

PORT OF NEWPORT REGULAR MONTHLY COMMISSION MEETING AGENDA

Tuesday, 29 May 2018, 6:00 p.m.
South Beach Activities Room
2120 SE Marine Science Drive, Newport, OR 97365

- I. Call to Order
- II. Commissioner Changes to the Agenda
- III. Public Comment (3 minute limit per person)
- IV. Consent Calendar
 - A. Minutes
 - 1. Regular Commission Meeting 24 April 2018.....p 3
 - 2. Special Commission Meeting 7 May 2018.....p 9
 - B. Special Use Permits (Information Only)
 - 1. Yaquina Bay Yacht Club Summer Sailsticep 13
 - 2. Sea Scouts Rampart Recruitment Barbecuep 19
- V. Correspondence/Presentations
 - A. Don Matthews - Petition Regarding Tall Ships Visits
- VI. New Business
 - A. Special Districts Association of Oregon (SDAO); Board Practices Assessmentp 27
- VII. Old Business
 - A. Items Previously Removed from Consent Calendar
 - B. Resolution 2018-08 Authorization to Transfer Previously Appropriated Funds to Cover the Remaining Costs for the NOAA Recreational Access Floating Dock.....p 29
 - C. Awaiting Budget Committee Feedback
 - 1. Resolution 2018-07 Setting Rates, Fees & Chargesp 31
 - D. Candidate Applications for Vacant Port Commissioner Position #5 Received.....p 43
 - E. Contracts for Board Approval
 - 1. Fire/Burglary Detection for two International Terminal buildings.....p 49
 - 2. Hoist Dock Electrical Safety Upgradesp 51
- VIII. Staff Reports
 - A. Accounting Supervisor.....p 53
 - B. Director of Operationsp 55
 - 1. April 2018 Occupancy Report for RV Park & Recreational Marina.....p 59
 - 2. Hoist Dock Revenue Increasep 61
 - 3. Moorage Capacity in the Commercial Marina.....p 63
 - 4. Shoaling at Swede’s Dockp 65
 - 5. Employee Assistance Programp 69
 - C. General Manager.....p 87
- IX. Commissioner Reports

- X. Calendar/Future Considerations
 - Memorial Day, Port Office Closed 29 May 2018
 - Newport Marathon 2 June 2018
 - Special Commission Meeting 4 June 2018
 - Yaquina Bay Yacht Club Summer Sailstice 23 June 2018
 - Pacific Northwest Waterway Association (PNWA)
 - Summer Conference 25 June → 27 June 2018
 - Public Hearing & Adopt Budget Resolution 26 June 2018
 - Regular Monthly Commission Meeting 26 June 2018
- XI. Public Comment (5 minutes limit per person)
- XII. Adjournment

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

The Port of Newport South Beach Activities 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 South Beach Activities Room: <http://portofnewport.com/rv-parks/map.php>

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PORT OF NEWPORT MINUTES

24 April 2018

Regular Monthly Commission Meeting

Audio Time (Part 1)

I. CALL TO ORDER0.00

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

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

Management and Staff: Doug Parsons, General Manager; Aaron Bretz, Director of Operations; and Karen Hewitt, Administrative Assistant.

Members of the Public and Media [based on those who signed the attendance sheet]:

Derrick Tokos, City of Newport; Paul Langner, Teevin; Marcia William, South Beach moorage holder; Pat Ruddiman, ILWU; Robert Smith; Kyle Novelli; Eugene Law, commercial fisherman; John Holt, commercial fisherman; Gary Ripka, commercial fisherman; Don & Fran Matthews, Bayfront; Joe Rock, Fisherman; Corey Rock, fisherman; Paul Schones, fisherman; Leland Oldenburg, fisherman; Mike Storey, fisherman; Heather Mann, Midwater Trawlers Cooperative (MTC); Jerry Biddinger, fisherman; John & Bekki Wagner, fishermen; Brett Hearne, fisherman; Kathy Latimer, Buyer; Mike & Vella Sorenson, Charter/Commercial; Mike Donahue; Josh Hulsey, Pacific Shrimp; Jim Pries, F/V Senita Marie; Cari Brandberg, Living Pacific Seafood; Laura Gabel, commercial fish; Jennifer Stevenson, Newport Fishermen’s Wives/Servco Pacific; Chris Olson, Newport Marina Store; Evan Hall, Rondys Inc.; Geoffrey Molfino, Living Pacific Seafood LLC; Tom Stam, Miss Berdie; Bret Hamrick, Buyer; Jeff Boardman, fisherman; Jacob M. Miller, Evolution/boat; Mike Pettis, F/V Patriot; Doug Cooper, Hampton Lumber; Mark Wells, F/V Aleta; Dan & Beth Burden, S/L Sabbatical; David Richcreek, F/V Raven; Kurt Cochran, F/V Marathon; Michelle Law, F/V Lady Law; James Matheson, G Dock; Shelli Dabny, F/V Legend; Larry Danis, F/V Two Sisters; Jon Law, F/V Lady Law; Alyssa Perkins, F/V Lady Law; Adrianna Perez, F/V Lady Law; Matt Otloin, F/V Lady Law; Doug Zeller; Jacob Fredenburg; Robert Kilgore; Kiera Morgan, KYTE/KNPT Radio; Karen Quinn; Rik Savering; Archie Campbell, D Dock; Mark Kemmish; Bernard Clark, E Dock; Matt Ruggles, E Dock; James F. Emory, commercial fisherman; Dave deBelloy, Commercial/Charter; Steve Lovin, F/V Equalizer, Dawn Treader, Umatilla II; Gregory Helmer, R/V Summer Breeze; Gregory Johnson, cargo vessel Olympic; Bob Eder, F/V Timmy Boy; Cody Chase, F/V Monde Uni/Chelsea Rose/Barge; Nathan Hoover, F/V Christie Lee; Traven Lutz, F/V Cayman Isle; Guy Lutz, F/V Jessica A; Yale Fogarty, ILWU; and Becca Bishop, Port Accounting Clerk.

Patrick-Joling made some initial comments about recent publications and agenda items.

II. CHANGES TO THE AGENDA 3:00

Skamser requested that items IV(B)(1), and IV(E) be moved to new business.

III. PUBLIC COMMENT..... 4:43

Don Matthews commented on parking permits, commercial moorage rates and charter moorage rates, and the Commercial Fishing Users Group Committee (CFUG).

Gary Ripka commented on the City parking committee plans and the opposition to the proposed parking rates for the Port.

Joe Rock commented on the condition of the commercial docks and the proposed moorage rates.

Fran Matthews expressed concern about the impact to parking of the Tall Ships visits.

Brad Hearn commented that he opposed getting rid of CFUG, the condition of the commercial docks and concerns about Port organization and parking.

Beth Birch commented on the increase in live-aboard fees, what the users would receive for those increased fees, and the value of the live-aboards to Port security

Mike Pettis expressed opposition to disbanding CFUG and the proposed increase to fishermen’s parking, and commented on parking issues.

Jeff Molfino commented on the debt load to the Port from NIT and NOAA.

Steve Lovin commented on the proposed moorage fee increases.

Jeff Boardman suggested the Commission go straight to an increase of 5% overall and give it a year to give Parsons more time.

Heather Mann expressed opposition to terminating CFUG.

Parsons clarified that neither he nor the Port had proposed terminating CFUG, but were simply proposing that CFUG no longer be a standing committee of the Port in accordance with the Port attorney’s recommendation.

Mike Storey commented on the proposed rate increases.

Justin Johnson commented on the rate increases and suggested CFUG feedback.

Gene Law said he read the manager’s report. There were six places identified where money was coming in, but no information about where the money was going.

Jerry Biddinger commented on the importance of the fishing community in Newport. David Jincks commented about the resolution to assign incremental revenue to the Facility Maintenance Reserve Fund, the proposed parking increases, and opposition to terminating CFUG.

Kathy Latimer said she brought in \$20K plus to unload across the dock. She asked the Commission to look at expenses vs. what has changed.

Rik Savering commented on the proposed live-aboard rate increase.

Marcia William commented on the proposed live-aboard rate increase.

Cari Brandberg commented on the proposed rate increases, communication with CFUG and derelict vessels.

Kyle Novelli commented on the proposed rate increases and the condition of Port Dock 7.

Jennifer Stevenson commented on the proposed rate increases and other possible sources of revenue.

Kurt Bachman commented on the CFUG committee, proposed rate increases, and the use of NIT.

Becky Wagner commented on the proposed increase to parking fees.

Yale Fogarty commented on diversifying sources of income and working with the Hall family.

IV. CONSENT CALENDAR..... 1:02:20

- A. Minutes
 - 1. Regular Commission Meeting 20 March 2018
 - 2. 1st Commission Budget Priorities Work Session 3 April 2018
 - 3. 2nd Commission Budget Priorities Work Session 10 April 2018
- B. Financial Reports (1st Calendar Quarter 2018)
- C. Purchase of Through-Rods for Floating Docks on Port Dock 5

A motion was made by Chuck and seconded by Lackey to approve the Consent Calendar. The motion passed 5 – 0.

V. CORRESPONDENCE/PRESENTATIONS 1:05:00

A. Derrick Tokos – Overview and Recommendations of the City of Newport Parking Management Plan

Tokos presented a summary of the Parking Committees recommendation, specifically the Bayfront, included in the Meeting Packet.

VI. OLD BUSINESS..... 1:28:10

A. Items Removed from Consent Calendar

1. Resolution 2018-06 To Assign Incremental Revenue to the Port of Newport’s Facility Maintenance Reserve Fund (“FMRF”)

After discussion, no action was taken.

Audio Time (Part 2)

2. Lifetime Products Convertible Half-size Picnic Tables/Benches 0:00

After discussion, no action was taken.

B. Information only from Commissioner Jeff Lackey; Rationale for the Board’s Decision to Reject the June 2017 Log Shipping Proposal

Lackey declared a potential conflict of interest because his father-in-law owns two vessels that moor at NIT. And referred to his report in the meeting packet. After discussion, Parsons was directed to schedule a Work Session for creating an operating plan for NIT.

C. Draft Resolution Setting Rates, Fees & Charges for Fiscal Year 2018-2019

The Commission discussed options for changes to the Draft Resolution and possibilities to receive feedback. No action was taken.

VII. NEW BUSINESS..... 35:15

A. Port of Newport’s Public Comment Request Form

There was consensus that the Public Comment Request form would be used beginning at the next meeting.

B. Updating the Strategic Business Plan & Capital Facilities Plan

After discussion and Commissioners requests for additional information, no action was taken.

C. Transferring Sufficient Funds from NOAA Account #51085 to NOAA Account #51087

Patrick-Joling said this had be discussed before and Parsons was providing information.

A motion was made by Skamser and seconded by Lackey to transfer the amount of \$200,000.00 from NOAA Account #51085 to NOAA Account #51087 (“Maintenance & Replacement”). The motion passed 4 – 1, with Chuck opposed.

Chuck said that the Port should not transfer out of the fund. Parsons said the money wasn’t being spent but rather being moved to a higher interest account within the NOAA Fund with the same intent. Next year the fund will go negative if the money is not moved.

D. Resolution 2018-07 To Repeal Resolution 2017-03 Entitled “A Resolution Creating a Commercial Fishing Users Group Committee”

After discussion, no action was taken. Parsons was directed to schedule an Executive Session to meet with the Port’s attorney.

VIII. DEPARTMENTAL REPORTS..... 1:10:16

A. Accounting Supervisor

1. March Occupancy Report for the RV Park & Recreational Marina

Parsons said that Mark Harris was absent from the meeting and referred to the report in the Meeting Packet, and commented this represented ¾ of the fiscal year.

B. Director of Operations

Bretz referred to the report included in the Meeting Packet and commented on issues with pilings at the NOAA pier.

General Manager

Parsons referred to the report presented at the meeting and specifically to page 4, item C about Commissioners.

IX. COMMISSIONER REPORTS..... 1:19:07

Patrick-Joling said she and Parsons went to the Cascades West Council of Governments meeting, met with Representative Gomberg, and she met with Representative Schrader.

X. PUBLIC COMMENT..... 1:19:42

Jincks commented on CFUG, an operations plan for NIT, and proposed rates and personnel services.

Ripka commented on communication with CFUG, grants, and debt forgiveness.

Paul Langner responded to Lackey’s report and commented on the previous negotiations and a requested reimbursement.

Fogarty commented on operations at NIT.

Mann commented on operations at NIT.

Doug Kurt commented on the importance of CFUG and on opportunities at NIT.

Pettis commented on Parsons.

Parsons said he spoke with Paul Langner and Evan Hall.

XI. CALENDAR/FUTURE CONSIDERATIONS..... 1:48:05

- Loyalty Days Carnival3 May – 6 May 2018
- 1st Budget Committee Meeting; 6:00 pm 8 May 2018
- 2nd Budget Committee Meeting; 6:00 pm (if needed) 15 May 2018
- Regular Commission Meeting 24 May 2018
- Newport Marathon 1 June 2018
- Public Hearing & Adopt Budget Resolution; 6:00 pm 26 June 2018
- Regular Commission Meeting 26 June 2018

Patrick-Joling said the Regular Monthly Commission Meeting originally scheduled for 24 May was moved to **29 May 2018**.

XII. ADJOURNMENT..... 1:47:20

Having no further business, the meeting adjourned at 9:24 pm.

ATTESTED:

Stewart Lamerdin, President
Pro-Tempore

Walter Chuck, Secretary/Treasurer
Pro-Tempore

PORT OF NEWPORT COMMISSION SPECIAL MEETING AGENDA
DECLARE COMMISSION VACANCY & APPOINT OFFICERS PRO-TEMPORE

Monday 7 May 2018, 12:00 pm
South Beach Activities Room
2120 SE Marine Science Drive, Newport, OR 97365

(This is not an exact transcript.)

I. CALL TO ORDER

Commission Secretary/Treasurer Stewart Lamerdin called the Special Commission Meeting to order at 12:00 pm at the South Beach Activities Room, 2120 SE Marine Science Dr., Newport OR, 97365.

Commissioners Present: Walter Chuck (Pos. #1); Sara Skamser (Pos. #2); Stewart Lamerdin (Pos. #3), Secretary/Treasurer; and Jeff Lackey (Pos. #4).

Management and Staff: Doug Parsons, General Manager; Aaron Bretz, Director of Operations; Pete Gintner, Port Attorney; and Karen Hewitt, Administrative Supervisor.

Members of the Public and Media: Steve Beck; Jim Cline, Rogue; Dennis Anstine, Newport News-Times; and Kiera Morgan, KYTE/KNPT radio.

II. DECLARE PORT COMMISSION POSITION #5 VACANT

Lamerdin said Commission Position #5 needed to be filled because Patrick-Joling had stepped down from that position. He asked Parsons what the process would be to move forward. Parsons said a Commissioner would make a motion to declare the position vacant, and once that carries, Parsons will have some steps to take. He will post the vacancy on the Port website, along with the requested items for submission by a candidate. When these are delivered to the Administration Office, candidates will be provided with a receipt. Once the vacancy and related Candidate requirements and instructions are posted on the Port website, Hewitt will send the information to the media. Parsons said the steps to follow were outlined in Resolution 2014-08 (included as an addendum to the Meeting Packet). Lamerdin asked if this was the process followed with David Jincks resigned. Parsons said he looked at some past vacancy procedures, he had also read state statutes and consulted with Port Attorney Gintner. Lamerdin expressed concern that the mailing list did not necessarily represent “the public”. Gintner said that the Resolution included more specific requirements than did State law. In this case, posting the information on the website and sending by email to the media/public and Commissioners who receive meeting notices should be appropriate notice.

A motion was made by Chuck and seconded by Lamerdin to declare Port Commission position #5 vacant. The motion passed 4 – 0.

III. APPOINT PRESIDENT PRO-TEMPORE, VICE-PRESIDENT PRO TEMPORE, AND SECRETARY/TREASURER PRO-TEMPORE TO SERVE IN THESE POSITIONS UNTIL THE SCHEDULED ELECTION OF OFFICERS AT THE FIRST REGULAR MONTHLY COMMISSION MEETING IN JULY 2018.

Gintner said the appointments could be made by nomination & second, by ballot, or by consensus. He noted that since the Commission passed their by-laws and resolutions, they can amend or rescind the resolution detailing the process as long as it did not violate State law.

A motion was made by Lackey to appoint a plank of officers with Lamerdin as President Pro-Tempore and Skamser as Vice-President Pro-Tempore. There was no second.

Parsons added for clarification that if Lamerdin were appointed President Pro-Tempore a Secretary/Treasurer Pro-Tempore would need to be appointed.

A motion was made by Skamser and seconded by Lackey to appoint Lamerdin as President Pro-Tempore.

Chuck asked Lamerdin if he would wish to be President. Lamerdin agreed he would serve in that capacity. Gintner confirmed that if Lamerdin were appointed President Pro-Tempore he would still be able to run for President in the July election of officers.

