

PORT OF NEWPORT REGULAR MONTHLY COMMISSION MEETING AGENDA

Tuesday, March 26, 2019, 6:00 p.m.
South Beach Activities Room
2120 SE Marine Science Drive, Newport, OR 97365

If you want to comment on a particular agenda item during the meeting, please complete a comment form and submit before the meeting is called to order.

- I. Call to Order
- II. Commissioner Changes to the Agenda
- III. Public Comment (3 minute limit per person)
- IV. Consent Calendar
 - A. Minutes
 - 1. Regular Commission Meeting 2/26/2019
 - B. Financial Reports
 - C. Contracts
 - 1. ISCO Industries - NOAA Backer Pipes
 - 2. Summit Communications
 - 3. BergerABAM Amendment
- V. Correspondence/Presentations
 - A. Commercial Fishing Users Group Committee, Heather Mann, Chair
Fishing Industry Recommendation on NIT use
 - B. C.A.S.T For Kids Foundation – Jay Yelas
 - C. **CJ Collins – Sailboat Tours**
- VI. Old Business
 - A. Items Removed from Consent Calendar
 - B. Accounts Paid
- VII. New Business
 - A. **Community Ice – License Agreement**
- VIII. Staff Reports
 - A. Director of Operations
 - 1. February Occupancy Report
 - B. General Manager
- IX. Commissioner Reports/Comments
- X. Calendar/Future Considerations
 - Commission Ethics Training 3/28/2019
 - Commission Board Practices Assessment 4/2/2019
 - Commission Budget Priorities Work Session 4/9/2019
 - Pacific Coast Congress Spring Conference, Newport OR 4/16 – 4/19/2019
 - 2nd Commission Budget Priorities Work Session (if needed) 4/16/2019
 - Newport Loyalty Days & Sea Fair Festival 5/3 – 5/5/2019
 - Budget Committee Meeting 5/14/2019

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| 2 nd Budget Committee Meeting (if needed) | 5/21/2019 |
| Regular Commission Meeting | 5/23/2019 |
| Newport Marathon & Half Marathon | 6/1/2019 |
| Public Budget Hearing & Regular Commission Meeting | 6/25/2019 |
| XI. Public Comment (3 minutes limit per person) | |
| XII. Adjournment | |

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

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

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

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PORT OF NEWPORT MINUTES

February 26, 2019

Regular Commission Meeting

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

Agenda Item

Audio

Time

0:00

I. CALL TO ORDER

Commission President Stewart Lamerdin called the Regular Commission Meeting of the Port of Newport Board of Commissioners to order at 6:01 pm at the South Beach Activities Room, 2120 SE Marine Science Drive, Newport, Oregon.

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

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

Members of the Public and Media: Signe Grimstad, Grimstad & Associates; Greg Speer, US Army Corps of Engineers (USACE); Jim Shaw, South Beach resident; Stephen Webster; Wayde Dudley, Port Volunteer Mates; Yale Fogarty, ILWU; Pat Ruddiman, ILWU; Robert Smith, F/V Raven; Doug Cooper, Hampton Lumber; Todd Kimball, CFO Selections; Arnie Schaufler, Lincoln City resident.

Lamerdin said he had spoken with the Ethics Commission and there was not a conflict with him applying for the Port General Manager position and his position as President of the Port of Newport Board of Commissioners. He reminded those in attendance about public comment forms.

II. COMMISSIONER CHANGES TO THE AGENDA

There were no changes to the Agenda.

III. PUBLIC COMMENT

There was no public comment at this time.

IV. CONSENT CALENDAR.....

1:40

- A. Minutes
 - 1. Commission Special Meeting 1/16/2019
 - 2. Regular Commission Meeting 1/22/2019
 - 3. Commission Work Session 1/24/2019
- B. Financial Reports
- C. Special Use Permits
 - 1. HST Oregon Bus Training

2. CAST for Kids Foundation fishing/crabbing event

Chuck spoke favorably about the CAST for Kids Foundation and asked that Jay Yelas be invited to make a presentation at the next monthly Commission meeting.

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

2:50

V. CORRESPONDENCE/PRESENTATIONS

A. Port of Newport Financial Year in Review – Todd Kimball

3:05

Kimball presented a PowerPoint slide, which is appended to the Meeting Packet. He commented he had updated slides from his previous presentation (Dec 2017) through fiscal year 2017-2018, and had removed others. He added that profit/loss could be misleading because depreciation is a major element in operating expenses, and there were significant PERS adjustments: \$3.2MM. Kimball answered Commission questions.

B. Audit Presentation – Signe Grimstad

47:25

Grimstad presented the final audit for Fiscal Year 2017-2018, which is appended to the Meeting Packet. She commented that there was a clean opinion of the Port’s financials. She specifically referred to the Balance Sheet, Profit and Loss and notes included in the report. Grimstad added that analytics were available. She suggested that the Port lock into a schedule for the current fiscal year. Chuck commented on the value to the Port of Harris’ experience with audits.

VI. OLD BUSINESS

A. Items Removed from Consent Calendar

There were no items removed from the Consent Calendar.

B. Accounts Paid

1:02:33

A motion was made by Chuck and seconded by Burke to approve the Accounts Paid. The motion passed 5 – 0.

1:02:50

C. Letter of Intent – PD 1 Lot Line Adjustment

1:03:04

Dresler introduced the draft letter included in the Meeting Packet, and said she had been in touch with the Port attorney regarding this proposal. Chuck said this was important for opening markets up. The Commission came to a consensus to have Lamerdin sign the letter.

D. Final Review of Values/Vision/Mission

1:05:13

Dresler said this was included to provide an additional opportunity for Commission feedback. Lamerdin suggested including communication in values. Dresler said she would reach out to Commissioner’s for any additional comment by the end of the day Monday.

E.	<u>Commercial Fishing Users Group (CFUG) Committee, Heather Mann, Chair Update on Fishing Industry Recommendation for NIT use</u>	1:08:34
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Skamser advised that Mann was unable to attend this Commission Meeting, and that the CFUG Committee would be meeting on March 7th. Burke asked to receive notice of CFUG meetings.

VII. NEW BUSINESS

A.	<u>Appointments to Cascades West Area Commission on Transportation</u>	1:10:29
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The Commission discussed the importance and benefits of being an active member of this Committee.

	<u>Chuck proposed and Lamerdin seconded nominating Skamser as Commission representative and Lackey as alternate to the Cascades West Area Commission on Transportation. The nominations were approved with a vote of 5 – 0.</u>	1:17:39
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B.	<u>Resolution 2019-03 Amending the Port of Newport Facilities Code to Add a Definition of Regular Hours by Location and Clarify Hoist Dock Usage Standards</u>	1:18:15
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Bretz introduced the draft Resolution and said this did not represent a change but rather a formalization of current policy.

C.	<u>A motion was made by Lackey and seconded by Burke to adopt Resolution 2019-03 Amending the Port of Newport Facilities Code to Add a Definition of Regular Hours by Location and Clarify Hoist Dock Usage Standards. The motion passed 5 – 0.</u>	1:19:16
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D.	<u>Resolution 2019-04 Supporting Funding Efforts for the Port Dock 5 Pier</u>	1:19:56
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Bretz introduced the draft Resolution and said the primary reason to have this in place was to include this in the grant application to the EDA to show the Port’s commitment to this project as a priority. Dresler mentioned additional letters of support for the project that were received. The Commission discussed additional information about the project priority, grant applications, and contacts that would assist in acquiring grants. Bretz added the project permits would be active for a few years.

E.	<u>A motion was made by Burke and seconded by Skamser to adopt Resolution 2019-04 Supporting Funding Efforts for the Port Dock 5 Pier. The motion passed 5 – 0.</u>	1:30:50
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F.	<u>Resolution 2019-XX Adopting Fiscal Management Policies</u>	1:31:24
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Chuck suggested that there be discussion about the proposed Resolution, but that a vote take place at a future date to allow more time to review the document. Harris added that the policies were drafted by Kimball with staff input, and some policies were already being followed. Some particularly important changes would be found in the proposed procurement and collections

policies, which would allow staff to develop new procedures. Lamerdin commented on the spending limits included in the draft document. Bretz added that he had procurement experience and having policies in place could help steer spending. Lamerdin tabled the Resolution.

VIII. STAFF REPORTS

A. Accounting Supervisor 1:38:39

Harris introduced the staff report. Burke suggested 180 days as a benchmark for maintaining a cash-on-hand balance. Chuck commented on the possible negative impact of the gas tax on Port revenue. Lamerdin asked Harris make a proposal regarding days of cash-on-hand at the March regular meeting, and Skamser asked that this be included in the financial policies.

B. Director of Operations 1:46:50
 1. January Occupancy Report

Bretz introduced the staff report and explained the planning process for dredging the commercial marina channel.

C. General Manager 2:00:54

Dresler introduced the staff report. She also talked about the budget calendar and committee. Chuck asked if there had been any recent news from Teevin; Dresler said there was not. Dresler also commented that she would bring changes to the BST contract regarding preparation of the financial information to the Commission, but does not yet have a final dollar amount.

IX. COMMISSIONER REPORTS/COMMENTS 2:20:30

Lamerdin talked about his visits to Salem and the importance of communicating regularly with elected officials. Burke said he found the SDAO Annual Conference beneficial. Chuck said he forwarded information on an aquaculture grant, and agreed on the importance of communication with Salem.

X. CALENDAR/FUTURE CONSIDERATIONS 2:23:39

- Pacific Northwest Waterways Association (PNWA)
- Mission to Washington 3/10 – 3/14/2019
- 5th Annual Shamrock Run – Ardor Adventures 3/17/2019
- Community Open House, General Manager Semi-Finalist
- Candidates..... 3/17/2019
- Interviews, General Manager Candidates 3/18/2019
- Commission Executive Session & Work Session..... 3/19/2019
- Commission Work Session, Strategic Business Plan..... 3/20/2019
- Community Open House, Strategic Business Plan 3/20/2019
- Regular Commission Meeting 3/26/2019
- Commission Budget Priorities Work Session..... 4/9/2019

There were no changes to the Calendar/Future Considerations.

XI. PUBLIC COMMENT

2:24:19

Wayde Dudley encouraged the Commission to take serious consideration of the public's recommendations regarding the General Manager candidates.

Yale Fogarty said he agreed with Dudley's comment. Dresler advised a draft Strategic Business plan will be posted online when available in response to Fogarty's question.

XII. ADJOURNMENT

2:26:03

Having no further business, the meeting adjourned at 8:27 pm.

ATTESTED:

Stewart Lamerdin, President

Walter Chuck, Secretary/Treasurer

Port of Newport - General Operating Fund

Balance Sheet

As of February 28, 2019

	Feb 28, 19	Feb 28, 18	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
11000 · Cash & Equivalents	2,982,490	2,523,600	458,889
Total Checking/Savings	2,982,490	2,523,600	458,889
Accounts Receivable			
11200 · Accounts Receivable	322,558	351,509	(28,952)
Total Accounts Receivable	322,558	351,509	(28,952)
Other Current Assets			
11250 · AR Property Tax	10,335	10,335	0
11255 · Allow for Bad Debt - CM	(20,000)	(20,000)	0
11260 · Allow for Bad Debt - SB	(10,000)	(10,000)	0
11270 · Undeposited Funds	0	5,623	(5,623)
11300 · Prepaid Expenses	174,795	79,548	95,247
11400 · Due from Other Funds	122,332	90,811	31,522
11480 · PERS - NPA(L)	(1,070,645)	(635,021)	(435,624)
11485 · PERS - Deferred OF	705,254	369,154	336,100
Total Other Current Assets	(87,929)	(109,551)	21,622
Total Current Assets	3,217,118	2,765,559	451,559
Fixed Assets			
11500 · Capital Assets	77,538,301	80,525,304	(2,987,003)
Total Fixed Assets	77,538,301	80,525,304	(2,987,003)
TOTAL ASSETS	80,755,419	83,290,862	(2,535,443)
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
12000 · Accounts Payable	239,989	159,722	80,267
Total Accounts Payable	239,989	159,722	80,267
Other Current Liabilities			
12020 · Lodging/Room Tax Payable	4,890	963	3,927
12100 · Payroll Liabilities	101,815	43,721	58,094
12200 · Due to other Funds	0	23,159	(23,159)
12250 · Deferred Revenue	284,814	249,938	34,877
12300 · Accrued Interest Payable	18,037	9,833	8,204
12350 · Current Portion-Long Term Debt	528,337	458,179	70,158
Total Other Current Liabilities	937,893	785,792	152,101
Total Current Liabilities	1,177,882	945,514	232,368
Long Term Liabilities			
12380 · 2013 FF&C Bond Premium	107,808	115,146	(7,338)
12400 · Long Term Debt	7,130,463	7,667,618	(537,155)
12900 · PERS - Deferred IF	119,917	109,947	9,970
Total Long Term Liabilities	7,358,187	7,892,711	(534,523)
Total Liabilities	8,536,069	8,838,224	(302,155)

Port of Newport - General Operating Fund

Balance Sheet

As of February 28, 2019

	<u>Feb 28, 19</u>	<u>Feb 28, 18</u>	<u>\$ Change</u>
Equity			
13000 · Fund Balance	64,764,360	67,022,657	(2,258,298)
13050 · FB - Contributed Capital	7,130,788	7,130,788	0
13210 · FB - Loan Proceeds	0	(89,396)	89,396
13400 · FB - Interfund Loans	10,515	0	10,515
13600 · FB - Discount/Premium	7,338	0	7,338
13720 · FB - PERS-Pension Inc/Exp	(109,494)	0	(109,494)
Net Income	415,843	388,588	27,255
Total Equity	<u>72,219,350</u>	<u>74,452,638</u>	<u>(2,233,288)</u>
TOTAL LIABILITIES & EQUITY	<u>80,755,419</u>	<u>83,290,862</u>	<u>(2,535,443)</u>

Port of Newport - General Operating Fund
Profit & Loss Budget vs. Actual
 July 2018 through February 2019

	Jul '18 - Feb 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
14000 · Lease Revenues	473,262	687,000	(213,738)	69%
14100 · Moorage	826,704	1,323,310	(496,606)	62%
14200 · Hoist Dock & Services	541,480	661,370	(119,890)	82%
14300 · Shipping Terminal Revenues	1,560	0	1,560	100%
14400 · RV Parks	728,175	960,000	(231,825)	76%
14500 · Launch Ramp & Trailer Storage	57,146	112,200	(55,054)	51%
14600 · Miscellaneous Revenue	82,803	132,020	(49,217)	63%
Total Income	<u>2,711,130</u>	<u>3,875,900</u>	<u>(1,164,770)</u>	<u>70%</u>
Gross Profit	2,711,130	3,875,900	(1,164,770)	70%
Expense				
15000 · Personnel Services	903,545	1,530,000	(626,455)	59%
16000 · Materials & Services	1,133,231	1,702,200	(568,969)	67%
17000 · Debt Service	403,196	883,714	(480,518)	46%
Total Expense	<u>2,439,971</u>	<u>4,115,914</u>	<u>(1,675,943)</u>	<u>59%</u>
Net Ordinary Income	271,158	(240,014)	511,172	(113)%
Other Income/Expense				
Other Income				
18100 · Property Tax Revenue	106,190	102,000	4,190	104%
18200 · Interest Income	15,488	8,000	7,488	194%
18300 · Grants	1,800	88,050	(86,250)	2%
18500 · Capital Contributions	0	34,500	(34,500)	0%
18600 · Gain/(Loss) on Sale of Assets	(8,374)	0	(8,374)	100%
18700 · Property & Dredge Sales	54,679	5,000	49,679	1,094%
Total Other Income	<u>169,784</u>	<u>237,550</u>	<u>(67,766)</u>	<u>71%</u>
Other Expense				
19000 · Capital Outlay	25,099	30,000	(4,901)	84%
19600 · Contingency	0	150,000	(150,000)	0%
19700 · Transfers Out to Other Funds	0	274,792	(274,792)	0%
19902 · UEFB	0	1,271,962	(1,271,962)	0%
Total Other Expense	<u>25,099</u>	<u>1,726,754</u>	<u>(1,701,655)</u>	<u>1%</u>
Net Other Income	144,685	(1,489,204)	1,633,889	(10)%
Net Income	<u><u>415,843</u></u>	<u><u>(1,729,218)</u></u>	<u><u>2,145,061</u></u>	<u><u>(24)%</u></u>

