

PORT OF NEWPORT REGULAR MONTHLY COMMISSION MEETING AGENDA

Tuesday, 24 April 2018, 6:00 pm
South Beach Activities Room
2120 SE Marine Science Drive, Newport, OR 97365

- I. Call to Order
- II. Commissioner Changes to the Agenda
- III. Public Comment (3 minute limit per person)
- IV. Consent Calendar
 - A. Minutes
 - 1. Regular Commission Meeting 20 March 2018.....p 3
 - 2. 1st Commission Budget Priorities Work Session 3 April 2018.....p 7
 - 3. 2nd Commission Budget Priorities Work Session 10 April 2018.....p 13
 - B. Resolutions
 - 1. Resolution 2018-06 To Assign Incremental Revenue to the Port of Newport’s Facility Maintenance Reserve Fund (“FMRF”).....p 19
 - 2. Resolution 2018-07 To Repeal Resolution 2017-03 Entitled “A Resolution Creating a Commercial Fishing Users Group Committee”.....p 21
 - C. Financial Reports (1st Calendar Quarter 2018)p 23
 - D. Purchase of Through-Rods for Floating Docks on Port Dock 5p 35
 - E. Lifetime Products Convertible Half-size Picnic Tables/Benchesp 37
- V. Correspondence/Presentations
 - A. Derrick Tokos – Overview and Recommendations of the City of Newport Parking Management Planp 39
- VI. Old Business
 - A. Items Removed from the Consent Calendar
 - B. Information only from Commissioner Jeff Lackey; Rationale for the Board’s Decision to Reject the June 2017 Log Shipping Proposalp 55
 - C. Draft Resolution Setting Rates, Fees & Charges for Fiscal Year 2018-2019.....p 61
- VII. New Business
 - A. Port of Newport’s Public Comment Request Formp 71
 - B. Updating the Strategic Business Plan & Capital Facilities Plan.....p 73
 - C. Transferring Sufficient Funds from NOAA Account #51085 to NOAA Account #51087p 75
- VIII. Staff Reports
 - A. Accounting Supervisor.....p 77
 - 1. March Occupancy Report for the RV Park & Recreational Marinap 79
 - B. Director of Operationsp 83
 - C. General Manager
- IX. Commissioner Reports
- X. Public Comment (5 minute limit per person)

- XI. Calendar/Future Considerations
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|---|--------------------|
| Loyalty Days Carnival | 3 May – 6 May 2018 |
| 1 st Budget Committee Meeting; 6:00 pm | 8 May 2018 |
| 2 nd Budget Committee Meeting; 6:00 pm (if needed) | 15 May 2018 |
| Regular Commission Meeting | 24 May 2018 |
| Newport Marathon | 1 June 2018 |
| Public Hearing & Adopt Budget Resolution; 6:00 pm | 26 June 2018 |
| Regular Commission Meeting | 26 June 2018 |
- XII. Adjournment

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

The Port of Newport South Beach 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>

PORT OF NEWPORT MINUTES

20 March 2018

Regular Commission Meeting

[Due to technical difficulties, the audio recording is not available for this meeting.]

I. CALL TO ORDER

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

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

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

Members of the Public and Media: Rex Capri, Newport citizen; Jim Cline, Rogue; Tim Horgan, Pacific Seafood; Pat Ruddiman, ILWU; Yale Fogarty, ILWU; Jack Wallbel, Rogue; John Moody, Pacific Shrimp; Doug Cooper, Hampton Lumber; Tracy Burchett, ILWU; Josh Hulsey, Pacific Seafood; John Buxley, Pacific Seafood; Jan Stein, Pacific Seafood; Ed Backus, CFA LLC; Dietmar Goebel, Newport City Council.