The motion passed 4 – 0.

A motion was made by Chuck and seconded by Lackey to appoint Skamser as Vice-President Pro-Tempore. The motion passed 4 – 0.

A motion was made by Lackey and seconded by Skamser to appoint Chuck as Secretary/Treasurer Pro-Tempore. The motion passed 4 – 0.

Lamerdin said he would work with Parsons on a number of things and email the Commissioners. Important items were preparing the budget documents and drafting an operations plan for NIT. Communication is key. Skamser said that transparency was essential, and thanked Lamerdin for his dedication. Lamerdin told the Commissioners to let him know if there was anything he could do.

Parsons said he and Skamser were attending SDAO training on public meetings on 22 May 2018 in Astoria. Three attendees were paid for, and he asked if any Commissioners wanted to attend in Patrick-Joling's stead, or he could send Hewitt. It was agreed that Hewitt will attend. Skamser will have limited availability from 22 May to 1 June while traveling out-of-state for a funeral. She did not want to hold up progress but her schedule was a concern. Lamerdin said he would work with Parsons to schedule Commissioner Candidate interviews; it is critical that all Commissioners attend. Parsons said all Candidate submissions are due one week before the Regular Commission Meeting while additional Candidates are sought. The deadline could be moved back 1-2 days. If the Commission did not appoint a Candidate at the Regular Meeting 29 May 2018, the decision would go to the next Regular Meeting. Skamser asked if that would give

enough time. Gintner suggested everyone read the previously mentioned resolution. If something didn't work or posed an impediment to doing the job, he suggested altering or modifying the resolution to the Commission's satisfaction. Whichever guideline is more specific is followed, and in this case, that would be the resolution, which the Commission could change rather than the Port's By-Laws or the State Statutes. Skamser proposed adding an allowance for conflicts in scheduling. Gintner said the resolution already allows for scheduling a Special Meeting. Lamerdin said he would see what the Commissioners responded then decide as a group how to proceed.

IV. PUBLIC COMMENT

There was no public comment.

V. ADJOURNMENT

Having no further business, the meeting adjourned at 12:22 pm.

Stewart Lamerdin, President
Pro-Tempore

Walter Chuck, Secretary/Treasurer
Pro-Tempore

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

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Link for directions to the South Beach Activities Room:

<http://portofnewport.com/rv-parks/map.php>

SPECIAL USE PERMIT APPLICATION

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

SUP CHECKLIST

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

This application must be completed, signed, and submitted with a nonrefundable \$100.00 application fee. Any usage fees required of the applicant must be submitted prior to the special use permit being issued by the Port. 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: Summer Sailstice

Event Date: June 23, 2018 Time(s) 11:30 an- 11:00pm

Location: Yaquina Bay Yacht Club

Facilities to Be Used: asking permission to block part of the Port parking lot adjacent to the clubhouse with a 10x20 tent

Set-up Dates and Start Times: tent set up 6/24 12:00 noon

Take-down Dates and End Times: take down 6/25 by 12:00 noon

Estimated Number of Participants: Contestants: _____

Vendors / Volunteers: _____

Attendees: approx. 100?

Applicant / Signer: Michael Fulmor for YBYC

Mailing Address: 4534 Hwy 101 N, Yachats, OR 97498

Telephone: 541 547-3483 E-mail mike@sailinglinks.com

Contact Person (if different than applicant): _____

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:

This is an annual event (last year was the second) which we are using this year as a fund-raiser for the youth sailing program. As you know we just had a big loss when boat parts were stolen from the club.

We will be giving free sailboat rides to the public from Noon-4:00 pm, then having a party at the club with a live band from 6-10:00pm which will be open to the public. We will be selling donated beer (and food) and holding auctions/raffles to raise funds. I have the OLCC permit already. We would like to set up a Costco-style 10x20 tent between the clubhouse back porch and the Bay to sell the beer and food and keep the mess out of our clubhouse. We would leave enough room for vehicles to get by in and out of the Englund parking lot. We would also like to allow parking on Port property for the event without ticketing.

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:

I would like to ask for both a waiver of the usage fee and the application fee since this is a fund-raiser for a non-profit organization which shares the goals of the Port in promoting safe boating and training for future Port customers, by present Port customers. We would provide free admission for Port Staff who wish to attend. I'm personally out of pocket \$1200 to bring in the Lloyd Jones Band, but hoping the attendance will justify the risk.

Thanks in advance for your consideration.

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

We would be honored to list you as a co-sponsor of the event in the print and radio releases, and add your logo to any future posters printed up. We will also publicly thank you at the event, of course.

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? non-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? 100% to our youth sailing program
3. What is the Port's cost to provide services for the event? should be zero
4. Does the event provide any direct benefit to the Port? advertising and public awareness

USAGE FEE SCHEDULE

PARTICIPANTS	NUMBER	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

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 with a Certificate of Insurance naming the Port as an additional insured.

PORT OF NEWPORT SPECIAL USE PERMIT

This permit, effective 23 June 2018, 11:30am, from the Port of Newport, organized and existing under the laws of the State of Oregon, hereinafter referred to as "Port", to Yaquina Bay Yacht Club ("YBYC"), hereinafter referred to as "Permittee."

The Port hereby grants permission to Permittee to use part of the Port of Newport parking lot adjacent to the YBYC clubhouse with a 10' x 20' tent, allowing for a 20' fire lane. Use of designated area by Permittee is for Summer Sailstice. At all times, Permittee shall keep the area in and about the premises free and clear of rubbish, debris and obstructions of every kind during and upon termination of Permittee's period of occupancy. (Exhibit A SUP Application with detailed description of event.)

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

1. **Application Fee.** A nonrefundable application fee in the amount of \$100.00.
2. **Usage Fees.** \$400, waived in consideration of non-profit status and benefit to the community
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 \$1,000,000.00 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 25 June 2018, 12:00 pm.

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

Port of Newport:

Accepted By:

Doug Parsons, General Manager

Michael Fulmor for Yaquina Bay Yacht Club

ATTACHMENTS: Exhibit A (detailed description of event)



Sponsorship Agreement: In Kind Sponsorship Value \$400.00.

Event Name: Summer Sailstice

Event Date: 23 June 2018

Applicant: Yacquina Bay Yacht Club

Usage Fee: \$400.00

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 listed as a co-sponsor of the event in print and radio releases, add logo to event posters, and free admission for Port employees.

Port of Newport will provide:

Parking on the gravel area between the YBYC and the paved parking area at Port Dock 7, and waiver of \$400.00 usage fee.

X _____ Date: _____
 Doug Parsons, General Manager
 Port of Newport

X _____ Date: _____

SPECIAL USE PERMIT APPLICATION

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

SUP CHECKLIST

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

This application must be completed, signed, and submitted with a nonrefundable \$100.00 application fee. Any usage fees required of the applicant must be submitted prior to the special use permit being issued by the Port. 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: Sea Scout Ship Rampart recruiting barbeque supported by local BSA Troop 240, et al.

Event Date: May 19th, 2018 Time(s) 11A - 2P

Location: South Beach Marina General Parking, grass area west of Rogue Distillery and south of PON RV office

Facilities to Be Used: _____

Parking area around the established zone.

Set-up Dates and Start Times: May 19, 2018 9A - 11A

Take-down Dates and End Times: May 19 2P - 3P

Estimated Number of Participants: Contestants: _____

Vendors / Volunteers: 10 - 20

Attendees: 80 - 100

Applicant / Signer: R Leon Noble - Skipper, Sea Scout Ship Rampart

Mailing Address: 305 NE 36th St #3

Telephone: (541) 379-0730 E-mail rl.noble@wtechlink.us

Contact Person (if different than applicant): Auxiliary Contact: Tiana Noble - SSS Rampart, Committee Chair

Contact Person's address, phone number and e-mail: (503) 583-6997 tjs.noble@gmail.com

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

All opportunities for marketing will mention "The Port of Newport, South Beach Marina, in front of the Rogue Distillery" as the location. The Port will be listed as "gracious hosts" in printed media and on the Facebook page (Facebook.com/SSSRampart) and website (sssrampart.weebly.com).

Troop 240 is operated by the Newport Eagles (which is non-profit) and is supporting this event.

SSS Rampart will be operated by Oregon Coast Light Adventure Craft and Second Star to Starboard Media as a vocational training program focused on the maritime industries. Please see our Facebook page and website for more details.

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? Both: see above sections for details.
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? Free event; no proceeds.
The only funding being taken is registration to accomplish the BSA chartering process.
3. What is the Port's cost to provide services for the event?
I do not believe the Port will be providing services. We will be cleaning up after ourselves.
4. Does the event provide any direct benefit to the Port? The Port will have direct marketing.
A secondary benefit will occur in Public Relations by showing support to community growth.



Imagery ©2018 Google, Map data ©2018 Google 50 ft

Payment Receipt

Port of Newport
600 SE Bay Blvd
Newport, OR 97365

Received From:
Sea Scouts Ship Rampart
R Leon Noble

Date Received	05/10/2018	Payment Amount	\$150.00
Payment Method	Check		
Check/Ref. No.	1128		

Invoices Paid

Date	Number	Amount Applied
05/09/2018	Spec Use	-\$100.00

PORT OF NEWPORT SPECIAL USE PERMIT

This permit, effective 9:00 am, 19 May 2018, from the Port of Newport, a Port District and Municipal Corporation, organized and existing under the laws of the State of Oregon, hereinafter referred to as "Port", to R. Leon Noble, Skipper, Sea Scout Ship Rampart, hereinafter referred to as "Permittee."

The Port hereby grants permission to Permittee to use the Port's Recreational Marina Parking Lot and grass area west of the Rogue Distillery and south of the Port of Newport RV Park. Use of designated area by Permittee is for the Sea Scout Ship Rampart recruiting barbeque supported by local BSA Troop 240, et al. At all times, Permittee shall keep the area in and about the premises free and clear of rubbish, debris and obstructions of every kind during and upon termination of Permittee's period of occupancy. (Exhibit: Application with detailed description of event.)

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

1. **Application Fee.** A nonrefundable application fee in the amount of \$100.00.
2. **Usage Fees.** Waived in consideration of sponsorship rights and educational benefit to the community.
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 19 May 2018, 3:00 pm.

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

Port of Newport:



Doug Parsons, General Manager

Accepted By:





Sponsorship Agreement: In Kind Sponsorship Value \$ 400.00.

Event Name: Sea Scout Ship Rampart recruiting barbeque

Event Date: 19 May 2018

Applicant: R. Leon Noble – Skipper, Sea Scout Ship Rampart

Usage Fee: \$400.00

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

Logo Placement on Facebook


Mention in radio advertising

Other (please describe):

Port of Newport listed as “gracious host” in printed media and on the Facebook page.

Port of Newport will provide:

Waiver of \$400.00 usage fees, Port of Newport logo for use on Sea Scout website/Facebook page.

X 
Doug Parsors, General Manager
Port of Newport

Date: 14 May 2018

X 

Date: 05/17/18



HOW DOES YOUR DISTRICT BOARD MEASURE UP?

Your district board has been entrusted with a vital public responsibility – to effectively manage the many risks that are involved with the operation of your special district.

Dedicated board members have reasons to be concerned about how well they are performing as risk managers.

SDIS shares those concerns and provides programs and consulting services designed to help member districts monitor and improve their risk management capabilities. The Board Practices Assessment (BPA) is a new consulting tool we are offering to show district boards how they rate in six key areas of risk management.

The BPA reveals how a board performs in such areas as communications, customer relations, personnel, operations, etc. Results of the BPA underscore the significant link between a board's performance and their district's risk management experience. Simply put, good board practices lead to sound risk management.



SDIS
SPECIAL DISTRICTS
INSURANCE SERVICES

Special District Board Practices Assessment

George Dunkel
CONSULTING SERVICES
ADMINISTRATOR

PO Box 12613
Salem OR 97309-0613

E-MAIL: gdunkel@sdao.com
TOLL-FREE: 800-285-5461
PHONE: 503-371-8667
CELL: 503-701-7774



Special District Board Practices Assessment

Helping members effectively manage risks involved with the operation of special districts

BOARD PRACTICES ASSESSMENT

Frequently Asked Questions

Q: What is the purpose of the Board Practices Assessment (BPA)?

A: The BPA provides a format for a facilitated discussion among board members about their governance practices and how well they “measure up”. By assessing its strengths and weaknesses in key performance areas, the board can discover ways to improve the district’s outcomes.

Q: What does the BPA cover?

A: The BPA assesses board practices in six key performance areas that often determine whether the district will successfully achieve its outcomes. The practices involve regulatory, fiscal, customer service, personnel, and general management responsibilities that are necessary components of being a special district board.

Q: Why does the BPA require a facilitated discussion?

A: Individual board members often have different perspectives and levels of expertise. A facilitated discussion draws on the insight and knowledge of all members for a consensus-based understanding and analysis of their board’s governance practices.

Q: SDIS has a Best Practices checklist; why offer another tool?

A: SDIS uses the checklist to encourage and document compliance with industry-wide best practices. Compliance is assessed on the basis of simple yes/no responses that are often provided by a board representative who may not be as well-informed or insightful as the full board. The BPA is designed to reflect a consensus of the views and expertise of all board members to produce a more comprehensive assessment.

Q: Our district seems to be functioning pretty well; how would we benefit from using the BPA?

A: Boards generally believe they are functioning pretty well and in fact, they probably are. But how do they know? What do they use as indicators of “functioning well” and are those the right indicators? Sometimes it takes a serious setback to prompt a board to improve its practices, after the damage has been done. The BPA offers the advantage of foresight by enabling a board to identify weaknesses in its governance practices that can be corrected before they lead to failure.

Q: After our board completes the BPA, then what?

A: With a consensus-based assessment, a board is well-positioned to determine the actions needed to fortify strengths and correct weaknesses in its practices. The actions may be relatively easy to

implement, such as adopting a new policy or training for new skills. Or the actions may be more involved – for example, restructuring the organization or improving the budgeting process. In either case, actions implemented will be based on relevant information and thoughtful analysis as a result of completing the BPA.

SDIS is offering the BPA to member districts as an option for earning insurance contribution discounts and including it in their eight hours of free consulting time. District boards that complete the BPA will be awarded a 2% discount credit the following year on their SDIS property/casualty contributions.

Schedule an Assessment

To schedule the BPA for your board or for more information, contact Consulting Services Administrator George Dunkel at 503-906-7241 (office), 503-369-2050 (cell), or gdunkel@sdao.com.

**PORT OF NEWPORT
RESOLUTION NO. 2018-08**

**A RESOLUTION AUTHORIZING TRANSFER OF APPROPRIATED FUNDS WITHIN THE
2017-2018 FISCAL YEAR BUDGET**

WHEREAS, The Port of Newport Board of Commissioners finds that circumstances exist that were not known at the time the current 2017-2018 fiscal year budget was prepared requiring transfers of appropriated funds between appropriation categories within the NOAA Lease Revenue Fund, and

WHEREAS, ORS 294.463 Transfers of Appropriations within Fund or Between Funds authorizes the Commission to transfer appropriations within a fund by resolution; **NOW THEREFORE**,

THE PORT OF NEWPORT BOARD OF COMMISSIONERS RESOLVES AS FOLLOWS:

Section 1. Intrafund transfer of appropriated funds within the NOAA Lease Revenue Fund. Authorize a \$17,600 intrafund transfer from Contingency to Capital Outlay to cover the remaining costs for the NOAA Recreational Access Floating Dock project that were approved and budgeted for in FY 2016-2017 but incurred in the current fiscal year. The project was completed in December 2017 and the total cost was \$23,600.

NOAA Lease Revenue Fund	Existing FY 2017-2018 Appropriation	Transfer In (Out)	Revised Appropriation
Capital Outlay	\$ 6,000	\$ 17,600	\$ 23,600
Contingency	\$ 100,000	\$ (17,600)	\$ 82,400

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

APPROVED AND ADOPTED BY THE BOARD OF COMMISSIONERS this 29th day of May 2018.

ATTEST:

Stewart Lamerdin, President Pro-Tempore

Walter Chuck, Secretary/Treasurer Pro-Tempore

**PORT OF NEWPORT RESOLUTION NO. 2018-07
A RESOLUTION SETTING RATES, FEES AND CHARGES**

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

WHEREAS, Port of Newport Facilities Code Sec. 1.2(f) requires the Commission to set moorage and other appropriate rates, fees and charges by the adoption of a "fee schedule" by resolution; and

WHEREAS, the Port Commission last adjusted rates, fees and charges via Resolution 2017-08 on 23 May 2017; and

WHEREAS, the Port is a single enterprise similar to a commercial entity; and

WHEREAS, the Port Commission intends that user fees should cover the costs of the Port; NOW THEREFORE,

THE PORT OF NEWPORT BOARD OF COMMISSIONERS RESOLVES AS FOLLOWS:

Unless otherwise noted, all Rates, Fees & Charges are effective 1 July 2018.

