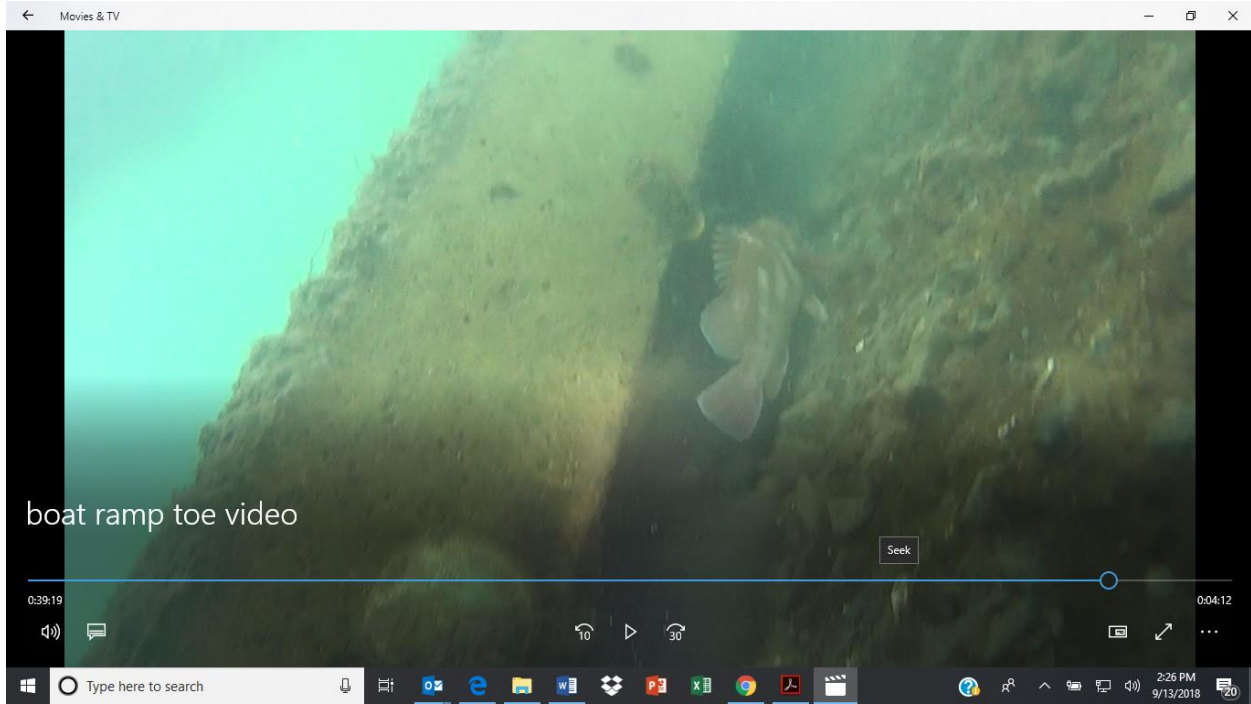
Had a diver shoot video of the toe of the launch ramp and it is in bad shape and needs to be fixed.