Port of Newport - General Operating Fund
Profit & Loss Budget vs. Actual - Administration
 July 2018 through February 2019

	<u>Jul '18 - Feb 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
14600 · Miscellaneous Revenue	27,254	34,800	(7,546)	78%
Total Income	<u>27,254</u>	<u>34,800</u>	<u>(7,546)</u>	<u>78%</u>
Gross Profit	27,254	34,800	(7,546)	78%
Expense				
15000 · Personnel Services	325,905	594,278	(268,373)	55%
16000 · Materials & Services	338,849	518,051	(179,202)	65%
17000 · Debt Service	8,936	121,350	(112,414)	7%
Total Expense	<u>673,690</u>	<u>1,233,679</u>	<u>(559,989)</u>	<u>55%</u>
Net Ordinary Income	(646,436)	(1,198,879)	552,443	54%
Other Income/Expense				
Other Income				
18100 · Property Tax Revenue	106,190	102,000	4,190	104%
18200 · Interest Income	15,488	8,000	7,488	194%
18500 · Capital Contributions	0	34,500	(34,500)	0%
Total Other Income	<u>121,678</u>	<u>144,500</u>	<u>(22,822)</u>	<u>84%</u>
Other Expense				
19600 · Contingency	0	150,000	(150,000)	0%
19700 · Transfers Out to Other Funds	0	274,792	(274,792)	0%
19902 · UEFB	0	1,271,962	(1,271,962)	0%
Total Other Expense	<u>0</u>	<u>1,696,754</u>	<u>(1,696,754)</u>	<u>0%</u>
Net Other Income	<u>121,678</u>	<u>(1,552,254)</u>	<u>1,673,932</u>	<u>(8)%</u>
Net Income	<u><u>(524,758)</u></u>	<u><u>(2,751,133)</u></u>	<u><u>2,226,375</u></u>	<u><u>19%</u></u>

Port of Newport - General Operating Fund
Profit & Loss Budget vs. Actual - International Terminal
 July 2018 through February 2019

	<u>Jul '18 - Feb 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
14100 · Moorage	63,121	100,000	(36,879)	63%
14200 · Hoist Dock & Services	232,086	314,600	(82,514)	74%
14300 · Shipping Terminal Revenues	1,560	0	1,560	100%
14600 · Miscellaneous Revenue	1,375	0	1,375	100%
Total Income	<u>298,142</u>	<u>414,600</u>	<u>(116,458)</u>	<u>72%</u>
Gross Profit	298,142	414,600	(116,458)	72%
Expense				
15000 · Personnel Services	54,957	74,623	(19,666)	74%
16000 · Materials & Services	106,741	143,702	(36,961)	74%
17000 · Debt Service	183,827	506,581	(322,754)	36%
Total Expense	<u>345,525</u>	<u>724,906</u>	<u>(379,381)</u>	<u>48%</u>
Net Ordinary Income	(47,383)	(310,306)	262,923	15%
Other Income/Expense				
Other Income				
18300 · Grants	0	86,250	(86,250)	0%
18700 · Property & Dredge Sales	50,623	0	50,623	100%
Total Other Income	<u>50,623</u>	<u>86,250</u>	<u>(35,627)</u>	<u>59%</u>
Other Expense				
19000 · Capital Outlay	1,200	0	1,200	100%
Total Other Expense	<u>1,200</u>	<u>0</u>	<u>1,200</u>	<u>100%</u>
Net Other Income	<u>49,423</u>	<u>86,250</u>	<u>(36,827)</u>	<u>57%</u>
Net Income	<u>2,040</u>	<u>(224,056)</u>	<u>226,096</u>	<u>(1)%</u>

Port of Newport - General Operating Fund
Profit & Loss Budget vs. Actual - Commercial Marina
 July 2018 through February 2019

	<u>Jul '18 - Feb 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
14100 · Moorage	313,875	454,800	(140,925)	69%
14200 · Hoist Dock & Services	301,151	339,150	(37,999)	89%
14600 · Miscellaneous Revenue	4,753	3,350	1,403	142%
Total Income	<u>619,779</u>	<u>797,300</u>	<u>(177,521)</u>	<u>78%</u>
Gross Profit	619,779	797,300	(177,521)	78%
Expense				
15000 · Personnel Services	205,675	282,245	(76,570)	73%
16000 · Materials & Services	222,855	326,200	(103,345)	68%
17000 · Debt Service	8,175	11,450	(3,275)	71%
Total Expense	<u>436,705</u>	<u>619,895</u>	<u>(183,190)</u>	<u>70%</u>
Net Ordinary Income	183,075	177,405	5,670	103%
Other Income/Expense				
Other Expense				
19000 · Capital Outlay	12,981	14,000	(1,019)	93%
Total Other Expense	<u>12,981</u>	<u>14,000</u>	<u>(1,019)</u>	<u>93%</u>
Net Other Income	<u>(12,981)</u>	<u>(14,000)</u>	<u>1,019</u>	<u>93%</u>
Net Income	<u>170,094</u>	<u>163,405</u>	<u>6,689</u>	<u>104%</u>

Port of Newport - General Operating Fund
Profit & Loss Budget vs. Actual - South Beach
 July 2018 through February 2019

	<u>Jul '18 - Feb 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
14100 · Moorage	445,298	768,510	(323,212)	58%
14200 · Hoist Dock & Services	5,566	7,620	(2,054)	73%
14400 · RV Parks	728,175	960,000	(231,825)	76%
14500 · Launch Ramp & Trailer Storage	57,146	112,200	(55,054)	51%
14600 · Miscellaneous Revenue	49,421	93,870	(44,449)	53%
Total Income	<u>1,285,605</u>	<u>1,942,200</u>	<u>(656,595)</u>	<u>66%</u>
Gross Profit	1,285,605	1,942,200	(656,595)	66%
Expense				
15000 · Personnel Services	268,294	423,826	(155,532)	63%
16000 · Materials & Services	455,796	714,247	(258,451)	64%
17000 · Debt Service	182,291	214,383	(32,092)	85%
Total Expense	<u>906,382</u>	<u>1,352,456</u>	<u>(446,074)</u>	<u>67%</u>
Net Ordinary Income	379,224	589,744	(210,520)	64%
Other Income/Expense				
Other Income				
18300 · Grants	1,800	1,800	0	100%
18600 · Gain/(Loss) on Sale of Assets	(8,374)	0	(8,374)	100%
18700 · Property & Dredge Sales	4,056	5,000	(944)	81%
Total Other Income	<u>(2,518)</u>	<u>6,800</u>	<u>(9,318)</u>	<u>(37)%</u>
Other Expense				
19000 · Capital Outlay	10,918	16,000	(5,082)	68%
Total Other Expense	<u>10,918</u>	<u>16,000</u>	<u>(5,082)</u>	<u>68%</u>
Net Other Income	<u>(13,436)</u>	<u>(9,200)</u>	<u>(4,236)</u>	<u>146%</u>
Net Income	<u><u>365,788</u></u>	<u><u>580,544</u></u>	<u><u>(214,756)</u></u>	<u><u>63%</u></u>

Port of Newport - General Operating Fund
Profit & Loss Budget vs. Actual - Maintenance Department
 July 2018 through February 2019

	<u>Jul '18 - Feb 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Expense				
15000 · Personnel Services	48,714	155,028	(106,314)	31%
16000 · Materials & Services	6,810	0	6,810	100%
Total Expense	<u>55,524</u>	<u>155,028</u>	<u>(99,504)</u>	<u>36%</u>
Net Ordinary Income	(55,524)	(155,028)	99,504	36%
Other Income/Expense				
Other Income				
18700 · Property & Dredge Sales	0	0	0	0%
Total Other Income	<u>0</u>	<u>0</u>	<u>0</u>	<u>0%</u>
Net Other Income	0	0	0	0%
Net Income	<u>(55,524)</u>	<u>(155,028)</u>	<u>99,504</u>	<u>36%</u>

Port of Newport - General Operating Fund
Profit & Loss Budget vs. Actual - Leased Properties
 July 2018 through February 2019

	<u>Jul '18 - Feb 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
14000 · Lease Revenues	473,262	687,000	(213,738)	69%
14100 · Moorage	4,410	0	4,410	100%
14200 · Hoist Dock & Services	2,678	0	2,678	100%
Total Income	<u>480,349</u>	<u>687,000</u>	<u>(206,651)</u>	<u>70%</u>
Gross Profit	480,349	687,000	(206,651)	70%
Expense				
16000 · Materials & Services	2,179	0	2,179	100%
17000 · Debt Service	19,967	29,950	(9,983)	67%
Total Expense	<u>22,146</u>	<u>29,950</u>	<u>(7,804)</u>	<u>74%</u>
Net Ordinary Income	<u>458,204</u>	<u>657,050</u>	<u>(198,846)</u>	<u>70%</u>
Net Income	<u>458,204</u>	<u>657,050</u>	<u>(198,846)</u>	<u>70%</u>

Port of Newport - NOAA Fund

Balance Sheet

As of February 28, 2019

	Feb 28, 19	Feb 28, 18	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
51000 · Cash & Equivalents	5,159,671	5,195,683	(36,012)
Total Checking/Savings	5,159,671	5,195,683	(36,012)
Other Current Assets			
51300 · Prepaid Expenses	122,554	68,491	54,063
51480 · PERS - NPA(L)	(37,869)	(45,912)	8,043
51485 · PERS - Derfered OF	18,144	26,690	(8,546)
Total Other Current Assets	102,829	49,269	53,560
Total Current Assets	5,262,500	5,244,952	17,548
TOTAL ASSETS	5,262,500	5,244,952	17,548
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
52000 · Accounts Payable	4,625	7,220	(2,595)
Total Accounts Payable	4,625	7,220	(2,595)
Other Current Liabilities			
52110 · Accrued PTO	6,999	6,570	429
52200 · Due to Other Funds	3,923	5,768	(1,845)
52300 · Accrued Interest Payable	447,306	462,477	(15,171)
52350 · Current Portion Long-Term Debt	945,000	910,000	35,000
Total Other Current Liabilities	1,403,229	1,384,816	18,413
Total Current Liabilities	1,407,854	1,392,036	15,818
Long Term Liabilities			
52400 · Long-Term Debt	18,942,865	19,841,284	(898,419)
52800 · Less Current Portion LT Debt	(945,000)	(910,000)	(35,000)
52900 · PERS - Deferred IF	6,474	7,949	(1,475)
Total Long Term Liabilities	18,004,339	18,939,233	(934,894)
Total Liabilities	19,412,193	20,331,269	(919,076)
Equity			
53000 · Fund Balance	(13396983)	(14534551)	1,137,568
53600 · FB - Discount/Premium	(11,581)	0	(11,581)
53720 · FB - PERS-Pension Inc/Exp	972	0	972
Net Income	(742,101)	(551,766)	(190,335)
Total Equity	(14149693)	(15086317)	936,624
TOTAL LIABILITIES & EQUITY	5,262,500	5,244,952	17,548

Port of Newport - NOAA Fund
Profit & Loss Budget vs. Actual
 July 2018 through February 2019

	<u>Jul '18 - Feb 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
54000 · Lease Revenue	1,696,590	2,544,000	(847,410)	67%
Total Income	1,696,590	2,544,000	(847,410)	67%
Expense				
55000 · Personnel Services	52,996	78,306	(25,310)	68%
56000 · Materials & Services	419,669	750,500	(330,831)	56%
57000 · Debt Service	1,997,271	1,997,271	0	100%
Total Expense	2,469,936	2,826,077	(356,141)	87%
Net Ordinary Income	(773,346)	(282,077)	(491,269)	274%
Other Income/Expense				
Other Income				
58200 · Interest Income	27,252	12,000	15,252	227%
58800 · Miscellaneous Revenue	5,159	950	4,209	543%
Total Other Income	32,411	12,950	19,461	250%
Other Expense				
59000 · Capital Outlay	1,166	86,000	(84,834)	1%
59600 · Contingency	0	100,000	(100,000)	0%
59900 · Reserved for Future Expenditure	0	150,000	(150,000)	0%
59902 · UEFB	0	5,113,023	(5,113,023)	0%
Total Other Expense	1,166	5,449,023	(5,447,857)	0%
Net Other Income	31,245	(5,436,073)	5,467,318	(1)%
Net Income	<u>(742,101)</u>	<u>(5,718,150)</u>	<u>4,976,049</u>	<u>13%</u>

Port of Newport - Facility Maintenance Reserve Fund

Balance Sheet

As of February 28, 2019

	<u>Feb 28, 19</u>	<u>Feb 28, 18</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
31000 · Cash & Cash Equivalents	131,570	72,395	59,175
Total Checking/Savings	<u>131,570</u>	<u>72,395</u>	<u>59,175</u>
Total Current Assets	<u>131,570</u>	<u>72,395</u>	<u>59,175</u>
TOTAL ASSETS	<u>131,570</u>	<u>72,395</u>	<u>59,175</u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
32000 · Accounts Payable	118,409	85,043	33,366
Total Accounts Payable	<u>118,409</u>	<u>85,043</u>	<u>33,366</u>
Total Current Liabilities	<u>118,409</u>	<u>85,043</u>	<u>33,366</u>
Total Liabilities	<u>118,409</u>	<u>85,043</u>	<u>33,366</u>
Equity			
33000 · Fund Balance	31,045	22,323	8,722
33020 · FB - Assigned for Future Expend	100,000	50,000	50,000
Net Income	(117,885)	(84,970)	(32,914)
Total Equity	<u>13,161</u>	<u>(12,648)</u>	<u>25,808</u>
TOTAL LIABILITIES & EQUITY	<u>131,570</u>	<u>72,395</u>	<u>59,175</u>

Port of Newport - Facility Maintenance Reserve Fund

Profit & Loss Budget vs. Actual

July 2018 through February 2019

	<u>Jul '18 - Feb 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Other Income/Expense				
Other Income				
38200 · Interest Income	524	100	424	524%
38900 · Transfers In				
38902 · Transfers In from General Fund	<u>0</u>	<u>264,792</u>	<u>(264,792)</u>	<u>0%</u>
Total 38900 · Transfers In	<u>0</u>	<u>264,792</u>	<u>(264,792)</u>	<u>0%</u>
Total Other Income	524	264,892	(264,368)	0%
Other Expense				
39000 · Capital Outlay				
39303 · PD5 Pier Engineering	110,733	86,625	24,108	128%
39306 · PD5 & 7 Pile Replacement	1,223	120,000	(118,777)	1%
39307 · Fuel Dock Solenoid Valve	6,453	15,000	(8,547)	43%
39308 · Electric Load Centers - RM	<u>0</u>	<u>38,000</u>	<u>(38,000)</u>	<u>0%</u>
Total 39000 · Capital Outlay	<u>118,409</u>	<u>259,625</u>	<u>(141,216)</u>	<u>46%</u>
39600 · Contingency	0	10,000	(10,000)	0%
39900 · Reserved for Future Expenditure	<u>0</u>	<u>50,000</u>	<u>(50,000)</u>	<u>0%</u>
Total Other Expense	<u>118,409</u>	<u>319,625</u>	<u>(201,216)</u>	<u>37%</u>
Net Other Income	<u>(117,885)</u>	<u>(54,733)</u>	<u>(63,152)</u>	<u>215%</u>
Net Income	<u>(117,885)</u>	<u>(54,733)</u>	<u>(63,152)</u>	<u>215%</u>