SECTION 1. SERVICE RATES.

Rates apply to all Port of Newport locations unless otherwise noted. Port owned equipment shall be operated only by port personnel. Rates are per hour, one hour minimum, in 15 minute increments, unless otherwise noted.

	PREVIOUS	NEW	% CHG
A. <u>Forklifts</u> . In addition to labor rate.			
1. Small. Toyotas.			
Per Hour.....	\$12.00	\$14.00	16.7%
2. Large. All at Newport International Terminal (NIT)			
Per Hour.....	\$30.00	\$35.00	16.7%
B. <u>Hoist Docks</u> . Tie up fee, per hour. Includes use of hoist.			
1. One hour minimum, up to 3 hours.....	\$39.00	\$50.00	28.2%
2. After 3 hours.....	\$47.00	\$55.00	17.0%
C. <u>Hoist Dock Cranes</u> . In addition to hoist dock rate.			
1. Large Capacity. In addition to labor rate.			
Per Hour.....	\$42.00	\$50.00	19.0%
2. Launch Sail Boats. Includes recovery, per launch.....	\$45.00	\$50.00	11.1%
D. <u>Service Docks</u> .			
1. Swede's Dock. In addition to moorage.			
Per day, per linear foot (double transient rate)...	\$1.00	\$1.60	60.0%
E. <u>City Water</u>			City's rate
			+ 5.0% Administration Fee

	PREVIOUS	NEW	% CHG
F. <u>Fuel Surcharge</u> . NIT only. Per gallon.	\$0.033	\$0.040	21.2%
G. <u>Electricity</u> . Swede's Dock, Dock 1, and NIT. Per day charge. One day minimum.			
1. 208/220 v, single phase & 208 v three phase.....	\$16.00	\$18.00	12.5%
2. 120 v NIT.....	\$7.00	\$10.00	42.9%
3. PD7 Service Dock, 110 v pumps.....	\$7.00	\$10.00	42.9%
4. PD7 Yard Charge, trucks.....	\$12.00	\$13.00	8.3%
H. <u>Hydraulic Crane</u> . In addition to labor rate. 30 ton capacity. Per hour.....	\$139.00	\$153.00	10.1%
I. <u>Personnel Lift</u> . In addition to labor rate. Local rental cost + 5% administrative fee.....			n/a
J. <u>Pump/Line Service</u> . Includes one Port employee only. Additional staff required will be billed at the established hourly labor rate. Per hour	\$62.00	\$70.00	12.9%
K. <u>Storage</u> .			
1. Outside Lot Storage. Any Port of Newport Lot.			
a. Per square foot, monthly charge.....	\$0.23	\$0.30	30.4%
b. Minimum monthly charge, for ≤ 10 ft ²	\$23.00	\$30.00	30.4%
a. Boat trailer only, per night.....	\$2.50	\$5.00	200.0%
b. Boat on trailer, per night, 10 days limit.....	\$8.00	\$10.00	25.0%
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). 1st day free. Each additional day.....	--	\$30.00	n/a
Charge for improper use of parking lot. (e.g. boat repair) Per day.....	\$23.00	\$50.00	217.4%
L. <u>Net & Gear Maintenance</u> . Boat crew is responsible for clean-up. If Port employees are required to clean up area, the boat account will be billed at the established hourly labor rates.			
1. Commercial Marina, per day.....	\$20.00	\$40.00	200.0%
2. NIT, per day. (7 calendar days max).....	\$20.00	\$40.00	200.0%
3. South Beach Marina, per day.....	\$20.00	\$40.00	200.0%
M. <u>Work Barge</u> . In addition to labor rate.			
1. Work boat, per hour.....	\$131.00	\$150.00	14.5%
2. Wood Barge, per day (work boat extra).....	\$25.00	\$30.00	20.0%
3. Skiff, per hour.....	\$14.00	\$15.00	7.1%
N. <u>Clean-up</u> . Equipment charges are extra.			
1. Oil Spills, per hour	\$97.00	\$125.00	28.9%
(HAZWOPER trained staff)			
O. <u>Disposal Fees</u> .			
1. Just oil, per gallon.....	\$0.50	\$0.75	50.0%
2. Oil-Water mix, per gallon.....	\$1.00	\$1.20	20.0%
3. Net Disposal and/or related gear, per pound.....	\$0.18	\$0.25	38.9%
4. Garbage, per pound.....	\$0.15	\$0.20	33.3%

	PREVIOUS	NEW	% CHG
P. <u>Port Labor</u> . Includes all staff and fully burdened. Per hour, one hour minimum, in 15 minute increments.			
1. Standard			
a. Regular Hours.....	\$53.00	\$70.00	32.1%
b. Overtime. Any services required outside the established working hours, unless otherwise posted.....	\$79.50	\$105.00	32.1%
c. Emergency Call-out. Any services requiring a port employee not currently on duty to report to duty after hours.....	\$100.94	\$130.00	28.8%
2. 30-ton Crane Operation, International Terminal Only			
a. Regular Hours.....	\$53.00	\$75.00	41.5%
b. Overtime. Any services required outside the established working hours, unless otherwise posted.....	\$79.50	\$112.00	40.9%
c. Emergency Call-out. Any services requiring a port employee not currently on duty to report to duty after hours.....	\$100.94	\$142.00	40.7%
Q. <u>Pallet Charge</u> . Any Port owned pallet leaving yard, each	\$6.00	\$6.60	10.0%
R. <u>Dredge Spoils</u> . Includes state fees; may be waived for other public agencies or beneficial uses.			
Per cubic yard.....	\$2.50	\$3.00	20.0%
S. <u>Keys/Cards</u> .			
1. South Beach Facilities, cards.			
a. Original (1st one).....	free	free	0.0%
b. Replacement/additional (each).....	\$6.00	\$10.00	66.7%
2. Bay Front Facilities, keys.			
a. Original/first one.....	\$17.00	\$20.00	17.6%
b. Replacement/additional.....	\$30.00	\$35.00	16.7%

SECTION 2. COMMERCIAL MARINA (BAY FRONT) CHARGES. (Port Docks 1, 3, 5 and 7)

A. <u>Moorage</u> . Per linear foot.			
1. Daily (transient).....	\$0.50	\$0.80	60.0%
2. Weekly [≈ 10% discount].....	--	\$5.00	n/a
2. Calendar Month, [≈ 50% discount] to be paid in advance..	\$9.00	\$12.00	33.3%
3. Semi-Annual, [≈ 73% discount] to be paid in advance..	\$33.00	\$40.00	21.1%
4. Annual, [≈ 83% discount] to be paid in advance..	\$44.00	\$50.00	13.6%
B. <u>Parking Permits</u> . To be paid in advance. (Will be prorated monthly for existing permit holders.)			
1. Commercial Fishermen only.			
a. Quarterly: Jan → Mar, Apr → Jun, Jul → Sep, or Oct → Dec [\$20/month]		\$60.00	n/a
b. Semi-Annual: January → June or July → December [\$15/month].....		\$90.00	n/a
c. Annual: January → December [\$10/month].....	\$22.00	\$120.00	545.5%
2. Public Parking. Limited availability. [Paved, fenced, and assigned.] To be paid in advance.			
a. Quarterly: Jan → Mar, Apr → Jun, Jul → Sep, or Oct → Dec [≈ \$5/day].....		\$325.00	n/a
b. Semi-Annual: January → June or July → December [≈ \$4/day].....		\$520.00	n/a
c. Annual: January → December [≈ \$3/day].....		\$780.00	n/a

SECTION 3. INTERNATIONAL TERMINAL CHARGES.

International Terminal Tariff No. 1 adopted via Resolution No. 2014-03 on 22 May 2014. All fees authorized via Tariff No. 1 effective 1 July 2014.

A. Port Security Fee. (§I.13) Per three 8-hour shifts.

B. Materials & Supplies. (§I.31). Cost + 5% Administration Fee.

C. Dockage Charges. (§III.31). Rate per day, by length.

1. 000.00 - 351.05 ft.....	\$1,627.00	\$1,627.00	0.0%
2. 351.05 - 371.05 ft.....	\$1,792.00	\$1,792.00	0.0%
3. 371.02 - 400.26 ft.....	\$1,981.00	\$1,981.00	0.0%
4. 400.26 - 426.51 ft.....	\$2,203.00	\$2,203.00	0.0%
5. 426.51 - 449.48 ft.....	\$2,373.00	\$2,373.00	0.0%
6. 449.48 - 475.72 ft.....	\$2,607.00	\$2,607.00	0.0%
7. 475.72 - 498.69 ft.....	\$2,960.00	\$2,960.00	0.0%
8. 498.69 - 524.93 ft.....	\$3,527.00	\$3,527.00	0.0%
9. 524.93 - 551.18 ft.....	\$3,639.00	\$3,639.00	0.0%
10. 551.18 - 574.15.....	\$3,822.00	\$3,822.00	0.0%
11. 574.15 - 600.39 ft.....	\$4,373.00	\$4,373.00	0.0%
12. 600.39 - 626.64 ft.....	\$5,092.00	\$5,092.00	0.0%
13. 626.64 - 650.00 ft.....	\$5,787.00	\$5,787.00	0.0%
14. Above 650 ft., added on top of above rate, per ft.....	\$8.90	\$8.90	0.0%
15. Exceptions for certain vessels (§II.14) [Including all fishing vessels] Per linear foot.			
Daily.....	\$0.80	\$1.20	50.0%
Weekly [\$1/day]	--	\$7.00	n/a

Commercial Fishing vessels directed by Port staff to the International Terminal for the Port's convenience will only be charged at the Commercial Marina rates for that specific trip.

D. Service and Facility Charges. (§III.2).

Per 1000 board feet, unless noted.

1. Logs. Scribner scale, ex dock.....	\$7.75	\$7.75	0.0%
2. Cants.....	\$6.00	\$6.00	0.0%
3. Lumber, packaged rough.....	\$5.22	\$5.22	0.0%
4. Lumber, packaged surfaced.....	\$4.63	\$4.63	0.0%
5. Plywood, veneer, corestock & harbord, /1000 kilos.....	\$5.87	\$5.87	0.0%
6. Pulp, Linerboard, bales or rolls, 2000 kilos.....	\$3.49	\$3.49	0.0%
7. Other commodities, per metric ton or 1000 bf.....	\$6.83	\$6.83	0.0%
8. Other commodities, per cubic meter.....	\$5.69	\$5.69	0.0%

E. Wharfage Assessment. (§III.6).

Minimum charge for any single bill of lading.....	\$10.00	\$10.00	0.0%
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F. Wharf Charges. (§III.7)

Per 1000 board feet, unless noted. In addition to Service & Facility charges.

1. Logs. Scribner scale, ex dock.....	\$9.50	\$9.50	0.0%
2. Cants.....	\$6.00	\$6.00	0.0%
3. Lumber, packaged rough.....	\$4.55	\$4.55	0.0%
4. Lumber, packaged surfaced.....	\$4.03	\$4.03	0.0%

	PREVIOUS	NEW	% CHG
5. Plywood, veneer, corestock & harbord, /1000 kilos.....	\$3.96	\$3.96	0.0%
6. Pulp, Linerboard, bales or rolls, 2000 kilos.....	\$2.72	\$2.72	0.0%
7. Other commodities, per metric ton or 1000 bf.....	\$5.57	\$5.57	0.0%
8. Other commodities, per cubic meter.....	\$4.57	\$4.57	0.0%
G. <u>Cargo Staging Area.</u> (§IV.2). Base rent for 3-acre surge area.			
1. Per week, seven days	\$2,000.00	\$2,000.00	0.0%
2. Per day, less than seven days	\$300.00	\$300.00	0.0%
H. <u>Line Service.</u> (§V.3). Labor will be charged at the rates set out in the current ILWU/PMA West Coast Contract + 5.0% for overhead. Rate schedule per day.			
1. 2 individuals.....	\$520 - \$656		0.0%
2. 4 individuals.....	\$1,061 - \$1,317		0.0%
3. 6 individuals.....	\$1,575 - \$1,973		0.0%
4. 8 individuals.....	\$2,153 - \$2,631		0.0%

SECTION 4. RECREATIONAL MARINA (SOUTH BEACH) CHARGES. Rates become effective October 1, 2018.

A. <u>Moorage.</u> Per linear foot. Charge based on boat length or slip length, whichever is greater. Charge at F-Dock based on boat length.			
1. Daily.....	\$0.70	\$0.80	14.3%
2. Weekly [≈ 10% discount].....	\$4.00	\$5.00	25.0%
3. Calendar Month [≈ 50% discount].....	\$10.50	\$12.00	14.3%
4. Semi-Annual, [≈ 73% discount]..... to be paid in advance..	\$38.00	\$40.00	5.3%
5. Annual, [≈ 79% discount]..... to be paid in advance..	\$60.00	\$60.00	0.0%
6. Electric Surcharge, per extra plug on dock.			
a. Weekly.....	\$25.00	\$30.00	20.0%
b. Monthly.....	\$100.00	\$120.00	20.0%
7. Live-aboard, by written agreement only. Monthly rate per person.			
a. Existing live-aboards as of 1 May 2018 "grandfathered", with scheduled increase of 2.0% per year beginning 1 July 2019.....	\$53.00	\$90.00	69.8%
b. New live-aboards.....	\$25.00	\$125.00	n/a
B. <u>South Beach Charter Rates.</u>			
1. Charter Operating Fee.....	\$315.00	\$400.00	27.0%
C. <u>Dock Box.</u> Purchase.....	\$325.00	\$375.00	15.4%
D. <u>Electrical Upgrade.</u> From 20 to 30 amp. One time fee.....	\$56.00	\$75.00	33.9%
E. <u>Service Fee Reimbursement.</u> For electric pedestal amperage overloads.			
May be charged at actual cost to the Port + 5.0% Admin. Fee	\$83.00	\$100.00	20.5%
F. <u>Line Replacement.</u> Per foot, per time.....	\$1.25	\$1.50	20.0%
G. <u>Launch Fee.</u> Includes use of launch ramp, boat washdown, and fish cleaning stations.			
1. Daily.....	\$6.00	\$10.00	66.7%
2. Annual			
a. Resident	\$60.00	\$80.00	33.3%
b. Resident Senior (60+).....	\$50.00	\$60.00	20.0%
c. Non-resident	\$85.00	\$120.00	41.2%
d. Non-resident Senior. (60+).....	\$75.00	\$100.00	33.3%
e. Military Veterans Disabled, Retired, or Active Duty; with ID Proof	--	\$50.00	n/a

SECTION 5. RECREATIONAL VEHICLE PARK FEES. Effective 1 July 2018. Applicable State and Municipal Lodging Tax will be an additional charge. Prepaid Reservations at the FY 2017-2018 may be made for the 2018 calendar year through 1 July 2018. Reservations for the Seafood and Wine Festival, 2-night minimum, open for online reservations only starting at 6:00 am on 7 January 2019. Any cancellations of a Seafood & Wine reservation will be charged for a 2-night stay.

Good Sam 10% discount only on daily rates in the RV Park Marina Sites.

Military Veterans' (Disabled, Retired or Active Duty with ID Proof) 10% discount only on daily rates in the RV Park Marina Sites.

A. High Traffic Surcharge. Per night (2-night minimum). Added to all RV Park stays in the Marina RV Park, RV Park Annex, and Dry Camping (tents allowed).

