

PORT OF NEWPORT REGULAR MONTHLY COMMISSION MEETING AGENDA

Tuesday, 26 June 2018, 6:00 p.m.
South Beach Activities Room
2120 SE Marine Science Drive, Newport, OR 97365

- I. Call to Order
- II. James Burke, Commissioner Position #5; Oath of Office (By-laws, Sec. 5(D)).....p 3
- III. Fiscal Year 2018-19 Budget Hearing (ORS 294.430)
 - A. Resolutions
 - 1. Resolution 2018-06 Adopting a Compensation Plan for Port Employees.....p 5
 - 2. Resolution 2018-07 Setting Rates Fees & Chargesp 9
 - 3. Resolution 2018-09 Adopting the 2018-19 Fiscal Year Budget, Making Appropriations, Levying and Categorizing the Taxp 19
- IV. Commissioner Changes to the Agenda
- V. Public Comment (3 minute limit per person)
- VI. Consent Calendar
 - A. Minutes
 - 1. Regular Commission Meeting 29 May 2018.....p 21
 - 2. 1st Budget Committee Meeting 18 May 2018.....p 27
 - 3. Special Commission Meeting (Select Commissioner) 4 June 2018.....p 31
 - 4. 2nd Budget Committee Meeting 13 June 2018.....p 35
 - B. Financial Reports.....p 37
 - C. Special Use Permits
 - 1. Barrel to Keg Relayp 49
 - 2. Wrigley Vineyards Wine Tastingp 61
 - 3. Oregon Sea Grant “Shop at the Dock”
 - D. Contracts
 - 1. Hoist Dock Electrical Upgrades.....p 71
 - 2. Lighting Replacement, South Beach.....p 73
 - E. Surplus Property Declarationp 81
- VII. Old Business
 - A. Items Previously Removed from Consent Calendar
- VIII. New Business
 - A. Commercial Fishing Users Group (CFUG) Standing Committee Appoint Members (Positions 1, 3, 5, 7, 9 and 11)
- IX. Staff Reports
 - A. Accounting Supervisorp 83
 - B. Director of Operationsp 95
 - C. General Managerp 101
- X. Commissioner Reports

- XI. Calendar/Future Considerations
 - NOAA Eel Grass Monitoring Survey 13 → 15 July 2018
 - Independence Day, Port Office Closed 4 July 2018
 - Celebration Run 4 July 2018
 - Barrel to Keg Relay 14 July 2018
 - Regular Commission Meeting 24 July 2018
 - Regular Commission Meeting 28 August 2018
- XII. Public Comment (5 minutes limit per person)
- XIII. Adjournment

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

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

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

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STATE OF OREGON)
) ss.
COUNTY OF LINCOLN)

JAMES BURKE, POSITION 5, 1-YEAR UNEXPIRED TERM

I, James Burke, do solemnly swear that I will honestly and faithfully discharge the duties of the Office to which I have been elected, and that I will support the Laws and Constitution of the State of Oregon, and of the United States of America to the best of my ability.

TERM EXPIRES 30 JUNE 30 2019

James Burke, Port of Newport Commissioner

Subscribed and sworn to before me this 26th day of June 2018.

Doug Parsons, General Manager

**PORT OF NEWPORT
RESOLUTION NO. 2018-06**

A RESOLUTION ADOPTING A COMPENSATION PLAN FOR PORT EMPLOYEES

WHEREAS, Resolution No. 2000-01 adopted Personnel Rules for public officials of the Port of Newport; and

WHEREAS, the Board of Commissioners believes that a Compensation Plan should be reviewed annually and adopted by resolution; and

WHEREAS, the Plan shall include rates of pay, entrance salaries, step increases and other employment benefits; and,

WHEREAS, elements of this plan were reviewed by the Port Commission at their 3 April 2017 budget priorities work shop and again by the Budget Committee at their 8 May 9 2017 meeting; and,

WHEREAS, the Budget Committee approved the FY 2018-19 budget as presented; NOW THEREFORE,

THE PORT OF NEWPORT BOARD OF COMMISSIONERS RESOLVES AS FOLLOWS:

Section 1. Purpose. The purpose of this resolution is to establish a Compensation Plan for employees in the career service of the Port beginning 1 July 2018 and shall appear as an appendix in the Personnel Rules of the Port of Newport along with other supporting documentation.

Section 2. Cost of Living Adjustment (COLA). The Port shall use a COLA of 2.0% for Fiscal Year 2018-2019 which shall take effect on 1 January 2019. The rate increase as identified in the most recent completed calendar year as published by the U.S. Bureau of Labor Statistics, Portland Consumer Price Index-U was 2.15%. The state's standard minimum wage is scheduled to increase to \$10.75 per hour on 1 July 2018.

Section 3. Rates of Pay. Each employee shall be paid an hourly rate of pay within the hourly salary range for the class in which he/she is employed. Hourly rates of pay include twelve steps for eligible employees pursuant to the Personnel Rules (see Figure 1, "Hourly Wage Steps"). The percent increase between steps shall be two percent (2.0%). Temporary or part-time employment rates shall start at Oregon's standard state minimum wage unless approved at a higher rate by the General Manager.

Port of Newport														
Hourly Wage Steps														
Updated: 12 June 2018 (FY 2018-2019)														
Step Increment (%)														
2.0%														
	1	2	3	4	5	6	7	8	9	10	11	12	Annual Range	
Administration														
General Manager	\$54.57	\$55.66	\$56.77	\$57.91	\$59.07	\$60.25	\$61.45	\$62.68	\$63.94	\$65.22	\$66.52	\$67.85	\$113,505.60	\$141,129.95
Administrative Supervisor	\$17.30	\$17.65	\$18.00	\$18.36	\$18.73	\$19.10	\$19.48	\$19.87	\$20.27	\$20.68	\$21.09	\$21.51	\$35,984.00	\$44,741.58
Finance														
Director of Finance	\$37.01	\$37.75	\$38.51	\$39.28	\$40.06	\$40.86	\$41.68	\$42.51	\$43.36	\$44.23	\$45.11	\$46.02	\$76,980.80	\$95,715.95
Accounting Supervisor	\$24.17	\$24.65	\$25.15	\$25.65	\$26.16	\$26.69	\$27.22	\$27.76	\$28.32	\$28.89	\$29.46	\$30.05	\$50,273.60	\$62,508.90
Accounting Specialist I	\$17.29	\$17.64	\$17.99	\$18.35	\$18.72	\$19.09	\$19.47	\$19.86	\$20.26	\$20.66	\$21.08	\$21.50	\$35,964.66	\$44,717.53
Accounting Specialist II	\$13.63	\$13.91	\$14.18	\$14.47	\$14.76	\$15.05	\$15.35	\$15.66	\$15.97	\$16.29	\$16.62	\$16.95	\$28,357.89	\$35,259.47
Accounting Specialist III	\$10.75	\$10.97	\$11.18	\$11.41	\$11.64	\$11.87	\$12.11	\$12.35	\$12.60	\$12.85	\$13.10	\$13.37	\$22,360.00	\$27,801.85
Operations														
Director of Operations	\$36.59	\$37.32	\$38.07	\$38.83	\$39.61	\$40.40	\$41.21	\$42.03	\$42.87	\$43.73	\$44.60	\$45.50	\$76,107.20	\$94,629.74
Project Engineer	\$26.12	\$26.64	\$27.18	\$27.72	\$28.27	\$28.84	\$29.42	\$30.00	\$30.60	\$31.22	\$31.84	\$32.48	\$54,329.60	\$67,552.03
MOC-P Manager	\$22.86	\$23.32	\$23.78	\$24.26	\$24.74	\$25.24	\$25.74	\$26.26	\$26.78	\$27.32	\$27.87	\$28.42	\$47,548.80	\$59,120.96
Commercial Harbormaster	\$22.59	\$23.04	\$23.50	\$23.97	\$24.45	\$24.94	\$25.44	\$25.95	\$26.47	\$27.00	\$27.54	\$28.09	\$46,987.20	\$58,422.68
Recreational Harbormaster	\$20.87	\$21.29	\$21.71	\$22.15	\$22.59	\$23.04	\$23.50	\$23.97	\$24.45	\$24.94	\$25.44	\$25.95	\$43,409.60	\$53,974.38
NIT Supervisor	\$22.04	\$22.48	\$22.93	\$23.39	\$23.86	\$24.33	\$24.82	\$25.32	\$25.82	\$26.34	\$26.87	\$27.40	\$45,843.20	\$57,000.26
RV Park Supervisor	\$15.22	\$15.52	\$15.83	\$16.15	\$16.47	\$16.80	\$17.14	\$17.48	\$17.83	\$18.19	\$18.55	\$18.92	\$31,657.60	\$39,362.25
Maintenance I	\$18.77	\$19.15	\$19.53	\$19.92	\$20.32	\$20.72	\$21.14	\$21.56	\$21.99	\$22.43	\$22.88	\$23.34	\$39,042.56	\$48,544.52
Maintenance II	\$14.80	\$15.10	\$15.40	\$15.71	\$16.02	\$16.34	\$16.67	\$17.00	\$17.34	\$17.69	\$18.04	\$18.40	\$30,784.79	\$38,277.02
Maintenance III	\$11.67	\$11.90	\$12.14	\$12.38	\$12.63	\$12.88	\$13.14	\$13.41	\$13.67	\$13.95	\$14.23	\$14.51	\$24,273.60	\$30,181.17

Figure 1

Section 4. Health Care Insurance. The Port shall cover the monthly premium for employees' health care insurance though coverage will be available for employees' spouse and dependents if fully paid by the employee unless otherwise stated within an employment contract. Coverage is provided through Regence Blue Shield Insurance as negotiated by Special Districts Association of Oregon (SDAO). The medical plan includes a \$5,000 annual deductible, \$10,000 for family coverage.

	MONTHLY	
	Employee	Family
A. Medical. "Red" Plan. PPO L	\$616.59	\$1,757.28
B. Dental. Incentive Plan	\$54.95	\$146.19

Section 5. Health Reimbursement Arrangement (HRA). The Port agrees to reimburse employees for eligible expenses (i.e. out-of-pocket expenses) above the \$1,000 deductible with an annual maximum reimbursement of \$3,500; \$2,000 deductible with an annual maximum reimbursement of \$7,000. The unused reimbursement may not be liquidated by the employee nor may it be carried over to the following fiscal year.

Section 6. Section 125 Pre-tax Medical Plan. The Port shall provide employees' access to a Flexible Spending Account or other Section 125 plan for dependent health care coverage paid for through employment agreements or by the benefitting employee.

Section 7. Employee Assistance Program. The Port shall provide an Employee Assistance Program in which all employees and their immediate family members are eligible for telephone counseling and short-term, in-person counseling.

Section 8. Retirement Plan. The Port shall provide employees with a retirement plan funded through the State of Oregon Public Employees Retirement System (PERS). The employee shall be responsible for their Portion (6%) of the plan.

	MONTHLY
A. Tier I	13.54%
B. Tier II.....	13.54%
C. OPSRP (Tier III)	4.61%

Section 9. Deferred Compensation. The Port shall provide a deferred compensation plan for its employees through the Oregon Growth Savings retirement account. This plan is entirely funded through employee contributions.

Section 10. Bonus Consideration. The General Manager shall have the authority to issue on behalf of the Port a holiday bonus to employees in an amount not to exceed \$100 per employee based upon financial and other considerations. Commission grants General Manager an equal bonus as may be issued to other career service employees.

Section 11. Delegation of Responsibility. The manager shall have the authority to adjust these rates or benefits on a temporary basis due to changes in any of the contractual agreements related to the aforementioned benefits. Any adjustments to these rates or benefits will be reported to the commission at its next regular meeting.

Section 12. Annual Review. The commission shall annually review and adopt a new Compensation Plan prior to the subsequent budget's adoption. A one page summary of the financial implications of this plan shall be included as a part of the proposed budget.

Section 13. Repealer. All previous rates and benefits are hereby repealed.

APPROVED AND ADOPTED BY THE BOARD OF COMMISSIONERS this
26th day of June, 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.

[For Sections 1, 2 and 3, the FY 2018-2019 proposed percent changes are calculated using the same formula used in FY 2017-2018.]

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	\$12.75	6.3%
2. Large. All at Newport International Terminal (NIT)			
Per Hour.....	\$30.00	\$32.00	6.7%
B. <u>Hoist Docks</u> . Tie up fee, per hour. Includes use of hoist.			
1. One hour minimum, up to 3 hours.....	\$39.00	\$41.00	5.1%
2. After 3 hours.....	\$47.00	\$49.00	4.3%
C. <u>Hoist Dock Cranes</u> . In addition to hoist dock rate.			
1. Large Capacity. In addition to labor rate.			
Per Hour.....	\$42.00	\$44.00	4.8%
2. Launch Sail Boats. Includes recovery, per launch.....	\$45.00	\$47.00	4.4%
D. <u>Service Docks</u> .			
1. Swede's Dock. In addition to moorage.			
Per day, per linear foot (double transient rate)...	\$1.00	\$1.04	4.0%
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	\$0.034	3.0%
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	\$16.75	4.7%
2. 120 v NIT.....	\$7.00	\$7.25	3.6%
3. PD7 Service Dock, 110 v pumps.....	\$7.00	\$7.25	3.6%
4. PD7 Yard Charge, trucks.....	\$12.00	\$12.75	6.3%
H. <u>Hydraulic Crane</u> . In addition to labor rate. 30 ton capacity. Per hour.....	\$139.00	\$146.00	5.0%
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	\$65.00	4.8%
K. <u>Storage</u> .			
1. Outside Lot Storage. Any Port of Newport Lot.			
a. Per square foot, monthly charge.....	\$0.23	\$0.24	4.3%
b. Minimum monthly charge, for ≤ 10 ft ²	\$23.00	\$24.00	4.3%
a. Boat trailer only, per night.....	\$2.50	\$2.65	6.0%
b. Boat on trailer, per night, 10 days limit.....	\$8.00	\$8.50	6.3%
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	\$24.00	4.3%
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	\$21.00	5.0%
2. NIT, per day. (7 calendar days max).....	\$20.00	\$21.00	5.0%
3. South Beach Marina, per day.....	\$20.00	\$21.00	5.0%
M. <u>Work Barge</u> . In addition to labor rate.			
1. Work boat, per hour.....	\$131.00	\$138.00	5.3%
2. Wood Barge, per day (work boat extra).....	\$25.00	\$26.00	4.0%
3. Skiff, per hour.....	\$14.00	\$14.50	3.6%
N. <u>Clean-up</u> . Equipment charges are extra.			
1. Oil Spills, per hour	\$97.00	\$102.00	5.2%
(HAZWOPER trained staff)			
O. <u>Disposal Fees</u> .			
1. Just oil, per gallon.....	\$0.50	\$0.52	4.0%
2. Oil-Water mix, per gallon.....	\$1.00	\$1.05	5.0%
3. Net Disposal and/or related gear, per pound.....	\$0.18	\$0.19	5.6%
4. Garbage, per pound.....	\$0.15	\$0.16	6.7%

	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	\$56.00	5.7%
b. Overtime. Any services required outside the established working hours, unless otherwise posted.....	\$79.50	\$84.00	5.7%
c. Emergency Call-out. Any services requiring a port employee not currently on duty to report to duty after hours.....	\$100.94	\$106.00	5.0%
2. 30-ton Crane Operation, International Terminal Only			
a. Regular Hours.....	\$53.00	\$56.00	5.7%
b. Overtime. Any services required outside the established working hours, unless otherwise posted.....	\$79.50	\$84.00	5.7%
c. Emergency Call-out. Any services requiring a port employee not currently on duty to report to duty after hours.....	\$100.94	\$106.00	5.0%
Q. <u>Pallet Charge</u> . Any Port owned pallet leaving yard, each	\$6.00	\$6.50	8.3%
R. <u>Dredge Spoils</u> . Includes state fees; may be waived for other public agencies or beneficial uses.			
Per cubic yard.....	\$2.50	\$2.65	6.0%
S. <u>Keys/Cards</u> .			
1. South Beach Facilities, cards.			
a. Original (1st one).....	free	free	n/a
b. Replacement/additional (each).....	\$6.00	\$6.50	8.3%
2. Bay Front Facilities, keys.			
a. Original/first one.....	\$17.00	\$18.00	5.9%
b. Replacement/additional.....	\$30.00	\$32.00	6.7%

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	\$0.52	4.0%
2. Weekly, to be paid in advance.....	--	\$5.00	n/a
3. Calendar Month, to be paid in advance	\$9.00	\$9.50	5.6%
4. Semi-Annual, to be paid in advance	\$33.00	\$35.00	6.1%
5. Annual, to be paid in advance	\$44.00	\$46.00	4.5%
B. <u>Parking Permits</u> . To be paid in advance. (Will be prorated monthly for existing permit holders.)			
1. Commercial Fishermen only.			
c. Annual: January → December.....	\$22.00	\$23.00	4.5%
2. Public Parking. Limited availability. 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	\$0.80	0.0%
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	n/a
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	\$80.00	50.9%
b. New live-aboards.....	\$25.00	\$125.00	n/a
B. <u>South Beach Charter Rates.</u>			
1. Annual Charter Operating Fee.....	\$315.00	\$350.00	11.1%
2. Annual Moorage, per linear foot	\$47.00	\$50.00	6.4%
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	\$70.00	16.7%
b. Resident Senior (60+).....	\$50.00	\$50.00	n/a
c. Non-resident	\$85.00	\$100.00	17.6%
d. Non-resident Senior. (60+).....	\$75.00	\$85.00	13.3%
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	n/a
3. Seafood & Wine Festival, Dry Camp	\$50.00	\$50.00	n/a
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	\$900.00	9.4%
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	\$53.00	6.0%
b. Less than 30 days before check-in, or early checkout.....	\$100.00	\$105.00	5.0%
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	n/a
M. <u>Showers</u>			
1. Marina RV Park and Annex RV Sites.....	free	free	n/a
2. Marina Slips & Dry Camping (including tents), per 5 minutes	\$1.50	\$1.50	n/a

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	\$315.00	5.0%
2. 15 - 29 days, per day.....	\$600.00	\$630.00	5.0%
3. 30+ days, per day.....	\$1,000.00	\$1,050.00	5.0%
B. <u>Class B Violation</u> .			
1. 0 - 14 days, per day.....	\$150.00	\$158.00	5.3%
2. 15 - 29 days, per day.....	\$300.00	\$315.00	5.0%
3. 30+ days, per day.....	\$500.00	\$525.00	5.0%

	PREVIOUS	NEW	% CHG
C. Class C Violation.			
1. 0 - 14 days, per day.....	\$30.00	\$32.00	6.7%
2. 15 - 29 days, per day.....	\$60.00	\$63.00	5.0%
3. 30+ days, per day.....	\$100.00	\$105.00	5.0%
D. Class D Violation.			
1. 0 - 14 days, per day.....	\$15.00	\$16.00	6.7%
2. 15 - 29 days, per day.....	\$30.00	\$32.00	6.7%
3. 30+ days, per day.....	\$50.00	\$53.00	6.0%
E. Parking Violation.			
1. 0 - 10 days, paid within.....	\$40.00	\$42.00	5.0%
2. 11 - 20 days, paid within.....	\$85.00	\$89.00	4.7%
3. 21+ days, paid within.....	\$125.00	\$131.00	4.8%
F. Dumping Violation.			
Per Event.....	\$500.00	\$525.00	5.0%
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	\$21.00	5.0%
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%	19.0%	5.6%
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	\$420.00	5.0%
b. 201 - 500.....	\$650.00	\$683.00	5.1%
c. 501-1000.....	\$900.00	\$945.00	5.0%
d. 1001 - 5000.....	\$1,400.00	\$1,470.00	5.0%
e. 5001 - 10,000.....	\$1,900.00	\$1,995.00	5.0%
f. 10,001 - 20,000	\$2,400.00	\$2,520.00	5.0%
f. More than 20,000.....	\$5,000.00	\$5,250.00	5.0%
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 periodic review by Insurance Agent, and subsequent changes by the Port's Board of Commissioners.

E. International Terminal Vessels (Tariff No. 1(\$17))

1. Maritime Employer's Liability (Jones Act).....	\$1MM
2. Commercial and/or Comprehensive Marine General Liability.....	\$5MM

F. Visiting NOAA Vessels.

1. Commercial and/or Comprehensive Marine General Liability.....	\$5MM
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G. Vendors. (reserved)

SECTION 9. RETAIL SALES, GIFT CERTIFICATES, PROMOTIONS, SPONSORSHIPS, AND SUNDRIES.

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 manage services at the Port. Any adjustments to these rates will be reported to the Commission at its next Regular Meeting.

SECTION 11. ANNUAL REVIEW.

The Commission, through assistance by Port staff, shall at least annually review and adopt a new Rate, Fees and Charges Resolution prior to the subsequent budget's adoption.

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

APPROVED AND ADOPTED by the Board of Commissioners this 26th day of June 2018.

Stewart Lamerdin
President Pro-Tempore

Walter Chuck
Secretary/Treasurer Pro-Tempore

**PORT OF NEWPORT
RESOLUTION 2018-09**

**A RESOLUTION ADOPTING THE 2018-2019 FISCAL YEAR BUDGET, MAKING APPROPRIATIONS,
LEVYING AND CATEGORIZING THE TAX**

THE PORT OF NEWPORT BOARD OF COMMISSIONERS RESOLVES AS FOLLOWS:

Section 1. Adopting the Budget

The Commission hereby adopts the budget for fiscal year 2018-2019 in the sum of \$15,937,348 now on file at the Port District office, 600 SE Bay Blvd., Newport, OR 97365.