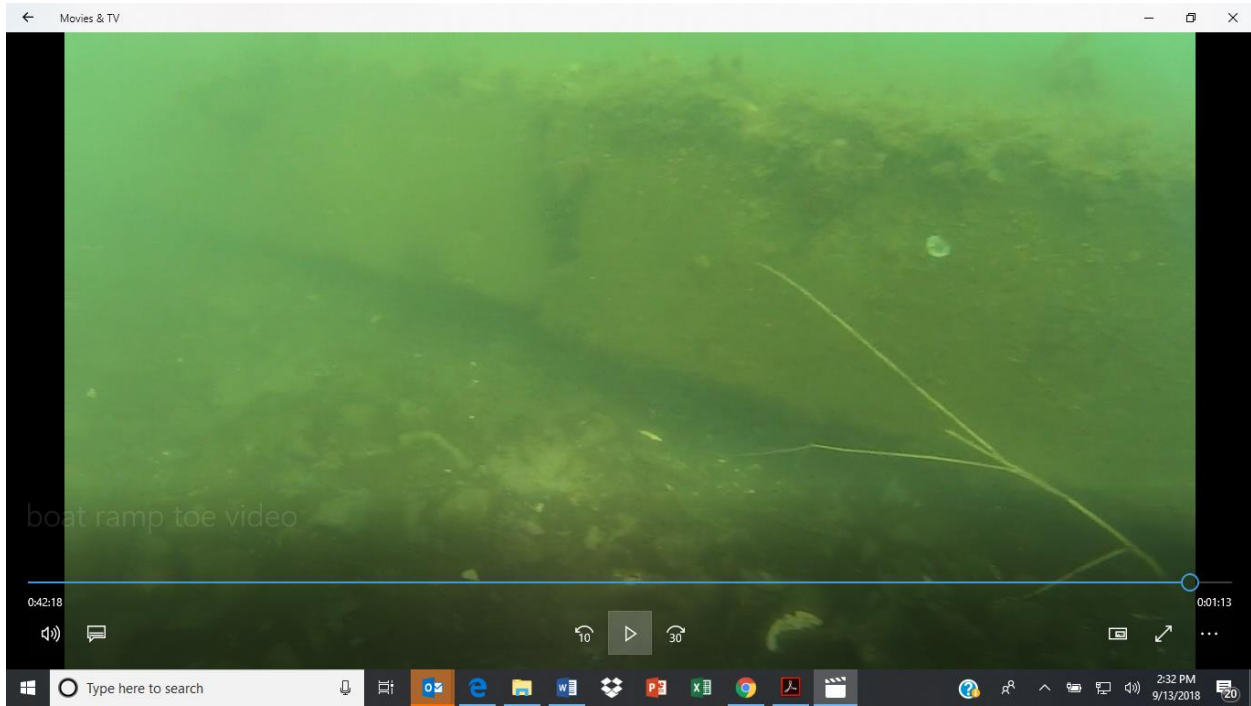
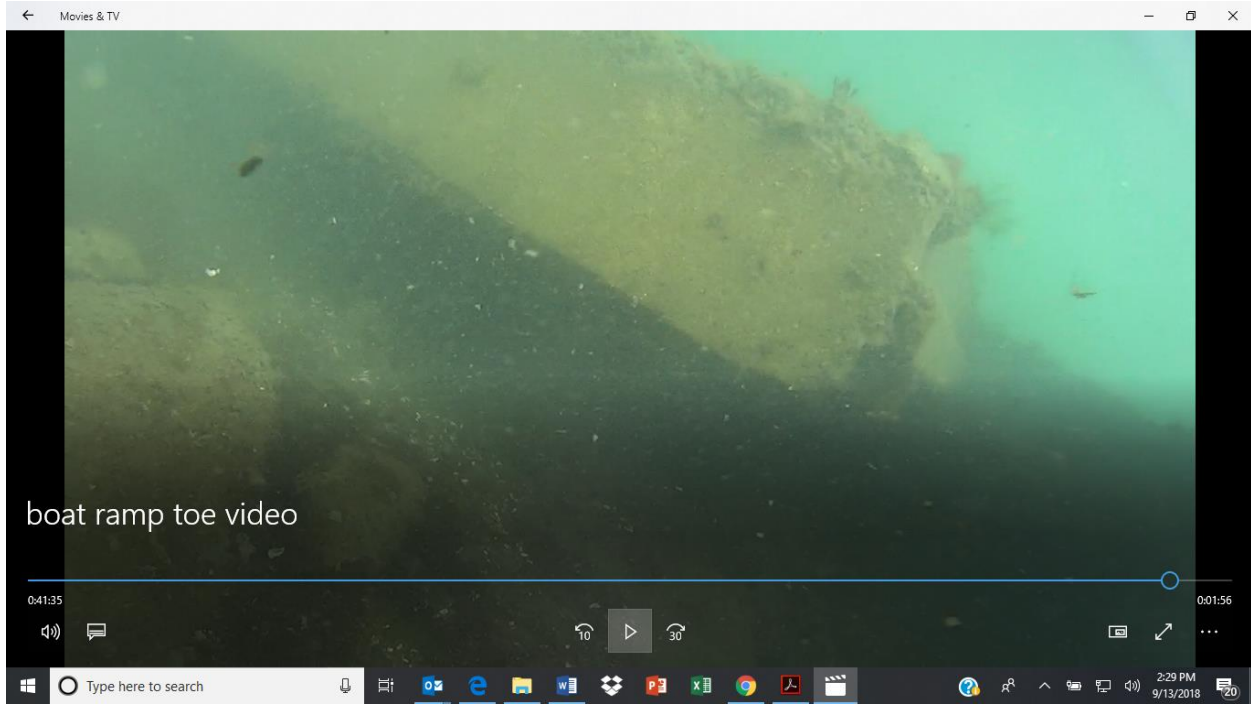
**Volunteer Work Crews- The Mates**