Port of Newport - Construction Fund

Balance Sheet

As of February 28, 2019

	<u>Feb 28, 19</u>	<u>Feb 28, 18</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
41000 · Cash & Cash Equivalents	<u>31,134</u>	<u>44,014</u>	<u>(12,880)</u>
Total Checking/Savings	<u>31,134</u>	<u>44,014</u>	<u>(12,880)</u>
Total Current Assets	<u>31,134</u>	<u>44,014</u>	<u>(12,880)</u>
TOTAL ASSETS	<u>31,134</u>	<u>44,014</u>	<u>(12,880)</u>
LIABILITIES & EQUITY			
Equity			
43000 · Fund Balance	<u>42,412</u>	<u>52,840</u>	<u>(10,428)</u>
43400 · FB - Interfund Loans	<u>(480)</u>	<u>0</u>	<u>(480)</u>
Net Income	<u>(10,798)</u>	<u>(8,826)</u>	<u>(1,973)</u>
Total Equity	<u>31,134</u>	<u>44,014</u>	<u>(12,880)</u>
TOTAL LIABILITIES & EQUITY	<u>31,134</u>	<u>44,014</u>	<u>(12,880)</u>

Port of Newport - Construction Fund

Profit & Loss Budget vs. Actual

July 2018 through February 2019

	Jul '18 - Feb 19	Budget	\$ Over Budget	% of Budget
Other Income/Expense				
Other Income				
48200 · Interest Income	81	120	(39)	67%
48900 · Transfers In from Other Funds				
48902 · Transfers In from General Fund	0	10,000	(10,000)	0%
Total 48900 · Transfers In from Other Funds	0	10,000	(10,000)	0%
Total Other Income	81	10,120	(10,039)	1%
Other Expense				
49000 · Capital Outlay				
49400 · Construction & Management	879	0	879	100%
49500 · Rogue Brewery Seawall Eval	10,000	10,000	0	100%
49501 · RV Park Annex Upgarde	0	18,000	(18,000)	0%
Total 49000 · Capital Outlay	10,879	28,000	(17,121)	39%
49600 · Contingency	0	10,000	(10,000)	0%
49900 · Unappropriated Ending FB	0	16,175	(16,175)	0%
Total Other Expense	10,879	54,175	(43,296)	20%
Net Other Income	(10,798)	(44,055)	33,257	25%
Net Income	(10,798)	(44,055)	33,257	25%

Port of Newport - Bonded Debt Fund

Balance Sheet

As of February 28, 2019

	<u>Feb 28, 19</u>	<u>Feb 28, 18</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
21000 · Cash & Cash Equivalents	247,362	553,641	(306,279)
Total Checking/Savings	<u>247,362</u>	<u>553,641</u>	<u>(306,279)</u>
Other Current Assets			
21270 · Property Tax Receivable	86,925	86,925	0
21400 · Due from Other Funds	0	23,159	(23,159)
Total Other Current Assets	<u>86,925</u>	<u>110,084</u>	<u>(23,159)</u>
Total Current Assets	<u>334,287</u>	<u>663,725</u>	<u>(329,437)</u>
Other Assets			
21800 · Bond Issue costs, net of amort.	2,916	2,916	0
21825 · Advance Refunding Valuation	416,150	416,150	0
Total Other Assets	<u>419,066</u>	<u>419,066</u>	<u>0</u>
TOTAL ASSETS	<u>753,353</u>	<u>1,082,791</u>	<u>(329,437)</u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Other Current Liabilities			
22350 · Bonds Payable - Current	340,000	325,000	15,000
Total Other Current Liabilities	<u>340,000</u>	<u>325,000</u>	<u>15,000</u>
Total Current Liabilities	<u>340,000</u>	<u>325,000</u>	<u>15,000</u>
Long Term Liabilities			
22510 · 2008 Series Bonds	0	125,000	(125,000)
22515 · 2011 Series Bonds	5,018,669	5,083,669	(65,000)
22520 · 2016 Series Bonds	7,313,195	7,455,000	(141,805)
22590 · Bond Premiums	796,865	838,806	(41,941)
22800 · Less Current Portion LTD	(340,000)	(325,000)	(15,000)
22920 · Deferred IF - Refund Valuation	20,808	0	20,808
Total Long Term Liabilities	<u>12,809,537</u>	<u>13,177,475</u>	<u>(367,938)</u>
Total Liabilities	<u>13,149,537</u>	<u>13,502,475</u>	<u>(352,938)</u>
Equity			
23000 · Fund Balance	(12,314,927)	(12,749,003)	434,076
23600 · FB - Discount/Premium	48,746	0	48,746
23800 · Adv. Refunding - Amortization	(20,808)	0	(20,808)
Net Income	(109,194)	329,319	(438,513)
Total Equity	<u>(12,396,184)</u>	<u>(12,419,684)</u>	<u>23,501</u>
TOTAL LIABILITIES & EQUITY	<u>753,353</u>	<u>1,082,791</u>	<u>(329,437)</u>

Port of Newport - Bonded Debt Fund

Profit & Loss Budget vs. Actual

July 2018 through February 2019

	Jul '18 - Feb 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
28100 · Bond Levy Proceeds	498,736	513,455	(14,719)	97%
Total Income	498,736	513,455	(14,719)	97%
Gross Profit	498,736	513,455	(14,719)	97%
Expense				
27000 · Debt Service	610,478	880,955	(270,478)	69%
Total Expense	610,478	880,955	(270,478)	69%
Net Ordinary Income	(111,741)	(367,500)	255,759	30%
Other Income/Expense				
Other Income				
28200 · Bank Interest Income	2,547	1,800	747	141%
Total Other Income	2,547	1,800	747	141%
Other Expense				
29902 · UEFB	0	30,000	(30,000)	0%
Total Other Expense	0	30,000	(30,000)	0%
Net Other Income	2,547	(28,200)	30,747	(9)%
Net Income	(109,194)	(395,700)	286,506	28%



CONSENT CALENDAR ITEM

DATE: March 20, 2019
RE: NOAA Camel Chain Backer Pipes
TO: Director of Operations
ISSUED BY: Jim Durkee– NOAA Facilities Manager

BACKGROUND

1. NOAA Facility Manager requested bids and drawings from suppliers for capped, foam filled HDPE pipes with attachment points for chains.
2. Bids were received from Pacific Netting Products, Wolseley Industrial, and ISCO Industries. See attached sheets for bid tabulation.

PURPOSE, SCOPE AND DETAIL

The camel system at the NOAA pier is a set of HDPE pipes designed to keep the ships from contacting the fender pilings and preventing damage to both. The constant motion of the system and corrosion causes wear on the chains that hold the floats in place and those chains are failing.

Additionally, the original install did not have any floatation on the backer pipes which became heavy with growth and sank as far as the chains would let them. This caused extra wear on the chains as well as wear on a few of the fender piles. If both chains break the backer pipe is lost.

Port staff inserted a test float in a backer pipe, this relieved the excess drag on the pilings and takes some of the strain off the chains. The motion of the system will still wear on the chains and they will need to be replaced again but the new floats will simplify this process and should make them last longer. We will be investigating other types of chain as well.

This request is for the purchase of thirty capped, foam filled 10" HDPE pipes, fifteen feet long with attachment points for chains.

The facility manager is requesting that a purchase be approved in the amount of \$26,642.70 from ISCO Industries to supply the backer pipes.

BUDGET IMPLICATIONS

\$80,000.00 was allocated in the 2018/2019 budget under Capital Outlays for this item. There will be additional purchases for chain and shackles for attachment. The Port's Maintenance Crew volunteered to install the new pipes which will drastically reduce the overall cost of the project.

RECOMMENDATION

Recommend that the commission move to approve the Purchase of HDPE Backer Pipes from ISCO Industries in the amount of \$26,642.70.

Best Value Analysis:

Company	Pacific Netting Products	Wolseley Industrial	ISCO Industries	ISCO Industries
Contact	Ralph Ford	Chad Bancke	Cesar Gallardo	Cesar Gallardo
Phone	360-989-6058	360-553-5266	360-949-6227	360-949-6227
Email	Ralph@PacificNettingProducts.com	chad.bancke@wolseleyind.com	Cesar.Gallardo@isco-pipe.com	Cesar.Gallardo@isco-pipe.com

Criteria				
Total Price	\$28,413.30	\$40,777.05	\$26,642.70	\$32,531.40
Delivery	\$1,477.74	included	included	included
Load/Unload				
Recycling				
Installation				
Warranty				
Additional	\$3,930.00			
Notes: 10" (10.75" O.D.) HDPE Pipe 15' Foam filled HDPE end caps	Minimum pipe wall thickness: .632" Fusion Welded HDPE Pad Eyes Also Bid: 120 Pcs - 3/4" Wide Mouth Green Pin Galv Safety Anchor Shackle & 120 Pcs 3/4" Galv Chain Link to Fit Port Supplied 1/2" Chain & Shackle Connections	Bid with Galvanized Steel Bands with Anchor Points	Minimum pipe wall thickness: .632" Fusion Welded HDPE Pad Eyes	Minimum pipe wall thickness: .796" Fusion Welded HDPE Pad Eyes



Pacific Netting Products, Inc.

Fax: 360-297-0878
 25993 United Road NE
 Kingston, WA 98346

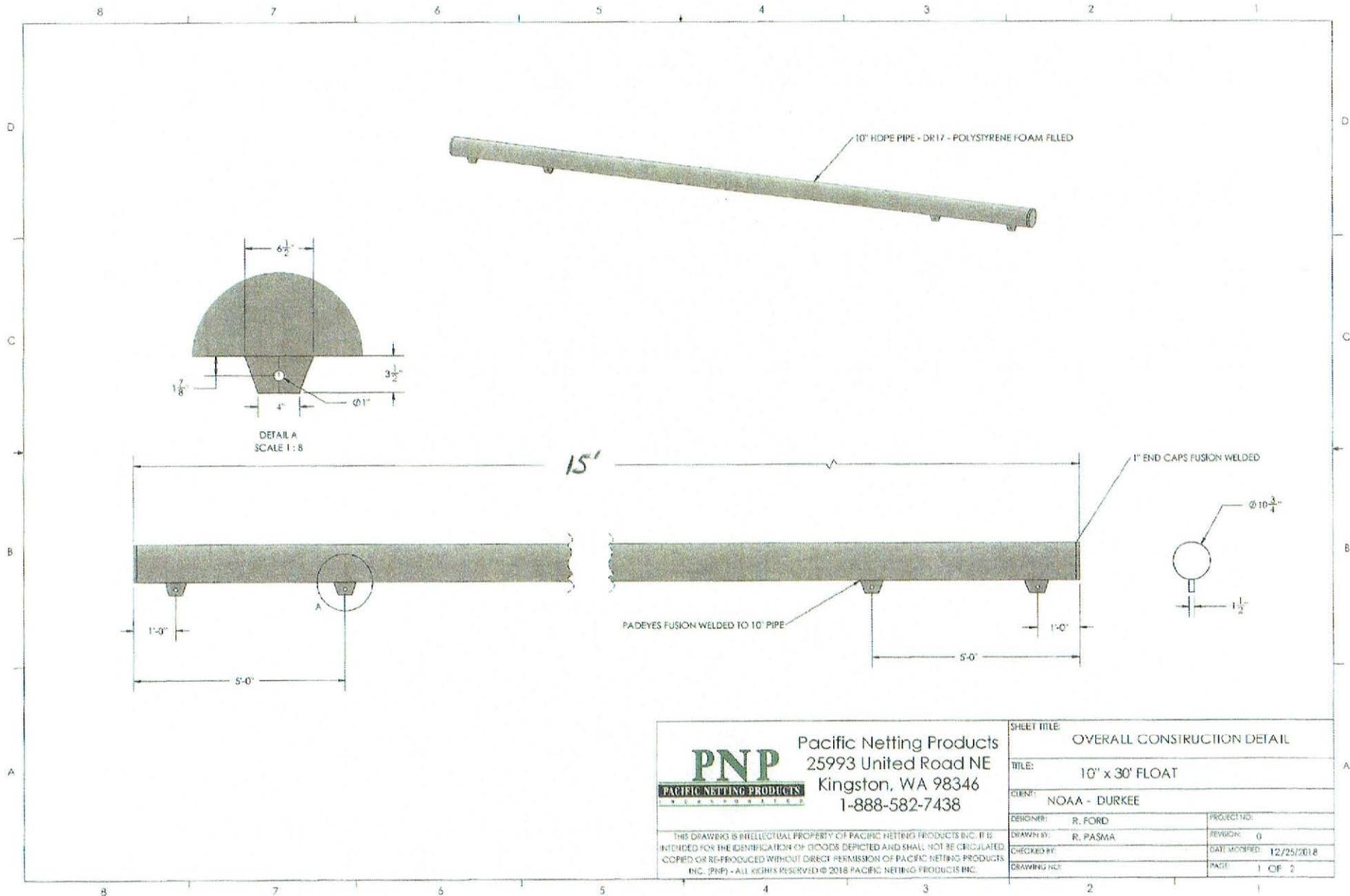
Quotation

DATE	
2/27/2019	326825

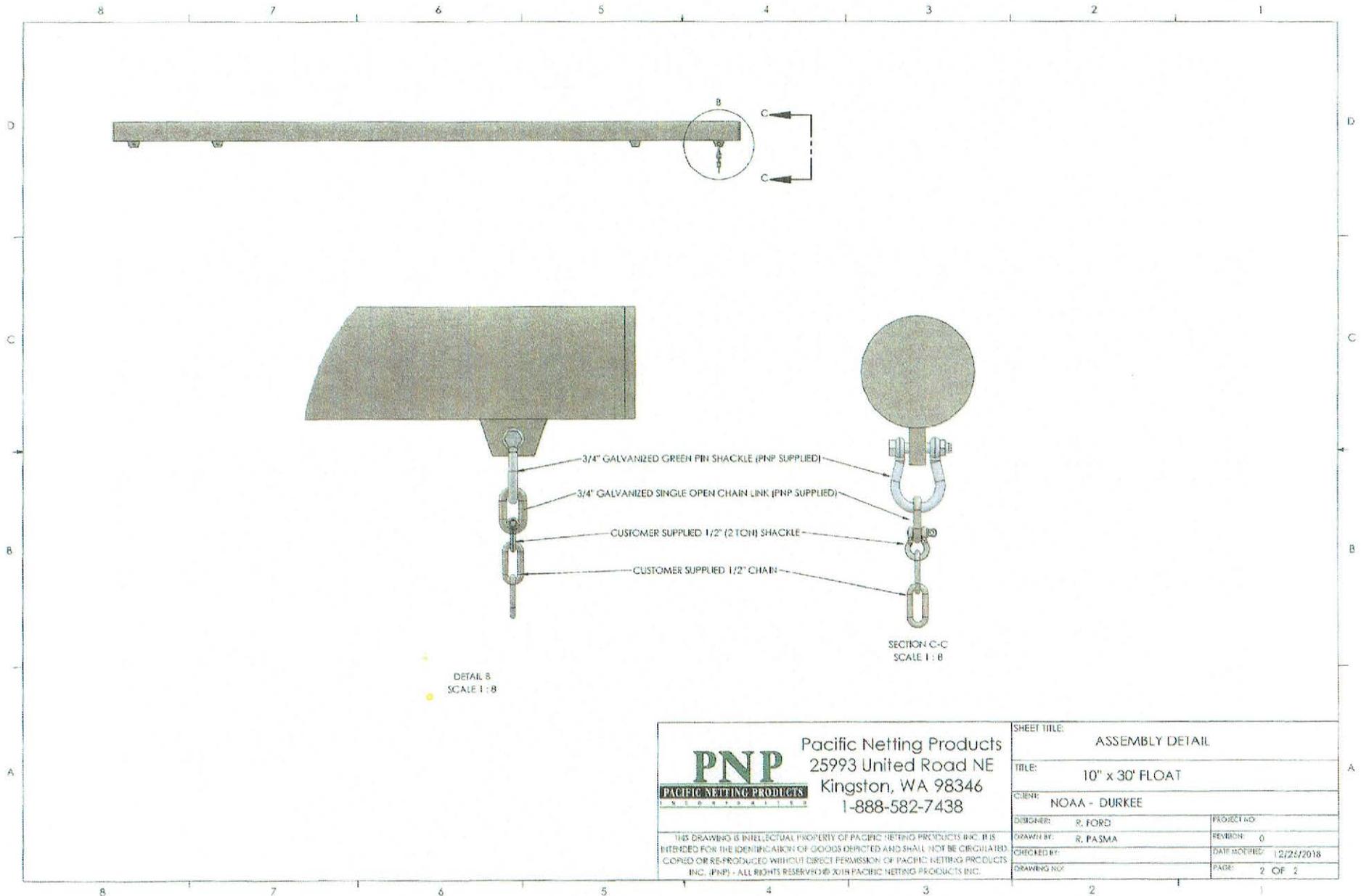
Customer Name/Address/Fax
Jim Durkee NOAA Port of Newport 600 S.E. Bay Blvd Newport, Or 97365