Note: not a transcription

II. INTRODUCTION AND WELCOME TO DOUG PARSONS, GENERAL MANAGER

Patrick-Joling introduced Parsons. Parsons thanked everyone for the warm welcome he's received and said he is excited about the position. He commented that the day before his start date, he sat in on a staff budget preparatory meeting, which included all direct reports. He mentioned that he told his wife that evening that it was a most pleasant surprise there were no bad eggs; everyone was focused, enthusiastic and had great ideas. Parsons said this will make his job much easier. Parsons felt that the previous General Manager did a good job pulling a team together. Parsons said he would be happy to address questions.

III. CHANGES TO THE AGENDA

There were no changes to the agenda.

IV. PUBLIC COMMENT

Horgan of Pacific Seafood said he had spoken with Heather Mann who recommended he come to the Port Commission Meeting. Permacold said the ice system at Hallmark was not safe, so they don't anticipate operating it this year. If people are willing to accept the risk, they can operate the system. There may also be an option to put ice at the dock. In the long term, Pacific Seafood will be building an ice house.

Capri said he wanted to address the International Terminal (NIT). He said some mistakes were made. The previous General Manager was fired and it took 7 ½ months to find a new one. Second, The Teevin contract was dropped without renegotiation. Third, the Midwater Trawlers Cooperative (MTC) was asking for an unreasonable amount of time and were asking for more influence than they should have. This has culminated in chasing away potential shipping users at NIT. Capri said that the two new Commissioners have a conflict of interest because of their association with MTC and should step down from discussions about NIT use or policy.

Capri said that the taxpayers accepted a debt of \$25MM in 2006 to renovate NIT in the hopes of diversifying, creating economic opportunities, and opening new jobs. The NIT rebuild was completed in 2013, but there have not been any new users. He hoped that the Board will aggressively look for new potential users of the facility. Capri welcomed Parsons, and said he hoped he would put the community first and foremost.

V. CONSENT CALENDAR

- A. Minutes
 - 1. Regular Commission Meeting 27 February 2018
 - 2. Commission Work Session 27 February 2018
 - 3. Commission Executive Session & Special Meeting 5 March 2018
- B. Special Use Permits
 - 1. Davis Shows – Newport Loyalty Days Carnival
- C. Resolution 2018-04 Naming a Registered Agent
- D. Resolution 2018-05 Designating Bank Accounts and Authorizing Check Signers

A motion was made by Chuck and 2nd by Lackey to approve the Consent Calendar. The motion passed 5-0.

VI. COMMITTEE REPORTS

- A. Commercial Fishing Users Group Committee
 - 1. Special Meeting Minutes (draft) 23 February 2018

There was no discussion on this item. Heather Mann’s report was presented at the last Regular Commission Meeting.

VII. OLD BUSINESS

- A. Items Removed from Consent Calendar

There were no items removed from the Consent Calendar

VIII. NEW BUSINESS

- A. Introduction and Discussion of Proposed Rates, Fees & Charges FY 2018-2019.

The proposed Resolution was included at the meeting as an Addendum to the Meeting Packet. Parsons said that he and staff had worked on updating the rates, fees and charges. He had received feedback from the community that this needed to be done. Parsons said he tried hard initially to put rates in line with competitors, including the Port of Astoria, the Port of Coos Bay, and ports in Washington of similar size. Some of the numbers were a significant increase. Parsons said there was not enough time to adequately review comparable RV Park fees. He said this would be looked at in more detail later. The NIT rates had been developed with help from an attorney familiar with rates in the Portland area. Parsons said these were left as they are for now, and would be developed as things go along. Parsons said he would like to see a nice balance of different clients at NIT year round. Some of the fees that show a large percent increase were smaller dollar amounts. Patrick-Joling asked if the proposed Resolution had been posted on the website. Hewitt said that was done. Patrick-Joling said the Commission would need to review the document since it was just presented at the meeting. This could be added to the Budget Priorities Work Session on 3 April. Hewitt will send the proposed Resolution to the Budget Committee.