- Assisted with Oregon Sea Grant "Shop at the Dock" events















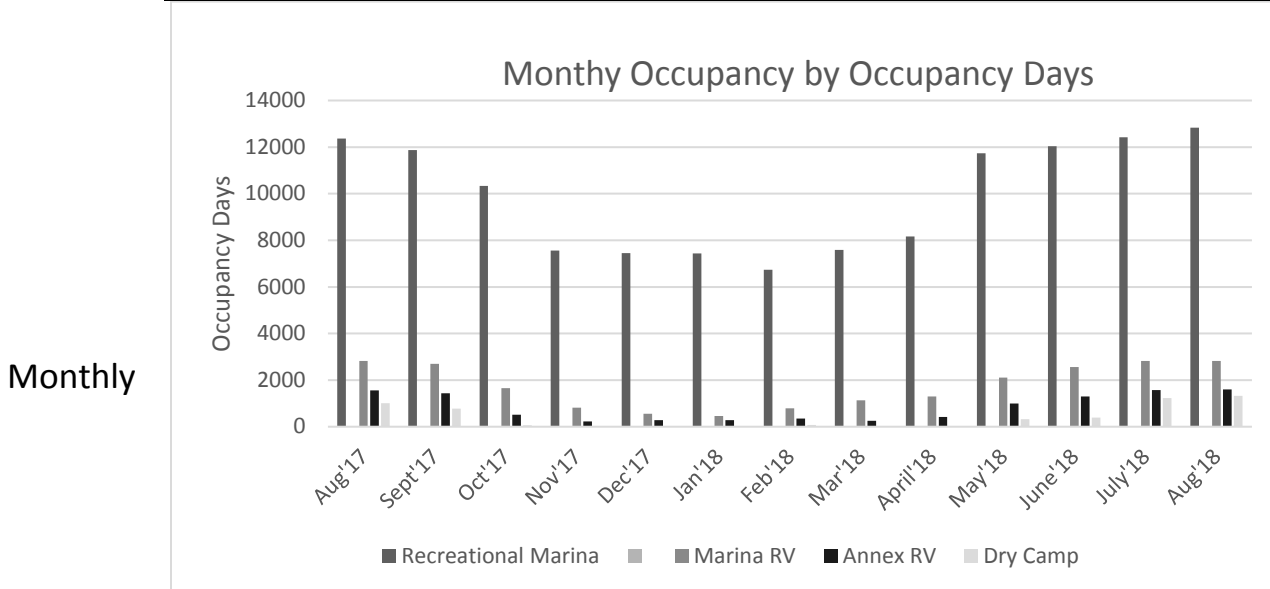
## RV PARK & RECREATIONAL MARINA OCCUPANCY REPORT

**DATE:** *6 August 2018*  
**RE:** *Month Ending 31 August 2018*  
**TO:** *Aaron Bretz, Director of Operations*  
**ISSUED BY:** *Bill Hewitt, RV Park Supervisor*

The South Beach operation continues to run on all four cylinders with August 2018 besting August 2017 in all four categories. The year to date numbers are also ahead of last year, also in all four categories. September will be busy with halibut and salmon fishing dates, along with crabbing. We have quite a few groups coming in September and October. We will start to see things slow down about half way through October. October 1, we will open up next years' reservations for a month or longer. Last year we booked roughly 250,000 dollars' worth of reservations on that day. The entire staff will be here that day to get 2019 off to a strong start.