PNP Salesman	Terms	Date project due	Date to be Shipped	Ship Via
RDF	50dwn,50delivery	2/27/2019	TBD	Best
ITEM	DESCRIPTION	QTY	PRICE QUOTE	
HDPE Custom	Floating Backer Pipe Sliders for Existing Breasting Logs 10" x 15' SDR 17 HDPE Pipe, Foam Filled, Fusion Welded End Caps with 4 each-1.5 Fusion welded pad eyes	30	947.11	28,413.30T
Hardware	120 Pieces - 3/4" wide mouth Green Pin galvanized safety anchor shackle 120 Pieces - 3/4" Galv. chain link to fit customers' existing 1/2" chain and shackle connections **Fabrication drawings to be provided and approved upon award of contract**	30	131.00	3,930.00T
Shipping Cost N...	Estimated Shipping & Handling -	1	1,477.74	1,477.74T
	Sales Tax		0.00%	0.00
Thank you for the opportunity to offer this quotation.			\$33,821.04	

All quotation FOB -
 Pacific Netting Products, Inc.



 Pacific Netting Products 25993 United Road NE Kingston, WA 98346 1-888-582-7438	SHEET TITLE: OVERALL CONSTRUCTION DETAIL	
	TITLE: 10" x 30' FLOAT	
	CLIENT: NOAA - DURKEE	
	DESIGNER: R. FORD	PROJECT NO:
	DRAWN BY: R. PASMA	REVISION: 0
CHECKED BY:	DATE MODIFIED: 12/25/2018	
DRAWING NO:	PAGE: 1 OF 2	



DETAIL B
SCALE 1 : 8

SECTION C-C
SCALE 1 : 8

PNP Pacific Netting Products
 25993 United Road NE
 Kingston, WA 98346
 1-888-582-7438

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SHEET TITLE:		ASSEMBLY DETAIL	
TITLE:		10" x 30' FLOAT	
CLIENT:		NOAA - DURKEE	
DESIGNER:	R. FORD	PROJECT NO:	
DRAWN BY:	R. PASMA	REVISION:	0
CHECKED BY:		DATE MODIFIED:	12/22/2018
DRAWING NO:		PAGE:	2 OF 2



WOLSELEY INDUSTRIAL GROUP 3067
 INDUSTRIAL PLASTICS DIVISION
 740 SOUTH 28TH STREET
 WASHOUGAL, WA 98671-2597
 Phone: 360-835-2129
 Fax: 360-835-3521

Deliver To: From: Chad Bancke Comments:
--

18:49:44 FEB 25 2019

WOLSELEY INDUSTRIAL #3067
 Price Quotation
 Phone: 360-835-2129
 Fax: 360-835-3521

Bid No: B220217
Bid Date: 02/25/19
Quoted By: CGB

Cust Phone: 541-265-7758
Terms: NET 10TH PROX

Customer: PORT OF NEWPORT
 600 SE BAY BLVD
 NEWPORT, OR 97365

Ship To: PORT OF NEWPORT
 600 SE BAY BLVD
 NEWPORT, OR 97365

Cust PO#:

Job Name: CAMEL CHAIN BACKER

Item	Description	Quantity	Net Price	UM	Total
PT-FAB	QTY 30 EA 10" DIA X 15' LONG FOAM FILLED HDPE BACKER PIPES COMPLETE WITH GALVANIZED STEEL ANCHOR BANDS ===== QUOTED FOB WASHOUGAL WA QUOTE VALID 14 DAYS QUOTE BASED ON MATERIAL ON HAND AT TIME OF QUOTE ALL MATERIAL SUBJECT TO PRIOR SALE ESTIMATE 5-7 WEEKS AFTER ORDER IS PLACED AND ALL DRAWINGS HAVE BEEN APPROVED FOR FABRICATION	30	1359.235	EA	40777.05

Net Total: \$40777.05
Tax: \$0.00
Freight: \$0.00
Total: \$40777.05

Quoted prices are based upon receipt of the total quantity for immediate shipment (48 hours). SHIPMENTS BEYOND 48 HOURS SHALL BE AT THE PRICE IN EFFECT AT TIME OF SHIPMENT UNLESS NOTED OTHERWISE. QUOTES FOR PRODUCTS SHIPPED FOR RESALE ARE NOT FIRM UNLESS NOTED OTHERWISE.

CONTACT YOUR SALES REPRESENTATIVE IMMEDIATELY FOR ASSISTANCE WITH DBE/MBE/WBE/SMALL BUSINESS REQUIREMENTS.

Seller not responsible for delays, lack of product or increase of pricing due to causes beyond our control, and/or based upon Local, State and Federal laws governing type of products that can be sold or put into commerce. This Quote is offered contingent upon the Buyer's acceptance of Seller's terms and conditions, which are incorporated by reference and found either following this document, or on the web at <https://www.ferguson.com/content/website-info/terms-of-sale>
 Govt Buyers: All items are open market unless noted otherwise.

LEAD LAW WARNING: It is illegal to install products that are not "lead free" in accordance with US Federal or other applicable law in potable water systems anticipated for human consumption. Products with *NP in the description are NOT lead free and can only be installed in non-potable applications. Buyer is solely responsible for product selection.

Jim,

Good morning.

Thanks for this opportunity!

Below is your quote via email form. As soon as I return to the office I will send you a formal quotation. I have priced out two options below. The only difference is the wall thickness of the pipe being used. I wanted to give you a thicker wall option in case you see the advantage of doing so. The attachment blocks will be sidewall fusion welded which will give it the strength it needs.

Hopefully this works for now.

30 each

10" (10.75" O.D.) HDPE Pipe Spool x 15'

Minimum pipe wall thickness: .632"

Foam filled

HDPE end caps & attachment blocks

Approve drawing requested prior to fabrication

\$888.09/each

Option B

10" (10.75" O.D.) HDPE Pipe Spool x 15'

Minimum pipe wall thickness: .796"

Foam filled

HDPE end caps & attachment blocks

Approve drawing requested prior to fabrication

\$1,084.38/each

Prices are delivered, based on a quantity of 30 each to Newport Oregon

Estimated lead time ARO: 4-6 weeks to be verified again at time of order.

Lead times are not guaranteed and are subject to change.

I hope this gives you enough to crunch some numbers, please give me a call or send me an email if you have any questions.

Have a good week. Talk to you again soon.

Cesar Gallardo

Marine Group Sales / Business Development

www.highlandfloats.com

ISCO Industries, Inc.

Corporate Office

100 Witherspoon Street 2West

Louisville, KY 40202

WA Direct: 360.949.6227

EFax: 502.568.4048

www.isco-pipe.com

ISCO – Total Piping Solutions

STAFF REPORT

DATE: March 25, 2019
RE: Strategic Communications Contract with Summit Communications
TO: Port of Newport Board of Commissioners
ISSUED BY: Teri Dresler, Interim General Manager

BACKGROUND

The Port of Newport does not have staff who are assigned duties related to outreach and communications. Traditionally those duties have been assumed by the Administrative Supervisor and the General Manager as time allows. I have had frequent conversations with the Commission about the value of taking a more professional and consistent approach to external communications on our website, our Facebook page, with our port district constituents, and elected officials. In February I issued a Request for Proposals for strategic communications support.

Six responses were received from very qualified companies. The proposal that best fits the needs of the Port and has the flexibility to accommodate a variety of needs was presented by Summit Public Relations Strategies, LLC owned locally by Angela Nebel.

This proposal provides the Port with a written communication strategy outlining goals and objectives, audiences, influencers, key messages, and the tools, tactics and timing for the delivery of those messages. Ultimately, the work of the contractor will be to effectively tell the Port's story. This story will encompass the various operations and facilities maintained by the Port. This will provide the Port a consistent, comprehensive communication effort that will help the Port to further develop community understanding of the important contribution the Port of Newport makes to the community, region and state.

The proposed contract would cover the time period of April through June, 2019. This allows the Commission an opportunity to evaluate the value of this contracted service and budget funds in the budget for the coming fiscal year to continue the contract if desired. The rate structure of the recommended contract is as follows:

Consulting time at \$75/hour

April: 16 hours /week = 64 hours

May: 12 hours/week = 48 hours

June: 10 hours/week = 40 hours

Billed based on actual time worked	Estimated total	\$11, 250
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BUDGET IMPLICATIONS

There are \$25,000 in budgeted funds in FY 2018/2019 for consultant services that have not been used for the purchase of an enterprise revenue program. The estimated \$11,250 for this contract would be paid for with these funds

RECOMMENDATIONS

I recommend a motion to AUTHORIZE THE INTERIM GENERAL MANAGER TO CONTRACT WITH SUMMIT PUBLIC RELATIONS STRATEGIES, LLC, NOT TO EXCEED \$11,250.

Agreement for Contract Services

Port of Newport
Public Relations Consulting & Support

effective March 26, 2019

SUMMIT 
Public Relations Strategies, LLC

Angela Nebel, Principal
PO Box 2147
Newport OR 97365
(541) 264-8735 – phone
(906) 440-0488 – mobile

Under the terms identified herein, Port of Newport (Port) agrees to contract with Summit Public Relations Strategies LLC (Summit) for consulting and implementation of a communications strategy.

Scope of Services:

As a PR practitioner under contract by the Port of Newport, Summit will first engage in a period of fact-finding to gain a thorough understanding of the Port's facilities, projects and issues. That information will be crucial to the creation of a written communication strategy outlining goals and objectives, audiences, influencers, key messages, and the tools, tactics and timing for the delivery of those messages.

Ultimately, the work of the PR contractor will be to effectively tell the Port's story. That story encompasses the various operations (commercial fishing, shipping, recreational facilities, tenants) and facilities maintained by the Port. A consistent, comprehensive communication effort will help the Port to further develop community understanding of the important contribution the Port of Newport makes to the community, region and state. Summit's proposal, submitted February 13, 2019, provides further detail on the scope of services.

Financial Arrangement:

Per this agreement, Port will be invoiced on the first of each month for time and materials. Each invoice will be accompanied by time documentation and expense receipts, as accrued. This will allow the client flexibility in requesting additional PR support and shifting priorities as needed. The billing structure is based on the following hourly rates:

\$75/hour project time
\$60/hour graphic design
\$37.50/hour travel time, plus IRS-rate mileage

The budget cap for this contract is set at \$11,250. Total invoicing from Summit to the Port during the duration of this agreement shall not exceed that amount, unless mutually agreed upon in advance by both parties.

Terms are net 30 days from the receipt of invoice. Interest at a rate of 1% per month will be charged on accounts past due 60 days.

Summit does not bill for typical office expenses, telephone calls, or other administrative expenses. Any other expenses will be billed as accrued. Mileage is billed at the IRS rate.

Agreement Timeline:

This agreement shall be effective upon approval of the Port of Newport Board and be in effect through June 30, 2019. In the event that either party wishes to cancel this agreement, written notice of 30 days is expected. Notice shall be between the parties executing this agreement.

Terms & Conditions:

Relationship to Other Contracted Services: Execution of the scope of services may require the use of a variety of contracted services, including videography, printing, and other services as necessary. In the event these services are required, the Port would be consulted in advance, provided a tentative budget, and asked for written authorization for the use of the service(s). Payment for contracted services not included by Summit will be the responsibility of Port.

Liability Release and Indemnification: Any publication or statements (written or verbal) made on behalf of the Port will be produced based on information provided by the client. Client releases Summit from responsibility or liability for any inaccuracies that are a result of faulty information- either intentional, unintentional, or by omission- as provided by the client. Client agrees to indemnify Summit for any and all costs and damages, including attorney fees, arising directly or indirectly from services provided to client under this contract.

Confidentiality: Summit agrees to maintain the confidentiality of documents and information client deems confidential. Client agrees to notify Summit in writing as to the documents and information deemed confidential. Client agrees to allow Summit use of material produced by Summit in Summit's promotional material.

Reporting: Summit will provide regular communication updating the client on the progress of various initiatives.

Acceptance:

The signatures below indicate acceptance of the details, terms, and conditions of this agreement and provide approval to begin work as specified.

For Summit Public Relations Strategies:



Angela B. Nebel, Principal

Date: March 22, 2019

For Port of Newport:

Teri Dresler, Interim General Manager

Date: _____

STAFF REPORT

DATE: March 25, 2019
RE: Contract Amendment, BergerABAM
TO: Port of Newport Board of Commissioners
ISSUED BY: Teri Dresler, Interim General Manager

BACKGROUND

The Port Commission approved a contract for Strategic Planning Services with BergerABAM on October 16, 2019 in the amount of \$59,995. The contract included work to be performed by BergerABAM to complete the 5-year update of the 2013 Port of Newport Strategic Business Plan and Capital Facilities Plan as required by the State of Oregon.

An area of particular importance to the Commission was work they requested the consultant team perform in a deep analysis of potential business development at the International Terminal. This additional work added cost to the contract beyond what the Port had anticipated in the annual budget.

In negotiations with the consultant, as a means to reduce the overall cost of the contract, the Port agreed to take on specific sections of work. A major portion of work that the Port agreed to take on, the Finance Plan, was expected to be work performed by the Port's financial consultant Todd Kimball. That work was valued at \$8,000 by the consultants. In late February, Todd notified the Port he could not take on that task due to his workload with other clients. The Port requested BergerABAM incorporate that work back into their contract at a cost of \$8,000.

In addition, when the initial draft plan was reviewed by staff, it was clear that the consultant needed to spend more time on the business and market analysis at the International Terminal. That additional work increased the contract by \$2,000.

The consultant team also shifted the number of trips to Newport from three to two, and included the economist into their second trip. These adjustments were made to provide more opportunity for the Port commission and the community to interact with the author of the business and market analysis as well as to contain overall costs on the contract.

BergerABAM is requesting a contract amendment in the amount of \$10,000 to accommodate the above described adjustments. The contract cost with the requested amendment has increased from \$59,995 to \$69,995. The delivery date of the final Strategic Business Plan is scheduled for May 10, 2019.

BUDGET IMPLICATIONS

The FY 2018/2019 budget has funds available to cover this cost increase of \$10,000 without taking funds away from any other planned work.

RECOMMENDATIONS

I recommend a motion to AUTHORIZE THE INTERIM GENERAL MANAGER TO EXECUTE CONTRACT AMENDMENT #1 WITH BERGERABAM FOR STRATEGIC PLANNING SERVICES, NOT TO EXCEED \$10,000.