Section 2. Making Appropriations

Amounts for the fiscal year beginning 1 July 2018 and for the purposes shown below are hereby appropriated:

General Operating Fund		Construction Fund	
Personnel Services	\$1,597,956	Capital Outlay	\$36,000
Materials & Services	1,677,199	Contingency	70,000
Capital Outlay	341,261	Subtotal	106,000
Debt Service	883,714	UEFB	0
Transfers Out	809,617	Total Budget	\$106,000
Contingency	300,000		
Subtotal	5,609,747	NOAA Lease Revenue Fund	
UEFB	232,921	Personnel Services	\$78,306
Total Budget	\$5,842,668	Materials & Services	750,500
		Capital Outlay	86,000
		Debt Service	1,997,271
		Transfers Out	0
		Contingency	100,000
		Subtotal	3,012,077
		Future Reserves	150,000
		UEFB	5,113,023
		Total Budget	\$8,275,100
Bonded Debt Fund		TOTAL, All Funds	
Debt Service	\$880,955	Personnel Services	\$1,676,262
Subtotal	880,955	Materials & Services	2,427,699
UEFB	30,000	Capital Outlay	1,135,886
Total Budget	\$910,955	Debt Service	3,761,940
		Transfers Out	809,617
		Contingency	550,000
		Total Appropriations	10,361,404
		Future Reserves	200,000
		UEFB	5,375,944
		Total Budget	\$15,937,348
Facilities Maintenance Reserve Fund			
Capital Outlay	\$672,625		
Contingency	80,000		
Subtotal	752,625		
Future Reserves	50,000		
UEFB	0		
Total Budget	\$802,625		

Section 3. Imposing the Tax

The Commission hereby imposes the following ad valorem property taxes upon the assessed value of all taxable property within the district for tax year 2018-2019:

- (A) At the rate of \$0.0609 per \$1,000 of assessed value for the permanent tax rate; and
- (B) In the amount of \$520,000 for debt service on general obligation bonds.

Section 4. Categorizing the Tax

The taxes imposed in Section 3, above, are hereby categorized for purposes of Article XI section 11b as:

- (A) Subject to the General Government Limitation. Permanent Tax Rate \$0.0609/\$1,000
- (B) Excluded from Limitation. General Obligation Bond Debt Service \$520,000

APPROVED BY THE BUDGET COMMITTEE on 13 June 2018
AND ADOPTED BY THE BOARD OF COMMISSIONERS on 26 June 2018.

ATTEST:

 Stewart Lamerdin, President Pro Tempore
 Port of Newport Commission
 Regular Monthly Meeting - Packet

 Walter Chuck, Secretary/Treasurer Pro Tempore
 26 June 2018

PORT OF NEWPORT MINUTES
Tuesday, 29 May 2018
Regular Monthly Commission Meeting

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

Agenda Item

**Audio
Time**
0:27

I. CALL TO ORDER

Commission President Pro-Tempore Stewart Lamerdin 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), Secretary/Treasurer Pro-Tempore; Sara Skamser (Pos. #2), Vice President Pro-Tempore; and Jeff Lackey (Pos. #4).
Stewart Lamerdin (Pos. #3), President Pro-Tempore, participated by phone (see note on page 2*)

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

Members of the Public and Media: Chris Olson, Newport Marina Store & Charter; Doug Cooper, Hampton Lumber; David Jincks; Fran Matthews, Bayfront Community; Don Matthews, Marine Discovery Tours; Jim Burke; Rodger Close, Live-Aboard C Dock; Steve Houghan, rent dock space; Cody Chase, Chelsea Rose Seafood; Dietmar Goebel, Newport City Council.

II. CHANGES TO THE AGENDA

0:39

There were no changes to the Agenda.

III. PUBLIC COMMENT

0:53

Lamerdin explained the Public Comment forms. There was no Public Comment at this point.

IV. CONSENT CALENDAR.....

4:01

A. Minutes

1. Regular Monthly Commission Meeting 24 April 2018
2. Special Commission Meeting to Declare
Commission Vacancy & Appoint Pro-Tempore Officers 7 May 2018

B. Special Use Permits

1. Yaquina Bay Yacht Club Summer Sailstice
2. Sea Scouts Rampart Recruitment Barbecue

A motion was made by Chuck and seconded by Lackey to approve the Consent Calendar. The motion passed 4 – 0.

V. CORRESPONDENCE/PRESENTATIONS.....

4:40

A. Don Matthews – Petition Regarding Tall Ships Visits

Don Matthews spoke in opposition to the planned Tall Ships visit scheduled for July. He also commented on the importance of transparency with the Commission and community. The petition and other materials were posted as a Meeting Packet Supplement. Lamerdin commented that the Special Use Permit was not submitted to the Commission before approval as had been past practice, and directed staff to include them in the future.

Fran Matthews spoke to the negative impact the Tall Ships visit in July would have on other Bayfront businesses, in terms of tourist competition, dock crowding, and traffic. She proposed moving the Tall Ships to another location and having them here in the shoulder seasons.

Cody Chase commented on the negative impact the Tall Ships visit in July would have on his business, with a significant part of his revenue generated in July.

Lamerdin commented that the commercial stakeholders were a concern and the middle of the summer was not the best time; the shoulder season would be a better fit. Skamser agreed that staff should reach out to GHHS because the Port does not have space. Lackey said it looked like there were two issues; the schedule for this July and what the procedure should be. Chuck commented on the use at the commercial marina that was already at capacity, and suggested rescinding the agreement or move the Tall Ships to the Recreational Marina. Lamerdin mentioned there are concerns about practicality and safety. Additional discussion took place considering options and asking for feedback from the Commercial Fishing Users Group Committee (CFUG). Skamser said she could add that to the CFUG agenda for 11 June. The Commission directed Parsons reach out to GHHS about where the Port has flexibility to reschedule toward the end of the summer or early fall.

VI. NEW BUSINESS.....

54:15

A. Special Districts Association of Oregon (SDAO); Board Practices Assessment

Hewitt referred to the flier included in the Meeting Packet. The Commissioner directed Hewitt to contact George Dunkel at SDAO to schedule the assessment.

VII. OLD BUSINESS.....

56:04

A. Items Previously Removed from Consent Calendar

No items were removed from the Consent Calendar.

B. Resolution 2018-08 Authorization to Transfer Previously Appropriated Funds to Cover the Remaining Costs for the NOAA Recreational Access Floating Dock.....

56:13

Harris presented the proposed Resolution and the need for moving funds from contingency.

A motion was made by Chuck and seconded by Lackey to approve the Resolution as presented. The motion passed 4 – 0.

C. Awaiting Budget Committee Feedback: Resolution 2018-07 Setting Rates, Fees & Charges.

1:00:17

Lamerdin said there would not be a vote on the Resolution at this meeting but was another opportunity for review. There was discussion among the Commissioners about the process being rushed and what changes may be made to the Resolution. Parsons spoke to the need for the adopted rates to address Port needs and be more comparable with other State and regional Ports.

Robert Waddell commented that the Charter rates should be the same as commercial moorage rates.

*(Skamser ended call-in.)

1:12:52

Olson referred to past policy of having commercial rates for brick-and-mortar Charter operations.

Chuck and Lamerdin spoke about possibilities for Charter operations concerns to be addressed. Parsons will set up a meeting with Parsons, Olson, Bretz and Hewitt. Lackey asked staff to research what was done at other ports.

D. Candidate Applications for Vacant Port Commissioner Position #5 Received.

1:25:09

Parsons referred to the materials provided in the Meeting Packet and said the next step would be the Meeting on 4 June. Lamerdin clarified the interview process.

E. Contracts for Board Approval

1. Fire/Burglary Detection for Two International Terminal Buildings.....

1:27:57

Bretz referred to the report in the Meeting Packet. There was discussion about this project versus the previously planned fish table at the Recreational Marina.

A motion was made by Chuck and seconded by Lackey to authorize the General Manager 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 priced. The motion passed 3 – 0.

2. Hoist Dock Electrical Safety Upgrades.....

1:31:45

There was discussion among the Commissioners and staff regarding the need, cost and timing of this project. Parsons noted that Bretz had been able to get the quote price reduced from \$33,194 to \$12,981 while keeping the project scope the same. Bretz was directed to rebid the job by a consensus of the Board.

VIII. STAFF REPORTS

A. Accounting Supervisor.....

1:43:04

Lamerdin asked about the Financial Statements not being included in the Meeting Packet. Parsons said they were being presented quarterly. Staff was directed to again provide these monthly in the Meeting Packets.

Harris referred to the Staff Report included in the Meeting Packet. He added that he had brought bank signatory forms for Commissioners’ signatures at the Meeting and provided an update on the status of the Newport Belle lease.

B.	<u>Director of Operations</u>	1:48:39
1.	April 2018 Occupancy Report for RV Park & Recreational Marina	
2.	Hoist Dock Revenue Increase	
3.	Moorage Capacity in the Commercial Marina	
4.	Shoaling at Swede’s Dock	
5.	Employee Assistance Program.	

Bretz referred to the reports included in the Meeting Packet. Chuck asked whether the planned propane tank installation at South Beach would cut into the asphalt, and commented on the variability of expectations and needs at the Hoist Dock. There was also discussion around Commercial Marina moorage reaching nearly full capacity and the shoaling at Swede’s Dock caused by the City’s drainage outfall.

C.	<u>General Manager</u>	2:14:55
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Parsons referred to his monthly General Manager’s Report included in the Meeting Packet, and reviewed three specific reflections at the end of the report. He also said Bretz had blossomed in his Director of Operations job, and the staff team was working well together. Parsons added that some longer term items specified in his monthly report would be addressed once the Budget process was completed. Chuck suggested reviewing the NOAA lease and setting a meeting with Lamerdin and NOAA representatives. Parsons advised that Tom Balutis, the incoming Director of Finance, was delayed in starting due to a serious family medical issue and they had discussed a possible part-time arrangement. A concern was taking care of Port of Newport employees who are overworked and underpaid, and who stay employed at the Port for other reasons. Parsons suggested other ideas for discussion at the upcoming Budget Meeting.

IX.	COMMISSIONER REPORTS	2:28:41
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Chuck said he attended a phone conference for the Nature Conservancy Fisheries Management Council considering a Climate Initiative. A conference folder has been posted as a Meeting Packet Supplement.

Lamerdin said he had an introductory lunch meeting with Representative Gomberg and discussed in general how things were going at the Port.

X.	CALENDAR/FUTURE CONSIDERATIONS	2:30:35
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There were no changes to the Calendar/Future Considerations.

XI.	PUBLIC COMMENT	2:31:29
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David Jincks commented on capital projects and repairs needed at the commercial docks, CFUG’s review of proposed rates, and the issue of “seaworthy” vessels.

Cody Chase commented on timing for the Tall Ships visits.

XII. ADJOURNMENT

Having no further business, the meeting adjourned at 8:38 pm.

ATTESTED:

Stewart Lamerdin, President
Pro-Tempore

Walter Chuck, Secretary/Treasurer
Pro-Tempore

PORT OF NEWPORT MINUTES

18 May 2018

Budget Committee Meeting

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

I. CALL TO ORDER

Doug Parsons, General Manger, called the Budget Committee 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 Dr., Newport OR, 97365

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

Freeholders Present: Brian Barth, Mark Collson, Alan Brown, and Fred Postlewait. Ron Benfield was absent.

Management and Staff: Doug Parsons, General Manager; Aaron Bretz, Director of Operations; Becca Bishop, Accounting Clerk; and Karen Hewitt, Administrative Supervisor.

Members of the Public and Media: Steve Beck; Robert Waddell, Misty, Sea Pirate II, Ilwaco Indian; Sherry Kasper, Newport Tradewinds; and Dave deBelby, Enterprise Marine.

II. ELECTION OF BUDGET COMMITTEE PRESIDING OFFICER

A motion was made by Lamerdin and seconded by Lackey to select Postlewait as the Budget Committee President. The motion passed 8 - 0.

III. RECEIVE BUDGET MESSAGE

Parsons referred to the Budget Message included in the Meeting Packet. He pointed out that because the planned project for the Newport International Terminal (NIT) Shipping Facility did not move forward, the Budget for FY2018-2019 can be better compared with FY2016-2017. Parsons said the Port had structured the Budget around the Port's five separate funds, and seven identified separate profit centers. Having separate profit centers will allow for better business decisions throughout the year and make it clear what was happening at the Port. Parsons added that the RV Park, Recreational Marina, and Leases are pretty strong revenue generators. NOAA generally breaks even, but because of dredging and unexpected capital expenses saw a loss of about \$350K for FY2017-2018, tapping into NOAA reserves. The upcoming fiscal year will be different. Last year the capital improvement priority was the Shipping Facility. This year the Port is planning 21 smaller capital improvement projects over all profit centers, which are listed in priority order first for safety (personnel and environmental) then for revenue generation potential. In response to Lamerdin's question about how capital projects were defined, Parsons said these were items over \$5K and would last over one year, so could be depreciated.

Parsons referred to the bullets on page 6 of the Budget Message, and said there is a severe moorage issue at the Commercial Marina. For semiannual/annual moorage the Port is around 96% capacity, and over 100% capacity if transient moorage is included. Repairs and additions to the hoists were planned at both the Commercial Marina and NIT, with the intent to generate more revenue from offloading vessels. Parsons said the proposed Budget included a reduction in property taxes, which would be for this year only. Parsons stated that a newly available State program will enable organizations to pay down their unfunded Public Employees Retirement

System (PERS) accounts. PERS had increased drastically last year in an amount about the same as the State's matching funds for this pay-down program. Parsons referred to the Budget report showing \$689K as the unfunded PERS amount; Chuck asked if the amount was going to keep increasing if some top tier employees retired. Parsons said it would, but the two soon-to-retire harbor masters may elect to stay longer.

Parsons pointed out the intent to use a Homeland Security matching grant to increase camera coverage at NIT where there was an issue with theft. He said that Bretz is researching an Employee Assistance Program costing about \$140 per person per year that would provide counseling for a wide range of issues, for example anger management. Bretz said the benefit to the Port would be getting employees back to work and have better accountability for managing issues affecting job performance. Parsons suggested doubling the training budget so that the Port would have better trained staff. Bretz added that would include cross-training on the crane and increasing the quality of crane operators. Jim Durkee, as NOAA Facilities Manager, was dealing with a technologically advanced facility; additional individual should be cross trained.

Parsons said the contingency amounts for the various funds needed to be appropriated each year. The increase in the General Fund contingency from \$100K to \$550K is proposed so that funds will be available for additional capital projects that may be required without the need for a supplemental budget. Any project using contingency funds would have to be approved by the Commission. At the end of the fiscal year, unused money automatically goes into the unappropriated funds balances. Parsons referred to the report, which showed which funds would be used for each project. Postlewait asked if NIT was beginning to have capital improvement needs. Parsons said yes, for example the crane needed immediate repair that week. Parsons referred to page 9 for times considered. Parsons added expenditures would be monitored closely.

Postlewait asked if the \$100K for contingency in the NOAA fund (page 17) was in addition to the NOAA fund balance. Parsons said that amount was just a re-allotment of existing funds. He also referred to pages 31 and 61. Chuck said the 85 Fund had previously been dipped into. Barth confirmed that \$750K that was planned to move from the NOAA fund last year but were not used. Postlewait said he would like to see that continue. Skamser added that Todd Kimball, financial consultant, advised putting additional money back into the NOAA fund. Parsons said QuickBooks showed that since 2012 the Port was automatically putting roughly a couple thousand into the fund each year. This fund can only be touched in an emergency, and even then would require a supplemental budget. Leaving more unrestricted would give some flexibility for matching grant funds. The NOAA fund consists of different accounts; \$100K would be appropriated for contingency but would still be in the NOAA fund. Parsons also referred to the Bonded Debt Fund on page 17 which did not have an unappropriated ending fund balance for the past three years. Chuck brought up that NOAA funds had been considered to do mitigation for NIT, a bridge loan for the terminal, and an office building for the Port. He added that when the NOAA lease comes up the Port will need that money. Chuck added that Todd Kimball had recommended only borrowing that money from the NOAA fund for only a short term for a project that would have both a significant return on investment and a short pay-back period. Chuck said Kimball had also concluded that in 13 years there may not be enough money in the fund to do needed repairs and maintenance. Parsons said the Port had not made these funds available for maintenance in the past and therefore not made progress on deferred maintenance. The money is there to use to provide better services and generate more revenue. The principal problems at NOAA are associated with the pier rather than their buildings. The Port will be putting money into camel repair this year.

Parsons said the Rogue seawall project was separate from NOAA. The wall is being slowly pushed out at some sections by water pressure from the inside. Postlewait said this is a problem that could potentially cost several million dollars to address. Collson added that the condition gets worse every year. Parsons said a study was needed in order to understand the problem and address it properly. Barth said that the NOAA reserve was set up to meet bond payments if there were a loss of cash flow. He said he did not expect NOAA would want to leave at the end of the current lease term. Skamser said the Port could not touch \$2MM in the bond reserve, but the

Port does need to keep up with maintenance and replacement. Aaron added that the Army Corps of Engineers has helped with dredging at times but can't be depended on to do so. He said dredging costs will continue to increase. He anticipates the next dredging at the NOAA pier would cost around \$500K. Collson said that at some point a structural design mockup was prepared. It might be worth looking into to possibly minimize dredging. Bretz said he had spoken with Durkee and with Todd about what may be unexpected costs, like the current problem with chains around pilings at the camels, which have to be fixed now. Chuck said Rick Fuller did look into dredging possibilities, but there is not much that can be done. There would have to be a new project which would require mitigation. Postlewait said that should be part of negotiations with NOAA. Lamerdin asked if there was an option to renegotiate the lease. Parsons said he will look into that.

For the Construction Fund, Parsons referred to page 10 in the Budget Message and page 30 in the Budget Packet. This budget item had been developed with input from the Commission and staff. He referred to page 12 of the Budget Message. Collson asked if there were any thoughts on revenue sources. Parsons said a minor example identified was selling propane at the RV Park which he expected to generate about \$30K per year. Collson asked if there was enough staff. Parsons said another individual is needed in the RV Park, which is presently a profit maker. Right now there are two full time employees who are stretched. Parsons said he was considering having a work-program couple the Port would provide RV rent to that could help in the office. Even worse is the need for maintenance at the Commercial Marina. Chuck commented that the additional staff discussed last year to focus on maintenance were never hired. The Port Dock (PD) 5 Pier Approach project would be a \$3.1MM project and the Port would have to come up with a \$1.5MM match if a grant was sought.

Parsons said grants will be critical. Parsons said he was attuned to the fact that the Board has changed and brought in a new General Manager and a Director of Finance, and the Port is focused where it needs to be. He met with the Infrastructure Finance Authority (IFA), and met with a Governor's representative. An updated Strategic business Plan needs to be done to get back in their good graces. Collson asked if the taxes collected for the Bonded Debt Fund could be used to pay other debts or loans. He suggested not reducing taxes and instead maybe clean out some debt. Parsons said he would look into that by asking the Port's bond counsel. Parsons said since he came from the outside he could presently readily see numerous issues that need to be addressed. He would also welcome ideas from the Budget Committee members outside of the meeting.

Parsons referred to the conclusions in the Budget Message. Postlewait said it was good to see a focus on maintenance. Parsons said the problem is that there are so many things that need to be done. The Commercial Marina needs more moorage, which would be another substantial project not in the current budget. He said that Bretz and Kent Gibson, Commercial Marina Harbormaster, have ideas on how to restructure the docks at Port Dock 7 to better accommodate longer boats. Skamser asked about depth at the Commercial Marina. Bretz said there would be a need to dredge, which would require permitting and mitigation. He said storms are a concern at docks 7E and 7F which were in bad shape. Even so, the PD5 pier project is ahead of all that because it is at most risk right now.

Parsons said the Commissioners have been through rounds of setting priorities. Lamerdin said the Port had funded the study for the PD5 pier approach but doesn't have the money yet for the construction. Bretz said he could take the plans from OBEC and ask a contractor for a second opinion on the costs. There needs to be matching funds set aside, schedule a grant, start construction, etc. Parsons said that also depends on the grant cycle. Lackey said he would like to see a layout of the steps coming forward. Parsons noted that this proposed budget included roughly \$1MM for capital projects, but the Port could comfortably spend \$2MM, putting additional funds from the Unappropriated Ending Fund Balance (UEFB) into the Facilities Maintenance Reserve Fund or the Construction Fund. Chuck said it was always tempting to spend NOAA funds, and this was always a concern. Postlewait added the Port would need to be careful if planning to use NOAA funds.

[Postlewait called a 5 minute break.]

Barth asked about a possible landing fee. Parsons acknowledged that a landing fee was suggested this past year and Bretz was looking into it, but it was not included in the budget. Bretz also spoke about the second shift that had been added at the hoist dock that had brought in additional revenue, including more than double from independent buyers. He added that a commitment from the Port to offer this shift allowed buyers to get a commitment from boats. The profit margin is being evaluated. Bretz said the Port was looking at scheduling at NIT and ways to use a second hoist to bring in more money and provide additional options. Collson suggested if the operations at NIT mirrored those at PD7 it wouldn't run others away.

Lamerdin suggested a second Budget Committee Meeting would be needed to give more time to review the proposed Budget. A Doodle poll will be sent to help schedule the meeting. Chuck said that some of the supplemental projects seemed optimistic. He also said the comment sent in by Newport Marina Store & Charter owner Chris Olsen was not included in the packet. Parsons said they had not been included for a reason and had been sent to the Port's attorney; they may be subject to discussion under Executive Session. Chuck said that in the past the charter fishermen with brick-and-mortar operations in the basin were charged the Commercial Moorage rates at the Recreational Marina. Lamerdin asked if there were a way to track changes in personnel costs and the number of employees in past years. Parsons said yes and referred to the Budget starting on page 5 and on page 35.