### OCCUPANCY DAYS MONTH & YTD

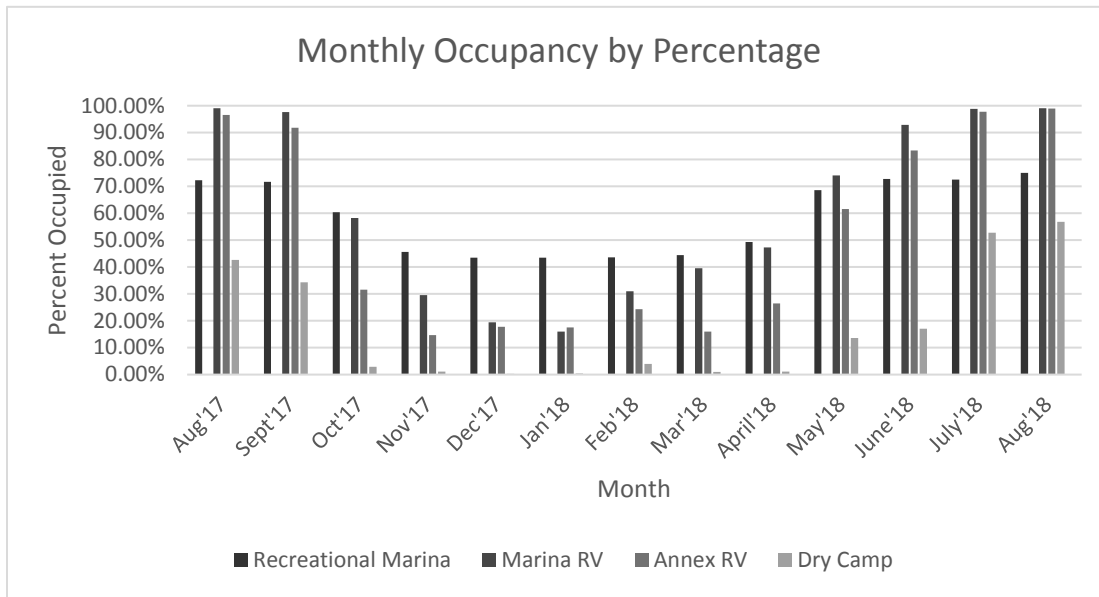
Aug'18	2017	2018	Change	YTD2017	YTD2018	Change
<b>Recreational Marina</b>	12413	12837	3.41%	76133	78987	3.75%
<b>Marina RV</b>	2824	2826	0.07%	12915	13995	8.36%
<b>Annex RV</b>	1556	1595	2.51%	6274	6769	7.89%
<b>Dry Camp</b>	<b>1003</b>	<b>1322</b>	<b>31.80%</b>	<b>2573</b>	<b>3389</b>	<b>31.71%</b>





**OCCUPANCY PERCENT MONTH & YTD**

Aug'18	2017	2018	Change	YTD2017	YTD2018	Change
<b>Recreational Marina</b>	72.54%	75.02%	2.48%	56.76%	58.89%	2.13%
<b>Marina RV</b>	99.02%	99.09%	0.07%	57.76%	62.60%	4.84%
<b>Annex RV</b>	96.52%	98.94%	2.42%	49.65%	53.56%	3.91%
<b>Dry Camp</b>	<b>42.57%</b>	<b>56.85%</b>	<b>14.28%</b>	13.75%	<b>18.59%</b>	<b>4.84%</b>





## **GENERAL MANAGER'S REPORT**

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**DATE:** September 19, 2018  
**PERIOD:** August 27, 2018 – Sept. 19, 2018  
**TO:** Port Commissioners  
**ISSUED BY:** Teri Dresler, Interim General Manager

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### **OVERVIEW:**

Walking tours of all Port property and facilities completed. This provided an opportunity to meet staff, and hear from supervisors their perspective on the work they do and our facilities.

Staff leadership and management of day to day business operations has been an important focus of my time. As I learn more about the Port overall, I will be making management decisions to improve efficiencies and support staff development.

I reinstated monthly area staff meetings to facilitate information sharing and allow me to continue to gain input from staff who I do not see on a daily basis.

Review of policy and procedure documents has revealed the need to either update or develop a variety of documents. Human resource related documents (personnel manual) are first on the to-do list. Time critical work in this area regarding the new Oregon Pay Equity law. I am working with SDAO's human resource manager and their consultant HR Answers on these issues.

Strategic Business Plan and Capital Facilities Plan Update proposal deadline was extended to noon on September 19<sup>th</sup>. Two valid proposals were received and evaluation of those proposals will be completed promptly.

Relationship building and networking is a primary focus locally with community organizations, customers and stakeholders, and elected officials on the local, state and national level.

I am working with Newport City Manager Spencer Nebel to schedule a Port Commission/City Council joint work session in November following the election and prior to the Thanksgiving holiday.