1. Memorial Day, Labor Day, 4th of July	\$20.00	\$25.00	25.0%
2. Seafood & Wine Festival, Marina RV Park & Annex	\$50.00	\$50.00	0.0%
3. Seafood & Wine Festival, Dry Camp	\$50.00	\$30.00	-40.0%
4. Other Special Events	varies	varies	

B. Peak Season (Summer). 1 May - 31 October. Base rate before taxes.

1. All Marina RV Park Sites			
a. Daily			
Regular.....	\$42.00	\$50.00	19.0%
[Good Sam OR Military Veterans (not both)].....	\$37.80	\$45.00	19.0%
b. Monthly.....	\$823.00	\$905.00	10.0%
2. The Annex RV Sites			
a. Daily.....	\$33.00	\$38.00	15.2%
b. Monthly.....	\$651.00	\$750.00	15.2%
3. Dry Camping, daily (tents allowed).....	\$22.00	\$27.00	22.7%

C. Off Season (Spring). 1 February - 30 April.

1. All Marina RV Park Sites			
a. Daily			
Regular.....	\$38.00	\$43.00	13.2%
[Good Sam OR Military Veterans (not both)].....	\$34.20	\$38.70	13.2%
b. Monthly.....	\$706.00	\$750.00	6.2%
2. The Annex RV Sites			
a. Daily.....	\$33.00	\$37.00	12.1%
b. Monthly.....	\$651.00	\$730.00	12.1%
3. Dry Camping, daily (tents allowed).....	\$22.00	\$25.00	13.6%

D. Off Season (Winter). 1 November - 31 January.

1. All Marina RV Park Sites			
a. Daily			
Regular.....		\$36.00	n/a
[Good Sam OR Military Veterans (not both)].....		\$32.40	n/a
b. Monthly.....		\$600.00	n/a
2. The Annex RV Sites			
a. Daily.....		\$30.00	n/a
c. Monthly.....		\$585.00	n/a
3. Dry Camping, daily (tents allowed).....		\$22.00	n/a

	PREVIOUS	NEW	% CHG
E. <u>South Beach Meeting Room</u> . Must be pre-arranged and authorized. Keys must be obtained and returned.			
1. 1/3 Day (morning, afternoon or evening).....	\$30.00	\$40.00	33.3%
2. Full Day.....	\$80.00	\$100.00	25.0%
F. <u>Pet Fee</u> . Pets free (3 pet limit).			
G. <u>Individual Fee</u> . First two people free; each additional person charged.			
a. Daily.....	\$3.00	\$4.00	33.3%
b. Monthly.....	\$32.00	\$42.00	31.3%
H. <u>Vehicle Fee</u> . Any combination of three axle pieces or equipment (e.g.			
a. Daily.....	\$7.00	\$10.00	42.9%
b. Monthly.....	\$35.00	\$50.00	42.9%
I. <u>Reservation Deposit</u> . Payable at booking. Deposit will be applied to actual stay, subject to cancellation fee if			
a. Daily		First night's rate	
b. Monthly.....		First month's rate	
J. <u>Cancellation Fee</u> .			
1. Daily reservation, except holiday or special event.			
a. 72 hours or more before check-in date.....	\$11.00	\$15.00	36.4%
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.....	\$11.00	\$15.00	36.4%
b. Fewer than 14 days before check-in date.....		First night's rate	
3. Monthly reservation.			
a. 30 days or more before check-in date.....	\$50.00	\$55.00	10.0%
b. Less than 30 days before check-in, or early checkout.....	\$100.00	\$110.00	10.0%
4. Seafood & Wine Festival. All cancellations are charged for a 2-nights' rate, no grace period.			
K. <u>RV Storage Fee</u> . To be paid in advance. RV must be in good condition. Per linear foot. (min. 20 ft.)			
1. Monthly.....	--	\$3.00	n/a
2. Semi-Annual, per month.....	--	\$2.50	n/a
L. <u>Laundry Machines</u> . Per Load.....	\$2.00	\$2.00	0.0%
M. <u>Showers</u>			
1. Marina RV Park and Annex RV Sites.....	free	free	0.0%
2. Marina Slips & Dry Camping (including tents), per 5 minutes	\$1.50	\$1.50	0.0%

SECTION 6. CIVIL PENALTIES. Penalties found in PONFC (§7.4(a)). Paid in full. Effective July 1, 2018.

A. <u>Class A Violation</u>			
1. 0 - 14 days, per day.....	\$300.00	\$330.00	10.0%
2. 15 - 29 days, per day.....	\$600.00	\$660.00	10.0%
3. 30+ days, per day.....	\$1,000.00	\$1,100.00	10.0%
B. <u>Class B Violation</u> .			
1. 0 - 14 days, per day.....	\$150.00	\$165.00	10.0%
2. 15 - 29 days, per day.....	\$300.00	\$330.00	10.0%
3. 30+ days, per day.....	\$500.00	\$550.00	10.0%

	PREVIOUS	NEW	% CHG
C. Class C Violation.			
1. 0 - 14 days, per day.....	\$30.00	\$33.00	10.0%
2. 15 - 29 days, per day.....	\$60.00	\$66.00	10.0%
3. 30+ days, per day.....	\$100.00	\$110.00	10.0%
D. Class D Violation.			
1. 0 - 14 days, per day.....	\$15.00	\$17.00	13.3%
2. 15 - 29 days, per day.....	\$30.00	\$33.00	10.0%
3. 30+ days, per day.....	\$50.00	\$55.00	10.0%
E. Parking Violation.			
1. 0 - 10 days, paid within.....	\$40.00	\$44.00	10.0%
2. 11 - 20 days, paid within.....	\$85.00	\$94.00	10.6%
3. 21+ days, paid within.....	\$125.00	\$138.00	10.4%
F. Dumping Violation.			
Per Event.....	\$500.00	\$550.00	10.0%
SECTION 7. ADMINISTRATIVE FEES. Staff may require payment or deposit in advance of service (ORS)			
A. Public Records Request Fee Schedule.			
1. Copies of Public Records. Per page.....	\$0.25	\$0.50	100.0%
2. Copies of Nonstandard documents, per page.....	\$20.00	\$22.00	10.0%
3. Copies of Sound Recordings (each).....	\$10.00	\$12.00	20.0%
B. Faxes/Emailing/Copies. Per page.			
1. Local.....	\$1.00	\$1.10	10.0%
2. Long Distance.....	\$1.50	\$2.00	33.3%
3. Incoming.....	\$1.00	\$1.50	50.0%
4. Copies	\$0.25	\$0.30	20.0%
C. Long Distance Phone Calls. 5 minutes maximum.			
	\$2.00	\$2.50	25.0%
D. Lamination. Per page. Letter size.....			
	\$2.00	\$2.50	25.0%
E. Notice Posting. For non-payment of lease or moorage.....			
	\$65.00	\$75.00	15.4%
F. Failure to Register. For research related to unregistered boats.....			
	\$33.00	\$40.00	21.2%
G. International Terminal Meeting Room. Must be pre-arranged and			
1. Half day.....	\$30.00	\$40.00	33.3%
2. Full day.....	\$60.00	\$80.00	33.3%
H. Returned Check Fee. Bank fees will be added.....			
	\$50.00	\$50.00	0.0%
I. Per Annum Interest Rate. Applied to past due accounts.			
	18.0%	20.0%	11.1%
L. Impound Seizure Fee.			
1. Vessel Impounding.....	\$750.00	\$850.00	13.3%
2. Car/Truck/Trailer.....	\$100.00	\$125.00	25.0%
3. Towing.....		Actual Cost + 5% Admin. Fee	
M. Process Fees.			
Any additional fees incurred by the Port as part of an eviction process.			
1. Notice.....	\$50.00	\$75.00	50.0%
2. FED Complaint.....	\$200.00	\$250.00	25.0%
3. Court Hearing.....	\$165.00	\$200.00	21.2%
4. Writ of Execution.....	\$140.00	\$160.00	14.3%

	PREVIOUS	NEW	% CHG
N. <u>Special Use Permit Fee</u> . The General Manager has authority to adjust or waive usage fee based upon non-			
1. <u>Application Fee</u>	\$100.00	\$110.00	10.0%
2. <u>Usage Fee</u> . Number of Participants, Attendees, Contestants,			
a. 1 - 200.....	\$400.00	\$440.00	10.0%
b. 201 - 500.....	\$650.00	\$715.00	10.0%
c. 501-1000.....	\$900.00	\$990.00	10.0%
d. 1001 - 5000.....	\$1,400.00	\$1,540.00	10.0%
e. 5001 - 10,000.....	\$1,900.00	\$2,090.00	10.0%
f. 10,001 - 20,000	\$2,400.00	\$2,640.00	10.0%
f. More than 20,000.....	\$5,000.00	\$5,500.00	10.0%
3. Vendors, per each.....	\$40.00	\$50.00	25.0%
4. Insurance Certificate Limits.			
a. General Liability, per occurrence.....	\$2MM	\$2MM	0.0%
b. General Liability, in aggregate.....	\$2MM	\$2MM	0.0%
O. <u>Security</u> . (TCB) costs reviewed and passed along to applicant, + 5.0% Administrative Fee.			
P. <u>Background Check</u>	\$25.00	\$40.00	60.0%
Q. <u>Credit Check</u>	\$35.00	\$40.00	14.3%
R. <u>Notary Fees</u> (OAR 160-100-0410).			
Affidavit/Jurat, Oath/Affirmation, Witness/Attest, per document.....	\$10.00	\$10.00	0.0%
S. <u>Package Handling Fee</u> . Per item.			
1. Envelope.	--	free	n/a
2. Package. 1st one free. Fee for each additional package.....	--	\$5.00	n/a

SECTION 8. INSURANCE CERTIFICATE MINIMUM LIMITS. Effective July 1, 2018. Limits are subject

A. Leases/Tenants.

1. General Liability, each occurrence.....	\$2MM
2. Damage to rented premises, each occurrence.....	\$300K
3. Medical expenses, any one person.....	\$5K
4. Person and adverse injury.....	\$2MM
5. General Aggregate.....	\$2MM
6. Products - Comp/Op aggregate.....	\$2MM

B. Commercial Vessels. Port of Newport to be named as an additional insured on Liability

1. Protection & Indemnity, must not exclude Wreck Removal.....	\$250K
2. Pollution Liability.....	\$300K
3. If Pollution/Protection & Indemnity Combined.....	\$600K

C. Recreational Vessels. Port of Newport to be named as an additional insured on Liability

1. Protection & Indemnity, must not exclude Wreck Removal.....	
2. Pollution Liability.....	
3. -or- Watercraft Liability, must include both wreck removal and pollution liability coverage. Umbrella clauses must identify boats exceeding 25 ft.....	\$500K

D. Charter/Guide Vessels.

1. General Liability.....	\$2MM
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Subject to review by Insurance Agent

	PREVIOUS	NEW	% CHG
E. <u>International Terminal Vessels</u> (Tariff No. 1(\$17))			
1. Maritime Employer's Liability (Jones Act).....		\$1MM	Subject to review by Insurance Agent
2. Commercial and/or Comprehensive Marine General Liability.....		\$5MM	
F. <u>Visiting NOAA Vessels.</u>			
1. Commercial and/or Comprehensive Marine General Liability.....		\$5MM	
G. <u>Vendors.</u> (reserved)			

SECTION 9. RETAIL SALES, GIFT CERTIFICATES, PROMOTIONS, SPONSORSHIPS, AND
Commission delegates to the General Manager the ability to set prices.

SECTION 10. DELEGATION OF RESPONSIBILITY.
The Commission delegates to the General Manager the ability to adjust these rates on a temporary basis to better

SECTION 11. ANNUAL REVIEW.
The Commission, through assistance by Port staff, shall at least annually review and adopt a new Rate, Fees and

SECTION 12. REPEALER. All previous rates and/or rate resolutions are hereby repealed.

APPROVED AND ADOPTED by the Board of Commissioners this 29th day of May, 2018.

Stewart Lamerdin
President Pro-Tempore

Walter Chuck
Secretary/Treasurer Pro-Tempore

James Martin Burke
46 SE 143RD St.
South Beach, OR 97366
[james m burke@yahoo.com](mailto:james_m_burke@yahoo.com)
(541)961-4838

May 22, 2018

Port of Newport
600 SE Bay Blvd.
Newport, OR 97365

To whom it may concern,

I am writing to you to express my interest in the vacant Position No. 5 on the Port Commission. I have been an elector residing within the Port District for 22 years, a proud member of this community, and active user of the Port of Newport Facilities. This is a thriving port and the main identity of our community. If chosen, I will help the current team move forward to maintain and improve our waterfront facilities. I also will listen and advise on options for increased future economic development within the district. Thank you for your consideration.

Sincerely,



Jim Burke

PORT OF NEWPORT

Commission Vacancy

CANDIDATE QUESTIONNAIRE

Printed Full Name: James Martin Burke

Date: 5/22/18

Please submit your answers to the following:

1. What do you know about the Port of Newport, its mission, goals and the services it provides?

The Port of Newport is a special district that is to help create and maintain a thriving maritime community by safely providing quality facilities for our commercial and recreation needs.

2. What experience have you had serving on boards (public vs. private)?

I have sat on an advisory board for ODFW in the past and I currently sit on the Oregon Coast Community College Local Advisory Board which I have been on for the last for the last 12 years. Professionally I am part of a team of directors at the Oregon Coast Aquarium and meet with our Board of Directors monthly, with full board meetings quarterly.

3. Why are you interested in serving on the Port of Newport's Board of Commissioners?

I feel proud to be a part of this community and enjoy working and living in a thriving small port town. We are in a time of change and I believe I can help with the challenges that lie before us. I would hope to help bring the users and citizens together to help achieve goals and improve the infrastructure.

PON Commission Vacancy – Candidate Questionnaire (7 May 2018) Page 2 of 3

4. What professional experience or knowledge do you possess that could assist the Port meet its

goals? I have experience managing people and budgets. I have managed several capital construction projects in the 500 k to 1.5 million range, and currently manage a 2.5 million dollar annual budget. I have a calm demeanor and strive to find consensus within group decisions, and I look towards the future and do not dwell on the past. I have lived on the ocean all my life, I am familiar with the user groups, I hold a US Coast Guard Masters License, I have worked as a commercial fisherman, and marine biologist.

5. What do you view as the Port's strengths and opportunities? (List separately.)

Strengths-

- **Location-** deep water port and proximity to the ocean with continued support and cooperation from the Army Corps of Engineers for dredging efforts throughout the year.
- **History and pride-** strong tie and longevity to the all Oregon fisheries, forestry, and research

- **Diversity of users** -recreational, near commercial fleet and distant commercial fleet, state and federal research fleet
- Growing and improving local resources-Port of Toledo Shipyard that is capable of maintenance and repairs on most vessels that use the Port of Newport.
- **New or improved facilities** - NOAA, International Ship Terminal, South Beach Marina, boat ramp and RV area,
- **Strong partners in development**- Rogue Brewery, Fisherman's Wives, Fisheries Associations, Oregon Coast Aquarium, Hatfield Marine Science Center, and Hall Family property development to mention a few.

6. What do you see as the Port's weaknesses and threats? (List separately.) What measures would you suggest be taken to address those weaknesses and threats?

Weaknesses- These are threats as I see them and I understand effort is already being put in this direction.

- **Annual upkeep** – general wear and tear on all Port facilities and the annual expense of keeping up with our coastal environment and users. Helping to solidify a prioritized scheduled maintenance of all facilities new and old/ big and small.
- **Commercial dock disrepair**- This is a major part of our identity and they have suffered from deferred maintenance and being put a bit of a back burner due to large pushes for large projects over the last decade (NOAA, IST).
- **Politics**- it appears the port commission has become too political and polarizing from a citizen perspective. This leads to the stagnation of progress, infighting, and quite frankly nowhere. There needs to be work done to find consensus and help on an advisory level to move forward and help fix the things that we are all so proud of.

PON Commission Vacancy – Candidate Questionnaire (7 May 2018) Page 3 of 3

7. What do you believe your role would be as a Port Commissioner?

I believe my role as a Port Commissioner would be to listen, learn and advise.

To: Port of Newport Board of Commissioners

Subject: Commission seat #5

To whom it may concern,

May 21, 2018

I'm writing you to express my interest in the vacant commission seat #5. I have lived in the port district my entire life and have been a registered voter since I was 18 years of age making me a registered voter here for about 39 years.

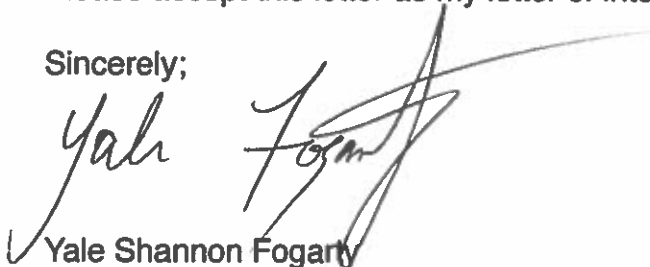
I have attended the majority of port meetings since 2006 and have a keen knowledge of many of the issues facing the port today. Being I have been so involved with the port from co-chairing the committee to rebuild the international terminal to participating in several committees and processes I feel I would be a good candidate for the open position. I would be able to get up to speed quickly and do my job well with the knowledge and history I have on the issues.

I have previous public board service serving on the Newport rural fire protection board for 5+ years and I served my community prior to that being a volunteer firefighter and firefighter lieutenant at Newport Fire for about 14 years serving from 1996 to 2010.

Living in this community for over 57 years gives me a unique perspective on the needs of the entire community, I would look forward to this being the next step in serving my home community to make it a better place for all and to ensure the port does all it can to support all factions within and out side the district it possibly can.

Please accept this letter as my letter of interest in commission seat #5.

Sincerely;

A handwritten signature in black ink, appearing to read "Yale Fogarty". The signature is written in a cursive style with a long horizontal stroke extending to the right.

Yale Shannon Fogarty
429 SE 98th Street
South Beach, OR 97366
541-867-6417
Teamtazz@charter.net

Please note my mailing address and physical address are the same.