IX. DEPARTMENTAL REPORTS

A. February South Beach Occupancy Report

There was no discussion on this item.

B. Director of Operations

Bretz referred to the staff report included in the Meeting Packet. He said that this may be the best year ever for the hoist dock. Lamerdin asked if Bretz had priced out replacing the hoists. Bretz said he was looking into that. Lamerdin said he had heard of potential issues, so it would be valuable for the Commission to have an idea of what it would cost to replace the hoists. Bretz also identified this as a recommendation for capital improvements along with an electrical upgrade. Crane 3 is functioning, but there is a problem with the rotating base that get it hung up. Some of the electrical issues have to do with overload. More electrical capacity and permanent lines are needed. The electrical conduit that supplies power has some large junction boxes that can get submerged at high tides. Bretz said it will be a priority to get those boxes moved, but it is challenging. Moving them on top of the pier would make them a risk from forklift traffic. They can be moved underneath the pier.

Lamerdin asked about the status of the dredge spoils dumped on the mitigation eelgrass issue with the Army Corps of Engineers. Bretz confirmed he had contacted them by e-mail including photos, but he has not yet received a reply. When tides make it possible, additional photos will be taken to track progress.

Lamerdin asked about the status of the leases review by Todd Kimball. Parsons said he had already started reviewing the leases. He will meet with some of the tenants and has been cleaning up some of the lease folders. Parsons said he planned to work with a real estate agent regarding comparables. Lamerdin said he has not seen a complete list of leases with their terms and rates. This would help with identifying potential revenue generating sources. Harris will provide information. Lamerdin said he had previously requested that Todd Kimball review the leases. Parsons said since he has to review them, he will identify issues that need immediate attention. Bretz confirmed that he would have informed the Commission if there had been significant problems. Patrick-Joling said this would fall within the purview of the General Manager to handle. Parsons said he is also looking at profit centers. For example, separating the RV Park from the Marina, and grouping the Port's property leases together as a separate profit center because they have similar characteristics. Grouping by geography can lead to some confusion. Lamerdin said he would look at the information provided, and leases would be discussed at future meetings.

X. COMMISSIONER REPORTS

Skamser addressed comments made by Capri. Skamser said she has been at the Port for a long time and is keenly aware of the burden the taxpayers are carrying. She was here when shipping was going on in the 1990's, which did not generate enough money to maintain the dock. Skamser said it was disingenuous to pick out MTC. Heather Mann is the Chair of the Commercial Fishing Users Group Committee (CFUG), and agreed to be open minded in that capacity. CFUG is made up of special interests of the entire fishing community. The robust discussions are a refreshing change that will bring about diversity. Shipping interests have not come to Commission meetings, and the previously proposed agreement with Teevin was not a good deal for the Port. Skamser said she is interested in seeing shipping and diverse use of NIT. There is not a lot of land for shipping. She did not want the taxpayers to be misled. Skamser said Evan Hall had made a presentation and discussed an overview of possibilities for Rondys development. She was encouraged by the engagement of all Committee members in the discussion and the attendance at the meeting, which lasted three hours. People are looking at their business plans for the future.

Patrick-Joling said she met with Representative Kurt Schrader at a round table discussion. She learned that the City of Newport was going after the fire boat and was applying to Homeland Security. The Port will have to assist. Patrick-Joling reminded the Commissioners of the upcoming deadline for SEI filing. She said that she and Parsons will be meeting with Representative David Gomberg on Friday and will attend a transportation meeting with Oregon Cascades West Council of Governments. Lamerdin requested a copy of the agenda for the OCWCOG meetings. Patrick-Joling said that may be posted online.