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13 March 2019

Port of Newport
Attn: Teri Dresler, Interim Port Manager
600 SE Bay Boulevard
Newport, OR 97365

Subject: Contract Agreement Amendment #1
Financial Plan, Market Analysis and Community Outreach updates
BergerABAM Project No. A19.0100.00

Dear Ms. Dresler:

This contract amendment request reflects discussions between BergerABAM and the Port of Newport (Port) in February 2019 regarding additional and revised services related to the Port's Strategic Business Plan and Capital Improvement Plan update.

PROJECT UNDERSTANDING

The Port of Newport selected BergerABAM and BST Associates to update its 2013 Strategic Business Plan (SBP). The original contract, dated 10 October 2018, included five tasks:

1. Project management.
 2. Community outreach.
 3. Data collection and inventory with subtasks for a facility review and market analysis.
 4. Draft SBP update.
 5. Final SBP update.
- The original contract assumed the Port was responsible for completing a financial plan, a required element of the SBP update.
 - The Port has requested the following revisions to the scope of work
 - BST complete the financial plan and provide additional market study work on cargo shipping options for the International terminal.
 - Increase the attendance at the 20 March 2019 Port Commission meeting and Public Open House from one to three consultant team staff members.
 - Decrease the number of Port Commission and Public Open House meetings from three to two.

MODIFICATIONS TO APPROVED SCOPE OF WORK

The following scope of work identifies the amended tasks as requested by the Port.

Task 1: Project Management

No change.

Task 2: Community Outreach

- Reduce the number of trips to the Port from three to two.
- Reduce the number of Port Commission workshops public open houses (held back to back on the same day) from three to two.
- Increase the number of consultant team members attending the Port Commission workshop and Public Open House on 20 March 2019 from one to three (two BergerABAM staff and one BST staff).

Assumptions

- Two BergerABAM staff and one BST staff will attend the second Port Commission workshop and public open house.
- Port staff will support BergerABAM with the second Port Commission workshop and public open house, including meeting notices and summaries.
- All other aspects of Task 2 are unchanged.

Deliverables

- Preparation for and facilitation of two open houses (one completed in November 2018, one scheduled for March 2019) including preparation of meeting materials (sign-in sheets, comment forms, and a digital presentation)

Fee Adjustment:

- Reduced from \$26,115 to \$21,989

Task 3: Data Collection and Inventory Update

Task 3.1. Review Site and Public Facilities – No Change.

Task 3.2. Port Market and Financial Analysis

Task 3.2 is revised to include an expanded draft Market Analysis memorandum and a five-year financial plan.

Market Plan Update

For the update to the market analysis, BST will

- Review draft market plan comments by the Port.
- Review cargo shipping opportunities at the International Terminal.
- Revise the market analysis with a focus on breakbulk and container opportunities.

Financial Analysis

For the financial plan, BST will

- Review financial information provided by the Port.
- Develop a five-year financial plan and related policies memorandum to use in the Strategic Business Plan addressing existing and future conditions, including recommendations on how to improve financial performance for Port review and comment.
- Prepare a final financial plan memorandum addressing Port comments.

Assumptions

- Updated draft Market Study memorandum will be delivered and included in the draft Strategic Business Plan by 15 March 2019 for presentation at the 20 March 2019 Port Commission and Public Open House.
- Port will provide the necessary financial data to BST by 15 March 2019.
- Port will review and provide comment to BST on the draft finance plan by 15 April.
- All other aspects of Task 3 are unchanged.

Deliverables

- Updated Draft Final Market Analysis Memorandum
- Draft and Final Financial Plan Memorandum

Fee Adjustment

- Increased from \$14,038 to \$24,538

Task 4: Draft Strategic Business Plan Update

Task 4 is amended to include the following.

- BergerABAM will coordinate the financial plan development task with the Port and the consultant team and will incorporate financial plan policies within the draft strategic business plan. This component of the work was not included in the original work scope (assigned as a Port task).
- Based on delivery timing, Port staff will provide final comments on the draft financial plan after the March 20 Commission and public review.

Assumptions

- BST will provide the draft financial plan in early April, 2019.
- The Port will provide comments on the financial plan and policies as soon as possible, or by mid-April.
- All other aspects of Task 4 are unchanged.

Deliverables

- No change

Fee Adjustment:

- Increase from \$11,408 to \$15,034

Task 5: Final Strategic Business Plan Update

- No change.

COMPENSATION

This amendment increases the total fee for the project from \$59,996 to \$69,996, which will be billed in accordance with the hourly rates currently in use.

ACCEPTANCE

Terms and conditions included in the original contract with the Port of Newport, dated 10 October 2018, are incorporated as part of this amendment. In witness whereof, this amendment has been executed under the provisions of the referenced original contract between BergerABAM and Port of Newport. By signature below, the parties agree that all the terms and conditions of the original agreement shall be of full force and effect.

If you agree with the above, please show your agreement by signing this contract in the space provided below and returning a copy to my attention. Should you have any questions, please call me at 360/823-6114. Thank you.

Sincerely,



Helen Devery
Vice President

HD:JSK:keh

PORT OF NEWPORT

Signature

Name (Printed)

Title

Date



**Operating Fund
February 13, 2019 through March 15, 2019**

Date	Num	Name	Memo	Class	Amount
02/14/2019	40852	OR Department of State Lands	11865-SG Dredge Material License renewal		
02/14/2019	11865-SG Renewal		11865-SG Dredge Material License renewal	Administration	750.00
					<u>750.00</u>
02/19/2019	40853	Alana Thurston	Refund - RV Park space rental		
02/18/2019	Refund		Refund - RV Park space rental	South Beach:Main RV Park	922.00
					<u>922.00</u>
02/19/2019	40854	Bruce Sorte	Refund group RV - cancelled reservation		
02/14/2019	15974-2		Refund group RV - cancelled reservation	South Beach:Main RV Park	235.00
					<u>235.00</u>
02/19/2019	40855	SDIS	Quarterly general liability/property insurance		
01/01/2019	Gen Liab/Property		Quarterly general liability/property insurance		32,809.91
			Quarterly general liability/property insurance		<u>10,907.59</u>
					43,717.50
02/20/2019	40856	Amazon Capital Services			
02/12/2019	14GT-CVKL-JX6G		Office supplies	Administration	144.16
02/13/2019	19R3-3DT6-6HKG		Adhesive signs for Terminal shop	International Terminal	32.99
					<u>177.15</u>
02/20/2019	40857	Better Bark & More	Shredding		
01/15/2019	2012424		Shredding	Administration	27.00
					<u>27.00</u>
02/20/2019	40858	Century Link			
02/05/2019	5412657758840B-2/19		Telephone - monthly charges	Administration	208.93
02/05/2019	5412659651245B-2/19		Telephone - monthly charges	International Terminal	198.54
					<u>407.47</u>
02/20/2019	40859	CenturyLink - Business Service	Telephone		
01/31/2019	1461143820		Telephone	Administration	35.09
					<u>35.09</u>



**Operating Fund
February 13, 2019 through March 15, 2019**

Date	Num	Name	Memo	Class	Amount
02/20/2019	40860	CoastCom	Internet - March 2019		
02/15/2019	0299000117 03-19		Internet - March 2019	South Beach:SB Admin	375.00
			Internet - March 2019	Administration	125.00
					<u>500.00</u>
02/20/2019	40861	Design Space	Temporary office rental		
02/08/2019	1066831-IN		Temporary office rental	Administration	877.00
					<u>877.00</u>
02/20/2019	40862	Fred Meyer Customer Charges			
01/02/2019	76455		Lunch for special meeting	Administration	29.99
01/03/2019	76460		Clocks for shop	Commercial Marina	20.98
01/16/2019	76492		Lunch for work session meeting	Administration	29.99
					<u>80.96</u>
02/20/2019	40863	GenXsys Solutions	365 Business Essential - March 2019		
02/15/2019	10708		365 Business Essential - March 2019	Administration	10.00
					<u>10.00</u>
02/20/2019	40864	Harvey's Lock & Key	CM restroom keys		
02/14/2019	20703		CM restroom keys	Commercial Marina	321.25
					<u>321.25</u>
02/20/2019	40865	Idea Print Works	Port clothing		
02/14/2019	6495		PON shirts and hoodie	South Beach:SB Admin	80.00
			PON hoodies and t-shirts	Commercial Marina	90.80
			PON jacket	Administration	79.00
			PON caps, hoodies, and t-shirts for PCC conference	Commercial Marina	263.60
					<u>513.40</u>



**Operating Fund
February 13, 2019 through March 15, 2019**

Date	Num	Name	Memo	Class	Amount
02/20/2019	40866	National Business Solutions	IT contract charge		
		National Business Solutions	IT contract charge	Administration	(7.48)
02/06/2019	IN55603		IT contract charge	Administration	373.96
					<u>366.48</u>
02/20/2019	40867	Siuslaw Broadband	Web filtering		
02/16/2019	16780		Web filtering	Administration	200.00
					<u>200.00</u>
02/20/2019	40868	SDIS	Monthly health-dental-life insurance		
02/04/2019	Mar Health-Dental-Lf		Monthly health-dental-life insurance	Administration	3,553.58
			Monthly health-dental-life insurance	Commercial Marina	3,975.42
			Monthly health-dental-life insurance	South Beach:SB Admin	1,515.28
			Monthly health-dental-life insurance	South Beach:SB Operations	3,690.26
			Monthly health-dental-life insurance	International Terminal	956.74
					<u>13,691.28</u>
02/20/2019	40869	Streamline	Website monthly fee		
02/14/2019	99551		Website monthly fee	Administration	450.00
					<u>450.00</u>
02/20/2019	40870	Toyota Ind. Com. Finance	2017 CM Forklift		
02/04/2019	4002350429-17		2017 CM forklift - principal	Commercial Marina	556.51
			2017 CM forklift - interest	Commercial Marina	103.04
					<u>659.55</u>
02/20/2019	40871	VISA - AB			
01/28/2019	Adobe Acropro		Adobe Acrobat subscription	Administration	89.94
02/07/2019	Newport News-Times		Strategic Business Plan Open House ad	Administration	95.00
					<u>184.94</u>



**Operating Fund
February 13, 2019 through March 15, 2019**

Date	Num	Name	Memo	Class	Amount
02/20/2019	40872	VISA - TD			
01/07/2019	Extended Stay		Lodging for PCC board meeting	Commercial Marina	181.10
01/17/2019	Intuit		2018 1099-Misc forms	Administration	84.99
01/17/2019	Fred Meyer		Party supplies	Administration	16.07
01/17/2019	BOLI		Pay Equity webinar	Administration	50.00
01/30/2019	OCC College		Social media class	Administration	35.00
02/06/2019	E-Conolight		LED floodlights	South Beach:SB Operations	360.18
					<u>727.34</u>
02/20/2019	40873	Xerox Corporation			
02/01/2019	095962549		Copier lease and print charges	Administration	188.24
02/01/2019	095962550		Copier lease and print charges	South Beach:SB Admin	186.90
					<u>375.14</u>
02/27/2019	40874	OR SOS - Division of Audits	FY 2017-18 audit report filing fee		
02/27/2019	2017-18 Audit Fee		FY 2017-18 audit report filing fee	Administration	300.00
					<u>300.00</u>
03/08/2019	40875	Employee	Mileage reimbursement		
02/28/2019	Mileage		Mileage reimbursement	International Terminal	261.60
					<u>261.60</u>
03/06/2019	40876	Flying Dutchman - CF9706TE	Moorage refund - left early		
06/28/2018	02847B		Flying Dutchman - CF9706TE		122.55
					<u>122.55</u>
03/13/2019	40877	ACE Hardware	Set of dead blow hammers		
		ACE Hardware	Discount	Maintenance Dept	(1.08)
02/28/2019	295/1		Set of dead blow hammers	Maintenance Dept	53.97
					<u>52.89</u>



**Operating Fund
February 13, 2019 through March 15, 2019**

Date	Num	Name	Memo	Class	Amount
03/13/2019	40878	Airgas USA			
02/26/2019	9085955787		Welding safety and cutting glasses and gloves	Maintenance Dept	42.10
02/28/2019	9086082412		Oxyacetaline refill for outrigger racks	International Terminal	169.98
					<u>212.08</u>
03/13/2019	40879	Alsco			
02/01/2019	LPOR2262394		SB mats	South Beach:SB Admin	66.64
02/06/2019	LPOR2264951		Shop towels, shirt, mats	Administration	34.14
02/08/2019	LPOR2266440		SB mats	South Beach:SB Admin	66.64
02/13/2019	LPOR2268664		Shop towels, shirts, mats	Administration	34.14
02/15/2019	LPOR2270170		SB mats	South Beach:SB Admin	66.64
02/20/2019	LPOR2272353		Shop towels, shirts, mats	Administration	34.14
02/22/2019	LPOR2274012		SB mats	South Beach:SB Admin	66.64
02/27/2019	LPOR2276221		Shop towels, shirts, mats	Administration	34.14
					<u>403.12</u>
03/13/2019	40880	Amazon Capital Services			
02/20/2019	1QQY-CNYT-6DJL		Shelving for storage room	Administration	292.98
02/27/2019	1PGF-4VHN-DVYH		30-amp receptacles	Commercial Marina	135.00
					<u>427.98</u>
03/13/2019	40881	Barrelhead Supply			
02/08/2019	264309		Trim boards and finish nails for records room	International Terminal	65.58
02/08/2019	264330		Trim boards for records room	International Terminal	34.24
02/11/2019	264407		Trim boards for records room	International Terminal	36.80
02/13/2019	264503		Trim boards for records room	International Terminal	15.84
					<u>152.46</u>
03/13/2019	40882	BergerABAM	Work on Strategic Business Plan update		
02/28/2019	325883		Work on Strategic Business Plan update	Administration	13,616.51
					<u>13,616.51</u>



**Operating Fund
February 13, 2019 through March 15, 2019**

Date	Num	Name	Memo	Class	Amount
03/13/2019	40883	Builders FirstSource	Window for records room		
01/29/2019	609-69189056		Window for records room	International Terminal	186.29
					<u>186.29</u>
03/13/2019	40884	Business Oregon - OBDD	Loan payment for March 2019		
02/19/2019	655-36-02Q1001 3-19		Principal for March 2019	International Terminal	5,436.24
			Interest for March 2019	International Terminal	2,363.76
					<u>7,800.00</u>
03/13/2019	40885	Carrot-Top Industries			
01/29/2019	41213801		Oregon flags	South Beach:SB Operations	34.25
01/17/2019	41213800		US and Oregon flags	South Beach:SB Operations	324.25
			Shipping	South Beach:SB Operations	19.32
					<u>377.82</u>
03/13/2019	40886	CFO Selections			
02/25/2019	33404		Professional services per contract	Administration	412.50
03/04/2019	33519		Professional services per contract	Administration	2,685.00
					<u>3,097.50</u>
03/13/2019	40887	City of Newport Water/Sewer			
02/28/2019	172421.00-02-19		Water and sewer for new RV dump	South Beach:Main RV Park	65.20
02/28/2019	94861.00-02-19		Water for G and H Docks	South Beach:SB Marina	161.90
					<u>227.10</u>
03/13/2019	40888	CNA Surety	OR blanket notary errors and omissions policy		
03/07/2019	58445512-19		OR blanket notary errors and omissions policy	Administration	26.00
					<u>26.00</u>