Skamser complimented the financial staff on the preparation of the Budget. Parsons commented that some of the changes made this year will also make future years' budgets easier to prepare. Postlewait said that this year's budget looked better than the previous years. The Committee Members agreed to respond by close-of-business on May 29th, after which Parsons could incorporate suggestions and circulate the revisions for evaluation. Bishop said staff could provide historical LB forms for personnel history. Parsons said he could also meet with Committee Members in groups of two to get their feedback and suggestions.

IV. **ADJOURNMENT**

Having no further business, the meeting adjourned at 8:15 pm.

ATTESTED:

Stewart Lamerdin, President
Pro-Tempore

Walter Chuck, Secretary/Treasurer
Pro-Tempore

PORT OF NEWPORT MINUTES

Monday, 4 June 2018

Special Commission Meeting & Executive Session

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

Agenda Item

**Audio
Time**
0:00

I. CALL TO ORDER

Commission Vice-President Pro-Tempore Sara Skamser called the Special Commission Meeting of the Port of Newport Board of Commissioners to order at 12:00 pm at the South Beach Activities Room, 2120 SE Marine Science Drive, Newport, Oregon.

Commissioners Present: Walter Chuck (Pos. #1), Secretary/Treasurer Pro-Tempore; Sara Skamser (Pos. #2), Vice President Pro-Tempore; and Jeff Lackey (Pos. #4). Stewart Lamerdin (Pos. #3), President Pro-Tempore, attended by phone (*see note on page 2).

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: Yale Fogarty; Jim Cline, Rogue; Kiera Morgan, KYTE/KNPT; Jim Burke; Steve Beck; Hali Boyd, Grays Harbor Historical Seaport.

II. PUBLIC COMMENT

There was no public comment at this time.

III. FILLING OF COMMISSION VACANCY POSITION NO. 5

A. Review Letters of Interest

0:17

Skamser thanked the candidates and commented that letters of interest had been provided to the Commissioners previously and had already been reviewed.

B. Interview Candidates

1. James Burke (Yale Fogarty left the room)

1:30

Burke said he did not have a prepared statement and referred to his Letter of Interest and completed Questionnaire. He added he had done some reading and had caught up on Commission Meetings. He said he was a fan and friend of the Port, which had amazing resources. He commented that he appreciated the time that staff and the Commission gave to the Port. He wanted to help the Port move forward; there was some talk in the community about concerns they had. He felt the Port’s mission was wonderful and he would be proud to be a part of that. He referred to the Port’s vision statement and its call for optimism, and commented that the optimistic future of the Port was key in talking to the public. He has been working with Port staff in the past to find solutions to complicated mitigation issues. In response to Chuck’s question, Burke confirmed it was his intention to run for the office at the end of this position’s term. Lackey asked what lessons he had learned from previous board

experience. Burke spoke to the importance of a strategic plan, goal setting, and recognizing the need for flexibility.

10:27

2. Yale Fogarty (James Burke left the room).....

Fogarty said he did not have a prepared statement. He said he was born and raised in Newport, was extremely familiar with the Port, and had formed a lot of relationships with Port staff, users and others. He added he was deeply involved with the Port since 2006 and has attended many recent Commission meetings, so would be able to get up to speed quickly. He felt he could bring fresh ideas to the Port and get some things moving forward. He said that NIT has been a focus for the last several years and the Port needs to go back to address its other neglected facilities. He expressed appreciation for the Commission and their service to the community. In response to Chuck’s questions, Fogarty said he would be willing to run for election when the current term expired. Lackey asked what lessons he had learned from previous board experience. Fogarty said it was important to communicate with users and prioritize. He commented that the Port was facing deep issues and he would work to mend fences among stakeholders and move forward.

18:30

C. Deliberation.....

The Commissioners discussed the process for appointing the Commissioner to fill the vacant position with Gintner. Lackey expressed thanks to Burke and Fogarty for volunteering, and said he was impressed with both their written and oral statements; a person serves on the Port Commission because they love the community. Chuck said he looked forward to working with either one of them.

36:39

(*Lamerdin joined the meeting by phone).....

Skamser advised Lamerdin that the Commission had heard from the candidates, and asked Lamerdin if he had any questions. He recommended that whoever was chosen be appointed at the meeting on 26 June to allow time to get up to speed and have some SDAO training. Lamerdin commented that he appreciated both candidate’s willingness to serve, and they were both great candidates.

Skamser called for a vote to recommend an appointment to fill the vacant Commission Position #5. The Commissioners present voted by written and signed ballot.

James Burke was recommended by a vote of 3 – 0, with Chuck, Skamser, and Lackey all choosing Burke as candidate.

40:53

IV. PUBLIC COMMENT.....

Hali Boyd said she appreciated the opportunity to speak, and provided a handout from Grays Harbor Historical Seaport (GHHS), which has been posted as a Meeting Packet Supplement. She said she had listened to the Commissioners taped conversation about the Tall Ships and there were unanswered questions. She wanted to see if there were options before making alternative plans, after GHHS received notice on May 30th that their Special Use Permit was being “revoked”. She stated that cancelation of the event would be financially catastrophic for GHHS. She hoped to find a solution. Boyd said she would be at the City Council meeting on June 5th and would stay as long as needed to explore options. Lamerdin commented that the Commission was interested in having the ships come to Newport, but they would need to look at modifying the date or alternative dockage. If the Commission had known earlier, they would have recommended the shoulder season.

V. EXECUTIVE SESSION

A motion was made by Chuck and seconded by Lackey to enter into Executive Session pursuant to ORS 192.660(2)(f) & (h), to consider information or records that are exempt from disclosure by law, including written advice from the Port’s attorney and to consult with the Port’s attorney regarding the Port’s legal rights and duties in regard to current litigation or litigation that is more likely than not to be filed, respectively. No decisions would be made in Executive Session. The motion passed 3 - 0.

Having no further business, the meeting adjourned at 1:10 pm.

ATTESTED:

Stewart Lamerdin, President
Pro-Tempore

Walter Chuck, Secretary/Treasurer
Pro-Tempore

PORT OF NEWPORT MINUTES

13 June 2018

2nd Budget Committee Meeting

These are action format minutes, not an exact transcript. The full audio of the session is available on the Port's website.

Agenda Item

**Audio
Time**

I. CALL TO ORDER

0:00

Budget Committee President Fred Postlewait called the 2nd Budget Committee Meeting of the Port of Newport to order at 6:00 pm at the South Beach Activities Room, 2120 SE Marine Science Drive, Newport, Oregon.

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

Freeholders Present: Brian Barth, Mark Collson, Ron Benfield, and Fred Postlewait. Alan Brown was absent.

Management and Staff: Doug Parsons, General Manager; Aaron Bretz, Director of Operations; Mark Harris, Accounting Supervisor; and Karen Hewitt, Administrative Supervisor.

Members of the Public and Media: David Jincks, Fishing; and Dietmar Goebel, Newport City Council.

II. RECEIVE UPDATED BUDGET MESSAGE FROM DOUG PARSONS, BUDGET OFFICER

5:10

Parsons referred to the Budget Message and discussed each of the updates to the Budget Binder documents included in the Meeting Packet.

III. FINAL REVIEW OF PROPOSED BUDGET FOR FY 2018-2019

32:20

Parsons referred to the updated proposed FY 2018-2019 Budget documents included in the Budget Binder.

IV. PUBLIC QUESTIONS/COMMENTS

1:48:20

V. APPROVAL OF BUDGET

2:05:30

A motion was made by Collson and seconded by Barth to approve the proposed Budget as presented for the Port of Newport's 2018-2019 fiscal year. The motion passed 7 -1, with Lackey opposed.

A motion was made by Collson and seconded by Benfield, based on the Port's Bonded Debt Fund balance of three-hundred-thirty-four-thousand four-hundred U.S. Dollars (i.e. \$334,400.00) per its audited financials as of 30 June 2017, that the Budget Committee approve the tax rate of six-point-zero-nine-cents (\$0.0609) per \$1,000.00 of assessed value for

operating purposes in the General Operating Fund and in the fixed amount of five-hundred-twenty-thousand U.S. Dollars (i.e. \$520,000.00) for payment of general obligation bond principal and interest in the Bonded Debt Fund for the 2018-2019 fiscal year. The motion passed 8 – 0.

VI. ADJOURNMENT

2:27:31

Having no further business, the meeting adjourned at 8:39 pm.

ATTESTED:

Stewart Lamerdin, President
Pro-Tempore

Walter Chuck, Secretary/Treasurer
Pro-Tempore

Port of Newport - General Operating Fund

Balance Sheet

As of 30 April 2018

	<u>Apr 30, 18</u>	<u>Apr 30, 17</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
11000 · Available Cash & Equivalents	1,817,256.05	1,651,641.10	165,614.95
11070 · Restricted Cash & Equivalents	891,141.06	525,417.84	365,723.22
Total Checking/Savings	<u>2,708,397.11</u>	<u>2,177,058.94</u>	<u>531,338.17</u>
Accounts Receivable			
11200 · Accounts Receivable	332,021.65	273,639.71	58,381.94
Total Accounts Receivable	<u>332,021.65</u>	<u>273,639.71</u>	<u>58,381.94</u>
Other Current Assets			
11250 · AR Property Tax	10,334.60	10,334.60	0.00
11255 · Allow for Bad Debt - CM	(20,000.00)	(20,000.00)	0.00
11260 · Allow for Bad Debt - SB	(10,000.00)	(10,000.00)	0.00
11270 · Undeposited Funds	27,483.09	7,989.23	19,493.86
11300 · Prepaid Expenses	79,409.03	112,862.38	(33,453.35)
11400 · Due from Other Funds	107,302.11	64,901.58	42,400.53
11480 · PERS - NPA(L)	(163,496.00)	(163,496.00)	0.00
11485 · PERS - Deferred OF	17,803.00	17,803.00	0.00
Total Other Current Assets	<u>48,835.83</u>	<u>20,394.79</u>	<u>28,441.04</u>
Total Current Assets	<u>3,089,254.59</u>	<u>2,471,093.44</u>	<u>618,161.15</u>
Fixed Assets			
11500 · Capital Assets	80,614,999.70	82,731,482.28	(2,116,482.58)
Total Fixed Assets	<u>80,614,999.70</u>	<u>82,731,482.28</u>	<u>(2,116,482.58)</u>
TOTAL ASSETS	<u>83,704,254.29</u>	<u>85,202,575.72</u>	<u>(1,498,321.43)</u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
12000 · Accounts Payable	165,924.00	216,981.93	(51,057.93)
Total Accounts Payable	<u>165,924.00</u>	<u>216,981.93</u>	<u>(51,057.93)</u>
Other Current Liabilities			
12020 · Lodging/Room Tax Payable	582.55	0.00	582.55
12100 · Payroll Liabilities	51,478.46	60,407.95	(8,929.49)
12200 · Due to other Funds	9,108.05	5,273.03	3,835.02
12250 · Deferred Revenue	306,836.67	224,888.78	81,947.89
12300 · Accrued Interest Payable	9,833.12	6,209.00	3,624.12
12350 · Current Portion-Long Term Debt	458,179.00	406,827.00	51,352.00
Total Other Current Liabilities	<u>836,017.85</u>	<u>703,605.76</u>	<u>132,412.09</u>
Total Current Liabilities	<u>1,001,941.85</u>	<u>920,587.69</u>	<u>81,354.16</u>
Long Term Liabilities			
2013 FF&C Bond Premium	105,116.75	105,116.75	0.00
12400 · Long Term Debt	7,667,917.97	7,851,095.25	(183,177.28)
12900 · PERS - Deferred IF	151,722.00	151,722.00	0.00
Total Long Term Liabilities	<u>7,924,756.72</u>	<u>8,107,934.00</u>	<u>(183,177.28)</u>
Total Liabilities	<u>8,926,698.57</u>	<u>9,028,521.69</u>	<u>(101,823.12)</u>

Port of Newport - General Operating Fund

Balance Sheet

As of 30 April 2018

	<u>Apr 30, 18</u>	<u>Apr 30, 17</u>	<u>\$ Change</u>
Equity			
13000 - Fund Balance	67,111,271.80	69,114,539.32	(2,003,267.52)
13050 - FB - Contributed Capital	7,130,788.00	7,130,788.00	0.00
13075 - FB - GAAP-Prior Period Adj	0.00	35,919.81	(35,919.81)
13730 - FB - GAAP-Pension Expense	0.00	(1.00)	1.00
Net Income	535,495.92	(107,192.10)	642,688.02
Total Equity	<u>74,777,555.72</u>	<u>76,174,054.03</u>	<u>(1,396,498.31)</u>
TOTAL LIABILITIES & EQUITY	<u>83,704,254.29</u>	<u>85,202,575.72</u>	<u>(1,498,321.43)</u>

Port of Newport - General Operating Fund

Profit & Loss Budget vs. Actual

1 July 2017 through 30 April 2018

	Jul '17 - Apr 18	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
14000 · Lease Revenues	569,539.59	665,178.00	(95,638.41)	85.6%
14100 · Moorage	996,126.96	1,274,000.00	(277,873.04)	78.2%
14200 · Hoist Dock & Services	541,629.20	615,000.00	(73,370.80)	88.1%
14300 · Shipping Terminal Revenues	11,584.22	10,000.00	1,584.22	115.8%
14400 · RV Parks	737,999.27	830,000.00	(92,000.73)	88.9%
14500 · Launch Ramp & Trailer Storage	62,672.50	70,000.00	(7,327.50)	89.5%
14600 · Miscellaneous Revenue	87,823.07	58,000.00	29,823.07	151.4%
Total Income	<u>3,007,374.81</u>	<u>3,522,178.00</u>	<u>(514,803.19)</u>	<u>85.4%</u>
Gross Profit	3,007,374.81	3,522,178.00	(514,803.19)	85.4%
Expense				
15000 · Personnel Services	934,988.85	1,365,480.00	(430,491.15)	68.5%
16000 · Materials & Services	1,244,439.96	1,626,550.00	(382,110.04)	76.5%
17000 · Debt Service	423,199.80	732,680.00	(309,480.20)	57.8%
Total Expense	<u>2,602,628.61</u>	<u>3,724,710.00</u>	<u>(1,122,081.39)</u>	<u>69.9%</u>
Net Ordinary Income	404,746.20	(202,532.00)	607,278.20	(199.8)%
Other Income/Expense				
Other Income				
18100 · Property Tax Revenue	102,731.52	98,500.00	4,231.52	104.3%
18200 · Interest Income	8,458.45	5,000.00	3,458.45	169.2%
18300 · Grants	2,772.50	122,500.00	(119,727.50)	2.3%
18400 · Loan Proceeds	89,696.19	96,000.00	(6,303.81)	93.4%
18600 · Gain/(Loss) on Sale of Assets	20,454.09	0.00	20,454.09	100.0%
18700 · Property & Dredge Sales	9,149.00	2,000.00	7,149.00	457.5%
Total Other Income	<u>233,261.75</u>	<u>324,000.00</u>	<u>(90,738.25)</u>	<u>72.0%</u>
Other Expense				
19000 · Capital Outlay	102,512.03	197,900.00	(95,387.97)	51.8%
19600 · Contingency	0.00	100,000.00	(100,000.00)	0.0%
19700 · Transfers Out to Other Funds	0.00	160,000.00	(160,000.00)	0.0%
Total Other Expense	<u>102,512.03</u>	<u>457,900.00</u>	<u>(355,387.97)</u>	<u>22.4%</u>
Net Other Income	130,749.72	(133,900.00)	264,649.72	(97.6)%
Net Income	<u><u>535,495.92</u></u>	<u><u>(336,432.00)</u></u>	<u><u>871,927.92</u></u>	<u><u>(159.2)%</u></u>

Port of Newport - General Operating Fund

Profit & Loss Budget vs. Actual - Admin

1 July 2017 through 30 April 2018

	Jul '17 - Apr 18	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
14000 · Lease Revenues	569,539.59	665,178.00	(95,638.41)	85.6%
14100 · Moorage	1,680.00	0.00	1,680.00	100.0%
14200 · Hoist Dock & Services	4,580.00	0.00	4,580.00	100.0%
14600 · Miscellaneous Revenue	29,052.48	0.00	29,052.48	100.0%
Total Income	<u>604,852.07</u>	<u>665,178.00</u>	<u>(60,325.93)</u>	<u>90.9%</u>
Gross Profit	604,852.07	665,178.00	(60,325.93)	90.9%
Expense				
15000 · Personnel Services	349,755.56	539,210.00	(189,454.44)	64.9%
16000 · Materials & Services	376,099.76	452,000.00	(75,900.24)	83.2%
17000 · Debt Service	38,347.70	47,802.00	(9,454.30)	80.2%
Total Expense	<u>764,203.02</u>	<u>1,039,012.00</u>	<u>(274,808.98)</u>	<u>73.6%</u>
Net Ordinary Income	(159,350.95)	(373,834.00)	214,483.05	42.6%
Other Income/Expense				
Other Income				
18100 · Property Tax Revenue	102,731.52	98,500.00	4,231.52	104.3%
18200 · Interest Income	8,458.45	5,000.00	3,458.45	169.2%
18300 · Grants	0.00	122,500.00	(122,500.00)	0.0%
18600 · Gain/(Loss) on Sale of Assets	(7,345.91)	0.00	(7,345.91)	100.0%
Total Other Income	<u>103,844.06</u>	<u>226,000.00</u>	<u>(122,155.94)</u>	<u>45.9%</u>
Other Expense				
19000 · Capital Outlay	0.00	75,000.00	(75,000.00)	0.0%
19600 · Contingency	0.00	100,000.00	(100,000.00)	0.0%
19700 · Transfers Out to Other Funds	0.00	160,000.00	(160,000.00)	0.0%
Total Other Expense	<u>0.00</u>	<u>335,000.00</u>	<u>(335,000.00)</u>	<u>0.0%</u>
Net Other Income	<u>103,844.06</u>	<u>(109,000.00)</u>	<u>212,844.06</u>	<u>(95.3)%</u>
Net Income	<u>(55,506.89)</u>	<u>(482,834.00)</u>	<u>427,327.11</u>	<u>11.5%</u>

Port of Newport - General Operating Fund

Profit & Loss Budget vs. Actual - NIT

1 July 2017 through 30 April 2018

	Jul '17 - Apr 18	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
14100 - Moorage	65,789.20	100,000.00	(34,210.80)	65.8%
14200 - Hoist Dock & Services	231,077.45	278,000.00	(46,922.55)	83.1%
14300 - Shipping Terminal Revenues	11,584.22	10,000.00	1,584.22	115.8%
14600 - Miscellaneous Revenue	450.00	0.00	450.00	100.0%
Total Income	<u>308,900.87</u>	<u>388,000.00</u>	<u>(79,099.13)</u>	<u>79.6%</u>
Gross Profit	308,900.87	388,000.00	(79,099.13)	79.6%
Expense				
15000 - Personnel Services	55,474.90	77,575.00	(22,100.10)	71.5%
16000 - Materials & Services	86,391.83	137,400.00	(51,008.17)	62.9%
17000 - Debt Service	193,993.00	452,652.00	(258,659.00)	42.9%
Total Expense	<u>335,859.73</u>	<u>667,627.00</u>	<u>(331,767.27)</u>	<u>50.3%</u>
Net Ordinary Income	(26,958.86)	(279,627.00)	252,668.14	9.6%
Other Income/Expense				
Other Income				
18400 - Loan Proceeds	54,393.15	60,000.00	(5,606.85)	90.7%
18600 - Gain/(Loss) on Sale of Assets	1,300.00	0.00	1,300.00	100.0%
Total Other Income	<u>55,693.15</u>	<u>60,000.00</u>	<u>(4,306.85)</u>	<u>92.8%</u>
Other Expense				
19000 - Capital Outlay	64,393.15	66,900.00	(2,506.85)	96.3%
Total Other Expense	<u>64,393.15</u>	<u>66,900.00</u>	<u>(2,506.85)</u>	<u>96.3%</u>
Net Other Income	(8,700.00)	(6,900.00)	(1,800.00)	126.1%
Net Income	<u>(35,658.86)</u>	<u>(286,527.00)</u>	<u>250,868.14</u>	<u>12.4%</u>

Port of Newport - General Operating Fund

Profit & Loss Budget vs. Actual - SB

1 July 2017 through 30 April 2018

	<u>Jul '17 - Apr 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
14100 - Moorage	580,354.39	714,000.00	(133,645.61)	81.3%
14200 - Hoist Dock & Services	4,806.24	17,000.00	(12,193.76)	28.3%
14400 - RV Parks	737,999.27	830,000.00	(92,000.73)	88.9%
14500 - Launch Ramp & Trailer Storage	62,672.50	70,000.00	(7,327.50)	89.5%
14600 - Miscellaneous Revenue	56,283.85	54,000.00	2,283.85	104.2%
Total Income	<u>1,442,116.25</u>	<u>1,685,000.00</u>	<u>(242,883.75)</u>	<u>85.6%</u>
Gross Profit	1,442,116.25	1,685,000.00	(242,883.75)	85.6%
Expense				
15000 - Personnel Services	326,764.12	379,372.00	(52,607.88)	86.1%
16000 - Materials & Services	508,583.05	673,550.00	(164,966.95)	75.5%
17000 - Debt Service	179,786.20	216,321.00	(36,534.80)	83.1%
Total Expense	<u>1,015,133.37</u>	<u>1,269,243.00</u>	<u>(254,109.63)</u>	<u>80.0%</u>
Net Ordinary Income	<u>426,982.88</u>	<u>415,757.00</u>	<u>11,225.88</u>	<u>102.7%</u>
Other Income/Expense				
Other Income				
18300 - Grants	2,772.50	0.00	2,772.50	100.0%
18700 - Property & Dredge Sales	9,149.00	2,000.00	7,149.00	457.5%
Total Other Income	<u>11,921.50</u>	<u>2,000.00</u>	<u>9,921.50</u>	<u>596.1%</u>
Other Expense				
19000 - Capital Outlay	2,815.84	0.00	2,815.84	100.0%
Total Other Expense	<u>2,815.84</u>	<u>0.00</u>	<u>2,815.84</u>	<u>100.0%</u>
Net Other Income	<u>9,105.66</u>	<u>2,000.00</u>	<u>7,105.66</u>	<u>455.3%</u>
Net Income	<u>436,088.54</u>	<u>417,757.00</u>	<u>18,331.54</u>	<u>104.4%</u>