Aaron and I will attend the Oregon Public Ports Association annual meeting in Coos Bay the first week in October where other Oregon port managers will be in attendance as well as elected officials from the coastal caucus. A capital projects list funding request for PD 5 was submitted to OPPA.

**REMINDERS:**

Port End of Summer Staff/Mates/Commissioner BBQ, Thursday, Sept. 27, 3 – 5 pm, South Beach Activities Room.

Upcoming conferences and meetings on the calendar, links listed, information next to your packets.



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 Recreational Marina Marina/RV Park – 2120 S.E. Marine Science Dr. / (541) 867-3321  
 International Terminal – 1510 S.E. Bay Blvd. / (541) 265-9651

**PORT OF NEWPORT  
 COMMERCIAL MARINA, INTERNATIONAL TERMINAL,  
 RECREATIONAL MARINA AND  
 RV PARK RATES**

**SERVICE RATES ..... PAGE 1**

**COMMERCIAL MARINA (BAY FRONT) CHARGES ..... PAGE 3**

**INTERNATIONAL TERMINAL CHARGES ..... PAGE 4**

**RECREATIONAL MARINA (SOUTH BEACH) CHARGES ..... PAGE 5**

**RECREATIONAL VEHICLE PARK FEES ..... PAGE 5**

**CIVIL PENALTIES ..... PAGE 7**

**ADMINISTRATIVE FEES ..... PAGE 7**

**INSURANCE CERTIFICATE LIMITS ..... PAGE 9**

**RETAIL SALES, GIFT CERTIFICATES, PROMOTIONS, SPONSORSHIPS  
 AND SUNDRIES ..... PAGE 9**

**RECREATIONAL 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, 2018. Port owned equipment to be operated by port personnel. Rates are per hour, 1 hour minimum, in 15 minute increments, unless otherwise noted. Overtime labor or emergency call out labor are an additional charge.

- A. Forklift. Includes equipment and labor
  - 1. Small. Toyotas.
    - a. per hour ..... \$68.75
  - 2. Large. All at International Terminal (IT).
    - a. per hour ..... \$88.00
- B. Hoist Docks. Tie up fee, per hour. Includes use of hoist.
  - 1. one hour minimum, up to 3hrs ..... \$41.00
  - 2. after 3 hours ..... \$49.00
- C. Hoist Dock Cranes. In addition to hoist dock rate.
  - 1. Large Capacity. Includes equipment and labor.
    - a. per hour ..... \$100.00
  - 2. Launch Sail Boats. Includes recovery, per launch ..... \$47.00
- D. Service Docks.
  - 1. Swede’s Dock. In addition to moorage.
    - Per day, per linear foot (double transient rate) ..... 1.04
- E. City Water .....city rate + 5% administration fee
- F. Fuel Surcharge. International Terminal only. Per gallon ..... \$0.034



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- G. Electricity. Swede’s Dock, Dock 1, and IT. Per day charge.
  - 1. 208/220 v, single phase & 208 v three phase ..... \$16.75
  - 2. 120v, IT ..... \$7.25
  - 3. PD 7 Service Dock, 110v pumps ..... \$7.25
  - 4. PD 7 Yard Charge, trucks ..... \$12.75
- H. Hydraulic Crane. Includes equipment and labor. 30 ton capacity, per hour,
  - 1 hour minimum ..... \$202.00
- I. Personnel Lift. In addition to labor rate..... Local rental cost + 5% administration fee
- J. Pump/Line Service. Includes one Port employee only. Additional staff required will be billed at the established hourly labor rate. Per hour ..... \$65.00
- K. Storage.
  - 1. Outside Lot Storage.
    - a. per square foot, monthly charge ..... \$0.24
    - b. minimum monthly charge ..... \$24.00
    - c. boat trailer only, per night ..... \$2.65
    - d. boat on trailer, per night, 10 days limit ..... \$8.50
  - 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).
    - 1<sup>st</sup> day free. Each additional day..... \$30.00
    - Charge for improper use of parking lot (i.e. boat repair), per day..... \$24.00
- L. Net & Gear Maintenance. 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 ..... \$21.00
  - 2. Terminal Lot, per day. (7 calendar days max) ..... \$21.00
  - 3. Recreational Marina, per day ..... \$21.00
- M. Work Barge.
  - 1. Work Boat, per hour. Includes equipment and labor. .... \$194.00
  - 2. Wood Barge, per day (work boat extra) In addition to labor rate ..... \$26.00
  - 3. Skiff, per hour. Includes equipment and labor ..... \$70.50
- N. Clean-up. Fees will be charged for each man-hour at the established labor. Equipment charges are extra.
  - 1. Oil Spills, per hour (HAZWOPER trained staff) ..... \$102.00
- O. Disposal Fees.
  - 1. Just Oil, per gallon ..... \$0.52
  - 2. Oil-Water Mix, per gallon ..... \$1.05
  - 3. Net Disposal and/or Related Gear, per pound..... \$0.19
  - 4. Garbage, per pound..... \$0.16
- P. Port Labor. Includes all staff and fully burdened. Per hour, one hour minimum, In 15 minute increments.
  - 1. Regular Hours ..... \$56.00
  - 2. Overtime. Any services required outside the established working hours, unless otherwise posted. .... \$84.00
  - 3. Emergency Call-out. Any services requiring a port employee not currently on duty to report to duty after hours..... \$106.00
- Q. Pallet Charge. Any Port owned pallet leaving yard, each ..... \$6.50
- R. Dredge Spoils. Includes state fees; may be waived for other public agencies
  - Per cubic yard ..... \$2.65