PORT OF NEWPORT
Commission Vacancy

CANDIDATE QUESTIONNAIRE

Printed Full Name: Yale Shannon Fogarty Date: May 21, 2018

Please submit your answers to the following:

1. What do you know about the Port of Newport, its mission, goals and the services it provides?

The ports mission is to increase community economic development. The port serves
a wide range of the public from traveling RV's to a large commercial fishing fleet. It manages
many facilities that serves the public in many ways and works closley with other public agencies
to ensure the the needs of the public are met.

2. What experience have you had serving on boards (public vs. private)?

I served 5 years on the Newport Rural Fire Protection District board of directors. I have also
been an officer in my Union local (I.L.W.U.) which is one of the most democratic organizations
there is.

3. Why are you interested in serving on the Port of Newport's Board of Commissioners?

I would like to work to make the port a better place for all users and expand its accessibility
to more industries as well as current users. I feel with my working knowledge of the port I
can be a good asset to help solve the problems facing the port today.

7. What do you believe your role would be as a Port Commissioner?

To bring a fresh vision to the commission about priorities and problem solving. I would suggest
reaching out to other public agencies to assist the port with issues it is struggling to solve on
its own. I would hope to ease the polarization between different user groups and bring a voice
of reason to the commission.

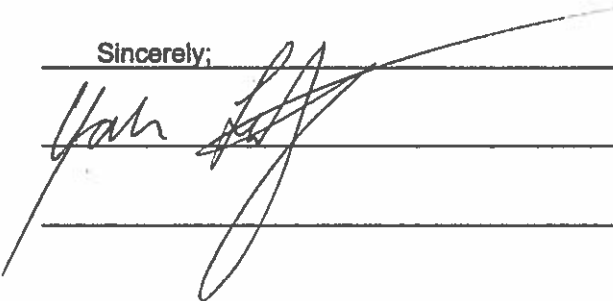
Additional Comments: I feel my long involvement with the port since 2006 makes me keenly able
to step in as a commissioner. I currently have a good working background with port issues and
would be able to understand many of them from day one. I'm also well known and trusted within
the local community and would be a strong liaison to the public.

I also know many of the current staff and feel I would bring a sense of ease and confidence to
them as the port works forward.

I would use my position to try and better the experience for all users of the port and work with
all commissioners, management and staff to make sure we do the best we can for the port district
and surrounding communities.

Thank You for your consideration.

Sincerely;

A handwritten signature in black ink, appearing to be 'John [unclear]', written over the signature line and extending into the lines below.



OLD BUSINESS AGENDA ITEM

DATE: *02 May, 2018*
RE: *Fire/Burglary Detection for Terminal Buildings*
TO: *Port of Newport Board of Commissioners*
ISSUED BY: *Aaron Bretz, Director of Operations*

BACKGROUND

Neither the International Terminal Building nor the adjacent net shop building have fire detection systems. The port currently houses over a half million dollars of assets along with historical data within the Terminal Building itself. Given the value of assets within those buildings along with the value of the buildings themselves, I strongly recommend that the Port install a combined fire/burglary detection system in these buildings. This improvement has been talked about in the past, and it needs to be completed.

DETAIL SUPPORTING

We received three price quotes on the cost of installation and monitoring of the fire and security system. The best value for installation and service was Iconipro; installation cost would be \$12,079 for both buildings and monthly monitoring would cost \$89.98 combined.

ALTERNATE CONSIDERATIONS

We received a bid from Ace Alarms, and also a bid from IDT as well with the installation costs listed below. We could choose to install simple smoke detectors, but we would lose the comprehensive monitoring and quick response capability offered with a fixed, monitored system. Additionally, that option would not address security monitoring, which is needed at the Terminal. Foulweather Trawl has had two break-ins in the past year, and Port Employees have reported more thefts on the property to the Police in the past year.

ACE Alarms installation.....\$12,755
 IDT Installation.....\$12,558

BUDGET IMPLICATIONS

There is room in the budget because we did not complete a fillet table in South Beach in this year's capital improvement list. It's my recommendation that we prioritize fire and burglary protection in our buildings at the Terminal higher than a fillet table at the recreational marina.

RECOMMENDATION

I would recommend that a Commissioner make a MOTION TO AUTHORIZE THE GM TO CONTRACT WITH ICONIPRO TO INSTALL AND MONITOR A FIRE/BURGLARY SYSTEM AT THE NEWPORT INTERNATIONAL TERMINAL AND THE ADJACENT NET SHOP AT THE QUOTED PRICES.



OLD BUSINESS AGENDA ITEM

DATE: *17 May 2018*
RE: *Hoist Dock Electrical Upgrades*
TO: *Port of Newport Board of Commissioners*
ISSUED BY: *Aaron Bretz, Director of Operations*

BACKGROUND

There have been reports by Independent Buyers at the Hoist Dock of breakers continually tripping, and a lack of available outlets on the pier to operate aeration and water circulation pumps. This equipment facilitates the purchase and transportation of live crab and hagfish at the Hoist Dock. The continual tripping of breakers is an indication that the electrical system is regularly being overloaded. Breakers that frequently trip wear out faster, and the connections become looser, which results in additional heat and eventually arcing and sparking (Class C fire). Upon investigation of the breakers, I found 10 amp breakers that are running multiple extensions. There is not enough capacity in place to support current operations.

DETAIL SUPPORTING

I received one quote and three 'no quotes' (companies that declined to bid for various reasons). Electrical contractors are very busy at this time; the hospital construction project is employing a number of electricians and has certainly effected the supply of qualified electricians in the area. This work is needed to improve safety and capacity at the Hoist Dock. Electricians have recommended that we add several additional circuits to accommodate the load being placed on the 110V circuit we currently have in place.

ALTERNATE CONSIDERATIONS

We could wait to do the work later when electricians and contractors have freed up in the area. If we make that choice, we will continue to work on an overloaded electrical circuit. We could require that buyers run less equipment, but that would reduce the amount of work they can do and reduce revenue to the Port. One buyer has employed the use of a generator to augment their work, but in order to minimize the use of extensions I recommend that we make these improvements as early as possible.

BUDGET IMPLICATIONS

This work was included in the upcoming FY's budget and would be completed at the beginning of July.

RECOMMENDATION

I would recommend that a Commissioner make a MOTION TO AUTHORIZE THE GM TO CONTRACT WITH WESTERN STATES ELECTRICAL CONSTRUCTION TO INSTALL NEW CIRCUITS AT THE HOIST DOCK NTE \$38,200.



**WESTERN STATES
ELECTRICAL CONSTRUCTION, INC
CCB#155472**

5/9/18

Page total (including this page): 1

TO: Aaron Bretz

Port of Newport

RE: Port Dock 5 hoist dock – 110 volt outlets

QUOTE LETTER

We appreciate the opportunity to quote to you for the electrical installation for this project. We will include the following:

Labor and materials to accomplish items 3 and 5 of the scope for “Port Dock 5 Hoist Dock Electrical Upgrades”.

Item 5 will be 20amp receptacles instead of 30amp. I checked with my vendor and 20amps in a duplex u ground GFI-type receptacle is as high as they go.

Material:	\$10,971.00
Labor:	\$24,410.00
Permit:	\$ 207.00
Boat rental:	\$ 863.00
Maritime insurance adder:	<u>\$ 1,743.00</u>
TOTAL:	\$38,194.00

Tim Mitchem

MAILING ADDRESS

P.O. BOX 847, NEWPORT, OR 97365

TEL: (541) 265-8067

(541)-994-9014

FAX (541) 265-7652



FINANCE DEPARTMENT MONTHLY REPORT

DATE: 29 May 2018
PERIOD: 25 April to 29 May 2018
TO: Doug Parsons, General Manager
ISSUED BY: Mark Harris, Accounting Supervisor

FY 2018-2019 Budget

The FY 2018-2019 budget was completed and submitted to the Budget Committee for review. Various supporting documents and reports were redesigned and a number of new reports were added to provide clarity to the budget. Once the budget is approved by the Budget Committee, it will be submitted to the Board for adoption at the 26 June 2018 Regular Monthly Commission Meeting (RMCM).

Payroll Schedule Change

The Port's once-a-month payroll schedule has been changed to a twice-monthly (semi-monthly) schedule effective 1 June 2018. Employees will benefit from more frequent pay dates that will occur on the 1st and 15th of each month. This will eliminate the need for mid-month payroll draw checks and bring the Port into compliance with IRS withholding rules.

Debt Service Payments

The second semi-annual debt service payment on the Port's Full Faith and Credit Obligation Bond (Series 2013) of \$46,353.75 was paid on 25 May 2018 from appropriations already in the General Operating Fund. This was an interest-only payment.

In June 2018, debt service payments on the Port's General Obligation (GO) Bonds Series 2011 and Series 2016 will be due. These interest-only payments will be paid from appropriations already in the Bonded Debt Fund.

Newport Belle Bed & Breakfast – Modification of Lease Agreement

The Port's lease with the owners of the Newport Belle Bed & Breakfast (Lessee) is up for renewal. The Lessee has requested a modification in the lease agreement to allow for cancellation of the lease with written notice as they are in the process of selling their business. The drafted modification of lease has been vetted by the Port's attorney and will be submitted to the Lessee for consideration after further staff review.

Umpqua Bank Signature Cards and Account Agreements

Authorized signers on the Port's accounts at Umpqua Bank have been updated per Resolution 2018-05 adopted on 20 March 2018. This updates the following accounts:

Facilities Maintenance Reserve Fund Money Market (GL #31060)

NOAA Fund Money Market (GL #51085)

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DIRECTOR OF OPERATIONS REPORT

DATE: 22 May 2018
PERIOD: April 2018 – May 2018
TO: Doug Parsons, General Manager
ISSUED BY: Aaron Bretz

OVERVIEW:

Boat ramp and RV Park operations are just beginning to pick up. Most of the crab pots have come back to the storage yard at the commercial marina, with fishing boats switching gear to their next fisheries. At the Terminal, the Hake season opened up on the 15th of May with a very short strike due to prices, but most are fishing now. I attended the Food From the Sea Workshop sponsored by Oregon State University to provide input for their new facility and also to use the opportunity to learn more about the seafood supply chain.

DETAIL:

I talked with Clint Funderburke and several other representatives from the Albacore Tuna fishery to see what their needs might be if they were to decide to come into Newport this summer. It appears that many have already committed to other Ports, but that a limited number of boats might still be attracted to Newport. The Albacore Fleet has tried Newport before but because of logistical challenges such as room for staging refer trucks, offload space, etc. If we are able to attract a limited number of tuna boats this summer, we might be able to leave visitors with a better impression and attract more of them in the future. We will need to do a better job of communicating to potential visiting boats what our capabilities are in Newport. Additionally, as in other fisheries, I have found that a commitment from the Port to buyers that allows them a degree of certainty that we can accommodate them at the hoist is paramount. I am still working on all of these factors.

Other potential buyers have contacted me about the possibility of offloading squid at the Port. This hasn't yet materialized, but in the past couple weeks I have been taking a crash-course in the needs of the squid boats and in the fishery itself in order to better understand how to be prepared if they choose to come to the Port. Some squid has been landed in Newport, albeit not at the Port.

We completed some minor work and moved a few truckloads of dirt from McLean Point to the Airport as we perform in accordance with our building permit at that location.

The secured moorage dock is ready for the OSP E/V GUARDIAN, and their lease is under final review by the state. I expect to have that lease signed within the next month. The South Beach Marina will be the waterborne home to the Oregon State Police.

I met with the Fire Chief about installation of a propane retail operation at the RV Park in South Beach. I have been working on quotes for a concrete pad and installation of electrical there.

The mobile crane at the Terminal went down for a couple days due to failure of a fitting on the hydraulic ram for one of the outriggers. It was repaired the day after it was discovered, and we installed new hydraulic hoses on the outrigger as well. These types of failures may increase as the crane gets older.

We represented the Port with the crane and one of our trucks in the Loyalty Days Parade.

The Port of Newport has a very limited Employee Assistance Program (EAP) as part of its insurance coverage through Standard. The loss of efficiency that organizations suffer as a result of employee personal problems can be a difficult cost to actualize, but numerous studies assert that some of the biggest factors in loss of employee productivity are personal problems and health habits. A robust program that allows employees to seek help for stress, grief, alcohol abuse, and financial counselling can provide employees with the outlet they need to solve their personal problems and transition back to peak performance. A robust EAP is not the single solution to performance problems, but if the proper culture is fostered in the organization, it can be a highly effective tool to help people improve.

Since working at the Port, I have seen several employees experience personal situations that went beyond the scope of our current program and impacted performance. This motivated me to suggest that we research and attempt to locate a cost-effective program that could be used to a maximum degree by our employees and would be of great value to the Port. I researched the programs used by the City and the State, as well as other organizations and found an impressive program called Total Care EAP from the ESI Group. The cost of this program for all employees at the Port is a flat rate of \$3,500 per year and it covers the attached list of benefits (including 5 counselling sessions for each employee per issue per year).

International Terminal – Don Moon, Interim Superintendent

Billable Services Performed this Period (November):

- | | |
|---|--|
| <input checked="" type="checkbox"/> Forklift –53.5 Hrs | <input checked="" type="checkbox"/> Moorage – 86 Days |
| <input checked="" type="checkbox"/> 30 Ton Hydraulic Crane – 38.5 Hrs | <input checked="" type="checkbox"/> Hoist Dock Tie Up – 84.5 Hrs |
| <input checked="" type="checkbox"/> Labor – 56 Hrs | <input checked="" type="checkbox"/> 120V power – 16d Days |
| <input checked="" type="checkbox"/> Other (Net Work) – 22 Days | <input checked="" type="checkbox"/> 208V power – 49.5 Days |

Special Projects:

- Completed In Progress paint parking curbs.
- Completed In Progress setting up parking area for distant water fleet
- Completed In Progress clean-up of Hall property in progress
- Completed In Progress signs for net recycle bin
- Completed in Progress change of traffic flow

Commercial Marina – Kent Gibson, Harbormaster

Billable Services Performed this Period:

Forklift – 139.25Hrs

Hoist Dock Crane(s) –6Hrs.

Dock Tie Up 273.75 Hrs

Special Projects:

Completed InProgress Repainted PD5 ramp

Completed InProgress

Other

Replaced broken triangle and dock rods at 5B-23 to make slip useable again.

Attended PCC conference in Coos Bay. Topics included Dredging, The Association of Marina Industries and the International Marina Institute training and certification programs, cruise ships, “In house or contract” projects, “When disaster strikes” and workplace harassment, workshops.

NOAA MOC-P – Jim Durkee. Facility Manager

- Performed quarterly maintenance on air handlers and overhead doors in the warehouse from scissor-lift.
- Changed generator run test to Thursdays to avoid conflict with NOAA Wednesday evening software updates.
- Other than budget work and some PTO, just the routine facility maintenance

Other:

Vessels Using the Facility Since My Last Report – Bell M Shimada, Fairweather, OSP Guardian. So far for 2018, 297 passengers have crossed the bar on vessels using the NOAA wharf.

Office Occupancy Admin Building – 65 Work Stations Total, 47 Occupied
Warehouse Bldg. – 23 Work Stations Total, 11 Occupied
Occupancy Rate – 66%

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

Billable Services Performed this Period:

Launch Tickets – 304 passes sold in April

Special Projects:

We completed the OSP dock and we are waiting for a signed lease with OSP.

Other:

We finished cleaning the bone yard and Anderson Construction has moved in.

I had rock hauled in on the sand pit road and spread.

The carnival came and went with no problems.

We bought traffic cones and reflective dry camp stickers for the dry camp lot.

We will be marking the overflow dry camp lot same as last year.

We had new batteries and brakes installed on the electric cart.

We have received a claim on rock damage to a vehicle that was on Marine Science Drive, weed whacker damage.

Halibut season was a bust weather related.

The RV Park has been very busy lots of cable and power issues mostly on the customer's side.

The guys have been working very hard to keep ahead of the grass and all the other chores.