Port of Newport - General Operating Fund

Profit & Loss Budget vs. Actual - CM

1 July 2017 through 30 April 2018

	Jul '17 - Apr 18	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
14100 · Moorage	348,303.37	460,000.00	(111,696.63)	75.7%
14200 · Hoist Dock & Services	301,165.51	320,000.00	(18,834.49)	94.1%
14600 · Miscellaneous Revenue	2,036.74	4,000.00	(1,963.26)	50.9%
Total Income	<u>651,505.62</u>	<u>784,000.00</u>	<u>(132,494.38)</u>	<u>83.1%</u>
Gross Profit	651,505.62	784,000.00	(132,494.38)	83.1%
Expense				
15000 · Personnel Services	202,994.27	255,535.00	(52,540.73)	79.4%
16000 · Materials & Services	273,365.32	357,700.00	(84,334.68)	76.4%
17000 · Debt Service	11,072.90	15,905.00	(4,832.10)	69.6%
Total Expense	<u>487,432.49</u>	<u>629,140.00</u>	<u>(141,707.51)</u>	<u>77.5%</u>
Net Ordinary Income	164,073.13	154,860.00	9,213.13	105.9%
Other Income/Expense				
Other Income				
18400 · Loan Proceeds	35,303.04	36,000.00	(696.96)	98.1%
18600 · Gain/(Loss) on Sale of Assets	26,500.00	0.00	26,500.00	100.0%
Total Other Income	61,803.04	36,000.00	25,803.04	171.7%
Other Expense				
19000 · Capital Outlay	35,303.04	36,000.00	(696.96)	98.1%
Total Other Expense	<u>35,303.04</u>	<u>36,000.00</u>	<u>(696.96)</u>	<u>98.1%</u>
Net Other Income	26,500.00	0.00	26,500.00	100.0%
Net Income	<u><u>190,573.13</u></u>	<u><u>154,860.00</u></u>	<u><u>35,713.13</u></u>	<u><u>123.1%</u></u>

Port of Newport - NOAA Fund
Balance Sheet
As of 30 April 2018

	Apr 30, 18	Apr 30, 17	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
51000 · Cash & Equivalents	5,593,076.96	5,385,924.71	207,152.25
Total Checking/Savings	5,593,076.96	5,385,924.71	207,152.25
Other Current Assets			
51300 · Prepaid Expenses	50,995.65	81,161.32	(30,165.67)
51400 · Due from Other Funds	0.00	264.82	(264.82)
Total Other Current Assets	50,995.65	81,426.14	(30,430.49)
Total Current Assets	5,644,072.61	5,467,350.85	176,721.76
TOTAL ASSETS	5,644,072.61	5,467,350.85	176,721.76
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
52000 · Accounts Payable	837.07	22,892.34	(22,055.27)
Total Accounts Payable	837.07	22,892.34	(22,055.27)
Other Current Liabilities			
52110 · Accrued PTO	5,940.01	9,100.22	(3,160.21)
52200 · Due to Other Funds	6,574.73	5,285.68	1,289.05
52300 · Accrued Interest Payable	462,477.40	476,972.00	(14,494.60)
52350 · Current Portion Long-Term Debt	910,000.00	810,000.00	100,000.00
Total Other Current Liabilities	1,384,992.14	1,301,357.90	83,634.24
Total Current Liabilities	1,385,829.21	1,324,250.24	61,578.97
Long Term Liabilities			
52400 · Long-Term Debt	19,855,587.00	20,725,587.00	(870,000.00)
52800 · Less Current Portion LT Debt	(910,000.00)	(810,000.00)	(100,000.00)
Total Long Term Liabilities	18,945,587.00	19,915,587.00	(970,000.00)
Total Liabilities	20,331,416.21	21,239,837.24	(908,421.03)
Equity			
53000 · Fund Balance	(14521682.95)	(15423252.85)	901,569.90
Net Income	(165,660.65)	(349,233.54)	183,572.89
Total Equity	(14687343.60)	(15772486.39)	1,085,142.79
TOTAL LIABILITIES & EQUITY	5,644,072.61	5,467,350.85	176,721.76

Port of Newport - NOAA Fund
Profit & Loss Budget vs. Actual
1 July 2017 through 30 April 2018

	<u>Jul '17 - Apr 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
54000 · Lease Revenue	2,108,648.28	2,542,000.00	(433,351.72)	83.0%
Total Income	2,108,648.28	2,542,000.00	(433,351.72)	83.0%
Expense				
55000 · Personnel Services	57,432.95	82,385.00	(24,952.05)	69.7%
56000 · Materials & Services	203,026.31	366,470.00	(163,443.69)	55.4%
57000 · Debt Service	2,001,733.76	2,001,734.00	(0.24)	100.0%
Total Expense	2,262,193.02	2,450,589.00	(188,395.98)	92.3%
Net Ordinary Income	(153,544.74)	91,411.00	(244,955.74)	(168.0)%
Other Income/Expense				
Other Income				
58200 · Interest Income	10,573.64	10,500.00	73.64	100.7%
58800 · Miscellaneous Revenue	910.45	0.00	910.45	100.0%
58900 · Transfers In from Other Funds	0.00	500,000.00	(500,000.00)	0.0%
Total Other Income	11,484.09	510,500.00	(499,015.91)	2.2%
Other Expense				
59000 · Capital Outlay	23,600.00	23,600.00	0.00	100.0%
59600 · Contingency	0.00	82,400.00	(82,400.00)	0.0%
59700 · Transfers Out to Other Funds	0.00	750,000.00	(750,000.00)	0.0%
Total Other Expense	23,600.00	856,000.00	(832,400.00)	2.8%
Net Other Income	(12,115.91)	(345,500.00)	333,384.09	3.5%
Net Income	<u>(165,660.65)</u>	<u>(254,089.00)</u>	<u>88,428.35</u>	<u>65.2%</u>

Port of Newport - Facility Maintenance Reserve Fund

Balance Sheet

As of 30 April 2018

	<u>Apr 30, 18</u>	<u>Apr 30, 17</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
31000 - Cash & Cash Equivalents	72,413.16	133,907.37	(61,494.21)
Total Checking/Savings	72,413.16	133,907.37	(61,494.21)
Total Current Assets	72,413.16	133,907.37	(61,494.21)
TOTAL ASSETS	72,413.16	133,907.37	(61,494.21)
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
32000 - Accounts Payable	100,727.38	59,615.90	41,111.48
Total Accounts Payable	100,727.38	59,615.90	41,111.48
Total Current Liabilities	100,727.38	59,615.90	41,111.48
Total Liabilities	100,727.38	59,615.90	41,111.48
Equity			
33000 - Fund Balance	22,322.76	48,777.66	(26,454.90)
33020 - FB - Assigned for Future Expend	50,000.00	25,000.00	25,000.00
Net Income	(100,636.98)	513.81	(101,150.79)
Total Equity	(28,314.22)	74,291.47	(102,605.69)
TOTAL LIABILITIES & EQUITY	72,413.16	133,907.37	(61,494.21)

Port of Newport - Construction Fund

Balance Sheet

As of 30 April 2018

	Apr 30, 18	Apr 30, 17	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
41000 - Cash & Cash Equivalents	44,038.72	52,152.52	(8,113.80)
Total Checking/Savings	44,038.72	52,152.52	(8,113.80)
Accounts Receivable			
41200 - Accounts Receivable	0.00	26,441.00	(26,441.00)
Total Accounts Receivable	0.00	26,441.00	(26,441.00)
Total Current Assets	44,038.72	78,593.52	(34,554.80)
TOTAL ASSETS	44,038.72	78,593.52	(34,554.80)
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
42000 - Accounts Payable	0.00	5,160.80	(5,160.80)
Total Accounts Payable	0.00	5,160.80	(5,160.80)
Total Current Liabilities	0.00	5,160.80	(5,160.80)
Total Liabilities	0.00	5,160.80	(5,160.80)
Equity			
43000 - Fund Balance	52,839.66	79,229.46	(26,389.80)
43110 - FB - Capital Asset Additions	0.00	124,140.51	(124,140.51)
43210 - FB - Loan Proceeds	0.00	(124,140.51)	124,140.51
Net Income	(8,800.94)	(5,796.74)	(3,004.20)
Total Equity	44,038.72	73,432.72	(29,394.00)
TOTAL LIABILITIES & EQUITY	44,038.72	78,593.52	(34,554.80)

Port of Newport - Bonded Debt Fund

Balance Sheet

As of 30 April 2018

	Apr 30, 18	Apr 30, 17	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
21000 · Cash & Cash Equivalents	582,414.06	482,644.51	99,769.55
Total Checking/Savings	582,414.06	482,644.51	99,769.55
Other Current Assets			
21270 · Property Tax Receivable	86,925.12	86,925.12	0.00
21400 · Due from Other Funds	9,108.05	5,008.21	4,099.84
Total Other Current Assets	96,033.17	91,933.33	4,099.84
Total Current Assets	678,447.23	574,577.84	103,869.39
Other Assets			
21800 · Bond Issue costs, net of amort.	4,662.00	4,662.00	0.00
21825 · Advance Refunding Valuation	436,957.00	436,957.00	0.00
Total Other Assets	441,619.00	441,619.00	0.00
TOTAL ASSETS	1,120,066.23	1,016,196.84	103,869.39
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Other Current Liabilities			
22350 · Bonds Payable - Current	325,000.00	465,000.00	(140,000.00)
Total Other Current Liabilities	325,000.00	465,000.00	(140,000.00)
Total Current Liabilities	325,000.00	465,000.00	(140,000.00)
Long Term Liabilities			
22505 · 2007 Series Bonds	0.00	124,830.00	(124,830.00)
22510 · 2008 Series Bonds	124,995.00	244,995.00	(120,000.00)
22515 · 2011 Series Bonds	5,093,243.00	5,158,243.00	(65,000.00)
22520 · 2016 Series Bonds	7,455,000.00	7,610,000.00	(155,000.00)
22590 · Bond Premiums	880,746.00	880,746.00	0.00
22800 · Less Current Portion LTD	(325,000.00)	(465,000.00)	140,000.00
Total Long Term Liabilities	13,228,984.00	13,553,814.00	(324,830.00)
Total Liabilities	13,553,984.00	14,018,814.00	(464,830.00)
Equity			
23000 · Fund Balance	(12,777,958.93)	(13,189,865.77)	411,906.84
Net Income	344,041.16	187,248.61	156,792.55
Total Equity	(12,433,917.77)	(13,002,617.16)	568,699.39
TOTAL LIABILITIES & EQUITY	1,120,066.23	1,016,196.84	103,869.39

**PORT OF NEWPORT
SPECIAL USE PERMIT**

This Special Use Permit (the “permit”), effective 14 July 2018, 7:00 am, from the Port of Newport, organized and existing under the laws of the State of Oregon, hereinafter referred to as “Port”, to Community Services Consortium, hereinafter referred to as “Permittee.”

The Port hereby grants permission to Permittee to use the parking lot area surrounding the Rogue Barrel Room. Use of designated area by Permittee is for the Barrel to Keg Relay. (Exhibit A detailed description of event.) Permittee is responsible for directing participants and attendees to park at the Oregon Coast Aquarium, and not in the Recreational Marina or RV Park lots. Permittee will also maintain supervision and safety personnel at the entrance to the RV Park to ensure the safety of the runners and minimize traffic hazards at the RV Park entrance.

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

1. **Deposit.** A nonrefundable deposit in the amount of \$100.00.
2. **Fees.** Waived in consideration of Silver Sponsorship rights and the benefit to the Newport community.
3. **Reservation of Rights.** Port reserves the right, in its sole discretion, to alter or amend the terms and conditions of this permit, and to cancel this permit with thirty (30) calendar days written notice.
4. **Liability of Permittee, 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 will not be alcoholic beverages used or provided during this event, and that certified and trained emergency response providers will be on site.
6. **Nontransferability/Term.** This permit is nontransferable. This permit expires 14 July 2018, 9:00 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

Mark J. Barrett, Race Director

ATTACHMENTS: Exhibit A (detailed description of event)



Sponsorship Agreement: In Kind Sponsorship Value \$ 1,400.00.

Event Name: CSC Barrel to Keg Relay

Event Date: July 22, 2017

Applicant: Community Services Consortium

Usage Fee: \$1,400.00

Applicant will provide:

- | | |
|---|--|
| <input checked="" type="checkbox"/> Logo placement on website | <input checked="" type="checkbox"/> Link to the Port of Newport on website |
| <input checked="" type="checkbox"/> Logo on event shirt | <input checked="" type="checkbox"/> Banner displayed at event |
| <input type="checkbox"/> Booth space at event | <input type="checkbox"/> Goodie Bag insert |
| <input type="checkbox"/> Mention in radio advertising | |

Other (please describe):

Port mention on Facebook. Port logo signs at one exchange point, Port of Newport announced at awards ceremony, 5 Port logo table tents on participant tables.

Port of Newport will provide: Waiver of \$1,400.00 usage fees.

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

X _____ Date: _____
Mark J. Barrett, Race Director
Community Services Consortium

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 (waived)
 - 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: CSC Barrel to keg Relay

Event Date: 7-14-18 Time(s) 7am - 8pm

Location: Rogue Ales Brewery & surrounding area

Facilities to Be Used: (see attached map)

Set-up Dates and Start Times: 7-14-18 @ noon

Take-down Dates and End Times: 7-14-18 @ 9pm

Estimated Number of Participants: Contestants: 700

Vendors / Volunteers: 200

Attendees: _____

Applicant / Signer: Mark Barrett (Rae Director)

Mailing Address: P.O. Box 1035, Forest Grove OR 97116

Telephone: 503-821-9577 E-mail MBarrett5@aol.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:

The relay goes from the Harris Bridge Vineyard to the Rogue Warehouse. Starting in waves, relay teams will be finishing between 3pm & 8pm. See attached maps & descriptions for details.

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:

We are requesting a full waiver of the usage fee. Community Services Consortium (CSC), the sponsor of the relay, is a non-profit and all of the proceeds goes to CSC, whose mission is "Helping people. Changing lives." The cost to the port of Newport is minimal. The relay benefits the City of Newport and the Port of Newport as the expected 700 participants, 150 volunteers, and 200 spectators (90% whom are visitors) will put money into the local economy. Marketing for the relay reaches all of Washington and Oregon.

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

The Port of Newport will be featured as a sponsor in the relay's marketing.

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? _____
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? _____

3. What is the Port's cost to provide services for the event? _____

4. Does the event provide any direct benefit to the Port? _____

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.

Barrel to Keg Relay Leg 14

6.0 Miles

Exchange: Rogue Brewery on the South Beach (68.96 total miles)

Parking: in the Oregon Coast Aquarium parking lot (see separate finish map)

Roads: paved, some hills

Notes: Runners go up and down the stairs on both ends of the bridge. Vehicles go south on Highway 101 to cross the bridge and take the first right after the bridge to get to the Rogue Brewery. Teams should gather in the corral to finish the last 100 yards with their runner.

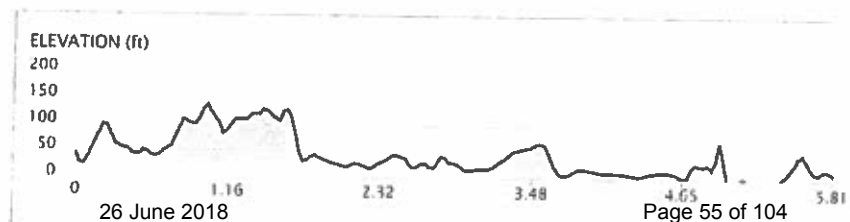
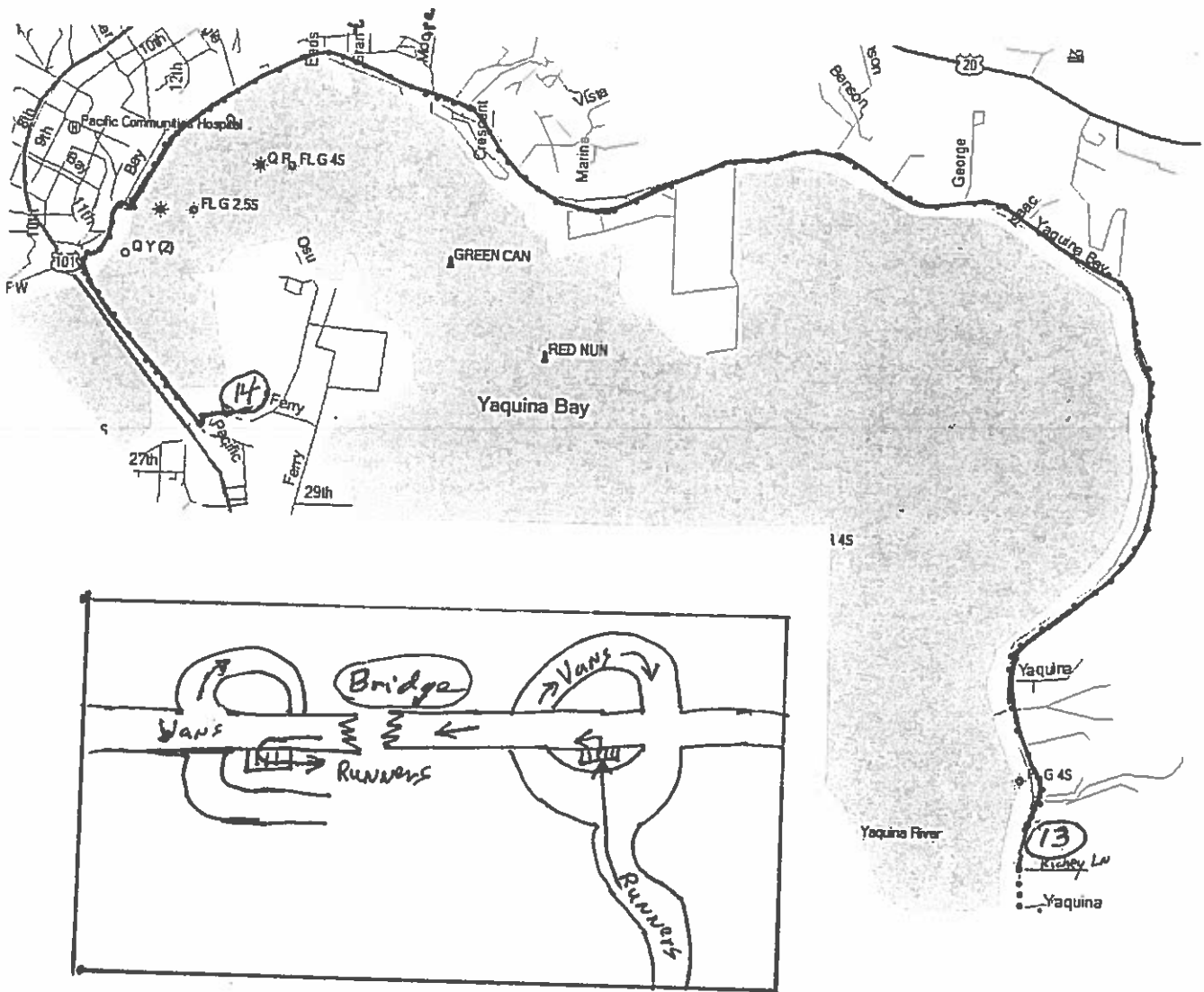
Landmarks: mile posts, Yaquina Bay Bridge

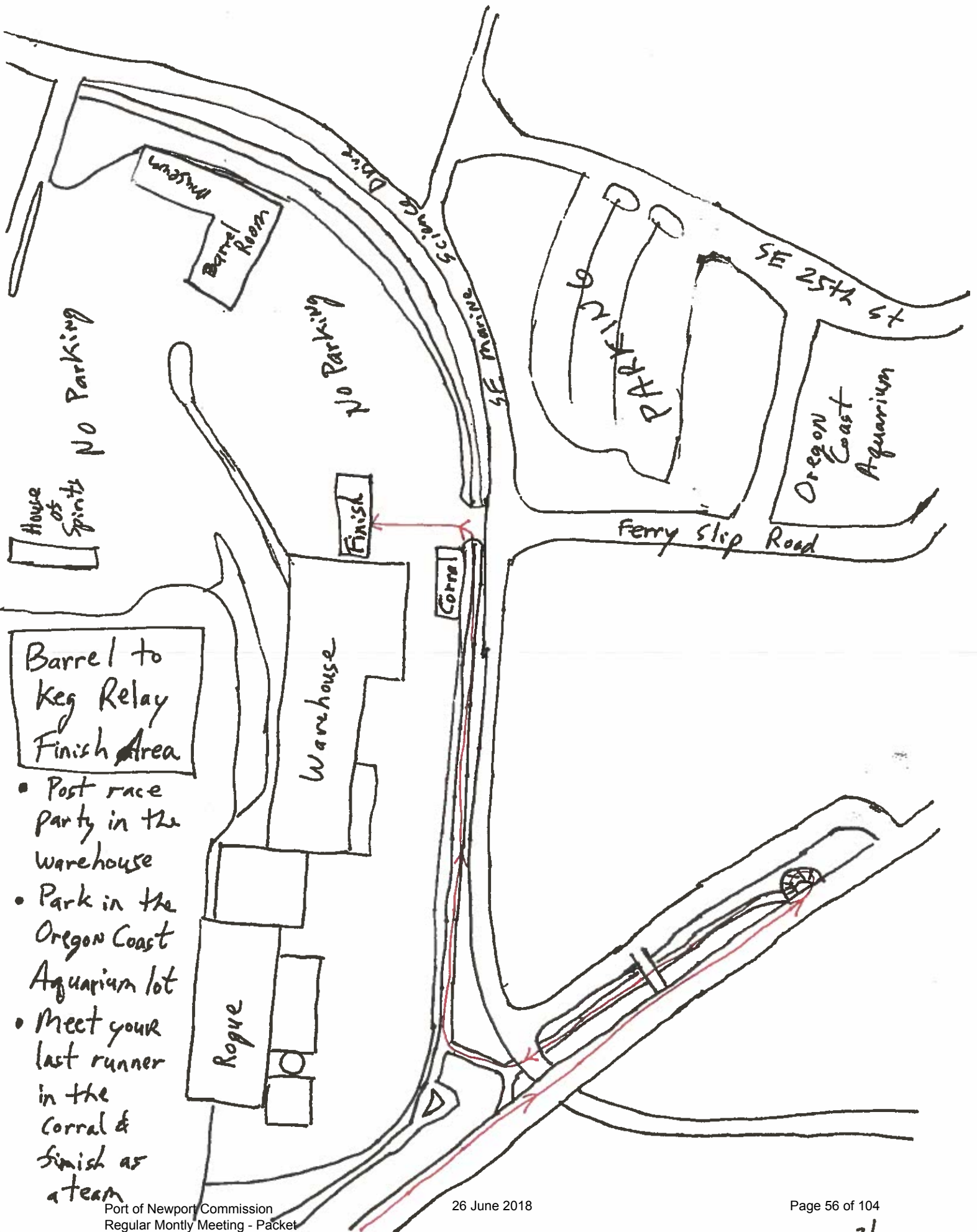
Where to Get Gas and Food: many locations along Highway 101

Location: Rogue Brewery (2320 SE OSU Drive, Newport OR 97365)

GPS: Latitude N 44° 37' 12.6" Longitude W 124° 3' 7.4"

2015 REVISION





Barrel to Keg Relay Finish Area

- Post race party in the warehouse
- Park in the Oregon Coast Aquarium lot
- Meet your last runner in the Corral & finish as a team

Barrel to Keg Relay

July 14, 2018

The Event:

This is an 69 mile running relay race from the Harris Bridge Vineyard (near Philomath) to the Rogue Ales Brewery in Newport (South Bay), divided into 14 legs. We expect 100 teams (which have between two and seven members), totaling about 600 runners and walkers. Most teams will drive vans or SUVs. Team vehicles will have "Caution: Runners on Road" signs in their windows. In addition, 125 volunteers will be driving to the exchanges and locations on the course to serve as course marshals. We don't need to close any roads, although traffic will be delayed near the exchanges. Course marshals, wearing safety vests and using paddles, will minimize disruptions and insure the safety of runners at each exchange and at key turns. "Event Coming" signs will be posted two weeks in advance to warn local traffic. ODOT-approved "Runners on Road" signs will be placed before and after each exchange area and at key intersections. Runners will start in waves (slower teams first) from 7am to 9am. There will be a small number of solo runners (each with their own support vehicle) starting at 5am. Teams will finish between 3:30pm and 8pm.