**Operating Fund
February 13, 2019 through March 15, 2019**

Date	Num	Name	Memo	Class	Amount
03/13/2019	40889	Coastal Paper & Supply			
02/05/2019	554826		Paper products and cleaning supplies	South Beach:SB Operations	464.52
			Shipping	South Beach:SB Operations	4.00
02/12/2019	555115		Paper products and cleaning supplies	South Beach:SB Operations	457.12
			Shipping	South Beach:SB Operations	4.00
02/19/2019	555403		Paper products and cleaning supplies	South Beach:SB Operations	351.22
			Shipping	South Beach:SB Operations	4.00
					<u>1,284.86</u>
03/13/2019	40890	CoastCom	Internet - April 2019		
03/12/2019	0299000117 04-19		Internet - April 2019	South Beach:SB Admin	375.00
			Internet - April 2019	Administration	125.00
					<u>500.00</u>
03/13/2019	40891	Copeland Lumber Yards			
02/15/2019	1902-185052		Knife, dowels, and hardware for dock repair	Commercial Marina	44.90
02/15/2019	1902-185066		Wooden dowels for dock repair	Commercial Marina	5.02
02/20/2019	1902-187053		Duct and Gorilla tape	Maintenance Dept	46.02
					<u>95.94</u>
03/13/2019	40892	Dahl & Dahl			
02/04/2019	231408		Take load of recyclable wood to dump	Commercial Marina	242.56
02/04/2019	231417		Take load of pallets to dump	Commercial Marina	220.80
02/05/2019	231439		Take load of recyclable wood to dump	Commercial Marina	190.72
02/05/2019	231443		Take load of recyclable wood to dump	Commercial Marina	181.12
02/06/2019	231496		Take load of garbage to dump	Commercial Marina	218.24
02/12/2019	231623		Take load of recyclable wood to dump	Commercial Marina	161.28
02/12/2019	231629		Take load of recyclable wood to dump	Commercial Marina	222.72
02/12/2019	231636		Take load of recyclable wood to dump	Commercial Marina	191.36
					<u>1,628.80</u>



**Operating Fund
February 13, 2019 through March 15, 2019**

Date	Num	Name	Memo	Class	Amount
03/13/2019	40893	Design Space	Customs office		
02/15/2019	1067533-IN		Customs office	Administration	217.00
					<u>217.00</u>
03/13/2019	40894	Direct TV			
02/26/2019	35954927215		Monthly cable at SB RV Park	South Beach:Main RV Park	934.29
			Service fees	Administration	4.25
03/01/2019	35974945994		Monthly cable at SB Annex	South Beach:Annex	613.86
					<u>1,552.40</u>
03/13/2019	40895	Ecolube Recovery	Used oil recovery		
02/13/2019	9311021219		Used oil recovery	Commercial Marina	52.00
					<u>52.00</u>
03/13/2019	40896	Edge Analytical	Storm water testing		
02/22/2019	19-04842		Storm water testing	International Terminal	296.00
					<u>296.00</u>
03/13/2019	40897	Englund Marine Supply Co			
02/04/2019	755480		Boots	Maintenance Dept	85.40
02/12/2019	755666		Rain bibs	South Beach:SB Operations	125.99
02/14/2019	755731		Scrubbing pads for truck beds	South Beach:SB Operations	3.21
02/19/2019	755881		SS screws for truck beds	South Beach:SB Operations	2.10
02/21/2019	755975		90' cable for hoist	Commercial Marina	77.11
02/26/2019	756113		Boots	Maintenance Dept	105.11
					<u>398.92</u>
03/13/2019	40898	Fidelis Screening Solutions	Background checks		
03/01/2019	4769		Background checks	South Beach:SB Admin	29.90
					<u>29.90</u>



**Operating Fund
February 13, 2019 through March 15, 2019**

Date	Num	Name	Memo	Class	Amount
03/13/2019	40899	G & K Floors	Janitorial services - Port office, SB and customs trailer		
02/22/2019	030119		Janitorial services - SB	South Beach:SB Admin	1,880.00
			Janitorial services - Customs Trailer	Administration	120.00
			Janitorial services - Port Office	Administration	200.00
					<u>2,200.00</u>
03/13/2019	40900	Grimstad & Associates	Prep of audit report for year ended 6/30/18		
02/24/2019	43793		Prep of audit report for year ended 6/30/18	Administration	14,300.00
					<u>14,300.00</u>
03/13/2019	40901	IconiPro Security and Alarms	Cellular security monitoring services		
03/01/2019	27964		Cellular security monitoring services	South Beach:SB Admin	131.49
					<u>131.49</u>
03/13/2019	40902	Industrial Welding Supply			
02/12/2019	021006		Cut-off disks, scribe tool, and hand pad	Maintenance Dept	196.78
02/25/2019	022668		Welder gas supply hose for outrigger project	Maintenance Dept	36.42
			Grinding wheels for outrigger project	International Terminal	45.31
					<u>278.51</u>
03/13/2019	40903	Applicant	Expense reimbursement		
03/01/2019	Reimbursement		Expense reimbursement	Administration	104.40
					<u>104.40</u>
03/13/2019	40904	LazerQuick			
02/26/2019	45891		E-file of PD7 dredging plans with copies	Administration	18.00
03/08/2019	45953		Pint and laminate PD5 and 7 conceptual plan	Administration	72.20
					<u>90.20</u>
03/13/2019	40905	Lincoln Plumbing	Snaked men's Marina shower drain		
02/20/2019	17898		Snaked men's Marina shower drain	South Beach:SB Operations	360.00
					<u>360.00</u>



**Operating Fund
February 13, 2019 through March 15, 2019**

Date	Num	Name	Memo	Class	Amount
03/13/2019	40906	MacPherson Gintner & Diaz	Professional services		
03/04/2019	80447		Professional services	Administration	1,405.00
					<u>1,405.00</u>
03/13/2019	40907	Employee	Employee reimbursement		
01/30/2019	Reimburse 01-19		Training lunch	Administration	19.56
					<u>19.56</u>
03/13/2019	40908	Mascott Equipment	Fuel dock dispenser repair		
02/13/2019	451975		Fuel dock dispenser repair	South Beach:SB Operations	1,713.40
					<u>1,713.40</u>
03/13/2019	40909	Neofunds	Lease		
02/24/2019	7900044060368887 Feb		Postage meter lease	Administration	172.32
			Service fees	Administration	8.16
					<u>180.48</u>
03/13/2019	40910	NW Natural			
02/18/2019	1584561-3 2-19		SB gas for shop	South Beach:SB Operations	163.15
02/18/2019	1584562-1 2-19		SB gas	South Beach:Main RV Park	297.69
					<u>460.84</u>
03/13/2019	40911	Pacific Coast Lock & Safe	Door locks		
02/27/2019	8210		Door locks	South Beach:SB Admin	450.00
					<u>450.00</u>
03/13/2019	40912	Pioneer Connect			
03/01/2019	2356174		SB shop phone	South Beach:SB Operations	40.82
03/01/2019	2356134		SB office phone	South Beach:SB Admin	225.26
					<u>266.08</u>



**Operating Fund
February 13, 2019 through March 15, 2019**

Date	Num	Name	Memo	Class	Amount
03/13/2019	40913	Pioneer Printing			
02/26/2019	67932		Purchase order forms	Administration	235.90
02/27/2019	67836		Business cards	Administration	63.25
					<u>299.15</u>
03/13/2019	40914	Platt Electric Supply			
01/31/2019	U370031		Knee pads	Maintenance Dept	52.50
02/11/2019	U440636		Wire nuts in multiple sizes	South Beach:SB Operations	86.07
02/20/2019	U505963		Electrical wire cutters/strippers	South Beach:SB Operations	40.00
					<u>178.57</u>
03/13/2019	40915	Road & Driveway Co	Lot sweeping		
02/19/2019	0025631-IN		Lot sweeping	South Beach:SB Operations	742.50
					<u>742.50</u>
03/13/2019	40916	Sherwin-Williams			
02/06/2019	7090-5		Painting supplies for records room	International Terminal	189.43
02/06/2019	4420-1		Painting supplies for records room	International Terminal	58.50
02/11/2019	7191-1		Painting supplies for records room	International Terminal	14.76
02/12/2019	4597-6		Paint for dry camping and launch ramp	South Beach:SB Operations	272.40
					<u>535.09</u>
03/13/2019	40917	Siuslaw Broadband	Emergency repair - antenna, network hardware, and battery backup		
03/04/2019	16993		Network repairs	Administration	669.96
			Emergency rate labor	Administration	720.00
					<u>1,389.96</u>



**Operating Fund
February 13, 2019 through March 15, 2019**

Date	Num	Name	Memo	Class	Amount
03/13/2019	40918	Smart Foodservice			
01/31/2019	5410540012159		Breakroom supplies	South Beach:SB Admin	124.91
			Restroom supplies	South Beach:SB Operations	42.99
02/20/2019	5410540015257		Cleaning supplies	Commercial Marina	88.65
			Breakroom supplies	Commercial Marina	31.96
02/27/2019	5410540016315		Cleaning supplies	International Terminal	66.23
					<u>354.74</u>
03/13/2019	40919	SDIS			
01/01/2019	Gen Liab/Property		Quarterly general liability/property insurance		32,809.91
			Quarterly general liability/property insurance		10,907.59
03/01/2019	Apr Health-Dental-Lf		Monthly health-dental-life insurance	Administration	3,553.58
			Monthly health-dental-life insurance	Commercial Marina	3,975.42
			Monthly health-dental-life insurance	South Beach:SB Admin	1,515.28
			Monthly health-dental-life insurance	South Beach:SB Operations	3,690.26
			Monthly health-dental-life insurance	International Terminal	956.74
					<u>57,408.78</u>
03/13/2019	40920	Staples			
02/07/2019	2240815491		Restroom supplies	Administration	31.01
02/14/2019	2244364311		Archive boxes, copy paper, and tissues	Administration	130.96
02/26/2019	FC 0219		Credit plan finance charge	Administration	2.86
					<u>164.83</u>
03/13/2019	40921	T-Plus Steel Fabricators	Surplus steel for outrigger racks		
02/21/2019	13142		Surplus steel for outrigger racks	International Terminal	2,542.00
					<u>2,542.00</u>



**Operating Fund
February 13, 2019 through March 15, 2019**

Date	Num	Name	Memo	Class	Amount
03/13/2019	40922	T & L Septic Tank Service			
01/26/2019	145058		Chemical toilet rental - Bay Front	Commercial Marina	236.00
01/26/2019	145059		Chemical toilet rental - Bay Front	Commercial Marina	200.00
01/26/2019	145060		Chemical toilet rental - Marina and RV Park	South Beach:SB Operations	80.00
01/26/2019	145061		Chemical toilet rental - SB south restroom	South Beach:SB Operations	80.00
02/21/2019	166999		Pump out FWT & NIT holding tank	International Terminal	450.00
					<u>1,046.00</u>
03/13/2019	40923	TCB Security Services			
02/25/2019	226783		Extra coverage for Seafood and Wine Event	Administration	464.00
02/28/2019	226815		Monthly security contract - SB Marina	South Beach:SB Marina	1,852.64
			Monthly security contract - SB RV	South Beach:Main RV Park	1,852.64
			Monthly security contract - CM	Commercial Marina	1,852.64
			Monthly security contract - NIT	International Terminal	958.08
					<u>6,980.00</u>
03/13/2019	40924	Employee	Employee reimbursement		
02/25/2019	Reimburse 2/19		Reimbursement for mileage and parking	Administration	228.38
			Lunch and snacks for GM phone interviews	Administration	26.75
					<u>255.13</u>
03/13/2019	40925	Thompson's Sanitary Service			
02/28/2019	13499 2-2019		Trash disposal - PD7	Commercial Marina	977.59
02/28/2019	12514 2-2019		Trash disposal - SB	South Beach:SB Operations	2,031.26
02/28/2019	12058 2-2019		Trash disposal - Int'l Terminal	International Terminal	1,166.18
					<u>4,175.03</u>
03/13/2019	40926	Trevillian Construction	Rogue House of Spirits/public restroom siding		
03/01/2019	1792		Rogue House of Spirits/public restroom siding	South Beach:SB Operations	10,000.00
					<u>10,000.00</u>



**Operating Fund
February 13, 2019 through March 15, 2019**

Date	Num	Name	Memo	Class	Amount
03/13/2019	40927	TWGW NAPA Auto Parts	Replacement light bulbs for pickup		
02/19/2019	865-718847		Replacement light bulbs for pickup	South Beach:SB Operations	7.21
					<u>7.21</u>
03/13/2019	40928	Verizon Wireless	Port cell phones and MiFi		
02/12/2019	9824063407		Monthly cell phone - Admin	Administration	90.43
			Monthly cell phone - CM	Commercial Marina	32.90
			Monthly cell phone - NIT	International Terminal	16.45
			Monthly cell phone - SB	South Beach:SB Operations	66.20
			Monthly MiFi - SB Admin	South Beach:SB Admin	10.02
			Monthly cell phone plan - Admin	Administration	136.50
			Monthly cell phone - Maint	Maintenance Dept	36.99
					<u>389.49</u>
03/13/2019	40929	Voya (State of Oregon Plan)	Monthly employee contributions		
03/01/2019	Feb - 2019			Administration	50.00
					<u>50.00</u>
03/13/2019	40930	Xerox Corporation			
03/01/2019	096245924		Copier lease and print charges	Administration	211.46
03/01/2019	096245925		Copier lease and print charges	South Beach:SB Admin	178.95
					<u>390.41</u>
03/13/2019	40931	Yaquina Bay Communications	Banner ad - monthly pkg		
02/28/2019	178473		Banner ad - monthly pkg	Administration	150.00
					<u>150.00</u>
03/13/2019	40932	City of Newport Room Tax	Transient room tax - Feb 2019		
03/01/2019	Feb 2019 Room Tax		Transient room tax - Feb 2019	South Beach:Main RV Park	3,820.23
					<u>3,820.23</u>
					<u>Total</u>
					\$ 211,387.35



**NOAA Fund
February 13, 2019 through March 15, 2019**

Date	Num	Name	Memo	Amount
02/20/2019	13496	Special Districts Insurance Services	Monthly health-dental-life insurance	
02/04/2019	Mar Health-Dental-Lf		Monthly health-dental-life insurance	683.38
				<u>683.38</u>
02/20/2019	13497	VISA - AB		
01/23/2019	Cole-Parmer		Turbidity standard for monitoring dredging	488.74
				<u>488.74</u>
03/12/2019	13498	Amazon Capital Services		
03/07/2019	1JK9-DWTJ-K76D		Waterline vent valve	178.34
				<u>178.34</u>
03/12/2019	13499	Bill's Pest Control		
02/20/2019	2535		Regular service for 2/19	135.00
				<u>135.00</u>
03/12/2019	13500	Cedar Creek Quarries		
02/13/2019	0115074-IN		Crushed rock for dredging	530.52
				<u>530.52</u>
03/12/2019	13501	Halco Welding	Steel pile caps	
02/21/2019	70041		Steel pile caps	1,166.00
				<u>1,166.00</u>
03/12/2019	13502	IconiPro Security & Alarms	Quarterly fire alarm monitoring service	
03/01/2019	27964		Quarterly fire alarm monitoring service	81.90
				<u>81.90</u>
03/12/2019	13503	Pacific Coast Lock & Safe	Locks with installation	
02/27/2019	8210		Locks with installation	575.00
				<u>575.00</u>
03/12/2019	13504	Pacific Habitat Services	Eelgrass monitoring report preparation	
02/25/2019	1-4549-64		Eelgrass monitoring report preparation	1,211.50
				<u>1,211.50</u>



**NOAA Fund
February 13, 2019 through March 15, 2019**

Date	Num	Name	Memo	Amount
03/12/2019	13505	Pioneer Connect		
03/01/2019	2356595		Telephone	239.22
				<u>239.22</u>
03/12/2019	13506	Platt		
02/18/2019	U490181		120 lamps	202.20
				<u>202.20</u>
03/12/2019	13507	Road & Driveway Co	Sweep entire NOAA facility	
02/14/2019	0025627-IN		Sweep entire NOAA facility	337.50
				<u>337.50</u>
03/12/2019	13508	Special Districts Insurance Services	Monthly health-dental-life insurance	
03/01/2019	Apr Health-Dental-Lf		Monthly health-dental-life insurance	683.38
				<u>683.38</u>
03/12/2019	13509	Thompsons Sanitary Service	Feb service	
02/28/2019	22644 2-2019		Feb service	460.20
				<u>460.20</u>
03/12/2019	13510	TWGW NAPA Auto Parts		
02/19/2019	865-718847		Replacement light bulbs for pickup	7.21
				<u>7.21</u>
03/12/2019	13511	Verizon Wireless	Phone charges and MiFi	
03/12/2019	9824063407		Phone charges and MiFi	26.47
				<u>26.47</u>
			Total	<u>\$ 7,006.56</u>

STAFF REPORT

DATE: March 25, 2019
RE: License Agreement – Community Ice, LLC
TO: Port of Newport Board of Commissioners
ISSUED BY: Teri Dresler, Interim General Manager

BACKGROUND

Evan Hall of Rondys and Ed Backus of Community Ice, LLC have met with Aaron and I to discuss establishing an ice production facility near the Port's International Terminal. This ice facility will be located on the west edge of the area the Port currently leases from Rondys for gear storage and adjacent property owned by Rondys. The business will be operated by Community Ice, LLC, Ed Backus is the managing partner in the company. The attached drawing illustrates the area to be used for this purpose.