Volunteer Work Crews- The Mates

- Assisted with the Know Your Newport event, represented the Port

April 2018 Occupancy Report

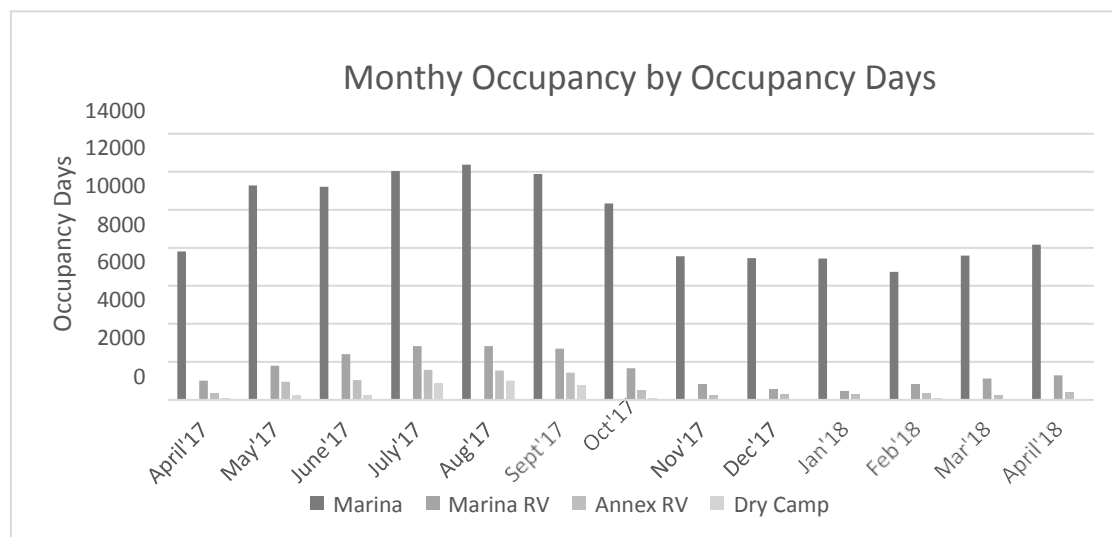
To: Aaron Bretz, Director of Operations

Issued by: Bill Hewitt, RV Park Supervisor

The Recreational Marina and RV Park continue their record pace for 2018. The Recreational Marina, Main RV Park, and the Annex are all ahead of last April and YTD is also ahead of last year. Dry Camping was down for April and YTD is also behind last year. Dry camping is still trying to catch up from poor wine and seafood sales due to weather. We still are very busy booking upcoming summer reservations with most weekends almost completely sold. Memorial Day weekend and Fourth of July holiday are totally booked except for dry camping.

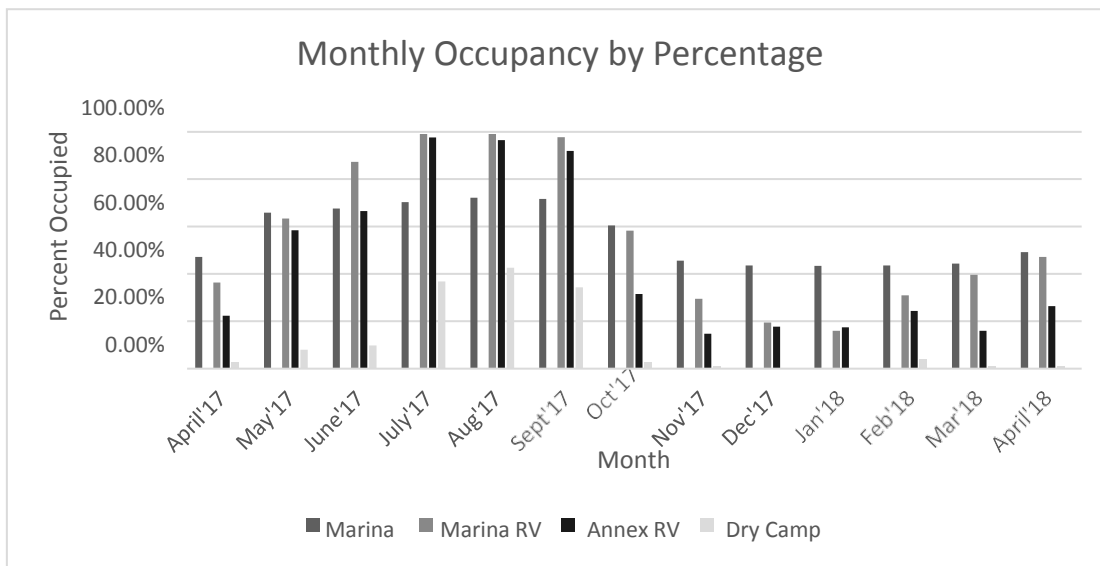
OCCUPANCY DAYS MONTH & TYD

April'2018	2017	2018	Change	YTD2017	YTD2018	Change
Recreational Marina	7814	8161	4.44%	29393	29963	1.94%
RV Park:						
Main RV Park	1003	1304	30.01%	3047	3671	20.48%
Annex	348	412	18.39%	1156	1306	12.98%
Dry Camping	64	26	-59.38%	242	140	-42.15%



OCCUPANCY PERCENT MONTH & YTD

Mar'2018	2017	2018	Change	YTD2017	YTD2018	Change
Recreational Marina	47.19%	49.23%	2.04%	44.37%	45.23%	0.86%
RV Park:						
Main RV Park	36.34%	47.24%	10.90%	27.60%	33.25%	5.65%
Annex	22.31%	26.41%	4.10%	18.52%	20.93%	2.41%
Dry Camping	2.84%	1.16%	-1.68%	2.69%	1.55%	-1.14%





STAFF REPORT

DATE: 15 May, 2018
RE: Hoist Dock Revenue Increase
TO: Doug Parsons / Port of Newport Board of Commissioners
ISSUED BY: Aaron Bretz – Director of Operations

BACKGROUND

Revenue at the Hoist Dock from 01 May 17 to 01 May 18 went up by approximately 19% compared to that same time period over the previous year. Much of this increase can be attributed to activity by independent buyers of seafood, whose revenue into the Port doubled from that same time period in 2016-2017. There are many factors that can be attributed to this increase such as fisheries successes and opportunities that became available, but by all accounts much of this increase can be attributed to the second shift that we implemented over crab season. The availability of a second shift on the dock allowed independent buyers to reach out to more boats, and to conduct additional business.

DETAIL

I am still working with Accounting to establish the cost associated with this increase in revenue, but I can certainly say that the second shift performed well financially, and was structured to be profitable.

Adding shifts to the dock increases capacity without requiring infrastructure improvements. As long as the cost is properly managed, we should continue to coordinate growth of operations at the hoist dock with independent buyer growth and use the additional revenue for dock improvements.



STAFF REPORT

DATE: 08 May, 2018
RE: Moorage Capacity in the Commercial Marina
TO: Doug Parsons / Port of Newport Board of Commissioners
ISSUED BY: Aaron Bretz – Director of Operations

BACKGROUND

Space available for annual moorage agreements has been a frequent topic of inquiry over the past year. This report will lay out some facts regarding current moorage holders, available moorage space, and Port policies, and documents my recommendations.

PURPOSE, SCOPE AND DETAIL

Linear feet of dock space in the commercial marina.....	7893'
Linear feet of current annual and semiannual moorage holders.....	7576'
Percentage of dock space with annual and semi annual moorage holders.....	96%

*These figures do not allow for any space between vessels or space in the corners of floats. After adding a minimum of 10' between boats, the percentage of dock that is spoken for climbs over 110%.

It is a best practice of the Marina Industry to consider a marina functionally “full” at the 85% mark in order to allow room for transients. As a matter of practice, the Port of Newport generally does not assign moorage, except for our smaller slips on Port Dock 5B, 5A (north side), and Port Dock 7 C&D. Because we don’t assign moorage, this allows us to go above the “full” mark.

CONTEXT

Because the Port of Newport does not assign moorage in the larger slips and in side tie space, this allows annual moorage agreements over the “full” mark in the marina. We currently have no operational policy that establishes what that mark should be or how to proceed once we’ve reached that point.

We have had reports that there are non-operational vessels in the commercial marina. The Port Facilities Code generally states that vessels moored at the Port must be, “completely seaworthy, fully operational and ready for immediate cruising in local waters.” The term “seaworthy and fully operational” is relatively subjective and difficult to define. What is seaworthy and capable of being operated to one person may not be to another.

RECOMMENDATIONS

I do not recommend making any changes to current practices... rather I believe we should simply clarify our current practices on the Moorage License Agreement (MLA), and in

policy/Facilities Code. This is an effort to manage expectations and present upfront how we manage the marina:

- Set a benchmark for when the marina is considered to be “full”, although I have not yet done enough work to recommend what that mark should be, based on linear footage of dock vs. linear footage of moorage holders. We should then consider at what point above “full” we wish to stop granting moorage licenses.
- Clarify on the Moorage License Agreement (MLA) that side tie space and slip usage is preferred, but that vessels can be directed to temporarily raft out of one another by the harbormaster at times when side tie and slip space are not available.
- Change how the Port Facility Code addresses “seaworthy” and “fully operational vessels” to a more objective standard.
 - Specifically address the Commercial Marina and tie the standard to the vessel’s recent activity rather than the vessel’s potential for activity (i.e. “seaworthiness”), with exceptions and time limits for vessels that are preparing to start up new fishing operations.
 - Possibly something like: Vessels that have recorded landings of catch commercially in the previous XX amount of time are considered to be “operational.”
 - This provides us with documentation that can be presented by the moorage holder that demonstrates that the vessel is “fully operational.”
 - Make provisions that allow continued moorage for vessels that were previously engaged in distressed fisheries or fisheries with a disaster declaration.
 - Clarify that the intent behind this policy is to discourage permanent live-aboards in the commercial marina and to create a more objectively enforced standard, NOT to drive away active fishing vessels that are experiencing a tough year.



STAFF REPORT

DATE: 15 May 2018
RE: Shoaling at Swede's Dock
TO: Doug Parsons / Port of Newport Board of Commissioners
ISSUED BY: Aaron Bretz – Director of Operations

BACKGROUND

Two City storm drains that empty near Swede's Dock are creating pronounced shoaling in the area (see Figure 1).

Outfall #1 is located under the old Fern Plant viewing platform; the most conspicuous impact of this outfall occurred in February of 2016, when it suddenly dumped a significant amount of material into the marina (Figure 2). The source of this material was never located, although the City searched the ravine up to HWY 20 to try and find a slide or hole from which this material would have flowed.

Outfall #2 is a new outfall that the City completed in summer 2017, which opens into the eastern end of the mudflat near Swede's Dock adjacent to the old Fern Plant viewing platform (Figure 1). The outflow from this drain carries with it sediment (Figure 3) that is forming a delta which is encroaching upon Swede's Dock, and will eventually create more shoaling at the Port's adjacent Hoist Dock (Figure 4).

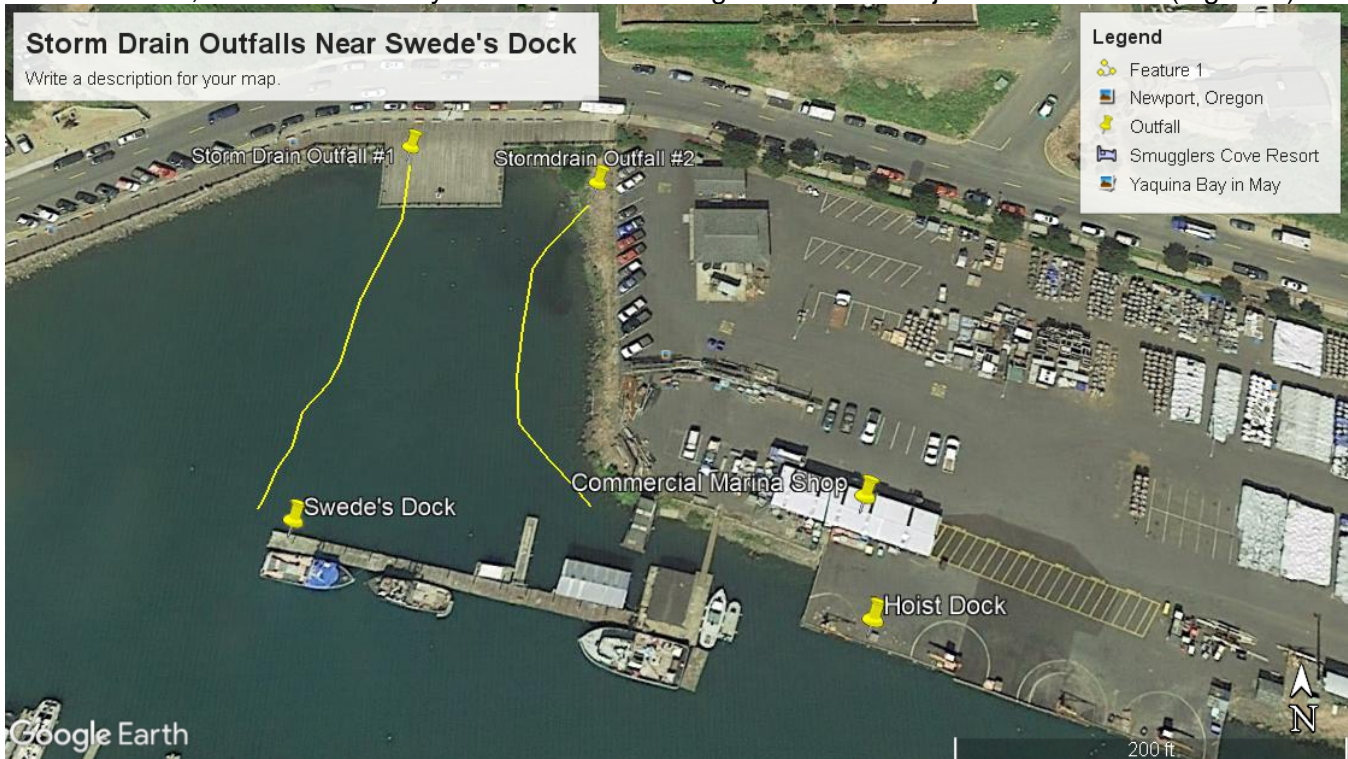


Figure 1: Overview of outfalls affecting Swede's Dock and general direction of flow



(Figure 2) Sediment discharged into the marina in February, 2016 from Outfall #1



(Figure 3) Sediment suspended in the water near the Boat House at Swede's Dock



(Figure 4) The Delta nearest the camera is from Outfall #2, the furthest one is from Outfall #3

DETAIL

At -2' low tides, one can now actually step from the corner of Swede's Dock onto the expanding mud flat. The channel from Outfall #1 trends toward the end of Swede's Dock, and the flow from Outfall #2 turns back toward the east and discharges near the shore line closer to the Hoist Dock. Since the event from Outflow #1, and the relatively recent installation of Outflow #2, the area around Swede's Dock has changed, and I believe it will continue to shoal further. The photos below show roughly the same location at -2' tides; the photo on the left is from June of 2017, and the photo on the right is from May of 2018.



During the first week of May, F/V WESTERN BREEZE bumped the bottom in between Hoist 3 and Hoist 4 on a tide. The operator reported that the boat was drawing about 15' at that time. A week later, the owner of F/V MICHELLE ANN reported that his fathometer showed 3' beneath the keel in that same location on a -2' tide. At that time, MICHELLE ANN was drawing 9' 2".

RECOMMENDATIONS

Swede's Dock is critical for commercial fishing boats that need to conduct dockside maintenance and repairs. We will be required to dredge this area in the near-term as a result of the impact created by these two storm drains. I recommend dredging the area around Swede's dock during the in-water work period after next (2019-2020), and sooner if possible. Additionally, we should replace the deteriorated pilings and dock in that same time period if we can locate and secure the funding.

In the long-term, we should certainly be aware of any public comment periods for permits that pertain to storm drain work which emits into any of the Port's basins. We should be aware (in particular) of the volume of outflow and the placement of drains. Finally, permanent solutions will need to be explored to prevent the area from re-shoaling after dredging.



TotalCare
EAP Division of ESI



Employee Assistance Program Proposal

PREPARED FOR:

Port of Newport
Aaron Bretz
Director of Operations

PREPARED BY:

Michelle Johnson
Vice President, Client Services
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March 20, 2018

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Introduction

The fundamental reason to offer an Employee Assistance Program is to provide help for those employees who are experiencing significant personal problems that damage their performance and productivity.

ESI Employee Assistance Programs provide more benefits and services than any other EAP to assist these employees. With more than double the benefits of traditional EAPs, we deliver double the utilization of these traditional EAPs. That means better results. More employees get the help they need and return to full productivity sooner.

While our standard EAP menu of benefits is more extensive than traditional EAPs, we recognize that there is an opportunity to do even more to help our client organizations and their employees be more productive.

We have created the next generation EAP-- one that helps employees with all aspects of their lives so that they can achieve a higher level of productivity. This proposal outlines solutions for all the major productivity-draining issues.

There are 3 main culprits destroying employee productivity.

Number one: Employee personal problems are costing your organization over 3 weeks lost time per employee, per year, or a lost time cost of more than \$250,000 per 100 workers.

Number two: Poor employee health habits are driving over 70% of your health and disability costs. Poor employee health is a productivity inhibitor and a cost driver.

Number three: Organizations that don't offer a strong employee Training and Professional Development program suffer a 5-10% drag on productivity.* For every 100 workers, that translates to a cost of over \$200,000 a year.

EAP Benefits to Address Personal Problems

This year, one out of five of your employees will face significant personal problems. These problems will disrupt their lives and their work.

A national study by Yankelovich Research found that personal problems result in an average of over 3 weeks per employee per year of on-the-job lost productivity. That means that lost time at work is costing each employer over \$2,500 per employee per year. For some employers with high wage earners, that cost is more than \$4,000 per employee.