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S. Keys/Cards.

1. South Beach Facilities. Cards.
  - a. Original (1<sup>st</sup> one) ..... free
  - b. Replacement/additional (each) ..... \$6.50
2. Bay Front Facilities. Keys.
  - a. original/first one ..... \$18.00
  - b. replacement/additional ..... \$32.00

**Section 2. Commercial Marina (Bay Front) Charges.** (Port Docks 1, 3, 5 and 7). Rates Effective July 1, 2018.

A. Moorage. Per linear foot.

1. Daily (transient) ..... \$0.52
2. Weekly, to be paid in advance ..... \$5.00
3. Calendar Month, to be paid in advance ..... \$9.50
4. Semi-Annual, to be paid in advance ..... \$35.00
5. Annual, to be paid in advance ..... \$46.00

B. Parking Permits. To be paid in advance. (Will be prorated monthly for existing permit holders.)

1. Commercial Fishermen only.
  - Annual: January - December ..... \$23.00
2. Public Parking. Limited availability. Assigned. To be paid in advance
  - a. Quarterly: Jan - Mar, Apr - Jun, Jul - Sep, or Oct - Dec ..... \$325.00
  - b. Semi-Annual: January - June or July - December ..... \$520.00
  - c. Annual: January - December ..... \$780.00



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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. <u>Port Security Fee.</u> (§I.13). Per day .....	\$895.00
B. <u>Materials &amp; Supplies.</u> (§I.31). .....	Cost plus 25%
C. <u>Dockage Charges.</u> (§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. <u>Service and Facility Charges.</u> (§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. <u>Wharfage Assessment.</u> (§III.6). Minimum charge for any single bill of lading .....	\$10.00
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
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. <u>Cargo Staging Area.</u> (§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. <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
2. 4 men .....	\$1,061-\$1,317
3. 6 men .....	\$1,575-\$1,973
4. 8 men .....	\$2,153-\$2,631





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**Section 4. Recreational Marina (South Beach) Charges.** Per linear foot. All charges for greater length between dock and boat, except for F-Dock which is boat length only. Rates effective October 1, 2018. \*See appendix A for calculated rates based on length.

- A. Moorage. Per linear foot.
  - 1. Daily ..... \$0.80
  - 2. Weekly ..... \$5.00
  - 3. Calendar Month ..... \$12.00
  - 4. Semi-Annual – to be paid in advance ..... \$40.00
  - 5. Annual – to be paid in advance..... \$60.00
  - 6. Cancellation Fee – Semi-Annual or Annual Moorage
    - a. 30 days or more before check-in date..... \$53.00
    - b. Less than 30 days before check-in, or early check-out..... \$105.00
  - 7. Electrical Surcharge, per extra plug on dock.
    - a. Weekly..... \$30.00
    - b. Monthly..... \$120.00
  - 8. Live aboard, by written agreement only. Monthly rate by person.
    - a. Each person ..... \$80.00
- B. South Beach Charter Rates.
  - 1. Annual Charter Operating Fee..... \$350.00
  - 2. Annual Charter Moorage, per linear foot, if meeting the requirements of Resolution 2015-08 Section 3..... \$50.00
- C. Dock Box.
  - 1. Purchase ..... \$375.00
- D. Electrical Upgrade. From 20 to 30 amp. One-time ..... \$75.00
- E. Service Fee Reimbursement. For electric pedestal amperage overloads  
May be charged at actual cost to the Port + 5.0% Admin. Fee ..... \$100.00
- F. Line Replacement. Per foot, per time ..... \$1.50
- G. Launch Fee.
  - 1. Daily ..... \$10.00
  - 2. Annual
    - a. Resident ..... \$70.00
    - b. Resident Senior (60+) ..... \$50.00
    - c. Non-resident ..... \$100.00
    - d. Non-resident Senior (60+) ..... \$85.00
    - e. Military Veterans, Disabled, Retired or Active Duty; with ID proof ..... \$50.00