Ed has requested a sublease of the western most edge of the current gear storage area to establish the ice facility. The terms of our lease with Rondys requires any subleased area to be approved by Rondys for which they have granted permission. In addition, Rondys provided the required 180-day notice to the Port of their intention to take back the gear storage portion of their leased property effective June 25, 2019. So the subleased portion of the gear storage area would be for a total of three months.

In conversations with the Port attorney, Pete Gintner, he advised that a special use license agreement would be the most effective tool for this lease. As such, Aaron and I negotiated a fee structure for use of the space at \$1,400 per month. This rate takes into account any lost storage revenue from that parcel. Community Ice would be responsible for all utility payments.

The primary plan for Community Ice calls for the building of floats directly adjacent to Rondys property along the shoreline for vessels to moor as they take on ice. In the event the permitting required for the floats is delayed, Community Ice requested to distribute ice to vessels from the corner of the International Terminal Pier. In response to this request, we negotiated rates for wharfage and hourly moorage since the ice would then be blown through a large flexible tube across the pier onto vessels moored at the terminal pier.

The rates shown below apply to the uses described above:

Monthly space rental - \$1,400

Moorage fee – \$37.00 with one hour minimum. After 3 hours, \$47.00 per hour.

Wharfage fee – \$5 per ton

This proposal came to us in the last three weeks and we have not had the necessary time to conduct due diligence on all of the details to fully negotiate and write up the license agreement. Community Ice is eager to set up the facility to capture as much of the shrimp season business that they can. I am

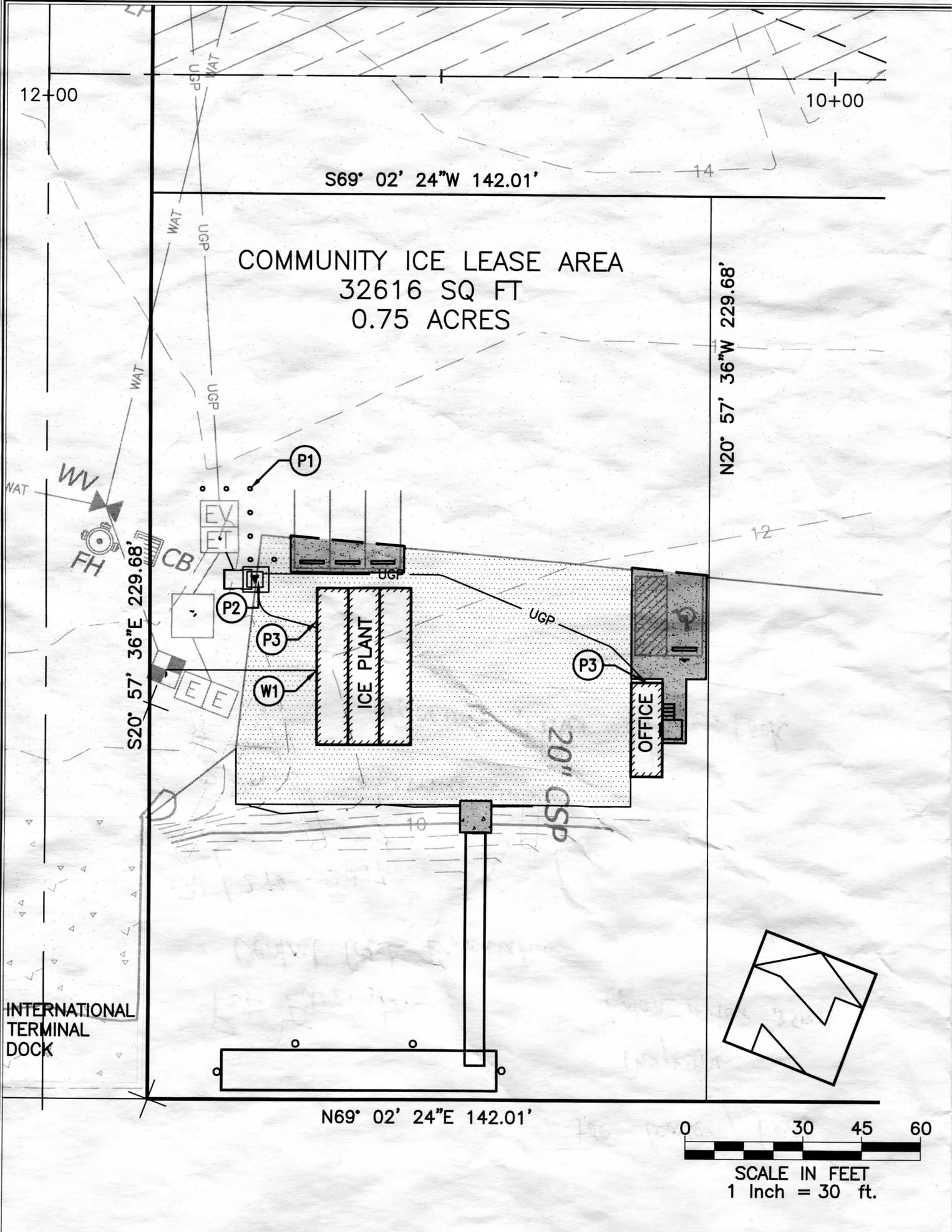
requesting your approval today to authorize me to take the time to properly complete the license agreement and execute that agreement with Community Ice, LLC using the rate structure above.

BUDGET IMPLICATIONS

At a minimum, the Port will generate \$4,200 in property rental income. If Community Ice, LLC runs into permitting challenges, then the port would realize additional revenue generated by wharfage and moorage fees.

RECOMMENDATIONS

I recommend a motion to AUTHORIZE THE INTERIM GENERAL MANAGER TO ENTER INTO A SPECIAL USE LICENSE AGREEMENT WITH COMMUNITY ICE, LLC TO CONDUCT OPERATIONS AT THE INTERNATIONAL TERMINAL BEGINNING MARCH 27, 2109 THROUGH JUNE 25, 2019.



12+00

10+00

S69° 02' 24"W 142.01'

COMMUNITY ICE LEASE AREA
32616 SQ FT
0.75 ACRES

N20° 57' 36"W 229.68'

S20° 57' 36"E 229.68'

N69° 02' 24"E 142.01'

INTERNATIONAL
TERMINAL
DOCK

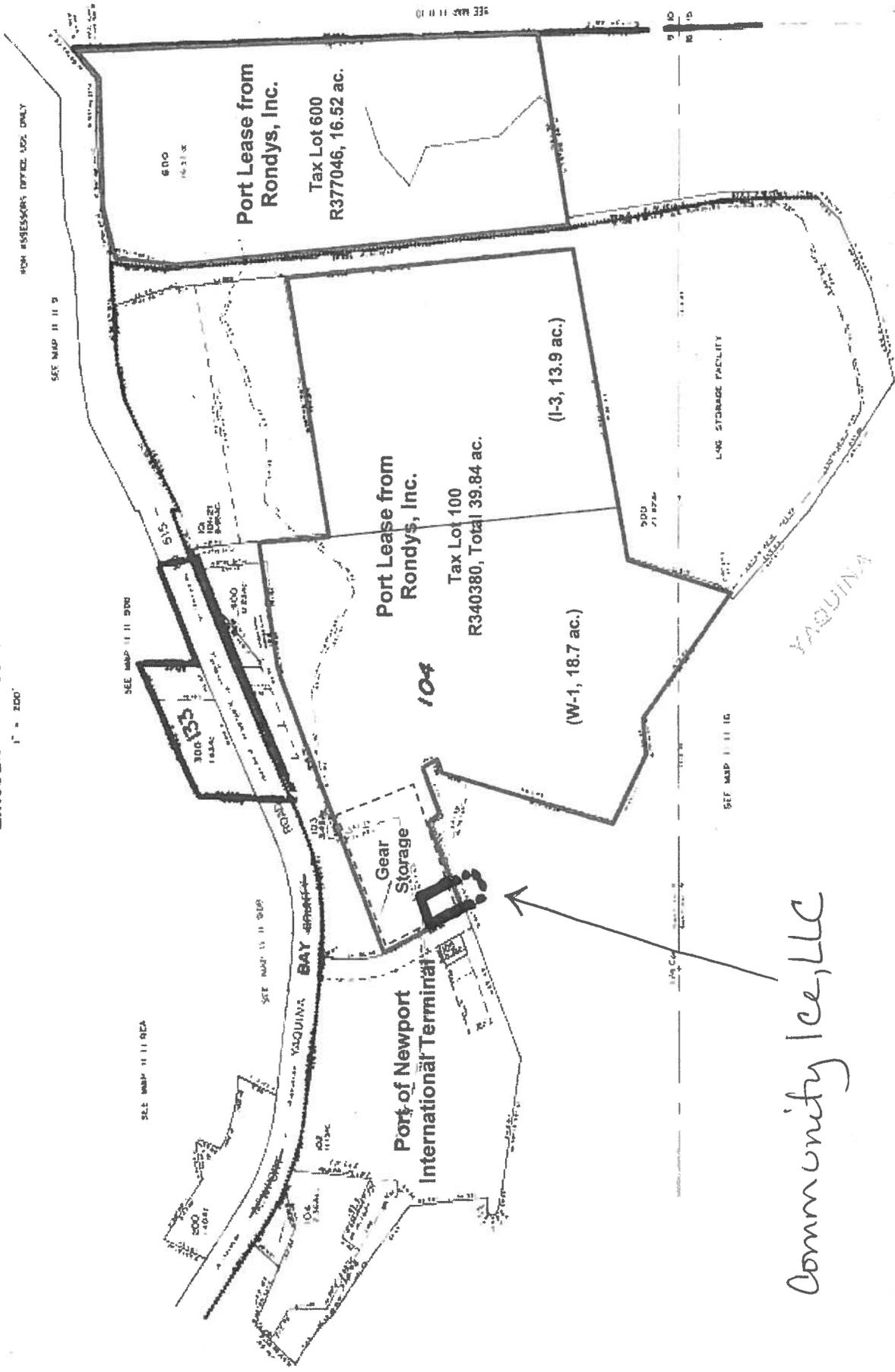


SCALE IN FEET
1 Inch = 30 ft.

SE 1/4 SECTION 9 T11S R11W WM
 LINCOLN COUNTY

EXHIBIT A

11 11 9D



Community Ice, LLC

11 11 9D



DIRECTOR OF OPERATIONS REPORT

DATE: 03/22/2019
PERIOD: February 2019 – March 2019
TO: Teri Dresler, Interim GM
ISSUED BY: Aaron Bretz

OVERVIEW DIROPS

Summary:

This was once again a very busy month for me, and also for the Port. Shrimp season appears to be set to go off on time, and a number of vessels are putting outriggers back on and shifting their decks from crab setups to shrimp both at the Hoist Dock and the Terminal. We've seen more loads of hagfish across the hoist dock this month, and crab is slowing. We're in the spring season in South Beach, and we've seen an increase in traffic as we clean up from Seafood and Wine.

Detail:

- **R/V Annex Redesign**

I have received proposals from the highest qualified firms who submitted qualifications for the RV Annex Redesign.

- **Commercial Marina Electrical Infrastructure**

I presented ideas to the Commercial Fishing User Group about how we might introduce rate increases over the next three years to fund electrical infrastructure improvements in year 3. We discussed a number of aspects of the idea, and my takeaway of concerns from the fishermen revolved mainly around potential disproportionate impacts to smaller commercial fishing operations, the potential for unforeseen inflationary impacts to the Port's budget, and they reiterated that the Port should continue to seek partners for funding. Additionally, they expressed concern that the incremental revenue from these fund increases be restricted to ensure that the funding remains in place by the time the improvements are to be completed. We have some more details to bring back to the committee that would attempt to address these concerns, but it seems that for now, we should continue discussing moorage rate increases as a funding mechanism for electrical improvements.

- **Other**

- There has been interest expressed in potential offloading of squid at the Port. My impression is that there are quite a few who don't want to miss any opportunity this year; Coos Bay had an excellent season last year and Newport brought in a fair share as well. There is potential for offloading of squid either at the Hoist Dock or the Terminal this year. Much will depend on the cost and space available; of course the most significant factor will be the presence of squid in the area and the volume, which are unknown variables. I am waiting to hear back from buyers.

Maintenance Crew

- Fabricated more outrigger racks for the Terminal
- Assisted in clearing off future space for Community Ice

Newport International Terminal- Don Moon, Supervisor

Billable Services Performed this Period (February)

- | | |
|--|--|
| <input checked="" type="checkbox"/> Forklift – 28.5 Hrs | <input checked="" type="checkbox"/> Moorage – 27 Days |
| <input checked="" type="checkbox"/> 30 Ton Hydraulic Crane – 9 Hrs | <input checked="" type="checkbox"/> Hoist Dock Tie Up –8.5 Hrs |
| <input checked="" type="checkbox"/> Labor – 25.5 Hrs | <input checked="" type="checkbox"/> 120V power – 0 |
| <input checked="" type="checkbox"/> Other (Net Work) – 0 Days | <input checked="" type="checkbox"/> 208V power – 27 Hrs |

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

- Completed In Progress **Building new storage room in loft of main shop**
- Completed In Progress **Cleaning- out storage in conference room and moving to loft.**
- Completed In Progress
- Completed In Progress
- Completed in Progress

Other: *This Month was pretty slow.*

Commercial Marina- Kent Gibson, Harbormaster

Billable Services Performed this Period:

- | | |
|---|---|
| <input checked="" type="checkbox"/> Forklift – 254.50Hrs | <input checked="" type="checkbox"/> Hoist Dock Crane(s) – 1 Hrs |
| <input type="checkbox"/> 30 Ton Hydraulic Crane - <i>Enter #.Hrs</i> | <input checked="" type="checkbox"/> Dock Tie Up – 385.25Hrs |
| <input type="checkbox"/> Launch Tickets - <i>Enter #. passes sold</i> | <input type="checkbox"/> Other (Labor) – Hrs |

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

- Completed In Progress

Completed In Progress

Click here to enter text.

Completed In Progress

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

Forklift usage was down almost 51% from last month's record use and down about 24% over February of last year.

We only had 1 billable hour of crane time in February although we did several eel and crab offloads with the cranes just to fit in the 3 or 4 different buyers we had at the same time. (Expanding the hoist dock and number of swing hoists should be looked at in the future with our increased usage)

Tie-up time was also down about 50% from last month's record use and down 40% over February of 2018.

For Jan/Feb 2019 vs. Jan/Feb 2018, Forklift use was up 38%, Crane up 21% and tie-up time was up 18%

NOAA MOC-P – Jim Durkee, Facility Manager

Special Projects:

Completed In Progress

NOAA Pier Dredging: Dredging project is complete.