In light of this data, we conducted a follow-up study to measure our impact on the 3 plus weeks of lost productivity per employee.

The results of our study demonstrate that ESI reduces lost time at work by more than 23%. And because more than twice as many employees access the ESI EAP, we can demonstrate that ESI is more than twice as cost effective as other EAPs.

**Findings based on data collected by Dr. Ken Blanchard, Cornell University Professor and author of "The One Minute Manager".*



Bottom line: No other EAP offers this degree of help for employees, this level of productivity improvement or this kind of cost savings.

This proposal addresses our full line of traditional EAP services, our expanded range of proprietary benefits, and our exclusive Peak Performance Benefits to further improve your organization's overall performance and productivity.



Peak Performance Benefits

Our Peak Performance Benefits are comprised of two major components:

- Peak Performance Training and Development Program
 - ESI Knowledge Center
 - Personal & Professional Coaching
- Peak Performance Wellness Coaching

Peak Performance Benefits are designed to:

1. Improve the performance of current managers,
2. Prepare the next generation of leadership in your organization,
3. Improve overall employee engagement and performance and help reduce turnover.



About ESI

ESI Group has been delivering EAP services since 1983. We currently administer the EAP benefit for over 1,800 organizations and over 1,250,000 Members throughout the US and Canada. ESI has demonstrated its ability to deliver seamless and consistent Employee Assistance services to large Fortune 500 organizations as well as to smaller organizations, non-profits and government employers.

ESI delivers more EAP benefits, more services and better results than any other EAP. With more benefits to solve more employee problems, we achieve better results.

Benefits and Services

Counseling Benefits

Members speak directly with our professional staff counselors 24-hours a day via a toll-free number. Every counselor has a Master’s Degree or Ph.D. Staff counselors provide direct counseling when a Member calls. They also act as case managers when referrals are made to local counselors or other work-life or wellness resources, overseeing each case to its ultimate closure - regardless of the amount of time involved in assisting the Member.

All employees and their immediate family members are eligible for telephonic counseling and short-term, in-person counseling. Immediate family members are defined as spouse, children, life partner, or anyone who lives with the employee. Dependent children up to age 26 are also covered. Our EAP provides multi-lingual and multi-cultural counseling as well as services for the hearing impaired. Counselors offer help with these and other issues:



- Family
- Emotional Issues
- Stress
- Depression
- Anxiety
- Mental Health Issues
- Marital/Relationship Issues
- Loss and Grief
- Parenting Issues
- Family Violence
- Life Changes
- Anger Management
- Job Related Difficulties
- Alcohol and Substance Abuse

Clinical Network

There are over 40,000 licensed clinical counselors available to serve Members nationwide. ESI obtains a zip code census at inception and on an annual basis to ensure we have a sufficient number of counselors near each employee's home address. All counselors in our diverse, multi-cultural network must meet the following criteria to serve ESI Clients and Members:



- Appropriate professional degree, state licensing, credentials, certifications (PhD, MSW, LCSW, CADC, SAP, LMFT, LPC)
- Ability to see Members in 3-7 days of initial call or immediately if urgent
- Minimum of 5 years private practice experience
- Minimum of 20 hours of advanced continuing education per year, 2 hours of which must be devoted to ethics or legal considerations
- Documented professional liability insurance
- Covered on Member's insurance plan if long-term counseling indicated

Work-Life Benefits

Work-Life Benefits are offered to assist Members with a wide variety of issues, including:



- Daycare/Child Care Services
- Elder Care Services
- Real Estate Issues
- Coping with Change
- Estate and Probate Concerns
- Co-worker Relationships
- Living Wills
- College Funding Consults

In addition, specialized legal and financial resources are available.

Legal: Professional legal services are provided for issues not related to employment or medical concerns. Members will receive a free legal consultation per legal issue with an attorney. Should a Member need to retain an attorney, a referral is made to a private attorney who specializes in the area of need. A 25% discount is applied to legal services billed at an hourly rate if the attorney is retained.

Financial: Members may request financial counseling with a professional financial planner to discuss retirement planning, college funding or other financial concerns.

Debt Issues: Comprehensive professional credit counseling is available to assist employees in developing a budget and in-debt restructuring.

Information Resources

Many Member problems require information instead of, or in addition to, counseling. **Information Resources** are available for thousands of topics. A sampling of subjects includes:

- Adoption Matters
- Over 900 Health/Wellness Videos
- Automotive Purchases
- Over 150 Financial Calculators
- Cancer Information
- Separation & Divorce
- 800,000 Child/Elder Care Providers
- Smoking Cessation
- Extensive Legal Library
- Weight Loss
- Harvard Medical Reviewed Articles
- Wills & Living Wills

Members can access the Information Resources Benefit directly at our website www.theEAP.com or may request information by telephone and have it mailed to them.

Tools for Tough Times



Tools for Tough Times is an informational benefit designed to help Members cope with today's tough financial pressures - whether it be finding a rideshare program, learning how to avoid foreclosure, finding a heating assistance program, tapping into ideas for saving money at the grocery store or cooking meals for less.

Our tools are designed to provide a wealth of resources to help Members do more with less. The Tools for Tough Times Resource Center includes helpful information on:

- Mortgages and Home Ownership
- Debt and Money Problems
- Heating and Home Energy
- Financial Tools
- Gas and Driving
- Frugal Living

Caregiver Benefits



Over 50 million Americans are faced with the challenge of being a caregiver. Caregiving can be one of life's most challenging issues. With **Caregiver Benefits**, Members can access counselors with special training to get help finding local resources and information on medical and home care needs.

Adoption Benefits

With **Adoption Benefits**, Members can access an adoption counselor to get help through the various stages and types of adoptions. Members receive an adoption guide and referrals to adoption agencies, attorneys and adoption support organizations. An adoption specialist provides ongoing counseling throughout the adoption process.

Special Needs Benefits



ESI also provides **Special Needs Benefits** for Members who have a child with special needs. A special needs counselor conducts a full needs assessment, discusses options, makes referrals to community resources - and provides ongoing counseling and support.

Personal Assistant

Everyday issues can disrupt an employee's productivity. Members can call or email ESI's **Personal Assistant** for help with day-to-day problems. Help is available for hundreds of issues, including:

- Finding a local medical or dental provider
- Consumer law and consumer rights
- Scholarships and financial aid
- Summer camp options
- Real estate and rental issues



Pet Information

Nearly two-thirds of all U.S. households have pets and 50% of pet owners indicate that they consider their pets to be family members. We assist Members in solving pet-related problems every day. Whether it is help in choosing or naming a pet, finding a vet, locating hotels that allow pets or solving pet behavioral problems, we can help.



We've compiled an online **Pet Help Resource Center** that offers a centralized location for resources and help. It features links and articles on a variety of pet-related matters and our pet care specialists can answer questions regarding pet health, behavior and training.

Lifestyle Benefits

Lifestyle Benefits include a menu of value-added wellness and personal development services designed to enhance a Member's quality of life. By harnessing the aggregate power of hundreds of thousands of Members, we are able to negotiate special rates and discounts. Available benefits may vary by season and geography and are accessible from ESI's website or by calling our 800 number. Some of the benefits that we currently offer include:

- LA Fitness® and HealthTrax®
- Weight Loss through Nutrisystem® and Jenny Craig®
- Nutrition Counseling through Apex Nutrition, LLC®

College Tuition Discount Benefit

ESI EAP has partnered with Bisk to offer discounts for online Degree and Certification Programs at premier higher education institutions such as the University of Notre Dame, Michigan State University and Villanova University, to name a few. Members and their families can earn discounts on hundreds of courses for professional certifications or towards an Associate's, Bachelor's or Master's degree from a regionally accredited university.

Stress Assessment and Services

Virtually every employee suffers from some degree of stress. Employees with acute stress can enter a specialized **Stress Assessment** and remediation program. The program components include:

- A thorough assessment
- Identification of critical stressors
- Counseling intervention
- Stress reduction strategies tailored to the Member's specific needs

Certified Financial Coaching

In recent studies, four out of five employees report significant financial stress and three out of five say that it affects their ability to focus while at work. Our **Certified Financial Coaching** helps Members to address budgeting, credit, debt and money management issues. And because our Coaches are also Behavioral Health Clinicians, they are experienced in change management and in addressing the stress, family problems and mental/emotional issues that often accompany financial problems. The Certified Financial Coaching benefit has three core components: unlimited telephonic **Financial Coaching** provided by certified professionals, **Financial Assessments** and **Financial Education**. The Financial Education component includes more than 100 Personal Finance and Investing courses available online 24/7.



Peak Performance Benefits

Training and development is one of the best ways to engage employees and help them achieve peak productivity. Our Peak Performance Benefits are designed to improve the performance of not just some, but all of your employees. Benefits include:

- Peak Performance Training and Development Program
 - ESI Knowledge Center
 - Personal & Professional Coaching
- Peak Performance Wellness Coaching



ESI Knowledge Center

A state-of-the-art ESI E-Learning Knowledge Center powered by award-winning Skillssoft, supplemented with ESI proprietary courses. The online training center is built to help your employees improve their overall performance and productivity. It includes over 300 courses, including courses that qualify for HRCI continuing education credits:

- Professional Development training courses and programs to build business skills
- Personal Development trainings with coaching to improve personal performance at work and at home
- Comprehensive compliance training with over 25 courses
- Management Development trainings for managers of all levels
 - Aspiring and new managers
 - Middle managers
 - Advanced curriculum for experienced managers



Personal and Professional Coaching

Members work with Senior Performance Coaches to maximize productivity and enhance their personal and professional performance. The programs include:

- One-on-one telephonic coaching with Senior Performance Coaches
- 3 – 4 trainings and 4 to 6 coaching sessions.

Peak Performance Wellness Coaching

Poor employee health is a productivity inhibitor and a cost driver. Over 70% of your health costs can be attributed to lifestyle issues and poor health behaviors. The good news is that these behaviors are modifiable.

Employees who engage with a Wellness Coach improve their health and ultimately reduce health costs. Almost two-thirds of Members who engage with a Coach ultimately reach their wellness goals.

Peak Performance Wellness Coaching includes:

- One-on-one coaching and counseling from an integrated team of coaches and clinicians
- Coaching for Fitness, Nutrition, Weight Loss, Stress, Tobacco Cessation and Drugs & Alcohol
- Frequent messages via our Automated Digital Communication System to create employee awareness of behavioral health risks and encourage employees to engage with a Wellness Coach

Employee Awareness & Communication

Employee Awareness

An employee assistance program that is not used is not useful. Utilization begins with employee awareness. A well-planned installation and continued awareness campaigns will have a direct impact on the level of utilization. ESI provides comprehensive employee orientation and communications.

We will provide a session to explain the EAP benefits in a way that does not disrupt normal operations. Depending upon the size of the organization and the availability of employees and supervisors, orientations are delivered via a web conference meeting, online orientation videos for both employees and supervisors, and onsite group meetings. Employee information sessions cover the following:

- Detailed description of the EAP benefit and services
- Example of how EAP can assist employees in resolving personal, family and work-related difficulties
- Description of the major EAP components: Personal and Family Counseling, Financial, Legal, Work-Life, Wellness, Dependent Care, Career Development, Information Resources, and Lifestyle Benefits
- How to use the program; hours of operation; 24-hour availability
- In-depth explanation of confidentiality

A Continued Awareness Campaign is recommended and ESI provides, on a regular basis, a wide variety of high-quality, video, paper and electronic materials to promote continued awareness of the program. The continued awareness campaign includes:

- Brochures
- Monthly Newsletters
- Wallet Cards
- Payroll Stuffers
- New Benefit Announcements
- Table Top Displays
- Video Presentations
- Posters



Automated Digital Communications

ESI's proprietary Automated Digital Communications (ADC) system allows ESI EAP to engage in periodic e-mail communications with Members. Utilization is the key to maximizing the effectiveness of your EAP by helping employees to resolve issues and distractions that hinder productivity. At ESI EAP, we achieve superior levels of utilization more than double that of traditional EAPs - through regular Member communications about services and benefits. Our e-communications supplement a host of traditional communication tools from brochures, posters and table tents to videos and attendance at health fairs.

Online EAP Access

Online access to ESI services is available through our website www.theEAP.com. The EAP site provides:

- Detailed EAP benefits information, including an orientation video
- Personal screenings, wellness articles and links to related sites
- Access to thousands of information topics
- Discounted offerings on numerous health and wellness programs

The online **Supervisor Resources Center** provides information on how to effectively utilize the program, including the administrative referral process and required forms, Affordable Care Act toolbox, Family Medical Leave Act resources, workplace violence resources, workers' compensation and disability cost control, best practices and online training programs.

EAP Mobile App

Members have the convenience and privacy of 24/7 access to all EAP benefits and services at their fingertips wherever they go via the EAP smartphone app. The app offers all the same great tools, benefits and resources that are accessible via computer, but in a more mobile-friendly format. The app is downloadable free for iOS and Android.



Manager, Supervisor and HR Services

Supervisor Orientation

Supervisor involvement is essential in the integration of ESI into the workplace culture. Once these key individuals thoroughly understand the full range of services available, they can proactively refer employees before job performance is affected by personal problems. Supervisors are also educated on the most effective ways to manage employee behavior concerns once job performance is impacted.

As an integral part of the EAP installation process, ESI provides management orientation training and online supervisor training videos. Supervisor and manager training sessions include:

- The role of the EAP
- Identification of troubled employees
- Effective intervention techniques
- Conducting an administrative referral
- Return-to-work strategies
- The benefits of promoting the EAP in a positive manner



Onsite Seminars

In addition to the supervisor and employee information sessions regarding EAP benefits and our comprehensive online training suite in peak Performance Benefits, ESI can also provide optional **Onsite Seminars**. Note that **additional charges apply**. A few of the topics covered in the seminars are:

- Harassment and Discrimination Prevention (Supervisor and Employee version)
- Violence Prevention in the Workplace (Supervisor and Employee version)
- Balancing Work & Personal Lives
- Excellence in Customer Service
- Drug-Free Workplace Training and Compliance
- Federal DOT Supervisory Training
- Stress Management Reduction



Human Resource Consultations

Unlimited **HR Consultations** are available for complex employee issues. Managers may contact our clinical staff or our certified SPHRs (Senior Professionals in Human Resources) for counsel on virtually any human resource issue. SPHRs keep up-to-date on various employment matters such as FMLA, ADA and Workers' Compensation.

Administrative Referral

The Administrative Referral is a formal process to address employee policy violations and unacceptable job performance, such as repeat absenteeism, negative interpersonal interactions, substance abuse violations and performance issues that could be improved through Coaching and Training.

This process is geared to work in tandem with HR to save valuable employees. It should be used in conjunction with a progressive discipline process. When facing an employee performance problem, supervisors should consult with an EAP Clinical Counselor to determine the best approach from options that include Counseling, Coaching, and Training. This consultation should be done before referring the employee so the EAP Counselor can help structure the formal referral interview and offer guidance for necessary forms. The EAP will work closely with the referring supervisor or manager during and after the referral process, providing complete case management and corrective counseling to closure.

When presented with facts concerning their performance, most employees cooperate with the Administrative Referral. According to our records logged over 26 years, approximately **65%** of referred employees who are physically and psychologically fit for duty have made successful job recoveries.

Trauma Response

Through our **Trauma Response** services, ESI has trained counselors and other certified personnel ready to respond to the needs of your organization should any of your personnel experience a traumatic situation at work. Staff counselors are trained to consult and triage with management to assess employee needs during a critical situation.

Counselors include grief and trauma specialists as well as team members certified in basic and advanced critical incident stress management. Trauma Response services include:

- Threat of deadly force against an employee
- Workplace accident involving serious injury or death of an employee
- Workplace violence
- Witnessing a suicide or suicide attempt

Responses include on-scene deployment, telephonic counseling and private counseling as well as group debriefings.



Supervisor Resource Center

ESI provides an online **Supervisor Resource Center**. This section of our website contains copies of forms, policies, articles and other tools designed to help develop people management "best practices." An extensive array of articles and Web resources are also available to help you solve the everyday problems that are encountered when managing people. Some of the topics covered in the Supervisor Resource Center are:

- Administrative Referrals
- Best Practices
- DOT Testing
- Family Medical Leave Act
- HR Humor
- Industry Publications
- Mental Health Matters
- Recruiting & Hiring
- Supervisor Consultation
- Workforce Management
- Workplace Violence Resources
- Affordable Care Act Toolbox
- Crisis Management
- Employment Practices
- Grief and Loss
- HR Trends
- Interviewing & Onboarding
- News and Views
- Regulatory Matters
- Termination Checklist
- Workers' Compensation

HR Web Cafe

HR Web Café is ESI's workplace blog about employment issues, people matters and work trends. This weekly news blog is emailed to key HR personnel. A sample of the latest blog postings: Your odds of an employment lawsuit – and what it would cost; The risks of using Social Media in recruitment; How laughter helps us cope; Workplace fatalities; Religious discrimination and accommodation; FMLA Tools, Tips and Resources; Bullying Resources for Parents, Teachers and Kids; Why domestic violence victims don't leave and Get a move on: Sitting is a Lethal Activity.