**Section 5. Recreational Vehicle Park Fees.** Rates effective October 1, 2018. Applicable state and municipal lodging tax will be an additional charge.

- 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, 4<sup>th</sup> of July..... \$20.00
  - 2. Seafood & Wine Festival, Marina & Annex RV Parks..... \$50.00
  - 3. Seafood & Wine Festival, Dry Camping..... \$20.00
  - 4. Other Special Events .....varies
- B. Peak Season (Summer). April 1 – October 31. Base rate before taxes.
  - 1. All Marina Park Sites
    - a. Daily
      - Regular ..... \$50.00
      - Good Sam OR Military Veterans, Disabled, Retired or Active Duty; with ID proof (not both) ..... \$45.00
    - b. Monthly ..... \$900.00



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2.	The Annex	
a.	Daily .....	\$38.00
b.	Monthly .....	\$750.00
3.	Dry Camping, daily.....	\$27.00
C.	<u>Off Season (Winter). November 1 – March 31.</u>	
1.	All Marina Park Sites	
a.	Daily	
•	Regular .....	\$43.00
•	Good Sam OR Military Veterans, Disabled, Retired or Active Duty; with ID proof (not both) .....	\$38.70
b.	Monthly .....	\$800.00
2.	The Annex	
a.	Daily .....	\$37.00
b.	Monthly .....	\$750.00
3.	Dry Camping, daily.....	\$25.00
D.	<u>South Beach Meeting Room.</u> Must be pre-arranged and authorized. Keys must be obtained and returned. Certain waivers by management	
1.	1/3 Day (morning, afternoon or evening).....	\$40.00
2.	Full Day.....	\$100.00
E.	<u>Pet Fee.</u> Charged additionally; 3 pet limit.	
1.	Daily. First pet free; each additional .....	\$4.00
2.	Weekly. First pet free; each additional .....	\$11.00
3.	Monthly. Charge per pet including first .....	\$11.00
F.	<u>Individual Fee.</u> First two people free; each additional person charged.	
1.	Daily .....	\$4.00
2.	Monthly.....	\$42.00
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 .....	\$10.00
2.	Monthly.....	\$50.00
H.	<u>Reservation Deposit.</u> Payable at booking. Deposit will be applied to actual stay, subject to cancellation fee if applicable.	
1.	Daily .....	first night's rate
2.	Monthly.....	first month's rate
I.	<u>Cancellation Fee.</u>	
1.	Daily reservation, except holiday or special event.	
a.	72 hours or more before check-in date .....	\$15.00
b.	Less than 72 hours before check-in date .....	first night's rate
2.	Daily reservation, holiday or special event other than Seafood & Wine Festival.	
a.	14 days or more before check-in date.....	\$15.00
b.	Fewer than 14 days before check-in date .....	first night's rate
3.	Monthly reservations.	
a.	30 days or more before check-in date.....	\$53.00
b.	Less than 30 days before check-in, or early check-out.....	\$105.00
4.	Seafood & Wine Festival. All cancellations are charged for a 2-night's rate. No grace period.	
J.	<u>Laundry Machines.</u> Per load.....	\$2.00
K.	<u>Showers</u>	
1.	Marina RV Park and Annex RV Sites .....	free
2.	Marina Slips & Dry Camping, per 5 minutes .....	\$1.50



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 International Terminal – 1510 S.E. Bay Blvd. / (541) 265-9651