The Course (permits needed in parentheses):

*To see online maps of the entire course and each leg, go to <http://www.mapmyrun.com/routes/view/356862641> or www.barreltokeg.com

- 1) Start at Harris Bridge Vineyard (Benton County, Starker Forests)
- 2) West on Harris Road (Benton County, Starker Forests, Thompson Timber)
- 3) South on TumTum Road (Benton County, Starker Forests, Thompson Timber, USFS)
- 4) West on Woods Creek Road (Lincoln County, Starker Forest, Thompson Timber, USFS)
- 5) Northwest on Shotpouch Road (Lincoln County, USFS)
- 6) West on Harlan-Burnt Woods Road (Lincoln County)
- 7) North and west on Harlan Road (Lincoln County, USFS)
- 8) Winding west on Elk City Road (Lincoln County)
- 9) North on SE Butler Bridge Road (City of Toledo)
- 10) North, entering parking lot at Catherine Street, past train museum (Toledo)
- 11) North on NW A Street (Toledo)
- 12) West on Business Highway 20 (Toledo, Lincoln County)
- 13) Winding west on Yaquina Bay Road (Lincoln County, City of Newport)
- 14) North on Bay Street (Newport)
- 15) West on SW Naterlin Drive (Newport)
- 16) Up stairs to Highway 101, then south over the bridge (Newport, ODOT)
- 17) Down stairs, down path by the bridge, cross OSU Drive and finish at the Rogue Warehouse (Newport, Port of Newport)

Exchange Zones: Location (municipality/owner):

- Leg 1 ends: Silver gate at Harris Road/TumTum Road (Benton County)
- Leg 2 ends: Thompson Gate (Thompson Timber, Benton County)
- Leg 3 ends: Shotpouch Road/Shotpouch Creek Road (Lincoln County)
- Leg 4 ends: Shotpouch Road/Harlan-Burnt Woods Road (Lincoln County)
- Leg 5 ends: Harlan-Burnt Woods Road/Harlan Road (Lincoln County)
- Leg 6 ends: Mile Post 15 on Harlan Road (Lincoln County)
- Leg 7 ends: Rusty Bridge near Mile Post 9 on Harlan Road (Lincoln County)
- Leg 8 ends: Harlan Road and Updike Road (Lincoln County)
- Leg 9 ends: Elk City County Park (Lincoln County)
- Leg 10 ends: Cannon Quarry Boat Ramp (Lincoln County)
- Leg 11 ends: Toledo Train Museum (City of Toledo)
- Leg 12 ends: Mile Post 9 on Yaquina Bay Road (Lincoln County)
- Leg 13 ends: Sawyer's Landing (Dion Blake)
- Leg 14 ends: Rogue Brewery (Rogue, Port of Newport)

Leg	Leg ends at	Leg distance	Total Distance
1	TumTum Road	4.9	4.9
2	Thompson Gate	3.54	8.44
3	Shotpouch Creek Rd	3.81	12.25
4	Harlan-Burnt Woods Road	3.92	16.17
5	Old Mill	7.1	23.27
6	Mile Post 15	5.9	29.17
7	Rusty Bridge	5.9	35.07
8	Updike Road	4.33	39.4
9	Elk City County Park	4.65	44.05
10	Cannon Quarry Boat Ramp	5.9	49.95
11	Toledo Train Museum	4.05	54
12	Mile Post 9	4.1	58.1
13	Sawyer's Landing	4.86	62.96
14	Rogue Brewery	5.8	68.76

Aid Stations/Potties/Communication/Fire Danger

There will be three portapotties or permanent restrooms at each exchange. Runners will be instructed to NOT use private land or wooded areas to relieve themselves. Each team/solo runner is self-supporting, but basic first aid kits will be at each exchange. Cell phone coverage is spotty, so each exchange will be staffed with a ham radio operator who is in contact with the race director and EMS. Local police, sheriff, and EMS will be informed about the relay. There will be EMS personnel on standby for the relay. There will be a sweeper vehicle checking for injured runners and closing each exchange as the last runner passes. As the relay is during fire season, teams will be instructed to be

cautious about sparks and fire dangers. The race director, sweeper vehicles, and exchanges in wooded areas will be provided with fire extinguishers.

*For questions, contact Mark Barrett, Race Director, at 503-821-9577 or Mbarretts@aol.com.

Updated 1-19-18



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

06/12/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Barker-Uerlings Insurance, Inc. 340 NW 5th St P.O. Box 1378 Corvallis OR 97330		CONTACT NAME: Sherri Strandy, CISR PHONE (A/C, No, Ext): (541) 757-1321 E-MAIL ADDRESS: sherri@barkeruerlings.com		FAX (A/C, No): (541) 757-1328	
INSURED Community Services Consortium 250 Broadalbin St. Se Suite 2a Albany OR 97321		INSURER(S) AFFORDING COVERAGE			NAIC #
		INSURER A: City / County Insurance Services			
		INSURER B: SAIF Corporation			36196
		INSURER C:			
		INSURER D:			
		INSURER E:			
		INSURER F:			

COVERAGES**CERTIFICATE NUMBER:** CL1861205397**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			CSCI2018	07/01/2018	07/01/2019	EACH OCCURRENCE	\$ 5,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$
							MED EXP (Any one person)	\$
							PERSONAL & ADV INJURY	\$
							GENERAL AGGREGATE	\$ 15,000,000
							PRODUCTS - COMP/OP AGG	\$
							EMPLOYMENT	\$ Included
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY			CSCI2018	07/01/2018	07/01/2019	COMBINED SINGLE LIMIT (Ea accident)	\$ 5,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
	UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE	\$
							AGGREGATE	\$
								\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	496533	07/01/2018	07/01/2019	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER	
							E.L. EACH ACCIDENT	\$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	\$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Barrel to Keg Relay July 2018

CERTIFICATE HOLDER**CANCELLATION**

Port of Newport 600 SE Bay Blvd Newport OR 97365	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Sherri Strandy</i>
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**PORT OF NEWPORT
SPECIAL USE PERMIT**

This Special Use Permit (the “permit”), effective 2 July 2018, 2:00 pm, from the Port of Newport, organized and existing under the laws of the State of Oregon, hereinafter referred to as “Port”, to J. Wrigley Vineyards, hereinafter referred to as “Permittee.”

The Port hereby grants permission to Permittee to use the patio space and Activities Room at the RV Park. Use of designated area by Permittee is for the J. Wrigley Happy Hour events from 2 July → 5 July 2018, with set up time at 2:00 pm, event open from 3:00 pm to 6:00 pm, and clean up completed each day at 7:00 pm. The event will consist of a wine tasting with appetizers. (Exhibit A detailed description of event.) Permittee will maintain supervision and safety of the event, and comply with all applicable laws and regulations.

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

1. **Deposit.** A nonrefundable deposit in the amount of \$100.00.
2. **Fees.** \$40.00 per event for rental of the Activity Room. The usage fee is waived in consideration of a percentage of the proceeds being donated to Food Share of Lincoln County.
3. **Reservation of Rights.** Port reserves the right, in its sole discretion, to alter or amend the terms and conditions of this permit, and to cancel this permit with thirty (30) calendar days written notice.
4. **Liability of Permittee, 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 alcoholic beverages will be served and sold only as authorized by law, and that certified and trained emergency response providers will be on site.
6. **Nontransferability/Term.** This permit is nontransferable. This permit expires 5 July 2018, 7:00 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

Jody Wrigley, J. Wrigley Vineyards

ATTACHMENTS: Exhibit A (detailed description of event)

DRAFT



Sponsorship Agreement: In Kind Sponsorship Value \$ 400.00.

Event Name: J. Wrigley Happy Hour

Event Date: 2→5 July, 2018

Applicant: J. Wrigley Vineyards

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

Port of Newport logo on event flyers

Other (please describe):

Port of Newport will provide: Waiver of \$400.00 usage fees.

X

Date:

Doug Parsons, General Manager
Port of Newport

X

Date:

Jody Wrigley
J. Wrigley Vineyards

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
- Commission Approval
- Usage Fee (waived)
- Insurance Certificate
- SUP Issued

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

Event Name: Jody Wrigley Happy Hour at the Newport Marina and RV PARK

Event Date: July 2, 3, 4 & 5 Time(s): 3 pm - 6 pm

Total Days: 4 days

Location: Newport Marina & RV Park office Meeting Room
Patio

Facilities to Be Used: Patio SPACE (and adjacent room as needed)

Set-up Dates and Start Times: 2 pm set up (times 3-6 pm)

Take-down Dates and End Times: 6 pm

Estimated Number of Participants: _____ Contestants: _____

Vendors / Volunteers: 1 vendor

Attendees: 25-50 depends on interest

Applicant / Signer: Jody Wrigley

Mailing Address: 1271 NE Hwy 99 W #256 MAZ, OR 97128

Telephone: 503-851-3070 E-mail: jody@jwrigleyvineyards.com

Contact Person (if different than applicant): Jody Wrigley

Contact Person's address, phone number and e-mail: See above

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

Would love to have you as
Sponsors. Just send me
your marketing logo and
we will add to flyers!

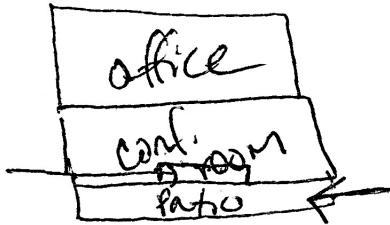
The following criteria may be used by the Port management to fully or partially waive the usage fee:

1. Is the applicant a non-profit or a for-profit entity? for profit
2. Will proceeds from the event be donated to charitable causes? If so, what percentage of the proceeds will be donated and to which charitable causes?
% of sales donated to Food Share of Lincoln County
3. What is the Port's cost to provide services for the event?
- 0 -
4. Does the event provide any direct benefit to the Port?
Your guests staying at the RV park will love having this!

Save as YourName.SUPApp and Submit Application: khewitt@portofnewport.com

Page 3 of 4

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



Wine tasting
with appetizers
(OLCC Documents
Signed by NPD and
Sent to OLCC)

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:

We intend to pay the
\$100 ^{#40} usage fee
application fee

\$100	application
\$40	usage fee
<hr/>	
\$140	



SPECIAL EVENT WINERY (SEW) APPLICATION

This license allows an Oregon Winery Licensee to sell wine, cider, and malt beverages for drinking within the special event licensed area, in sealed containers for taking out of the special event licensed area, and malt beverages, wine, or cider in a securely covered container (i.e. growlers) for taking out of the special event licensed area.

- **Process Time:** OLCC needs your completed application in sufficient time to approve it. Sufficient time is typically 2 to 4 weeks before the first event date listed in #10 below (some events may need extra processing time). OLCC may refuse to process your application if it is not submitted in sufficient time for the OLCC to investigate it.
- **OLCC License Fee:** \$10 per license day or any part of a license day. **Make payment by check or money order, payable to OLCC.** A license day is from 7:00 am to 2:30 am on the succeeding calendar day.
- **License Days:** In #10 below, you may apply for a maximum of **five** license days per application form.

1. Licensee Name: J Wrigley Vineyards		
2. Email: jody@jwrigleyvineyards.com		
3. Trade Name of Business: J Wrigley		4. Fax:
5. Address of Annual Business 19390 SW Cherry Hill		6. City: Sheridan
7. Contact Person: Jody Wrigley		8. Contact Phone: 503-857-3070
9. Event Name: Special Flight at the South Beach Marina and RV Park		
10. Date(s) of event (no more than five days): July 2, 3,4,5 2018		
11. Start/end hours of alcohol service: 3 <input type="checkbox"/> am <input checked="" type="checkbox"/> pm to 6 <input type="checkbox"/> am <input checked="" type="checkbox"/> pm		
12. Address of Special Event: 2120 SE Marine Drive		City: Newport Zip: 97365
13. Is the event outdoors? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
13a. If no, in what area(s) of the building is the event located? We will be using the meeting room and patio area.		
13b. If yes, submit a drawing showing the licensed area and how the boundaries of the licensed area will be identified.		
14. Describe the primary activities within the licensed area: This is the main meeting room at the RV office.		
15. Will minors be allowed at the event? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
16. What is the expected attendance per day in the licensed area (where alcohol will be sold or consumed)? 50		

PLAN TO MANAGE THE SPECIAL EVENT LICENSED AREA
 If your answer to #16 is 501 or more, in addition to your answers to questions 17, 18, and 19, you will need to complete the OLCC's Plan to Manage Special Events form, unless the OLCC exempts you from this requirement.

17. Describe your plan to prevent problems and violations:
 We will follow all OLCC guidelines.

18. Describe your plan to prevent minors from gaining access to alcoholic beverages and from gaining access to any portion of the licensed premises prohibited to minors:
 All IDs will be checked.

19. Describe your plan to manage alcohol consumption by adults:
No service to VIP, ID Checks and no free tasting at all.

20. List name(s) and service permit number(s) of alcohol manager(s) on-duty and in the licensed area:
Jody Wrigley 526622 ✓

LIQUOR LIABILITY INSURANCE
If the licensed area is open to the public and **expected attendance is 301 or more** per day in the licensed area, the event must have at least \$300,000 of liquor liability insurance coverage (ORS 471.168).

21. Insurance Company: Hagan Hamilton
22. Policy #: A09103348 | 23. Expiration Date: 11/2018

MARIJUANA
24. Will marijuana (such as use, consumption, samples, give-away, sale, etc.) be allowed on the special event licensed premises or be part of the event or an adjacent event? Yes No

FOOD SERVICE
You must provide at all times and in all areas where alcohol service is available at least **two different substantial food items** (see the attached sheet for an explanation of this requirement).

25. Name at least **two** different substantial food items that will be provided:
1. Meat and Cheese Platters / SANDWICHES, MEAT CHEESE | 2. Bacon Wrapped Dates

GOVERNMENT RECOMMENDATION
You must obtain a recommendation from the local city or county named in #26 before submitting this application to the OLCC.
26. Name the city if the event address is within a city's limits, or the county if the event address is outside the city's limits: Newport, Oregon

SIGNATURE
I affirm that I am authorized to sign this application on behalf of the applicant.
27. Name (please print): Jody Wrigley
28. Signature: [Signature] | 29. Date: 5/25/18

CITY OR COUNTY USE ONLY
The city/county named in #26 above recommends:
 Grant Acknowledge Deny (attach written explanation of deny recommendation)
City/County Signature: Clara Malley | Date: 5/25/18

FORM TO OLCC
This license is valid only when signed by an OLCC representative. Submit this form to the OLCC office regulating the county in which your special event will happen.
OLCC USE ONLY
Fee Paid: \$40.- | Date: 6-12-18 | Receipt #: 04MM74
License is: Approved Denied
OLCC Signature: [Signature] | Date: 6-12-18

City of Newport
169 SW Coast Hwy
Newport OR 97365

(541) 574-0610

Receipt No: 1.054725

May 29, 2018

olcc temp for wrigley

Gen Fund - Non Departmental 25.00
OLCC Licenses -----

Total: 25.00
=====

Check 25.00
Check -----
Check No: 2239 .00

Total Paid: 25.00
Total Applied: 25.00

Change Tendered: .00
=====

05/29/2018 12:14 PM

RECEIPT		DATE <u>6-13-18</u>	No. <u>047774</u>
RECEIVED FROM <u>Wrigley Family Ventures</u>		DATE <u>6-13-18</u>	
<u>Forby + oo /oo</u>		DOLLARS <u>\$40.-</u>	
<input type="radio"/> FOR RENT		<input checked="" type="radio"/> CASH	
<input checked="" type="radio"/> FOR <u>SEW</u>		<input type="radio"/> CHECK	
ACCOUNT # <u>2625</u>	<input type="radio"/> MONEY	FROM _____	TO _____
PAYMENT <u>40.-</u>	<input type="radio"/> ORDER	BY <u>AS Quist</u>	
BAL. DUE	<input type="radio"/> CREDIT		
	<input type="radio"/> CARD		



CONSENT CALENDAR AGENDA ITEM

DATE: *22 June 2018*
RE: *Hoist Dock Electrical Upgrades*
TO: *Port of Newport Board of Commissioners*
ISSUED BY: *Aaron Bretz, Director of Operations*

BACKGROUND

I re-scoped and re-bid the 110V additions to the hoist dock. I confirmed that the breakers currently being used are functioning properly and are simply being overloaded at times of heavy use. The breakers are not currently failing, but their deterioration is accelerated because they are too light for the work that they are currently doing.

DETAIL SUPPORTING

I have been asked about whether or not these users are incurring a surcharge for electrical use, and they are. Once more, only one contractor has entered a bid, with three declining to bid the work.

ALTERNATE CONSIDERATIONS

We could continue to wait to perform this work until the movement of the under-pier conductors are contracted. It's my opinion that this work will still need to be done; use of our electrical infrastructure is less at the Hoist Dock in the summer. The problem is not prevalent right now, but this is the time to get the work done while the dock is slower.

BUDGET IMPLICATIONS

This work is in the FY 2018-19 budget.

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 \$12,981.



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

05/25/18

Page total (including this page): 1

TO: Aaron Bretz
Port of Newport

RE: Port Dock 5 110volt receptacles

- QUOTE LETTER

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

Install 6 receptacles at each end of the Dock

Total Quote: \$12,981.00

Clarifications:

1. Receptacles will be fed from 2 buildings; one at each end of the dock
2. There will be a separate circuit for each 2 receptacles
3. Each receptacle will be mounted on a stainless steel bracket
4. All mounting hardware will be stainless steel

Tim Mitchem

MAILING ADDRESS

P.O. BOX 847, NEWPORT, OR 97365

Port of Newport Commission
Regular Montly Meeting - Packet

TEL: (541) 265-8067

(541)-994-9014

FAX (541) 265-7652

26 June 2018

Page 72 of 104



CONSENT CALENDAR AGENDA ITEM

DATE: 22 June 2018
RE: Lighting Replacement, South Beach
TO: Port of Newport Board of Commissioners
ISSUED BY: Aaron Bretz, Director of Operations

BACKGROUND

We have an opportunity to upgrade exterior lighting in South Beach to more energy efficient, more aesthetically pleasing lights. After rebates to the Port from PUD, the out of pocket cost will be \$6,359 and the lights will replace all of South Beach except the boat ramp lot.

DETAIL SUPPORTING

After factoring in energy savings and the cost of the project, we expect a 70.4% ROI. The project pays for itself in approximately 1.4 years with an estimated annual utility savings of \$1,528. The Port will have to pay the total cost upfront for the project of \$14,500 but will be reimbursed in the amount of \$8,141.

RECOMMENDATION

I recommend that a Commissioner make a MOTION TO AUTHORIZE THE GM TO CONTRACT WITH 151 CO TO REPLACE LIGHTING IN SOUTH BEACH WITH AN INITIAL COST OF \$14,500 WITH REBATES OF \$8,141 AFTER THE INSTALLATION.