Drug-Free Workplace

Many organizations recognize the need for a **Drug-Free Workplace** program. Other employers that are regulated by the US Department of Transportation (DOT) are mandated to conduct drug and alcohol testing programs. ESI provides services to meet both needs.

Drug-Free Workplace online training and policy development assistance is available. In addition, there is a complete online DOT compliance resource available that includes all compliance issues and online supervisor training. **Our online training curriculum was the first in the nation to be approved by DOT.** There is no additional charge for these services. However, should an employee test positive for drugs or alcohol, the cost of a referral to a certified Substance Abuse Professional (SAP) is not covered.

Accountability

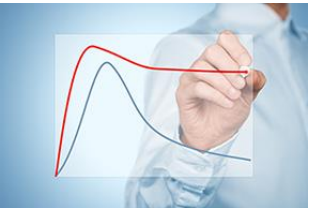
Confidentiality

Every employee who uses the ESI program does so in confidence. **Confidentiality** is always maintained except in cases where there is a legal obligation to intervene, such as in the case of child abuse, a serious threat of harm to self or others, or threats of workplace violence.

Privacy is maintained for all PHI (protected health information). Only those responsible for delivering, maintaining and paying for services provided to you have access to this PHI. No PHI will be disclosed to any third party other than those mentioned without your written authorization unless required by state or federal law or when there is a threat of harm to you or another.

Activity Reports

A primary way of assessing the effectiveness and value of the EAP is to track the rate and consistency of program utilization. ESI shall generate detailed online EAP statistical **Activity Reports** on a monthly basis. These reports shall reflect referral statistics categorized by presenting problem and actual units of service rendered. EAP online training reports include course title, employee name and date of completion. In order to maintain confidentiality, EAP monthly reports are statistical in nature.



Quality Assurance Program

ESI maintains the most rigorous Quality Assurance Program in the EAP industry. Below are the key elements of our QA process.



Proprietary Network: ESI’s proprietary national network of local private-practice clinicians is a key component of our Quality Assurance Program. At program inception and each renewal thereafter, our Network Analysts undertake thorough measures to match the ESI network with your organization’s requirements for local providers. As a result, employees and their families will have convenient access to providers located close to where they work and live. In addition to availability of a complete array of clinical expertise, we also confirm that each network provider accepts the health insurance offered by the employer. This comprehensive formula enables ESI to provide a convenient and highly personalized referral to the local counselor who is best-suited to help the Member with their specific issue—ultimately resulting in faster resolution to the Member’s problem.

Provider Review: Providers are continuously assessed during the case management process. Every case manager is required to identify and report any clinical practice issues. In addition, providers and facilities are evaluated continually with the help of our Member feedback and a stringent re-credentialing process timed with every license renewal. Senior counselors review the assessment forms submitted by our providers and any concerns are reviewed by a supervisor immediately.

Member Satisfaction Research: A participant survey is discretely provided to every Member who receives personalized counseling services. Member names and contact information are optional. Members rate their EAP experience and are given the opportunity to make recommendations.

Peer Review: Staff counselors monitor and critique each other to foster an open collaborative environment which emphasizes the team approach to achieve the best possible outcomes.

Weekly Clinical Staff Meetings: Staff counselors and supervisors meet on a weekly basis to discuss emerging trends, best practices, case review and to receive training.

Clinical Supervision: Clinical supervisors and our Chief Clinical Officer routinely review cases. A system of random case sampling and “in the moment” reviews are conducted with staff counselors. All administrative referrals, critical incidents and high profile cases are reviewed concurrently with supervision while the staff counselors are actively working the case.

Problem Resolution: Should a service issue or concern be brought to our attention, an Incident Report is created. The problem is immediately addressed by the Chief Clinical Officer who will affect a resolution within 24 hours—usually sooner. All incident reports are reviewed by our Chief Client Service Officer and our Chief Executive Officer to ensure the highest level of response has been provided to resolve the issue.



Pricing

Cost per Employee Per Year:	Flat Rate
Number of Employees Covered Under Plan:	19
Total Cost of EAP Per Year Billed Annually:	EAP - \$2,500 PPB Training – add \$750 PPB Training with Wellness Coaching – add \$1000

Money Back Guarantee

Your satisfaction is our primary concern. If at any point within the first 180 days following the effective contract date you are dissatisfied with the EAP for any reason, you may cancel the contract agreement and ESI will refund all money paid up to that point, minus the specific dollar amount paid for network counseling services.

INCLUDED IN PRICE

Counseling Benefits

- Sessions per issue per year: **Up to 3**
- Unlimited Telephonic Counseling
- Family Members Covered
- Masters & Ph.D. Level Licensed Counselors

Work-Life Benefits

- Child & Elder Care Resources
- Legal & Financial Resources & Debt Management Services
- Information Resources
- Tools for Tough Times
- Caregiver Benefits
- Adoption Benefits
- Special Needs Benefits
- Personal Assistant
- Pet Care Information
- Lifestyle Benefits
- College Tuition Discount Benefit
- Stress Assessment & Services

Certified Financial Coaching

Peak Performance Benefits

- Peak Performance Training & Development
 - ESI Knowledge Center (includes over 300 E-learning trainings)
 - Personal & Professional Coaching
- Peak Performance Wellness Coaching

Employee Awareness & Communication

- Employee & Supervisor Awareness Sessions
- Professional Video, Electronic and Paper Communications
- Automated Digital Communications
- EAP Mobile App

Management, Supervisor & HR Services

- Supervisor Orientation
- HR Consultation with SPHRs
- Administrative Referral
- Trauma Response: \$250 per hour
- Supervisor Resource Center and HR Web Cafe
- Drug-Free Workplace

On-Site Seminars: \$1000 per day plus travel
DOT/SAP charges: \$850 per case

**This quote is good for sixty (60) days*

Pricing

Cost per Employee Per Year:	Flat Rate
Number of Employees Covered Under Plan:	19
Total Cost of EAP Per Year Billed Annually:	EAP - \$3,500 PPB Training – add \$750 PPB Training with Wellness Coaching – add \$1000

Money Back Guarantee

Your satisfaction is our primary concern. If at any point within the first 180 days following the effective contract date you are dissatisfied with the EAP for any reason, you may cancel the contract agreement and ESI will refund all money paid up to that point, minus the specific dollar amount paid for network counseling services.

INCLUDED IN PRICE

Counseling Benefits

- Sessions per issue per year: **Up to 5**
- Unlimited Telephonic Counseling
- Family Members Covered
- Masters & Ph.D. Level Licensed Counselors

Work-Life Benefits

- Child & Elder Care Resources
- Legal & Financial Resources & Debt Management Services
- Information Resources
- Tools for Tough Times
- Caregiver Benefits
- Adoption Benefits
- Special Needs Benefits
- Personal Assistant
- Pet Care Information
- Lifestyle Benefits
- College Tuition Discount Benefit
- Stress Assessment & Services

Certified Financial Coaching

Peak Performance Benefits

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 - ESI Knowledge Center (includes over 300 E-learning trainings)
 - Personal & Professional Coaching
- Peak Performance Wellness Coaching

Employee Awareness & Communication

- Employee & Supervisor Awareness Sessions
- Professional Video, Electronic and Paper Communications
- Automated Digital Communications
- EAP Mobile App

Management, Supervisor & HR Services

- Supervisor Orientation
- HR Consultation with SPHRs
- Administrative Referral
- Trauma Response: \$250 per hour
- Supervisor Resource Center and HR Web Cafe
- Drug-Free Workplace

On-Site Seminars: \$1000 per day plus travel
DOT/SAP charges: \$850 per case

**This quote is good for sixty (60) days*



GENERAL MANAGER'S REPORT

DATE: 24 May 2018
PERIOD: 25 April 2018 – 24 May 2018
TO: Port Commissioners
ISSUED BY: Doug Parsons, General Manager

OVERVIEW:

This is my 2nd monthly General Manager's report. It is basically in chronological order for this past period.

Some highlights:

[1] I've had follow-up meetings with many of the approximately 55 individuals I met with during my first month, and had introductory meetings with approximately 25 additional individuals this last month, some of whom I'll mention in this report.

[2] I've continued to advise and help the Port staff implement simple common-sense administrative actions within our organization.

[3] I've continued reading and evaluating the Port's current lease agreements to better understand the Port's obligations and liabilities associated with these important documents.

[4] The first day of this most recent monthly period I received the resignation letter of our Board's President, and the following day I received notice from our Vice President that he was relinquishing his position as an officer of the Board but would retain his position as a Port Commissioner. The four remaining Commissioners have since declared Commissioner Position #5 vacant, and have appointed a slate of pro-tempore officers (including President, Vice President, and Secretary/Treasurer) who will hold their positions and perform the associated duties until the Board's scheduled annual election of officers at the Regular Monthly Commission Meeting in July 2018. In response to the Port advertising the vacant Commissioner Position #5, two Candidates have applied and will be interviewed and considered by the Board.

[5] I had an introductory meeting with Kate Groth, Coastal Project Manager with the U.S. Army Corps of Engineers (USACE) and six of her colleagues. Earlier this year USACE dredged for 36 days at the Yaquina Bay bar, jetty, and harbor (about 362,000 cubic yards) plus another 21,000 cubic yards inside of the USACE-maintained breakwater at the Port's Recreational Marina. For FY2018-2019 the Corps plans 30 days of dredging at Newport (they've been allocated about \$3,096,000 for this 280,000 → 300,000 cubic yards) beginning early summer and just before winter. The dredge ship Yaquina is scheduled to dredge at the entrance to Newport for 6 days either this week or next, depending upon the weather. For FY2019-2020 USACE has been allocated about \$3,080,000 for dredging at Newport. Congress provides these federal allocations to USACE for the purpose of keeping the Port of Newport safe and operational for commercial and recreational vessels, facilitating the coastal economy. Although these funds are critical to the Port, they are not part of the Port's budget.

[6] I had an introductory lunch meeting with Lisa Westerman and Joni Mostert of Umpqua Bank to discuss a Board-approved transfer of funds from our NOAA fund money market account to our NOAA Maintenance & Replacement account, signatory changes, possible automation tools, etc.

[7] I went on a detailed tour of the NOAA office building, warehouse, and pier. I met a number of NOAA personnel including the commanding office Captain Roberts, Troy Frost – Deputy Director of NOAA Marine Operations, Abby Rix – Administrative Support Specialist, etc.

[8] I had a follow-up meeting in Newport with Melissa Murphy, Regional Development Office, Business Oregon to discuss various Port-related aspects of economic development, our plans to begin small-scale office buildouts in our Business Incubator (the old Yaquina Fruit Processing Building), the planned update of the Port's 5-Year Plan (i.e. the Strategic Business Plan and the Capital Facilities Plan), etc.

[9] I had a follow-up lunch meeting with Representative David Gomberg in Lincoln City to update him on the Port's Board changes, update him on our activities, etc.

[10] I had a follow-up meeting with Depoe Bay Port Commissioners Dan Arnold and Jack O'Brien in Newport to discuss a couple of the Port of Newport's standard practices and other items of mutual interest.

[11] I had an introductory meeting with Dan Hellin, Operations & Logistics Manager of the Pacific Marine Energy Center – South Energy Test Site (PMEC-SETS; previously NNMREC).

[12] I had an introductory meeting with Fred Postelwait, President & CEO of Oregon Coast Bank, at his office to discuss Port budget-related items.

[13] I met with Darrell Alvord, Alan Brunstad, and Ken Jones of Cascade Hardwood. They may be interested in periodically topping off an approximately 300' barge of hardwood logs that periodically runs between North Bend (Coos Bay) and their mill in Port Angeles, WA. They would likely be able to top off the barge in under twelve hours, and anticipate doing so in Newport about once every two months.

[14] I prepared support information for, and participated in, a Special Commission Meeting where the Port Commissioners declared Commissioner Position #5 vacant and appointed pro-tempore officers.

[15] I had various telephone conversations with the Port's appointed Budget Committee Freeholders (Fred Postelwait, Brian Barth, Alan Brown, Ron Benfield, and Mark Collson) to solicit their feedback while I worked on the Budget.

[16] I and the Port's financial team spent most of the first three weeks of May deeply involved in developing the Port's FY2018-2019 Budget, the budget documents, the associated supporting information, and the Budget Binders. A substantial amount of pizza was consumed!

While last year's budget was focused on creating new revenue at the International Terminal, this year's proposed budget represents a paradigm shift to completing capital improvements which are first safety-related (both for personnel and the environment), followed by those that have the potential to generate increased revenue for the Port from a cross-section of profit centers. Rather than focusing on a single large capital project, this year's proposed budget encompasses 21 smaller capital improvement projects. It is our intention to implement these projects while we concurrently search for significant grants to enable larger capital improvement projects in FY2019-2020.

[17] I developed a newspaper advertisement seeking marine operations personnel for the Port. This ad is being run in multiple regional newspapers and is producing potential candidates.

[18] I had an introductory meeting with Professor Michael Harte, OSU College of Earth, Ocean and Atmospheric Science to discuss aspects of the planned upgrade of the Port's 5-Year Plan.

[19] I had an introductory meeting with Brett Joyce, CEO of Oregon Brewing Company, to discuss a number of Rogue Brewery related items.

[20] I wrote the General Manager's Budget Message during the preparation of the Budget Binders for the Budget Committee members. I've included the "CONCLUSION" section of the Budget Message here:

"The finance staff's efforts at implementing new detailed Port budget forms to feed the State's required Local Budget forms will definitely speed up next year's budget process. In addition, the apportionment of the Port's revenue and expenses to our seven separate profit centers will provide a valuable financial monitoring and control tool in future years, and enable more timely and better informed decisions related to the Port's finances and operations.

As do other active Ports in Oregon, our organization faces a broad cross section of issues including aging infrastructure, unfunded but necessary capital improvement projects, securing infrastructure grants, backlogs of administrative and accounting work, rising benefit and State PERS retirement rates, growing regulation of water-related activities, differentiating ourselves from our competitors, improving customer service, and even addressing a growing number of sea lions! In particular the Port of Newport is saddled with a high debt service load, and is ranked among the lowest in salary rates amongst Oregon and regional ports.

I would like to thank the entire Port staff for their high quality, professionalism, and great attitudes. Across the board they are all committed to sustain and improve customer service despite the significant resource challenges we must overcome on a daily basis. Likewise, the Port Commissioners continue to make significant contributions in setting Port policy, serving as stewards of the Port's assets, and providing me with direction and guidance.

In the coming year we need to secure grants, add new revenue sources, automate some of our key operational and accounting tasks, increase our investments in staff through both their compensation and training, position our organization to take advantage of new opportunities, and protect our existing growing revenue streams across multiple profit centers which are each focused on very different customer bases with sometimes diverging needs.

The proposed FY2018-2019 Budget will not cure decades of deferred maintenance, nor will it greatly reduce the backlog of identified capital improvement projects, but it's a good start toward enabling the Port to move forward and prosper."

[21] I had an introductory meeting with Jackie Mikalonis, Regional Solutions Coordinator with the Governor's office to discuss a wide range of Port-related items.

[22] I participated in the 1st Budget Committee Meeting and have begun preparing for the 2nd Budget Committee Meeting.

[23] I watched the Special Districts Associate of Oregon (SDAO) Public Meetings videos.

[24] Once we incorporate feedback from the Budget Committee into the proposed budget, I plan to focus on the following items:

- Working with Evan Hall to release the industrial-zoned area of the Rondys, Inc. property from the Port's lease (returning this section to the City's tax rolls) to facilitate the Hall family's planned Yaquina Industrial Park development.
- Readdressing the issue of royalties owed on dredge materials with the Oregon Dept. of State Lands
- Meeting with designated individual(s) from the Commercial Fishing Users Group (CFUG) and their Port Commission liaison to brainstorm a mutually agreeable working arrangement.
- Preparing and sending an update letter to Teevin Bros. regarding their invoice
- Providing a proposed lease to DulsEnergy for office space and an area for their growth tanks.

Reflection upon completing my 2nd month

I've been reflecting upon my second month at the Port and a few key points come to mind:

[a] I have a growing understanding of most aspects of the Port's day-to-day operations, the Port's assets (both infrastructure and personnel), and the impediments and boundary values associated with our operations and assets.

[b] The special interests and expectations associated with various Port stakeholders are more extensive and entrenched than I had previously expected.

[b] Based on my current understanding of the broad range of both issues and opportunities associated with the operation of the Port, I remain optimistic that I can contribute significantly to the organization, and look forward to doing so.