**Section 6. Civil Penalties.** Penalties found in PONFC (Sec. 7.4(a)). Paid in full. Effective July 1, 2018.

A. <u>Class A Violation</u>	
1. 0-14 days, per day .....	\$315.00
2. 15-29 days, per day .....	\$630.00
3. 30+ days, per day .....	\$1,050.00
B. <u>Class B Violation</u>	
1. 0-14 days, per day .....	\$158.00
2. 15-29 days, per day .....	\$315.00
3. 30+ days, per day .....	\$525.00
C. <u>Class C Violation</u>	
1. 0-14 days, per day .....	\$32.00
2. 15-29 days, per day .....	\$63.00
3. 30+ days, per day .....	\$105.00
D. <u>Class D Violation</u>	
1. 0-14 days, per day .....	\$16.00
2. 15-29 days, per day .....	\$32.00
3. 30+ days, per day .....	\$53.00
E. <u>Parking Violation.</u> Per event, both vehicles and trailers	
1. 0-10 days, paid within .....	\$42.00
2. 11-20 days, paid within .....	\$89.00
3. 21+ days .....	\$131.00
F. <u>Dumping Violation.</u> Per event .....	
	\$525.00

**Section 7. Administrative Fees.** Staff may require payment or deposit in advance of service. (ORS 192.440(4)(a)). Effective July 1, 2018.

A. <u>Public Records Request Fee Schedule</u>	
1. Copies of Public Records, per page .....	\$0.50
2. Copies of Nonstandard documents, per page .....	\$21.00
3. Copies of Sound Recordings (each) .....	\$12.00
B. <u>Research.</u> Written request required. Hourly rate, half hour minimum .....	
	\$53.00
C. <u>Computer Time.</u> Port operator. Hourly rate, half hour minimum .....	
	\$53.00
D. <u>Faxes/Emailing.</u> Per page.	
1. Local .....	\$1.10
2. Long Distance .....	\$2.00
3. Incoming .....	\$1.50
4. Copies .....	\$0.30
E. <u>Long Distance Phone Calls.</u> 5 minute maximum .....	
	\$2.50
F. <u>Lamination.</u> Per page, letter size .....	
	\$2.50
G. <u>Notice Posting.</u> For non-payment of lease or moorage .....	
	\$75.00
H. <u>Failure to Register.</u> For research related to unregistered boats .....	
	\$40.00
I. <u>International Terminal Meeting Room.</u> Must be pre-arranged and authorized.	
1. Half day .....	\$40.00
2. Full day .....	\$80.00
J. <u>Returned Check Fee.</u> Bank fees will be added .....	
	\$50.00
K. <u>Per Annum Interest Rate.</u> Applied to past due accounts .....	
	19%
L. <u>Impound Seizure Fee.</u>	
1. Vessel Impounding .....	\$850.00
2. Car/Truck/Trailer .....	\$125.00
3. Towing .....	Actual Cost + 5% Administration Fee



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M. <u>Process Fees</u>	
Any additional fees incurred by the Port as part of an eviction process.	
1. Notice.....	\$75.00
2. FED Complaint .....	\$250.00
3. Court Hearing .....	\$200.00
4. Writ of Execution .....	\$160.00
N. Special Use Permit Fee. GM has authority to adjust usage fee based upon non-profit status and other criteria	
1. Application Fee .....	\$110.00
2. Usage Fee, Number of Participants, Attendees, Contestants and Volunteers at Event	
a. 1-200 .....	\$420.00
b. 201-500 .....	\$683.00
c. 501-1000 .....	\$945.00
d. 1001-5000 .....	\$1,470.00
e. 5001-10,000 .....	\$1,995.00
f. 10,001-20,000 .....	\$2,520.00
g. More than 20,000 .....	\$5,250.00
3. Vendors, per each .....	\$50.00
4. Insurance Certificate Limits	
a. General Liability, per occurrence .....	\$2MM
b. General Liability, in aggregate .....	\$2MM
O. <u>Security</u> .....(TCB) costs reviewed and passed along to applicant + 5% administration cost	
P. <u>Background Check</u> .....	\$40.00
Q. <u>Credit Check</u> .....	\$40.00
R. Notary Fees (OAR 160-100-0410). Acknowledgement, Affidavit/Jurat, Oath/Affirmation, Witness/Attest .....	\$10.00



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**Section 8. Insurance Certificate Limits.** Effective July 1, 2018. 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.

- 1. Leases/Tenants 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)

Subject to periodic review by Insurance Agent, and subsequent changes by the Port of Newport Board of Commissioners

**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.