LIGHTING UPGRADE CONTRACT

151CO ("seller"), a licensed lighting designer/seller hereby agrees to sell

Port of Newport (buyer)s whose address is
600 SE Bay Blvd city Newport Oregon, (zip) 97365.

Site Address _____

Buyer hereby buys, subject to all provisions herein, the lighting systems and/or installation described in the attached lighting audit, referred to as work, for the Project Price set forth below payable at the Seller's office.

THIS IS A CASH SALE, SELLER IS NOT FINANCING THIS AGREEMENT.

PROJECT PRICE AND PAYABLE SCHEDULE: Buyer agrees to pay Seller the Project Price set forth below in accordance with the following payment schedule.

Project Cost	\$ <u>14500.-</u>
Down Payment (:	\$ <u>5800.-</u>
Sub Total (Before Utility Rebates)	\$ <u>6700.-</u>
Estimated Utility Rebate	\$ <u>8141</u>
Total due upon receipt of	\$ <u>14500.-</u>
Estimated Net Cost to Customer after all rebates	\$ <u>6359.-</u>

Customer Bank Name: _____

WARRANTY

Lamps, ballasts, and fixtures are warranted in accordance with the manufacturer's warranty.

EACH BUYER ACKNOWLEDGES THAT: (1) BEFORE SIGNING THIS AGREEMENT BUYER RECEIVED AND READ A COMPLETELY FILLED IN COPY OF THE UPGRADE PROPOSAL; (2) BUYER UNDERSTANDS, APPROVES, AND AGREES TO BE BOUND BY ALL OF THE PROVISIONS HEREOF INCLUDING THE TERMS AND CONDITIONS OF THIS CONTRACT AND THE SPECIFICATIONS AND DESCRIPTIONS OF WORK AND MATERIALS ON THE ENERGY AUDIT, AND (3) THIS IS THE ENTIRE AGREEMENT AND NO PROMISE NOT CONTAINED HEREIN HAS BEEN MADE TO THE BUYER AND (4) CUSTOMER IS RESPONSIBLE FOR FULL AMOUNT. FINANCE CHARGES WILL BE ASSESSED ON PAST DUE ACCOUNTS AT THE RATE OF 2% PER MONTH.

Buyer: _____ (print) _____ (sign)

D&S _____ Dated this _____ day of _____, _____ (year)

By signing this contract, Buyer(s) acknowledge that they have agreed to make all payments when due. Failure to make a payment when due will relieve Seller from further obligation under this contract until payment is made.

CUSTOMER/MAILING INFORMATION

Project Name: South Port
 Company Name: Port of Newport
 Mailing Address: 800 SE Bay Blvd
 City/State/Zip Code: Newport, OR 97365
 Contact Phone Number: (541) 270-5558 xFalse
 Contact Email: chris@portofnewport.com

PROJECT/SITE INFORMATION

Project/Site Address: 800 SE Bay Blvd
 City/State/Zip Code: Newport, OR 97365

UTILITY AND TRADE ALLY INFORMATION

Organization: Central Lincoln PUD
 Contact Name: Brad Gavin
 Contact Phone Number: (888) 883-8879
 Contact email: rebates@segroupinc.com
 Trade Ally: Don Brown
 0 -

ESTIMATED PROJECT SUMMARY

Estimated Annual Energy Savings	47,892
Estimated Energy Savings (Percentage)	38%
Estimated Annual Utility Bill Savings	\$1,713
Estimated Install Costs	\$0
Estimated Incentive	\$8,141

Project cost required for estimated incentive on Customer Proposal form.
 Project has non-standard measures requiring BPA approval.
 This project is pending utility approval. All figures should be considered estimates.

ITEMIZED PROJECT SUMMARY

Annual Hours	Measure # Space Status	Existing	Proposed	Controls	Baseline Proposed Savings (% decrease)	kWh/year	Watts per Fixture	Incentives	Notes
3,650	1 Other Pole top lights D	8 CFL(s) Hard-Wired or GU-24, 25 to 45 W 38 W/lamp, 1 lamp(s)/fixture	8 LED(s) Small Lamp / Fixture, any type 14 W/lamp, 1 lamp(s)/fixture	[No controls specified]	Baseline Proposed Savings (% decrease)	1110 409 701(63%)	38 14	Decommissioning: [none] Equipment: F2-50%, 8 fixture(s) at \$10/fixture (\$80) Controls: [no controls specified]	
3,650	2 Restroom Crab Dock restrooms D	8 CFL(s) Hard-Wired or GU-24, 25 to 45 W 38 W/lamp, 1 lamp(s)/fixture	8 LED(s) Small Lamp / Fixture, any type 14 W/lamp, 1 lamp(s)/fixture	[No controls specified]	Baseline Proposed Savings (% decrease)	1110 409 701(63%)	38 14	Decommissioning: [none] Equipment: F2-50%, 8 fixture(s) at \$10/fixture (\$80) Controls: [no controls specified]	
4,360	8 MH, Magnetic Ballast lamp(s)/fixture	8 HID(s) MH, Magnetic Ballast 50 W/lamp, 1 lamp(s)/fixture	8 LED(s) Small Lamp / Fixture, any type 8 W/lamp, 1 lamp(s)/fixture	[No controls specified]	Baseline Proposed Savings (% decrease)	2015 280 1734(88%)	57 8	Decommissioning: [none] Equipment: Non-standard: 1,892 kWh @ \$0.18/kWh (\$340) Controls: [no controls specified]	
2,190	4 Conference conference room D	23 T&G(s) 4 ft. NLO Ballast 32 W/lamp, 2 lamp(s)/fixture	23 LED(s) Tube, Lamp Only 15 W/lamp, 2 lamp(s)/fixture	[No controls specified]	Baseline Proposed Savings (% decrease)	3025 1541 1484(49%)	59 30	Decommissioning: [none] Equipment: G1-40%, 23 fixture(s) at \$20/fixture (\$460) Controls: [no controls specified]	
3,650	5 Other Pole top lights D	2 HID(s) MH, Magnetic Ballast 150 W/lamp, 1 lamp(s)/fixture	2 LED(s) Small Lamp / Fixture, any type 20 W/lamp, 1 lamp(s)/fixture	[No controls specified]	Baseline Proposed Savings (% decrease)	1259 148 1113(88%)	172 20	Decommissioning: [none] Equipment: F5-75%, 2 fixture(s) at \$80/fixture (\$160) Controls: [no controls specified]	

Annual Hours	Measure # Space Status	Existing	Proposed	Controls		kWh/year	Watts per Fixture	Incentives	Notes
3,650	6 Open Office reception D	8 T8(s) 4 ft. NLO Ballast 32 W/lamp, 2 lamp(s)/fixture	8 LED(s) Tube, Lamp Only 15 W/lamp, 2 lamp(s)/fixture	[No controls specified]	Baseline Proposed Savings (% decrease)	1754 894 860(49%)	59 30	[none] Decommissioning: G1-40%: 8 fixture(s) at \$20/fixture (\$180) Controls: [no controls specified]	
4,380	7 Halfway entry/Office D	12 T8(s) 4 ft. NLO Ballast 32 W/lamp, 3 lamp(s)/fixture	12 LED(s) Tube, Lamp Only 15 W/lamp, 3 lamp(s)/fixture	[No controls specified]	Baseline Proposed Savings (% decrease)	4735 2413 2322(49%)	88 45	[none] Decommissioning: G1-40%: 12 fixture(s) at \$20/fixture (\$240) Controls: [no controls specified]	
3,650	8 Halfway NS and EW Halls D	8 T8(s) 4 ft. NLO Ballast 32 W/lamp, 2 lamp(s)/fixture	8 LED(s) Tube, Lamp Only 15 W/lamp, 2 lamp(s)/fixture	[No controls specified]	Baseline Proposed Savings (% decrease)	1754 894 860(49%)	59 30	[none] Decommissioning: G1-40%: 8 fixture(s) at \$20/fixture (\$180) Controls: [no controls specified]	
3,650	9 Other Laundry D	10 T8(s) 4 ft. NLO Ballast 32 W/lamp, 2 lamp(s)/fixture	10 LED(s) Tube, Lamp Only 15 W/lamp, 2 lamp(s)/fixture	[No controls specified]	Baseline Proposed Savings (% decrease)	2182 1117 1075(49%)	59 30	[none] Decommissioning: G1-40%: 10 fixture(s) at \$20/fixture (\$200) Controls: [no controls specified]	
3,650	10 Restroom Crab Dock restrooms D	12 T8(s) 4 ft. NLO Ballast 32 W/lamp, 2 lamp(s)/fixture	12 LED(s) Tube, Lamp Only 15 W/lamp, 2 lamp(s)/fixture	[No controls specified]	Baseline Proposed Savings (% decrease)	2579 1314 1265(49%)	59 30	[none] Decommissioning: G1-40%: 12 fixture(s) at \$20/fixture (\$240) Controls: [no controls specified]	
3,650	11 Restroom RV restrooms D	15 CFL(s) Hard-Wired or GU-24 25 to 45 W 38 W/lamp, 1 lamp(s)/fixture	15 LED(s) Small Lamp / Fixture, any type 14 W/lamp, 1 lamp(s)/fixture	[No controls specified]	Baseline Proposed Savings (% decrease)	2080 788 1314(63%)	38 14	[none] Decommissioning: F2-50%: 15 fixture(s) at \$10/fixture (\$150) Controls: [no controls specified]	
3,650	13 Other Post Lights Crab dock area D	15 HID(s) MH, Electronic Ballast 50 W/lamp, 1 lamp(s)/fixture	15 LED(s) Exterior, New Fixture or Retrofit kit 20 W/lamp, 1 lamp(s)/fixture	[No controls specified]	Baseline Proposed Savings (% decrease)	2802 1095 1807(62%)	53 20	[none] Decommissioning: H1-60%: 15 fixture(s) at \$40/fixture (\$600) Controls: [no controls specified]	
3,650	14 Other S fish cleaning stations (2) D	12 T8(s) 4 ft. NLO Ballast 32 W/lamp, 2 lamp(s)/fixture	12 LED(s) Tube, Lamp Only 15 W/lamp, 2 lamp(s)/fixture	[No controls specified]	Baseline Proposed Savings (% decrease)	2579 1314 1265(49%)	59 30	[none] Decommissioning: G1-40%: 12 fixture(s) at \$20/fixture (\$240) Controls: [no controls specified]	
3,650	15 Restroom South Dock Restrooms D	15 CFL(s) Hard-Wired or GU-24, 25 to 45 W 38 W/lamp, 1 lamp(s)/fixture	15 LED(s) Small Lamp / Fixture, any type 14 W/lamp, 1 lamp(s)/fixture	[No controls specified]	Baseline Proposed Savings (% decrease)	2080 766 1314(63%)	38 14	[none] Decommissioning: F2-50%: 15 fixture(s) at \$10/fixture (\$150) Controls: [no controls specified]	

Annual Hours	Measure # Space Status	Existing	Proposed	Controls	Baseline Proposed Savings (% decrease)	kWh/year	Watts per Fixture	Incentives	Notes
3,650	16 Restroom Showers and Laundry D	28 T8(s) 4 ft. NLO Ballast 32 W/lamp, 2 lamp(s)/fixture	28 LED(s) Tube, Lamp Only 15 W/lamp, 2 lamp(s)/fixture	[No controls specified]	Baseline 5235 Proposed 2667 Savings (% decrease) 2568(49%)	59 30	Decommissioning: [none] Equipment G1-40%. 28 fixture(s) at \$20/fixture (\$560) Controls: [no controls specified]		
3,650	17 Retail Bait store D	42 T8(s) 4 ft. NLO Ballast 32 W/lamp, 2 lamp(s)/fixture	42 LED(s) Tube, Lamp Only 15 W/lamp, 2 lamp(s)/fixture	[No controls specified]	Baseline 9207 Proposed 4891 Savings (% decrease) 4516(49%)	59 30	Decommissioning: [none] Equipment G1-40%. 42 fixture(s) at \$20/fixture (\$840) Controls: [no controls specified]		
3,650	18 Retail bait store soffit D	7 CFL(s) Hard-Wired or GU-24, 25 to 45 W 42 W/lamp, 1 lamp(s)/fixture	7 LED(s) Small Lamp / Fixture, any type 8 W/lamp, 1 lamp(s)/fixture	[No controls specified]	Baseline 1073 Proposed 204 Savings (% decrease) 869(81%)	42 8	Decommissioning: [none] Equipment F2-75%. 7 fixture(s) at \$15/fixture (\$105) Controls: [no controls specified]		
3,650	19 Private Office Maint Office and shop D	12 T8(s) 4 ft. NLO Ballast 32 W/lamp, 3 lamp(s)/fixture	4 LED(s) T-roffer, New Fixture or Retrofit kit 50 W/lamp, 1 lamp(s)/fixture	[No controls specified]	Baseline 3868 Proposed 730 Savings (% decrease) 3138(81%)	88 50	Decommissioning and Equipment: 3,423 kWh @ \$0.18/kWh (\$616) Controls: [no controls specified]		
3,650	20 Private Office Shop soffit D	8 CFL(s) Hard-Wired or GU-24, 25 to 45 W 42 W/lamp, 1 lamp(s)/fixture	6 LED(s) Small Lamp / Fixture, any type 8 W/lamp, 1 lamp(s)/fixture	[No controls specified]	Baseline 920 Proposed 175 Savings (% decrease) 745(81%)	42 8	Decommissioning: [none] Equipment F2-75%. 6 fixture(s) at \$15/fixture (\$90) Controls: [no controls specified]		
3,650	21 Restroom Shop Restroom D	2 T8(s) 4 ft. NLO Ballast 32 W/lamp, 2 lamp(s)/fixture	2 LED(s) Tube, Lamp Only 15 W/lamp, 2 lamp(s)/fixture	[No controls specified]	Baseline 374 Proposed 191 Savings (% decrease) 183(49%)	59 30	Decommissioning: [none] Equipment G1-40%. 2 fixture(s) at \$20/fixture (\$40) Controls: [no controls specified]		
3,650	22 Process Fish Cleaning station D	4 T8(s) 8 ft. NLO Ballast 59 W/lamp, 2 lamp(s)/fixture	4 LED(s) Tube, Lamp Only 20 W/lamp, 2 lamp(s)/fixture	[No controls specified]	Baseline 1585 Proposed 584 Savings (% decrease) 1001(63%)	109 40	Decommissioning: [none] Equipment G2-80%. 4 fixture(s) at \$80/fixture (\$320) Controls: [no controls specified]		
3,650	23 Restroom N parking lot restrooms D	7 CFL(s) Hard-Wired or GU-24, 25 to 45 W 38 W/lamp, 1 lamp(s)/fixture	7 LED(s) Small Lamp / Fixture, any type 14 W/lamp, 1 lamp(s)/fixture	[No controls specified]	Baseline 971 Proposed 358 Savings (% decrease) 613(63%)	38 14	Decommissioning: [none] Equipment F2-50%. 7 fixture(s) at \$10/fixture (\$70) Controls: [no controls specified]		
3,650	24 Other Pole top lights D	2 HID(s) HPS, Magnetic Ballast 250 W/lamp, 1 lamp(s)/fixture	2 LED(s) Exterior, New Fixture or Retrofit kit 115 W/lamp, 1 lamp(s)/fixture	[No controls specified]	Baseline 2099 Proposed 840 Savings (% decrease) 1259(60%)	288 115	Decommissioning: [none] Equipment H3-80%. 2 fixture(s) at \$120/fixture (\$240) Controls: [no controls specified]		
3,650	25 Other Dock pole lights D	25 HID(s) MH, Magnetic Ballast 250 W/lamp, 1 lamp(s)/fixture	25 LED(s) Exterior, New Fixture or Retrofit kit 120 W/lamp, 1 lamp(s)/fixture	[No controls specified]	Baseline 26234 Proposed 10950 Savings (% decrease) 15284(58%)	288 120	Decommissioning: [none] Equipment H3-40%. 25 fixture(s) at \$80/fixture (\$2,000) Controls: [no controls specified]		

Lighting Project Proposal

Chris Urbach
600 SE Bay Blvd
Newport, OR 97365

This project is pending utility approval. All figures should be considered estimates.

Dear Chris Urbach,

Based on the lighting retrofit proposal that has been prepared by 'trade ally' at 600 SE Bay Blvd, we have estimated the project's energy savings and the incentives that would be available from Central Lincoln PUD for this proposed project. These are estimates only, as actual savings and incentives may vary based on final installed measures and investment costs. The incentives provided by your local utility cover 70% of the total installation costs of the project. The following tables display the project's estimated energy savings, simple payback, and return on investment.

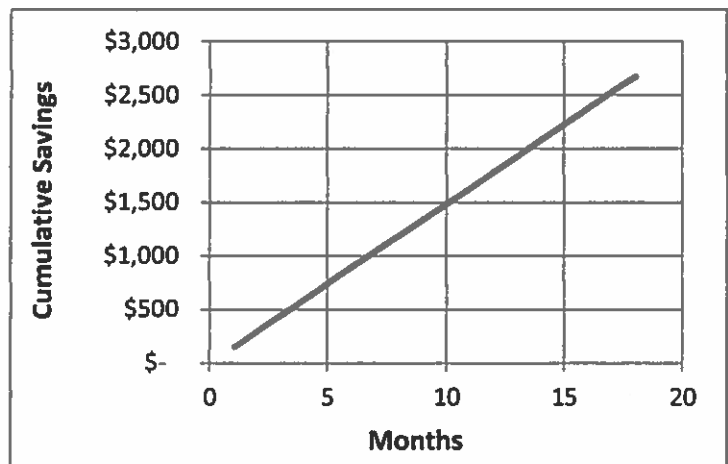
Project Overview

Estimated Project Cost:	\$8,427	Estimated Yearly Utility Savings: (from consumption and demand)	\$1,528
Est. Utility Incentive:	\$5,899	Estimated Yearly O&M Savings**:	\$253
Customer Balance:	\$2,528	Estimated Simple Payback:	1.4 years
Estimated kWh/Yr Saved:	43,859	Return On Investment (ROI):	70.4%
Estimated kW Reduction:	6.91		

Cost of Waiting

The longer you wait to replace your out-of-date equipment, the more savings you miss out on. Upgrading your lighting system now will reduce your costs and energy consumption. How much money are you losing waiting to upgrade?

Time	Costs
6 Months	\$ 890
1 Year	\$ 1,781
3 Years	\$ 5,342
5 Years	\$ 8,903



How quickly will you recoup your investment in energy efficient lighting? With an estimated monthly savings of \$148, it would take approximately 17 months to pay off your investment with a utility incentive.



CONSENT CALENDAR AGENDA ITEM

DATE: 22 June 2018
RE: Surplus Property Declaration
TO: Port of Newport Board of Commissioners
ISSUED BY: Aaron Bretz, Director of Operations

BACKGROUND

There have been several old military bomb carts that have fallen into disrepair at the Terminal. Only one is in serviceable condition, but I would like to dispose of three that are parked near the east entrance to the Terminal. They have heavy rust and corrosion, broken parts, and flat tires.

DETAIL SUPPORTING

We don't currently have any plans to put money back into these carts to make them usable once more. Unless we intend to use them, we should dispose of them.

RECOMMENDATION

I would recommend that a Commissioner make a MOTION TO DECLARE THREE BOMB CARTS AT THE TERMINAL AS EXCESS PROPERTY.





FINANCE DEPARTMENT MONTHLY REPORT

DATE: 26 June 2018
PERIOD: 30 May to 26 June 2018
TO: Doug Parsons, General Manager
ISSUED BY: Mark Harris, Accounting Supervisor

FY 2018-2019 Budget

The FY 2018-2019 budget was completed by staff and approved by the Budget Committee on 13 June 2018. The required Form LB-1 (attached) was published on 20 June 2018. The other required approved State LB forms are also attached to this report.

Financial Reports

Financial reports as of 30 April 2018 have been included. Overall, year-to-date operating revenues increased by nearly 8% and year-to-date operating expenses increased by nearly 3% over year-to-date figures for April 2017.

A “look ahead” at our 4th Quarter FY 2017-2018 accounting shows that we will be under budget for the year.

The Finance Department is working to get caught up on monthly accounting tasks and reporting. On 1 July 2018, part-time Accounting Clerk Ann Tarr transitions into a full-time position with the finance team and is assisting with Oregon PERS reporting, monthly reconciliations, and a large public records request by the ILWU.

CFO Selections LLC

Earlier this month, Doug and I met with Todd Kimball of CFO Selections, LLC. Todd will be providing ongoing support and oversight to the Finance Department in the coming fiscal year. Next year’s budget includes consulting costs for Todd’s services for five days a month for the first six months of the fiscal year and half that time for the final six months.

A public meeting of the Port of Newport Commission will be held in the meeting room of the Port's RV Park, 2120 SE Marine Science Dr., Newport, Oregon on 26 June 2018 at 6:00 pm. The purpose of this meeting is to discuss the budget for the fiscal year beginning 1 July 2018 as approved by the Port of Newport Budget Committee. A summary of the budget is presented below. A copy of the budget may be inspected or obtained at 600 SE Bay Blvd, between the hours of 8:00 a.m. and 5:00 p.m. or online at www.portofnewport.com. This budget is for an annual budget period. This budget was prepared on a basis of accounting that is the same as used the preceding year.