Completed In Progress
tabulated.

Camel Backer Pipes & Chains: Bids have been received and

Completed In Progress

NOAA Pier Lighting: Began assembling lights and mounting hardware. Will probably wait to mount in the summer mornings with low wind.

Other:

Vessels Using the Facility Since My Last Report – NOAA vessel Rainier.

Office Occupancy Admin Building – 65 Work Stations Total, 47 Occupied
Warehouse Bldg. – 23 Work Stations Total, 7 Occupied
Occupancy Rate – 61%

Initial work began on the next budget year.

Change of command, Captain Roberts left the CO position to become Deputy Director of Marine Operations and Captain Michael Hopkins took over as CO of MOC-P.

South Beach- Chris Urbach, harbormaster

Boat Launch's for Jan. and Feb. 656 total.

The siding project is complete on the central restroom, Spirits building.

I'm working on getting quotes for painting the central restroom.

The seafood and Wine Festival went good this year with the exception of the removal of the concrete curbs and sweeping of the lot. I look forward to having a follow up meeting with the Chamber to discuss these and other issues.

We changed all the locks out on the old cherry farm office in order to isolate certain areas from others so we can rent them out.

We had our annual line leak test done on the fuel dock lines and we passed with know problems.

We are open for removal of sand from the dredge disposal site.

The Guys continue to replace the site lights in the marina RV Park.

I have been working with the admin. Staff to put together budget numbers for next year's budget.

Port Mates Volunteers

Assisted in cleanup from the Seafood and Wine Festival.

Took pictures of Port personnel for use on the Port's website.

Preparing an interactive exercise for the Aquarium for children over the summer.

\$\$ COST \$\$

PD5 Pedestals/50 amp upgrade

- New service panel, upgrade & replace conductors, remove and mount new pedestals, connect and mount lighting

\$254,000

- Purchase new power pedestals

\$55,000

- ADD 25% for future increases in materials and labor plus contingency

TOTAL: \$386,250

PD7 Upland Utilities

- Replace existing load center

\$115,000

- Additional capacity accommodate more slips and 50 amp service

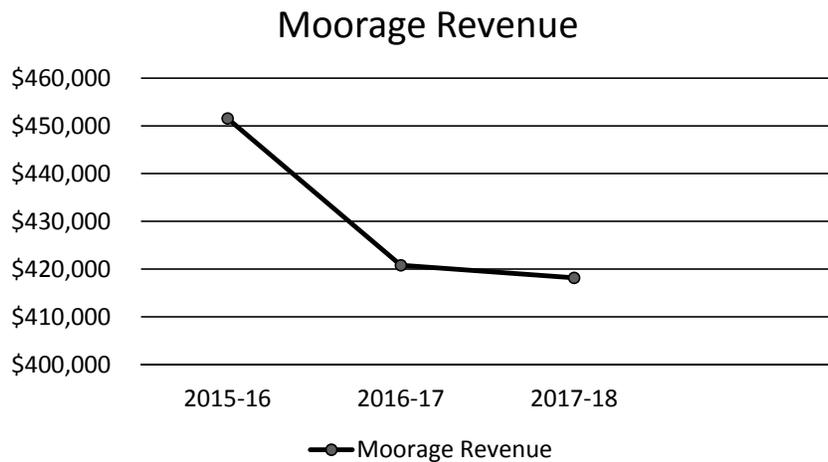
\$100,000

- ADD 25% for future increases in materials and labor plus contingency

TOTAL: \$268,750

HOW TO PAY FOR IT?

Moorage Revenue, Commercial Marina *



* FY 15-16, 16-17, 17-18 audits

Drop In Moorage Revenue**

Accrual Basis

Port of Newport Moorage by Revenue Item Commercial Marina July 2017 through June 2018

Moorage	2017-18	2016-17	2015-16
Annual	\$ 315,199	\$ 286,448	\$ 250,459
Semiannual	7,029	20,344	34,296
Monthly	2,088	1,609	168
Transient - Monthly	44,647	66,209	66,944
Transient - Daily	50,988	63,307	88,468
Refunds, Discounts & Adjustments	(1,777)	(16,116)	11,214
TOTALS	\$ 418,174	\$ 421,801	\$ 451,549

**FY 15-16, 16-17, 17-18 actuals

RATES BROKEN INTO DISCOUNTS

Discount Rates for Longer Term Moorage*

Current Commercial Moorage Rates

per linear foot 2018-2019

daily	\$0.52
calendar month	\$9.50
semi-annual	\$35.00
annual	\$46.00
weekly	\$5.00

Daily x7	Weekly	Discount %
	\$3.64	\$5.00 -37.36%
Daily x30	Monthly	Discount %
	\$15.60	\$9.50 39.10%
Daily x182.5	Semi-Annual	Discount %
	\$94.90	\$35.00 63.12%
Daily x365	Annual	Discount %
	\$189.80	\$46.00 75.76%

*2018-2019 Rate Sheet

RATES SHOULD INCREASE OVER TIME

➤ Last year, the moorage increase was:

Transient - from \$0.50 to \$0.52 (4%)

Monthly - from \$9.00 to \$9.50 (5.6%)

Semi Annual – from \$33.00 to \$35.00 (6.1%)

Annual – from \$44.00 to \$46.00 (4.5%)

OPTIONS FOR MOORAGE INCREASES TO FUND ELECTRICAL UPGRADES

Under this construct, any graduated increases in rates over multiple years would be scheduled from FY 19-20 to the end date, spending would be frozen in the budget at the FY 18-19 level, and the additional revenue from the multiple year increase in rates would be restricted at the Port Commission level. That revenue would be placed in the construction fund, would grow from year to year, and would not be available for other projects. This results in a high degree of certainty that the work would be funded and completed on schedule.

Future Incremental Revenue

Basis: \$418,174.00*

Year	% Change	Cumulative %	Incremental Revenue
1	5.0%	5.0%	\$20,908.70
2	5.0%	10.0%	\$20,908.70
3	10.0%	20.0%	\$41,817.40
TOTAL			\$83,634.80

Year	% Change	Cumulative %	Total Revenue	Incremental Revenue
1	5.0%	5.0%	\$439,082.70	\$20,908.70
2	5.0%	10.3%	\$461,036.84	\$21,954.14
3	10.0%	21.3%	\$507,140.52	\$46,103.68
TOTAL				\$88,966.52

*FY 17-18 Actuals

OPTIONS FOR MOORAGE INCREASES TO FUND ELECTRICAL UPGRADES

Future Incremental Revenue

Basis:		\$418,174.00*	60 ft boat annual \$2760**			
Year	% Change	Cumulative %	Total Revenue	Incremental Revenue	60 Ft Boat Annual	% over previous year
1	10.0%	10.0%	\$459,991.40	\$41,817.40	\$3,036	10.0%
2	20.0%	30.0%	\$543,626.20	\$83,634.80	\$3,588	18.2%
3	35.0%	65.0%	\$689,987.10	\$146,360.90	\$4,554	26.9%
TOTAL				\$271,813.10		
Year	% Change	Cumulative %	Total Revenue	Incremental Revenue	60 Ft Boat Annual	
1	10.0%	10.0%	\$459,991.40	\$41,817.40	\$3,036	
2	20.0%	32.0%	\$551,989.68	\$91,998.28	\$3,643	
3	35.0%	78.2%	\$745,186.07	\$193,196.39	\$4,918	
TOTAL				\$327,012.07		

*FY 17-18 Actual

** 2018-2019 Rate Sheet

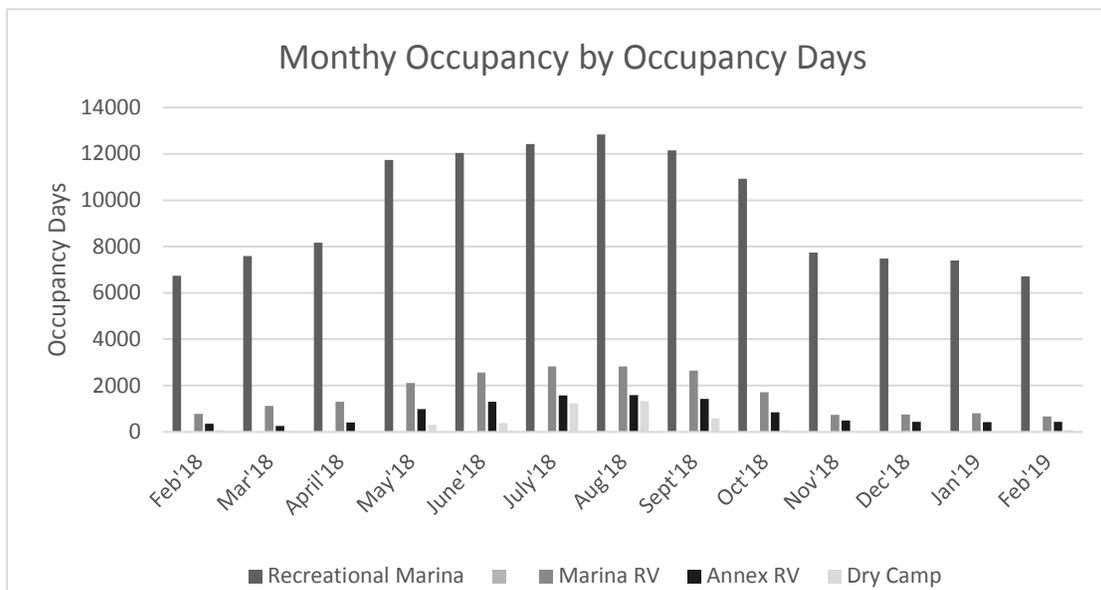
RV PARK & RECREATIONAL MARINA OCCUPANCY REPORT

DATE: 06 March 2019
RE: Month Ending 28 February 2019
TO: Aaron Bretz, Director of Operations
ISSUED BY: Bill Hewitt, RV Park Supervisor

February 2019 was a busy month at the South Beach operation due to the annual Wine and Seafood event. Our February 2019 numbers were pretty similar to February 2018 numbers. We were down slightly in the Marina, the Marina RV and dry camping and up slightly in the Annex. The poor weather put a damper on our February numbers. On a positive note our year to date numbers are ahead of last year in all categories except the Marina which is a little behind last years' number. We have been getting lots of positive feedback about how nice the park looks and the improvements that have been made.

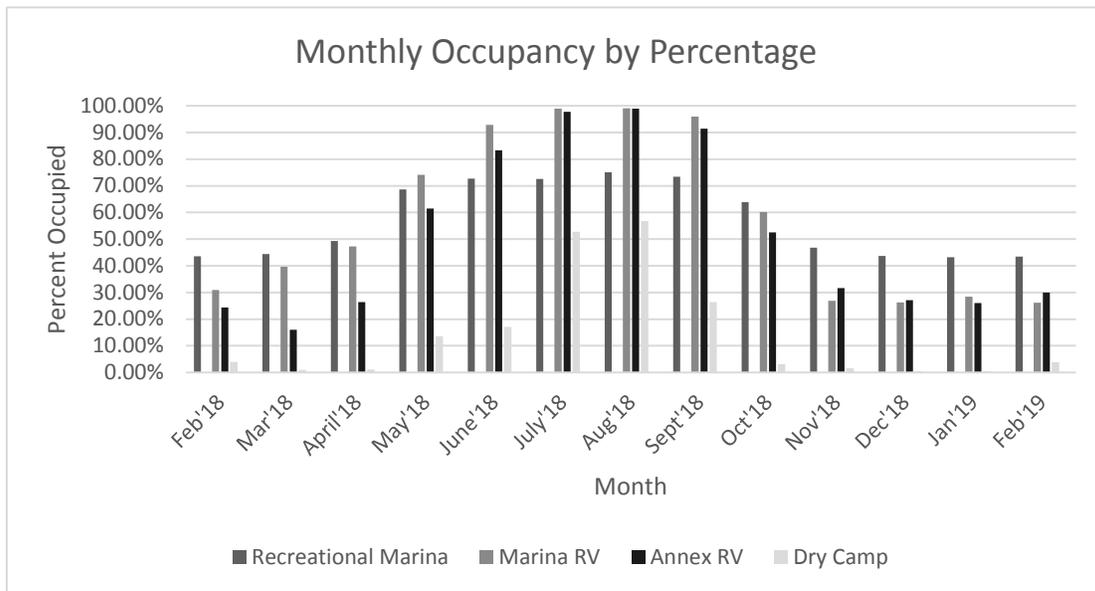
OCCUPANCY DAYS MONTH & YTD

Feb' 2019	2018	2019	Change	YTD 2018	YTD 2019	Change
Recreational Marina	6743	6710	-0.49%	14176	14110	-0.47%
Marina RV	783	674	-13.92%	1238	1484	19.87%
Annex RV	354	436	23.16%	636	856	34.59%
Dry Camp	82	80	-2.44%	91	92	1.10%



OCCUPANCY PERCENT MONTH & YTD

Feb' 2019	2018	2019	Change	YTD 2018	YTD 2019	Change
Recreational Marina	43.63%	43.41%	-0.22%	43.53%	43.32%	-0.21%
Marina RV	30.39%	26.16%	-4.23%	22.80%	27.33%	4.53%
Annex RV	24.31%	29.94%	5.63%	20.72%	27.89%	7.17%
Dry Camp	3.90%	3.81%	-0.09%	2.05%	2.08%	0.03%



GENERAL MANAGERS REPORT

DATE: *March 25, 2019*
RE: *General Manager's Monthly Report – March 2019*
TO: *Port of Newport Board of Commissioners*
ISSUED BY: *Teri Dresler, Interim General Manager*

General Manager Recruitment update

I have been working with George Dunkel of SDAO and Sara Skamser on the negotiations with Paula Miranda. There are a few outstanding items that we are working on as I write this report. I expect we will complete negotiations very soon.

Updated timeline on SBP

- The online comment period on the draft Strategic Plan continues until 4 pm, April 1, 2019;
- We will summarize comments and send those to BergerABAM by April 3;
- On April 8, we will receive the draft Finance plan;
- The Finance plan will be incorporated into the full report and reposted on the website inviting public comments through April 26 at 4 pm;
- Those comments will be summarized and sent to BergerABAM by April 30;
- A final Strategic Business Plan will be posted to the website and in your hands by May 10, 2019.

Director of Finance and Business Services

The position was conditionally offered to Jim Hinkle on Monday. We are conducting background checks at this time. I have discussed this hire with our new GM, Paula Miranda and she is comfortable with the hire prior to her start date.

Budget Committee

As I have updated you the past two months, we have reached out to a number of individuals to locate interested folks to serve on the Port Budget Committee with no avail. In addition, we have posted a notice for the past month on our website inviting interested individuals to contact us. The Committee has three vacant positions now with the passing of longtime committee member Ron Benfield. Fred Postlewait is interested in serving another term. If the Commission chooses to reappoint Mr. Postlewait, he would join Brian Barth and Alan Brown on the Committee. Oregon budget law does allow for the Port to move forward with the budget process without all seats filled.

PNWA mission to Washington DC

Stewart and I attended the mission which was a great opportunity to meet with and hear from Pacific Northwest congress members as well as senators. The main areas of discussion with the elected officials centered around USACE navigation funding and policy, transportation funding and policy, trade & tourism, energy, water, and the environment. The senators and congress members we heard from were generally very supportive of funding and policy that supports ports and other navigational needs in support of cargo movement and commercial/recreational fishing activities.

Upcoming training / meetings of note

Ethics training is this Thursday at noon in this room with Tammy Hedrick from Oregon Government Ethics Commission. I sent you all information yesterday to prepare for the training.

SDAO Board Practices Assessment will be held next Tuesday at noon in this room. The last assessment was conducted in January 2015. Rob Mills an SDAO consultant will be here to lead you through the assessment.