XI. CALENDAR/FUTURE CONSIDERATIONS

1st Commission Budget Priorities Work Session	3 April 12:00 pm
Pacific Coast Congress Spring Conference, Port of Coos Bay, OR	17 April – 19 April
2nd Commission Budget Priorities Work Session (if needed)	10 April 12:00 pm
Regular Commission Meeting	24 April 6:00 pm
May Loyalty Days Carnival	3 May – 6 May
1st Budget Committee Meeting	8 May 6:00 pm
2nd Budget Committee Meeting (if needed)	15 May 6:00 pm
Regular Commission Meeting	22 May 6:00 pm
Newport Marathon	2 June
Public Hearing & Adopt Budget Resolution	26 June 6:00 pm
Regular Commission Meeting	26 June 6:00 pm

There were no changes to the Calendar/Future Considerations.

XII. PUBLIC COMMENT

Fogarty commented in response to Skamser that shipping did make money, which the Port used to maintain other facilities. Port infrastructure is failing, and the Port needs to make a return on its investment in NIT. Fogarty said he respected fishermen and they do need to be at the Port, but fishing cannot fund what’s needed to maintain facilities. NIT use needs to be diverse. Interest in shipping has been expressed from some lumber interests and some different proposals from Teevin. Cargo is revenue. The fishermen will benefit from the revenue from shipping in the upkeep of Port facilities. Fogarty said it is Parsons’s job to figure out a plan that will work for everybody.

XIII. ADJOURNMENT

Having no further business, the meeting adjourned at 6:40 pm.

ATTESTED:

Patricia Patrick-Joling,
President

Stewart Lamerdin, Secretary/Treasurer

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PORT OF NEWPORT MINUTES

3 April 2018

Commission 2018-2019 Budget Priorities Work Session

This is not an exact transcript.

I. CALL TO ORDER

Commission President Patricia Patrick-Joling called the Commission Budget Priorities Workshop of the Port of Newport Board of Commissioners to order at 12:00 pm at the South Beach Activities Room, 2120 SE Marine Science Dr., Newport OR, 97365

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

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

Members of the Public and Media: Pat Ruddiman, ILWU; David Jincks, F/V Sea Dawn; and Rex Capri, Newport citizen.

II. FISCAL YEAR 2017-2018 AUDIT REPORT, INCLUDES AUDITED FINANCIALS

There was no discussion on this item.

III. RESOLUTION SETTING RATES, FEES & CHARGES (REVIEW ONLY)

Parsons said he had surprisingly received comments from the public, which included commercial fishermen thanking the Port for proposing a rates increase to better address the Port's infrastructure needs. Patrick-Joling referred to page 57, item 4(G)(2), and asked to include a Military Veterans' discount for a Recreational Marina Annual Launch pass, and later pointed out there is a distinction between active duty, veteran and disabled veteran personnel. Parsons said he would implement this change, having no disagreement from the Commission. Patrick-Joling also said the RV Park surcharges seemed low. Parsons said he agreed, but added that two sections of the Rates, Fees and Charges have not yet been addressed: the International Terminal and the RV Park. He said he wanted to do this more thoroughly and will suggest proposed changes at a later date. Staff has made some changes but it needs fine tuning. Lamerdin asked if public comment will be asked for before passing those proposed rate changes, to which Parsons replied yes. Patrick-Joling said that usually substantial rate changes are presented at two meetings. Hewitt said that changes to the RV Park rates generally don't take effect until October 1st. Skamser confirmed that other rates will take effect on July 1st. Lamerdin asked why all rates did not change with the fiscal year, and suggested that might be simpler for everyone if all changes took effect at once. Parsons said that the Rates, Fees & Charges were required to be reviewed at least once a year, and he did not think adoption of the Resolution should wait for other sections of the rates to be reviewed. Harris said all changes were placed in the 2018-2019 budget to project revenue. Parsons said that the Resolution Setting Rates, Fees & Charges would be put to the Commission for vote in its entirety in June after public comment and Budget Committee input. Future adjustments could be made by the General Manager or by resolution. Patrick-Joling referred to page 58, Section 5(E) Pet Fee. She thought something could be added about service animals. She also referred to Section 5(F), individual fee, as possibly a way to control the number of people in a single space at the RV Park and whether it would encourage/discourage large parties. She suggested this was something to think about.