Contact: Doug Parsons, General Manager

Telephone: 541-265-7758

Email: dparsons@portofnewport.com

FINANCIAL SUMMARY - RESOURCES			
TOTAL OF ALL FUNDS	Actual Amount	Adopted Budget	Approved Budget
	2016-17	This Year 2017-18	Next Year 2018-19
1 Beginning Fund Balance/Net Working Capital	8,141,252	7,326,417	7,941,856
2 Fees, Licenses, Permits, Fines, Assessments & Other Service Charges	6,045,161	6,066,178	6,424,900
3 Federal, State and All Other Grants, Gifts, Allocations and Donations	256,275	4,122,500	123,500
4 Revenue from Bonds and Other Debt	210,295	2,596,000	0
5 Interfund Transfers / Internal Service Reimbursements	60,000	1,410,000	809,617
6 All Other Resources Except Current Year Property Taxes	20,628	16,799	22,020
7 Current Year Property Taxes Estimated to be Received	1,086,112	973,500	615,455
8 Total Resources	15,819,723	22,511,394	15,937,348

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION			
9 Personnel Services	1,209,475	1,431,755	1,676,262
10 Materials and Services	1,779,647	2,243,020	2,427,699
11 Capital Outlay	781,635	6,881,599	1,135,886
12 Debt Service	3,734,008	3,610,414	3,761,940
13 Interfund Transfers	60,000	1,410,000	809,617
14 Contingencies	0	208,000	550,000
15 Special Payments	0	0	0
16 Unappropriated Ending Balance and Reserved for Future Expenditure	8,254,958	6,726,606	5,575,944
17 Total Requirements	15,819,723	22,511,394	15,937,348

FINANCIAL SUMMARY - REQUIREMENTS AND FULL-TIME EQUIVALENT EMPLOYEES (FTE) BY ORGANIZATIONAL UNIT OR PROGRAM *			
Name of Organizational Unit or Program FTE for that unit or program			
NOAA MOC-P Facility	8,273,171	8,731,279	8,275,100
FTE	1.00	1.00	1.00
General Operating Fund	5,935,741	5,418,316	5,842,668
FTE	21.00	22.00	24.50
Non-Departmental / Non-Program	1,610,811	8,361,799	1,819,580
FTE	0.00	0.00	0.00
Total Requirements	15,819,723	22,511,394	15,937,348
Total FTE	22.0	23.0	25.5

STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING			
PROPERTY TAX LEVIES			
	Rate or Amount Imposed	Rate or Amount Imposed	Rate or Amount Approved
Permanent Rate Levy (rate limit 0.0609 per \$1,000)	\$.0609/1,000	\$.0609/1,000	\$.0609/1,000
Local Option Levy			
Levy For General Obligation Bonds	1,000,000	\$1,000,000	\$520,000

STATEMENT OF INDEBTEDNESS		
LONG TERM DEBT	Estimated Debt Outstanding on July 1.	Estimated Debt Authorized, But Not Incurred on July 1
General Obligation Bonds	\$12,385,000	\$0
Other Bonds	\$21,990,000	\$0
Other Borrowings	\$5,464,567	\$0
Total	\$39,839,567	\$0

Historical Data			RESOURCES	Budget for Fiscal Year 2018-2019		
Actual		Adopted Budget This Year 2017-2018		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
Second Preceding Year 2015-2016	First Preceding Year 2016-2017					
1			1 Available cash on hand (cash basis) or			1
2	1,415,035	1,872,138	2 Net working capital (accrual basis)	1,729,218	1,729,218	2
3	3,922	4,051	3 Previously levied taxes estimated to be received	4,000	4,000	3
4	6,850	8,195	4 Interest	8,000	8,000	4
5			5 Transfers IN, from other funds			5
6			6 OTHER RESOURCES			6
7			7 Operating Revenues			7
8	611,004	631,802	8 Lease Revenue	687,000	687,000	8
9			9 Newport International Terminal			9
10	94,570	111,743	10 Moorage	100,000	100,000	10
11	282,143	353,639	11 Services	314,600	314,600	11
12			12 Commercial Marina			12
13	456,691	420,801	13 Moorage	454,800	454,800	13
14	279,284	278,849	14 Services	342,500	342,500	14
15			15 Recreational Marina			15
16	669,626	737,536	16 Moorage	746,400	746,400	16
17	0	10,530	17 Services	21,800	21,800	17
18	12,610	13,804	18 Live-aboard Revenue	20,100	20,100	18
19	63,320	44,368	19 Launch Ramp Revenue	86,200	86,200	19
20	10,276	21,542	20 Boat and Trailer Storage	26,000	26,000	20
21			21 RV Park			21
22	533,883	586,231	22 Paved Site Fees	730,000	730,000	22
23	188,667	155,139	23 Annex Site Fees	186,300	186,300	23
24	45,196	44,602	24 Dry Camping Site Fees	73,700	73,700	24
25	0	0	25 Services	51,700	51,700	25
26	1,298	3,086	26 Surplus Property and Dredge Sales	5,000	5,000	26
27	97,597	98,187	27 Miscellaneous Revenue	34,800	34,800	27
28			28			28
29			29 Non-operating Revenues			29
30	1,800	10,828	30 Grants and Other	88,050	88,050	30
31	0	218,878	31 Capital Contributions	34,500	34,500	31
32	0	210,295	32 Loan Proceeds	0	0	32
33			33			33
34	4,773,772	5,836,244	34 Total resources, except taxes to be levied	5,744,668	5,744,668	34
35		91,400	35 Taxes estimated to be received	98,000	98,000	35
36	96,318	99,497	36 Taxes collected in year levied			36
37	4,870,090	5,935,741	37 TOTAL RESOURCES	5,842,668	5,842,668	37

REQUIREMENTS SUMMARY
General Operating Fund
(Fund)

Port of Newport
(Name of Municipal Corporation)

Historical Data			REQUIREMENTS DESCRIPTION	Budget for Fiscal Year 2018-2019			
Actual		Adopted Budget This Year 2017-2018		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
Second Preceding Year 2015-2016	First Preceding Year 2016-2017						
1			1	PERSONNEL SERVICES			1
2	1,040,549	1,134,147	2	Personnel Services	1,597,956	1,597,956	2
3			3				3
4			4				4
5	1,040,549	1,134,147	5	TOTAL PERSONNEL SERVICES	1,597,956	1,597,956	5
6		22	6	Total full-time equivalent (FTE)	24.5	24.5	6
7			7	MATERIALS AND SERVICES			7
8	1,199,989	1,337,289	8	Materials and Services	1,677,199	1,677,199	8
9			9				9
10			10				10
11	1,199,989	1,337,289	11	TOTAL MATERIALS AND SERVICES	1,677,199	1,677,199	11
12			12	CAPITAL OUTLAY			12
13	20,345	654,831	13	Capital Outlay	341,261	341,261	13
14			14				14
15			15				15
16	20,345	654,831	16	TOTAL CAPITAL OUTLAY	341,261	341,261	16
17			17	DEBT SERVICE AND TRANSFERS			17
18	637,069	699,934	18	Debt Service	883,714	883,714	18
19	100,000	60,000	19	Transfers OUT, to Other Funds	809,617	809,617	19
20			20				20
21	737,069	759,934	21	Total Debt Service and Transfers	1,693,331	1,693,331	21
22		100,000	22	Operating Contingency	300,000	300,000	22
23	1,872,138	2,049,540	23	Ending Balance (Prior Years)			23
24		0	24	Unappropriated Ending Fund Balance (UEFB)	232,921	232,921	24
25	4,870,090	5,935,741	25	TOTAL REQUIREMENTS	5,842,668	5,842,668	25

**FORM
LB-31**

**DETAILED REQUIREMENTS
General Operating Fund
(Fund)**

Port of Newport
(Name of Municipal Corporation)

	Historical Data			PERSONNEL SERVICES	Number of Employees	Range	Budget for Fiscal Year 2018-2019				
	Actual		Adopted Budget This Year 2017-2018				Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
	Second Preceding Year 2015-2016	First Preceding Year 2016-2017									
1	767,818	848,595	931,603	1	Wages	24.5 FTE	13.37-56.77	1,146,026	1,146,026		1
2	77,471	82,558	91,685	2	Payroll Tax Expense			107,492	107,492		2
5	137,456	151,650	184,127	5	Health Insurance			198,144	198,144		5
6	7,939	3,687	18,500	6	Health Reimbursement Arrangement			6,288	6,288		6
3	14,573	7,845	53,614	3	PERS - Retirement			65,886	65,886		3
4	27,187	30,991	65,191	4	Workers' Compensation Insurance			65,900	65,900		4
5	0	0	0	5	Employee Assistance Program			3,120	3,120		5
7	8,105	8,821	4,650	7	Employee Incentives and Other			5,100	5,100		7
9				9							9
10				10							10
11	1,040,549	1,134,147	1,349,370	11	TOTAL PERSONNEL SERVICES			1,597,956	1,597,956		11

**FORM
LB-31**

DETAILED REQUIREMENTS
General Operating Fund
(Fund)

Port of Newport
(Name of Municipal Corporation)

Historical Data			Adopted Budget This Year 2017-2018	MATERIALS & SERVICES	Budget for Fiscal Year 2018-2019			
Actual		Proposed By Budget Officer			Approved By Budget Committee	Adopted By Governing Body		
Second Preceding Year 2015-2016	First Preceding Year 2016-2017							
1			172,300	1 Insurance	165,300	165,300		1
2			58,000	2 Professional Fees	163,575	163,575		2
3			25,000	3 Marketing and Promotion	19,500	19,500		3
4			22,300	4 Dues and Subscriptions	17,150	17,150		4
5			25,100	5 Training and Education	48,000	48,000		5
6			15,500	6 Travel	17,450	17,450		6
7			98,100	7 Office and Admin Expense	126,400	126,400		7
8			0	8 Bad Debt Expense	6,000	6,000		8
9			12,000	9 Licenses and Permit Fees	9,500	9,500		9
10			507,850	10 Utilities	505,000	505,000		10
11			256,200	11 Contract and Support Services	292,574	292,574		11
12			190,700	12 Repairs and Maintenance	151,700	151,700		12
13			16,800	13 Equipment	15,900	15,900		13
14			83,700	14 Materials and Operating Supplies	80,150	80,150		14
15			7,000	15 Shipping Expenses - ILWU Wages (Billed to Ships)	7,000	7,000		15
16			37,000	16 DSL and State Land Fees	38,500	38,500		16
17			14,000	17 Trailer and Land Leases	13,500	13,500		17
18			85,000	18 Grant Expenses	0	0		18
19				19				19
20				20				20
21	1,199,989	1,337,289	1,626,550	21 TOTAL MATERIALS & SERVICES	1,677,199	1,677,199		21

**BONDED DEBT
RESOURCES AND REQUIREMENTS**

Bond Debt Payments are for:

- Revenue Bonds or
 General Obligation Bonds

Port of Newport

Bonded Debt Fund

(Fund)

(Name of Municipal Corporation)

Historical Data			DESCRIPTION OF RESOURCES AND REQUIREMENTS	Budget for Fiscal Year 2018-2019			
Actual		Adopted Budget This Year 2017-2018		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
Second Preceding Year 2015-2016	First Preceding Year 2016-2017						
1			1	Resources			1
2			2	Cash on Hand (Cash Basis), or			2
3	166,326	387,328	0	3 Working Capital (Accrual Basis)	395,700	395,700	3
4	0	0	25,000	4 Previously Levied Taxes to be Received	25,000	25,000	4
5	1,031	1,248	1,000	5 Interest	1,800	1,800	5
6	0	0	0	6 Transferred from Other Funds	0	0	6
7	8,351,839	0	0	7 Proceeds from Refunding Bonds	0	0	7
8	8,519,196	388,576	26,000	8 Total Resources, Except Taxes to be Levied	422,500	422,500	8
9			850,000	9 Taxes Estimated to be Received *	488,455	488,455	9
10	973,055	982,564		10 Taxes Collected in Year Levied			10
11	9,492,251	1,371,140	876,000	11 TOTAL RESOURCES	910,955	910,955	11
				Requirements			
				Bond Principal Payments			
12			12	Bond Issue	Budgeted Payment Date		12
13	120,000	125,000	0	13 2007		0	13
14	115,000	120,000	125,000	14 2008	N/A	0	14
15	65,000	65,000	65,000	15 2011	January 1	70,000	15
16	0	155,000	135,000	16 2016	January 1	270,000	16
17	300,000	465,000	325,000	17 Total Principal		340,000	17
				Bond Interest Payments			
18			18	Bond Issue	Budgeted Payment Date		18
19	90,339	2,500	0	19 2007		0	19
20	93,870	7,400	3,000	20 2008	N/A	0	20
21	272,580	270,630	271,000	21 2011	July 1 and January 1	267,055	21
22	0	291,210	277,000	22 2016	July 1 and January 1	273,900	22
23	456,789	571,740	551,000	23 Total Interest		540,955	23
				Unappropriated Balance for Following Year By			
24			24	Bond Issue	Projected Payment Date		24
25			25				25
26			26				26
27			27				27
28	387,328	334,400		28 Ending Balance (Prior Years)			28
29			0	29 Total Unappropriated Ending Fund Balance (UEFB)		30,000	29
30	8,348,134	0	0	30 Payment to Refunded Bond Escrow Agent		0	30
31	9,492,251	1,371,140	876,000	31 TOTAL REQUIREMENTS		910,955	31

*If this form is used for revenue bonds, property tax resources may not be included.
26 June 2018

FORM

LB-11

This fund is authorized and established by Resolution No. 1998-05 on 23 June 1998 for the following specified purpose:
 Repair and replace Port infrastructure and facilities.

**RESERVE FUND
 RESOURCES AND REQUIREMENTS**

This reserve fund must be reviewed at least every 10 years to be continued or abolished.
 Reviewed in 2008; next review in 2018.

Facilities Maintenance Reserve Fund

Port of Newport

(Fund)

(Name of Municipal Corporation)

	Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Fiscal Year 2018-2019				
	Actual		Adopted Budget Year 2017-2018		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
	Second Preceding Year 2015-2016	First Preceding Year 2016-2017							
1				1	RESOURCES				1
2				2	Cash on Hand (Cash Basis), or				2
3	48,378	73,778	75,500	3	Working Capital (Accrual Basis)	54,733	54,733		3
4	0	0	0	4	Previously Levied Taxes Estimated to be Received	0	0		4
5	185	161	199	5	Interest	100	100		5
6	125,000	60,000	160,000	6	Transferred IN, from Other Funds	747,792	747,792		6
7	173,563	133,939	235,699	7	Total Resources, Except Taxes to be Levied	802,625	802,625		7
8			0	8	Taxes Estimated to be Received	0	0		8
9	0	0		9	Taxes Collected in Year Levied				9
10	173,563	133,939	235,699	10	TOTAL RESOURCES	802,625	802,625		10
11				11	REQUIREMENTS				11
12				12	Object Classification				12
13	0	0	0	13	Materials and Services	0	0		13
14	99,785	61,616	177,699	14	Capital Outlay	672,625	672,625		14
15	0	0	8,000	15	Contingency	80,000	80,000		15
16	0	0	0	16	Transferred OUT, to Other Funds	0	0		16
17				17					17
18				18					18
19	73,778	72,323		19	Ending Balance (Prior Years)				19
20	0	0	50,000	20	Reserved for Future Expenditure	50,000	50,000		20
21			0	21	Unappropriated Ending Fund Balance (UEFB)	0	0		21
22	173,563	133,939	235,699	22	TOTAL REQUIREMENTS	802,625	802,625		22

**SPECIAL FUND
RESOURCES AND REQUIREMENTS**

Construction Fund

(Fund)

Port of Newport

(Name of Municipal Corporation)

	Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Fiscal Year 2018-2019			
	Actual		Adopted Budget Year 2017-2018		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2015-2016	First Preceding Year 2016-2017						
1				1	RESOURCES			1
2				2	Cash on Hand (Cash Basis), or			2
3	183,267	79,229	0	3	Working Capital (Accrual Basis)			3
4	0	0	0	4	Previously Levied Taxes Estimated to be Received			4
5	376	62	100	5	Interest			5
6	0	0	750,000	6	Transferred IN, from Other Funds			6
7	0	0	2,500,000	7	Loan Proceeds			7
8	0	0	4,000,000	8	Intergovernmental			8
9	0	26,441	0	9	Grants			9
10	183,643	105,732	7,250,100	10	Total Resources, Except Taxes to be Levied			10
11			0	11	Taxes Estimated to be Received			11
12	0	0		12	Taxes Collected in Year Levied			12
13	183,643	105,732	7,250,100	13	TOTAL RESOURCES			13
14				14	REQUIREMENTS			14
15				15	Object Classification			15
16	0	0	250,000	16	Materials and Services			16
17	79,414	52,892	6,500,000	17	Capital Outlay			17
18	0	0	0	18	Contingency			18
19	25,000	0	500,000	19	Transferred OUT, to Other Funds			19
20				20				20
21				21				21
22	79,229	52,840		22	Ending Balance (Prior Years)			22
23			100	23	Unappropriated Ending Fund Balance (UEFB)			23
24	183,643	105,732	7,250,100	24	TOTAL REQUIREMENTS			24

**FORM
LB-10**

**SPECIAL FUND
RESOURCES AND REQUIREMENTS
NOAA Lease Revenue Fund**

Port of Newport

(Fund)

(Name of Municipal Corporation)

Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Fiscal Year 2018-2019			
Actual		Adopted Budget Year 2017-2018		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
Second Preceding Year 2015-2016	First Preceding Year 2016-2017						
1			1	RESOURCES			1
2			2	Cash on Hand (Cash Basis), or			2
3	5,565,928	5,728,779	3	Working Capital (Accrual Basis)	5,718,150	5,718,150	3
4	0	0	4	Previously Levied Taxes Estimated to be Received	0	0	4
5	10,572	10,962	5	Interest	12,000	12,000	5
6	0	0	6	Transferred IN, from Other Funds	0	0	6
7	2,541,138	2,533,302	7	Lease Revenue	2,544,000	2,544,000	7
8	14,845	128	8	Grants and Other	950	950	8
9	0	0	9	Revenue Bond Proceeds	0	0	9
10	8,132,483	8,273,171	10	Total Resources, Except Taxes to be Levied	8,275,100	8,275,100	10
11			11	Taxes Estimated to be Received	0	0	11
12	0	0	12	Taxes Collected in Year Levied			12
13	8,132,483	8,273,171	13	TOTAL RESOURCES	8,275,100	8,275,100	13
14			14	REQUIREMENTS			14
15			15	Object Classification			15
16	97,394	75,328	16	Personnel Services (1 FTE)	78,306	78,306	16
17	296,786	442,358	17	Materials and Services ^[1]	750,500	750,500	17
18	10,090	12,296	18	Capital Outlay	86,000	86,000	18
19	1,999,434	1,997,334	19	Debt Service	1,997,271	1,997,271	19
20	0	0	20	Contingency	100,000	100,000	20
21	0	0	21	Transferred OUT, to Other Funds	0	0	21
23			23				23
28			28				28
29	5,728,779	5,745,855	29	Ending Balance (Prior Years)			29
22	0	0	22	Reserved for Future Expenditure	150,000	150,000	22
30			30	Unappropriated Ending Fund Balance (UEFB)	5,113,023	5,113,023	30
31	8,132,483	8,273,171	31	TOTAL REQUIREMENTS	8,275,100	8,275,100	31

[1] Includes \$490,000 for dredging in FY 2018-2019.

Notice of Property Tax and Certification of Intent to Impose a Tax, Fee, Assessment or Charge on Property

To assessor of Lincoln County

FORM LB-50 2018-2019

Check here if this is
an amended form.

- Be sure to read instructions in the Notice of Property Tax Levy Forms and Instruction booklet

The Port of Newport has the responsibility and authority to place the following property tax, fee, charge or assessment on the tax roll of Lincoln County. The property tax, fee, charge or assessment is categorized as stated by this form.

<u>600 SE Bay Boulevard</u> <small>Mailing Address of District</small>	<u>Newport</u> <small>City</small>	<u>OR</u> <small>State</small>	<u>97365</u> <small>ZIP code</small>	<u>26 June 2018</u> <small>Date</small>
<u>Douglas J. Parsons</u> <small>Contact Person</small>	<u>General Manager</u> <small>Title</small>	<u>541-265-7758</u> <small>Daytime Telephone</small>		<u>dparsons@portofnewport.com</u> <small>Contact Person E-Mail</small>

CERTIFICATION - You **must** check one box if your district is subject to Local Budget Law.

- The tax rate or levy amounts certified in Part I are within the tax rate or levy amounts approved by the budget committee.
- The tax rate or levy amounts certified in Part I were changed by the governing body and republished as required in ORS 294.456.

PART I: TOTAL PROPERTY TAX LEVY

		<u>Subject to General Government Limits</u> Rate -or- Dollar Amount	
1. Rate per \$1,000 or Total dollar amount levied (within permanent rate limit) . . .	1	0.0609	
2. Local option operating tax	2		Excluded from Measure 5 Limits Dollar Amount of Bond Levy
3. Local option capital project tax	3		
4. Levy for pension and disability obligations	4		
5a. Levy for bonded indebtedness from bonds approved by voters prior to October 6, 2001	5a.		
5b. Levy for bonded indebtedness from bonds approved by voters on or after October 6, 2001	5b.	520,000	
5c. Total levy for bonded indebtedness not subject to Measure 5 or Measure 50 (total of 5a + 5b)	5c.	520,000	

PART II: RATE LIMIT CERTIFICATION

6. Permanent rate limit in dollars and cents per \$1,000	6	0.0609
7. Election date when your new district received voter approval for your permanent rate limit	7	
8. Estimated permanent rate limit for newly merged/consolidated district	8	

PART III: SCHEDULE OF LOCAL OPTION TAXES - Enter all local option taxes on this schedule. If there are more than two taxes, attach a sheet showing the information for each.