Skamser referred to page 53, Section 1 Service Rates. She commented she did not see the Terminal hoist docks listed. Parsons said use of the Terminal hoist docks was charged at an hourly rate. If it was at the Port's convenience that boats were sent to the International Terminal, they would be charged at the Commercial Marina rates for the hoist dock. Parsons said he would make a note of this. Skamser asked about the NIT only fuel surcharge on page 53. Bretz said that at Port Dock 7 there was a fuel dock, but fuel would need to be brought in by truck at the Terminal. NOAA's charges were part of their lease terms. Jincks said that the fuel company does surcharge at the International Terminal; there is only one truck certified to pump over the rail. Lamerdin asked for a rough estimate of the revenue from the fuel surcharge. Jincks said it is usually \$8K - \$9K. Skamser referenced item L. Gear Work on page 54, and asked why it was short term only at the International Terminal. Parsons said that was to differentiate from storage fee. Patrick-Joling said to delete short term only. Bretz said he believed there should be some discussion about a time limit and he will research the issue. Chuck said a reason it was short-term is because if it weren't the area would not be leasable. If the area is used long term, the lease rate would be \$2K per week. Patrick-Joling suggested there could be a better explanation. Jincks added that short-term included an understanding that no one would leave their gear and go shipping for a week. Parsons agreed he could work on clarity. Skamser asked how item O. Disposal fees was quantified. Bretz said it was weighed on the truck. Lamerdin said the Port could order a dumpster and users could pay whenever filled. Skamser asked if garbage charges were paid at Port Dock 5. Bretz said there was no individual charge. The garbage gets emptied daily by Port staff. At the Terminal there are larger scale vessels, which can generate a significant amount of garbage. Harris said he has not seen revenue for this item. Parsons suggested the Port could charge cost plus a 5% administrative fee. Skamser then referred to Section 3, and asked if the dockage rate for shipping vessels was addressed in item 15, Exceptions for certain vessels. Bretz said the tariff was updated in 2014 and included a list of stipulations to meet before using the charge of \$0.80/ft/day. Patrick-Joling asked that information to be sent to the Commissioners. Chuck stated that the excepted vessels needed to be ≤ 200 ft. and not loading/unloading cargo or people. This was from Section II Chapter 14 in the Tariff. Chuck said that when the outside attorney reviewed this in 2014, the rate was increased from \$0.40/ft/day to \$0.80/ft/day.

Skamser referred to the parking pass rate, and said there was a profound increase from the current \$22.00/year. Parsons pointed out that the \$22.00 rate was only \approx \$0.085 per day. Another parking item up for budget decision was adding public parking with a key-card system in the gravel area between the Yacht Club and the Port office. Chuck said this lot had a drainage ditch in the middle for storm water. Parsons said he would be discussing this with Spencer Nebel, Newport City Manager. Skamser said that the Port paid the Maritime Museum \$1/year to lease their parking area. Parsons said the Port also leased a small parking area from Local Ocean. Jincks said that he doesn't know of any ports that charge for parking. The reason the Port charged a fee was to keep up with costs related to the Parking District. He said the proposed charges are ridiculous. Patrick-Joling said parking fees would need to be discussed. Parsons said he would be discussing this with Spencer Nebel, Newport City Manager, and Derrick Tokos, Newport Director of Community Development.

Lamerdin asked if staff had looked at maintenance costs for equipment and included that and depreciation in the proposed rates. Bretz said the Port had considered a quote for comparable cranes, a 20-25 year life, the future value of money, and annual maintenance charges in consider that rate to make sure the fees cover costs. Staff also considered last year's revenue and costs. Lamerdin said it would be helpful to see these numbers in terms of use on an annual basis. Bretz said he had looked at cranes and hoists, but needed to do more evaluation on forklifts. Jim Durkee had done some work on these evaluations last year. Bretz said he could format the information and send it out. He added that ideally there would also be an analysis of the docks and trucks, but he did not have all of that yet. Lamerdin said he would like to see what's been done.

Lackey said he had a potential conflict of interest because his father-in-law owns 2 commercial fishing vessels. He wanted to follow up on what principle was used to adjust rates. It maybe depreciation, charges behind other ports, infrastructure needs. He would not want to raise rates to the point where it would have an adverse effect on business. Lackey asked if Parsons was trying to build in revenue for infrastructure replacement and asked if

money would be set aside or go into the General Fund. Patrick-Joling said some of that would be discussed when looking at project priorities. Harris said that budget transfers could be made for these projects. The Port wanted to get positive income at the end of the year.

Parsons said he had heard loud and clear that he had a mandate to make the Port profitable and sustainable. In his analysis he looked at the top ten items that produced about 90% of the revenue. He took these ten items, applied the proposed rates, and calculated incremental projected revenue. His initial calculations indicated there would be about \$850K more in profit, which would be a big shot in the arm for the Port and would allow the Port to do capital maintenance and repairs, as well as grant matching. He later said that was a preliminary estimate, and actual incremental revenue may be more or less. He was looking at the big picture assuming that the Port's usage would be the same as this past year. Lackey suggested that overarching changes that significant may require more analysis and communication. Parsons said many days of staff time were given to develop the numbers, factoring in the foreseen impact of changes. Lackey said if there were an additional profit of \$850K he wanted to make sure where that was going. Harris referred to the work done by Todd Kimball analyzing the Port's finances, including a schedule that took into consideration infrastructure over 20 years. Parsons asked if Lackey wanted information on specific items or maintenance in general. Harris said funds could be designated for individual pieces of equipment, but that system was not yet in place. Lamerdin asked if the price per pound for off-loading catch would be addressed. He did not want the Port to leave money on the table by not setting up a system for getting these funds; he did not want the Port to lose a revenue opportunity. Parsons said he had discussed this with Bretz but the issue needed more research. Bretz said the Port needed to make sure it was charging for the use of the facility and for wear and tear on the pier at the hoist dock.

Lamerdin asked if there were any changes to the insurance rates in Section 8, page 61. The rates seemed low to him, especially for pollution coverage. Parsons said that would be reviewed. Chuck asked that the terms for item L. Gear Work on page 54 be made clearer about the lot use and labor charges if Port staff is needed. Chuck added that the hoist dock was repaired 3 years ago and was given a life estimate of 5 – 10 years. He said he agreed with Lackey that an increase up to 50% in one year was quite a jump. He suggested sending someone out to talk to the fishermen. Also, he suggested reviewing the Port's permits at the Terminal regarding unloading, particularly the DEQ 1200Z stormwater permit, and consider purchasing another forklift. Parsons said that would be reviewed.

IV. RESOLUTION TO INCREASE THE GENERAL MANAGER'S SPENDING LIMIT FROM \$5,000 TO \$10,000, AND TO SET THE DIRECTOR OF FINANCE'S SPENDING LIMIT TO \$5,000.

Patrick-Joling said she had no problem with the proposed increase. Parsons said this amount corresponded with the State limits. He also said that he had increased Bretz's spending limit to \$2,500. If the expenditure was in the budget, that could be run by Parsons. Skamser said she had talked to ex-Commissioners about how many times there would be a need to write a check for more than \$10K. Patrick-Joling said if Parsons continued with his weekly update, the Commission would have a good feel for what was being spent. If needed, the Commission could hold an emergency meeting. Chuck said he would like to have a cap. Parsons said it would be reasonable to use appropriated funds that were already in the budget. If there were a new item, it would be brought to the Commission. These would usually be capital items. Patrick-Joling said if expenditures over \$5,000 were not in the budget then Parsons could come to the Commission. Parsons agreed he didn't think he should have the ability to overspend. Lamerdin asked if there was a rough idea how often there was a need to spend more than \$5,000. Patrick-Joling recalled a time that Bretz found a broken line that could have well exceeded \$5,000 to fix but needed to be done quickly. Chuck said he was fine with a spending limit of \$5,000 and three passes. Lamerdin said he needed more information about why the requested spending limit was \$10,000. Parsons said Harris would review the last three years' records, and Parsons would get back to the Commissioners.