Purpose (operating, capital project, or mixed)	Date voters approved local option ballot measure	First tax year levied	Final tax year to be levied	Tax amount -or- rate authorized per year by voters

Part IV. SPECIAL ASSESSMENTS, FEES AND CHARGES

Description	Subject to General Government Limitation	Excluded from Measure 5 Limitation
1		
2		

If fees, charges, or assessments will be imposed on specific property within your district, you must attach a complete listing of properties, by assessor's account number, to which fees, charges, or assessments will be imposed. Show the fees, charges, or assessments uniformly imposed on the properties. If these amounts are not uniform, show the amount imposed on each property.

The authority for putting these assessments on the roll is ORS _____ (Must be completed if you have an entry in Part IV)



DIRECTOR OF OPERATIONS REPORT

DATE: 06 June 2018
PERIOD: May 2018 – June 2018
TO: Doug Parsons, General Manager
ISSUED BY: Aaron Bretz

OVERVIEW:

South Beach operations are in full swing, the Commercial Marina is still offloading shrimp and occasional loads of Black Cod with a few boats shifting gear still. We have offloaded more shrimp at the Hoist Dock so far this year than we did all last season. Some minor maintenance projects have begun in the Commercial Marina, including removal of one broken piling on PD7. A squid buyer has come up from California and should be starting up any day. Operations at the Terminal have shifted more toward maintenance of the property with fewer boats visiting.

DETAIL:

P/C MARINER III was overdue on its moorage fees in South Beach and Staff has had some challenges with the conduct of the owner at times. The spouse of the owner took the vessel underway from the Marina sometime Friday night and the vessel was left against the Yaquina Bay South Jetty. The Coast Guard responded and brought the sinking vessel back into the South Beach Marina. Staff stabilized the vessel throughout the night, and the Coast Guard contracted with NWFF Environmental out of Philomath to pump the fuel off the vessel. The owners have been unresponsive to attempts to contact them, and their whereabouts are unknown. Because of residual bilge contamination and impacts to the environment, it was towed to the Toledo Boatyard and hauled out; we have initiated the seizure process on the vessel and will have it destroyed and disposed of once we have the title.

I have worked this month to try and attract any tuna boats who are looking for a place to land fish this summer. AFAA has indicated an interest in the Port and is supposed to send a representative to meet with us, although I haven't received word back from them yet. I also sent a flier to WFBOA to be circulated in their newsletter.

I spent a considerable amount of time exploring options for the Grays Harbor Historical Seaport and answering their questions.

I prepared the grant request for the DHS Port Security Grant to fund security cameras across the Port.

South Beach received a Beautification Award from the Chamber of Commerce. Much credit goes to the hard work of Eric Swanson of the South Beach Maintenance Crew for earning this award.

to Newport. Initially, they called about 6 weeks ago and asked if we could help them out. I've remained in touch with them over the course of that time to make it clear that we would be able to meet their needs and to line up logistics on the Port's end. This squid season should be more profitable for the Port than the last.

International Terminal – Don Moon, Terminal Supervisor

Billable Services Performed this Period (May)

- | | |
|--|---|
| <input checked="" type="checkbox"/> Forklift –62.75 Hrs | <input checked="" type="checkbox"/> Moorage –102 Days |
| <input checked="" type="checkbox"/> 30 Ton Hydraulic Crane –46.5 Hrs | <input checked="" type="checkbox"/> Hoist Dock Tie Up – 122 Hrs |
| <input checked="" type="checkbox"/> Labor – 86.25 Hrs | <input checked="" type="checkbox"/> 120V power – 4 Days |
| <input checked="" type="checkbox"/> Other (Net Work) – 15 Days | <input checked="" type="checkbox"/> 208V power – 80 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 Paint rusty parts on crane

Commercial Marina – Kent Gibson, Harbormaster

Billable Services Performed this Period:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Forklift – 216.75Hrs | <input checked="" type="checkbox"/> Hoist Dock Crane(s) –15.5Hrs. |
| <input type="checkbox"/> 30 Ton Hydraulic Crane - Enter #.Hrs | <input checked="" type="checkbox"/> Dock Tie Up 335.25 Hrs |
| <input type="checkbox"/> Launch Tickets - Enter #. passes sold | <input type="checkbox"/> Other (Labor) – Hrs |

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

- Completed InProgress Installed new hoist arm with 5' hydraulic extension on #4 hoist.
- Completed InProgress resurfaced transition plate at the bottom of Port dock 5 ramp.

Other

Been busy at the hoist dock with live buyers still. Unloaded at least 5 loads of shrimp already which is more than most of last year's total for shrimp. I anticipate more use of the hoist dock if this turns out to be a viable spot to offload.

Crab buying is winding down with most of the boats changing to other fisheries.

NOAA MOC-P – Jim Durkee, Facility Manager

Special Projects:

Completed In Progress NOAA Room 111 Door. Began prep work, wall fixture removal, patching and painting in preparation for door installation.

Completed In Progress Survey of the Eel Grass mitigation area has been scheduled for Friday July 13th through Sunday July 15th 2018.

Other:

Vessels Using the Facility Since My Last Report – NOAA vessel Bell M. Shimada, OSP Guardian, R/V Roger Revelle, USACOE Dredge Yaquina.

For 2018, 508 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%

I had a contractor come out and check ACU-3 (Air Conditioner for the small data room upstairs in the office). The temperature has been creeping up over the past few months. They added refrigerant but were unable to locate a leak at this time.

I am beginning to set up annual inspections. Advance Backflow performed the annual inspections on all of the backflow devices in the facility.

I began replacing the GFCI outlets on the small boat dock.

Billable Services Performed this Period:

Launch Tickets – 856 passes sold in May

We had Road and Driveway place some rip rap on the pathway to the fishing pier it was a safety issue.

We have a contract with Allen and Sons to pour curbing on the bay side of the fishing pier path.

We have a contract with Runions to paint bigger numbers in the dry camp lot and in the Marina RV Park.

We moved a connex box up by the shop for extra storage.

The Mates finished up some benches to be placed around the marina.

We have been selling several dock boxes and we have received our shipment of 8 additional boxes.

The Marina received a beautification award for the way the marina and RV parks are looking thanks in large part to Eric and with the help of the rest of the crew.

The guys have been working very hard keeping up with all the repairs and mowing and trash pick up.

Volunteer Work Crews- The Mates



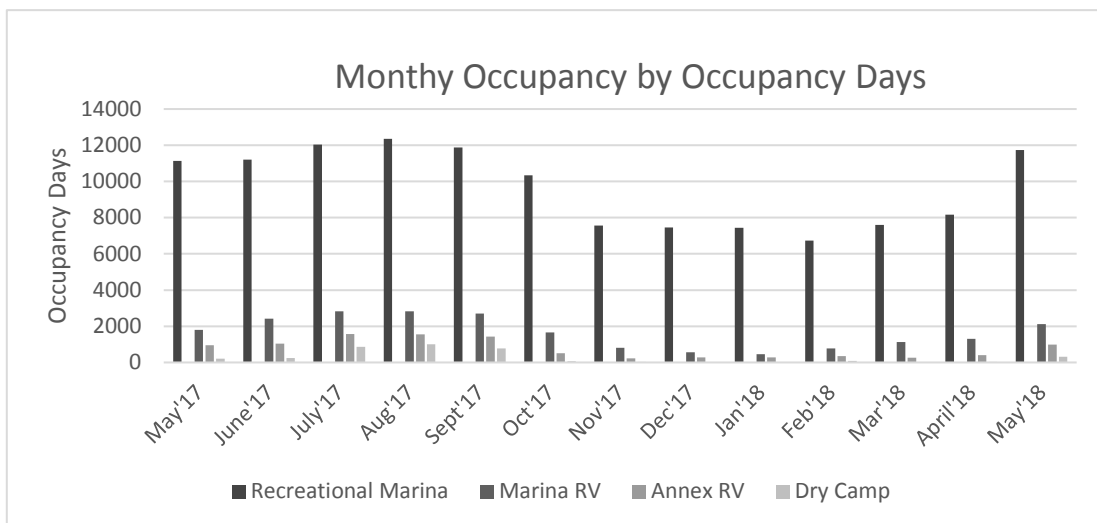
RV PARK & RECREATIONAL MARINA OCCUPANCY REPORT

DATE: *15 May 2018*
RE: *Month Ending 31 May 2018*
TO: *Aaron Bretz, Director of Operations*
ISSUED BY: *Bill Hewitt, RV Park Supervisor*

The South Beach Facility is currently having its busiest season ever, and May numbers continue to add to that trend. The Recreational Marina, Marina RV, Annex RV and Dry Camping were all ahead of May 2017 numbers. Year to date numbers for all four categories are ahead of this time period from last year. Practically all weekend spots with hookups are sold out to the end of September with only a few Annex sites remaining. Revenue is up significantly due to the annual price increase along with the holiday and festival surcharge rates the commissioners approved last year. If the current trend continues we should do about two million dollars of business at South Beach for the calendar year 2018.

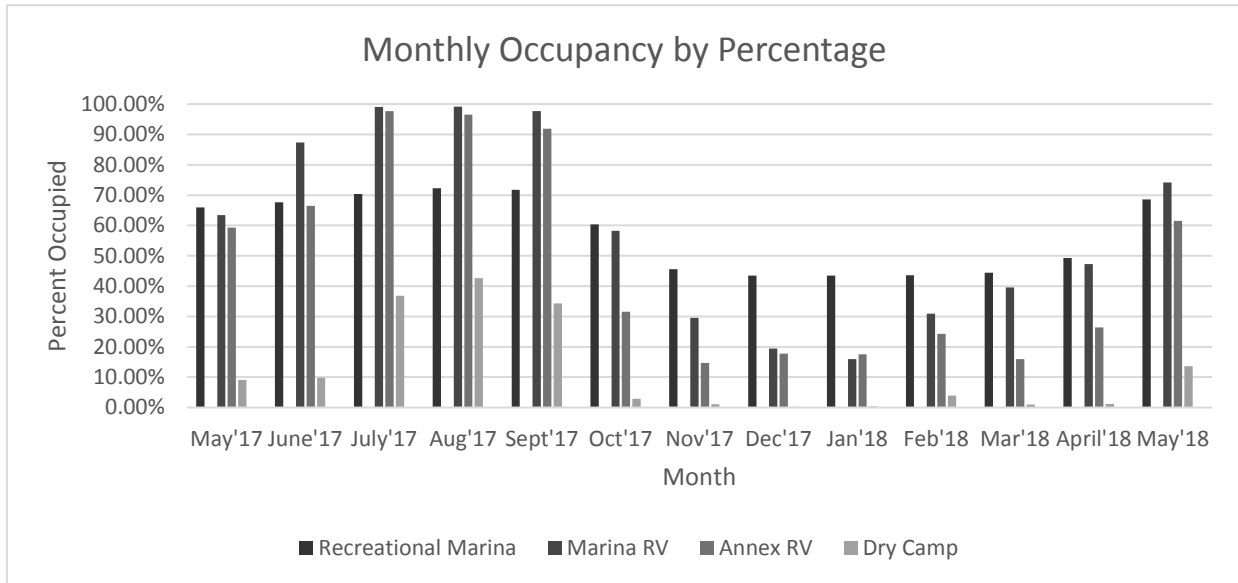
OCCUPANCY DAYS MONTH & YTD

May'2018	2017	2018	Change	YTD2017	YTD2018	Change
Recreational Marina	11139	11738	5.37%	40532	41669	2.81%
Marina RV	1808	2114	16.92%	4855	5785	19.16%
Annex RV	956	992	3.77%	2112	2298	8.81%
Dry Camp	211	316	49.76%	453	456	0.66%



OCUPANCY PERCENT MONTH & YTD

May'2018	2017	2018	Change	YTD2017	YTD2018	Change
Recreational Marina	65.09%	68.60%	3.51%	48.63%	49.99%	1.36%
Marina RV	63.39%	74.12%	10.73%	34.94%	41.64%	6.70%
Annex RV	59.30%	61.53%	2.23%	26.89%	29.26%	2.41%
Dry Camp	9.07%	13.59%	4.52%	4.00%	4.02%	0.02%





GENERAL MANAGER'S REPORT

DATE: 26 June 2018
PERIOD: 25 May 2018 – 21 June 2018
TO: Port Commissioners
ISSUED BY: Doug Parsons, General Manager

OVERVIEW:

This is my 3rd monthly General Manager's report. It is basically in chronological order for this past period.

Some highlights:

- [1] I met with Aaron Bretz (our Director of Operations) and Steve Webster to discuss aspects of Port Dock 1 and Steve's adjoining property which is presently occupied by the Oregon Undersea Gardens. While on PD-1 we met with Stan Pickens, President of the Newport Sea Lion Docks Foundation.
- [2] Reviewed and commented on customer-requested lease modifications for the Newport Belle Bed & Breakfast (sternwheel riverboat at the head of H-Dock at the Recreational Marina) that Mark Harris (our Accounting Supervisor) and Pete Gintner (our attorney) had worked on.
- [3] I spent additional time reviewing PON files on the history and quantity of Port's dredge spoils, and spoke at length on this subject on the phone with Blake Helm, Oregon Department of State Lands.
- [4] Researched historical and competitive aspects of salaries for those PON staff who hold non-management and non-supervisory positions with the Port.
- [5] I continue to spend a few hours each weekend reviewing the largely unorganized historical files and other documents left in cabinets and overflow boxes at the PON office.
- [6] Provided instructions to staff on two pending insurance claims against the Port.
- [7] On Memorial Day I spent about six hours getting more familiar with Port assets. I walked the Recreational Marina docks with Keith to become more familiar with various maintenance and replacement issues there; visited with our RV Park folks at their office; had some service-related questions for random guests in our unpaved dry camping area adjacent to the lot that Anderson Construction is leasing from the Port; walked the Commercial Marina; and drive around NIT to enable me to better consider a number of issues.
- [8] In my continuing review of the Port's leases, I reviewed Newport Marina Store & Charter's lease and discussed various aspects of the lease with PON staff.
- [9] Prepared for and participated in the Regular Monthly Commission Meeting (RMCM) of 29 May 2018.

[10] The afternoon before the RMCM I spent about four hours with staff in an attempt to address the concerns of various Port stakeholders with respect to the scheduled July visit of Grays Harbor Historical Seaport's (GHHS) two tall ships to Newport. Following the direction of the Board that evening to modify GHHS's Special Use Permit by either rescheduling the tall ships' visit or providing them with an alternative moorage option, an inordinate amount of my time, and that of several of the Port's other management and supervisory staff, was spent addressing this issue for the next thirteen days.

[11] I re-read the NOAA lease for liability issues associated with visiting non-NOAA UNOLS research vessels and briefed Stewart Lamerdin (Port Commissioner and President Pro-tempore).

[12] Numerous calls, e-mails, and meetings with Port Commissioners, free-holder members of the Budget Committee (i.e. Fred Postelwait, Brian Barth, Alan Brown, Ron Benfield, and Mark Collson), Pete Gintner, Signe Grimstad (the Port's auditor), Special Districts Associate of Oregon, Oregon Department of Revenue, and professional colleagues, regarding the Port's budget, budget law, and related processes and procedures.

[13] Spoke to Yale Fogarty and Jim Burke (candidates for the vacant Commissioner Position #5) and provided them with background information on the selection process for the vacant position.

[14] I had a lunch meeting with Jim Durkee (our Facilities Manager for NOAA MOC-P), Port Commissioner Walter Chuck, Captain Keith Roberts (Commanding Officer, NOAA MOC-P) and LDCR Carl Rhodes (their Chief of Operations) to discuss the Port's concerns regarding potential liability associated with non-NOAA vessels invited by NOAA to moor at the NOAA pier.

[15] Went to Swede's Dock with Aaron and Kent Gibson (our Harbormaster for the Commercial Marina) to view the approximately 32-foot ship "Tequila" whose title was recently signed over to the Port. Later showed this vessel to potential buyers.

[16] Participated in the Special Meeting of the Port Commissioners, during which Jim Burke was selected to fill the vacant Commissioner Position #5, to be sworn in at the upcoming RMCM scheduled for 26 June 2018.

[17] I walked a portion of Port Dock 7 with Kent to discuss planned partial reconstruction efforts and brainstorm aspects of a moorage option for the tall ships.

[18] I met with Aaron and Bob Eder (F/V Timmy Boy) to draft the agenda for a Commercial Fishing Users Group (CFUG) meeting. We then walked to the City outfall near Swede's Dock to discuss a long-term solution to the shoaling issue which Kent and Aaron had suggested.

[19] Mark and I met with Todd Kimball (CFO Selections, Portland) to discuss multiple accounting and finance items that we're intending to use Todd's assistance on in the coming fiscal year.

[20] I had a lunch meeting with Spencer Nebel (Newport's City Manager) to discuss a number of items that the City and Port are cooperating on, and some potential additional ones.

[21] Worked with Stewart to develop the Port's press release to set the record straight regarding the GHHS tall ships issue.

[22] Integrated feedback from Port Commissioners, Port staff, tenants, customers including commercial fishermen, and other Port stakeholders into the various proposed budget documents including the proposed rates, capital improvement projects, personnel structure and compensation, projected incremental revenue from proposed rates, etc.

[23] I prepared for and participated in the CFUG Meeting.

[24] Worked with Mark and Karen Hewitt (our Administrative Supervisor) in a major push to update the various budget documents, and provided the updated Budget Binders to the Budget Committee members for the 2nd Budget Committee Meeting scheduled for 13 June 2018.

[25] I met with Aaron at South Beach to view and discuss several items requiring attention at the Recreational Marina and the RV Park.

[26] I had an introductory meeting with David Ulbricht (Director of Advisory Services) and Frank Stratton (Executive Director) of the Special Districts Association of Oregon.

[27] I participated in the 2nd Budget Committee Meeting in which the Port of Newport's FY2018-2019 budget and tax rate was approved.

[28] Provided assorted personnel advice and direction to PON staff.

[29] I met with Fred Aboussleman (Executive Director) and Rachel Maddock-Hughes (Assistant Director) of the Oregon Cascades West Council of Governments during which time we an introductory meeting, had lunch, and I then took them on a tour of PD-7 and NIT where I introduced them to Port Commissioner Sara Skamser.

[30] I met with Jim Burke to discuss "New Commissioner" items and the FY2018-2019 budget.

[31] Reviewed and commented on various Special Use Permits pending Board approval.

[32] I worked with Mark and Karen on various budget-related follow-up items including the required LB-1 form public and State notices.

[33] I participated in a CFUG Executive Session, after which I met with Sara Skamser to discuss various Port-related items.

[34] On 15 June 2018 (Friday) Stewart and I met with Evan Hall and Margaret Hall (Rondys, Inc.) to discuss both big-picture and minutiae associated with the upcoming release of their family's property sections 1, 2, 3, and 4 (i.e. industrial-zoned) from the Port's lease of Rondys' land at McLean Point and a number of the associated dredge spoils issues.

[35] Shortly after dinner that night I had a knock on my door from TCB Security and led the successful effort to keep the damaged Mariner 3 from sinking at J-Dock (the Transient Dock) where the Coast Guard was tying it up. By shortly after midnight we had the boat stabilized with Port's sump pumps keeping ahead of the incoming water; and the NWFF Environmental crew from Philomath had installed a boom around the boat and were pumping out the fuel tanks. The next day a contract diver sealed the damage the boat received when it struck the jetty. We had this derelict vessel towed to the Port of Toledo and removed from the water. Once our official seizure of the vessel is complete, we intend to have this problematic vessel demolished and seek National Pollution Fund Center reimbursement for our expenses.

[36] I had a recurring meeting with our State Representative David Gomberg to update him on Port activity.

[37] Participated in PON staff debriefing on the Mariner 3 incident with Aaron, Kent, and Chris Urbach (our Recreational Marina Harbormaster).

[38] I reviewed and commented on the current draft of the Oregon State Police moorage lease of a secure section of Dock A at the Recreational Marina. The goal is a lease start date of 1 August 2018.

[39] The Port's recent newspaper advertisement which I developed to seek marine operations personnel was effective. Our operations team interviewed five candidates, four of whom were viable, and hired a promising young individual who begins on 25 June 2018.

Reflection upon completing my 3rd month

Upon reflecting on my third month at the Port, three items initially come to mind:

[a] I find myself spending increasing phone time with Port stakeholders, many of whom I've met over the last three months and begun developing working relationships with. These include the Port's tenants; customers; retained professionals (accounting, banking, financial, IT, legal, etc.); support organizations at the State; and colleagues at the local, regional, and State levels. Conversely, I've recently begun making a concerted effort to reduce the number of meetings throughout the week, and to schedule necessary meetings in groups during the week to create open periods during the workweek for following up on previously identified action items.

[b] At my first meeting with Patricia Patrick-Joling, the Port's immediately preceding Board President, she presented me with a book entitled "*The Kid From Valsetz; Donald Arthur Davis, First City Manager of Newport, Oregon*" (Deborah H. Trusty; Dancing Moon Press; 2014). I recently found a weekend to read this and found a number of entertaining anecdotes which were apropos to my position with the Port of Newport. I also gained some insights into both the City and the evolution of the City Manager's position. I highly recommend the book to anyone interested in the City's history.

[c] Shortly before taking on my position at the Port I dug out and re-read "*The First 90 Days – Critical Success Strategies for New Leaders at All Levels*" (Michael Watkins; Harvard Business School Publishing; 2003). I've found it quite useful in the past, and have made a point of re-reading it before transitioning into new management positions.

The book provides guidelines and suggestions for both new and experienced managers as they transition into a new position, either within their existing company or with another company. The premise of the book is that managers nearly always transition into one of four very different business situations (startups, turnarounds, realignments, or sustained operations), or combinations of these situations (as is the case with the Port), and that each of these situations require very different strategies for success. You'll find a very concise outline/review of the book's major points at the following URL: <https://www.slideshare.net/happysammy/the-first-90-days>

I highly recommend this resource (in addition to the "*Getting Things Done*" time-management series by David Allen) for anyone transitioning into a new position. I'm still looking for that special book for a person with five bosses!