V. PERSONNEL EXPENSES

Harris distributed a spreadsheet with recommended personnel services numbers, which is appended to the meeting packet. He said he went through and updated the wage steps. This was not yet available but would be mailed out to the Commissioners. Parsons said Port staff had been given raises in November 2017 because of a number of factors, two being recommendations from Cardinal Services and Todd Kimball, as well as the need to retain current personnel. Without the increase, temporary staff would have to be paid more than permanent staff. There was room in the budget for these increases. Skamser said she agreed staff was low paid, and asked who was considered administration. Parsons said that was the Directors and accounting staff. There will be more detail in the budget documents. He said the adjustments in November were made to maintenance and medium-level staff, and two new maintenance hires. There were a number of staff members whose wages were not addressed. Parsons said he was intending to make some changes. For one, he planned to move employee evaluations to November/December with any raises effective January 1st. He also suggested a Cost of Living Allowance (COLA) adjustment take effect January 1st. Lamerdin said it seemed rational that wage changes would be based on the fiscal rather than calendar year. Parsons said this would give more time to perform more thorough employee evaluations since it wouldn't be properly accomplished at the same time budget information was being prepared due to limited staff resources. Numbers would still be reflected in the budget. Making this change would better spread out the work load.

Also related to pay, Parsons said currently staff is paid once a month, with some taking a mid-month draw. Since mid-month draws would also need to be submitted to ADP to deduct withholding taxes as a result of recent State regulations, the Port will go to bi-monthly pay for all staff on the 1st and 15th of each month. He added this idea was well received by staff.

VI. PROJECT PRIORITIES

Parsons referred to the information handed out at the meeting, appended to the meeting packet. The first page showed capital projects for the remaining three months of the current fiscal year. The next page showed recommended capital projects for the short term, followed by recommendations from department heads. Patrick-Joling said the Commission would have to review these priorities at another session. Chuck said to make sure that \$2MM was transferred back into the NOAA fund before budget calculations. Harris said it was budgeted for the current fiscal year but was not transferred from NOAA to the General Fund. Parsons noted there was a lot of concern about possibly borrowing money from the NOAA fund and later putting it back. There were plans to transfer an additional \$200K into the NOAA maintenance fund from the \$1.9MM NOAA money market account. Parsons said he had discussed this with Patrick-Joling and understood this was within his authority. His signatures have not yet cleared at Umpqua Bank. It is more difficult to remove money from the NOAA money market account, which is at a separate bank from that used for most of the Port's accounts. This money would still be in NOAA funds. Chuck said the \$1.9MM was intended to be kept until the lease comes due and should be kept sacrosanct. Parsons said the money could only be used for NOAA. It will still be earning interest when moved within the NOAA account. Patrick-Joling said Todd Kimball had not revisited his estimate regarding the maintenance reserve fund after taking other things into consideration. Lamerdin said he wanted to be sure the Port would not lose interest revenue. If there was no change in the money, he asked why it should be done. Parsons said it would make the public aware that they were doing something to address this item. Skamser said it was a recommendation from Todd Kimball. Patrick-Joling said any spending would need to be brought to the Commission ahead of time. Lackey said, in general, written information is helpful ahead of time. Patrick-Joling said the Commission needed to consider project priorities and a possible goal setting session.

Chuck asked if the projects were in order by recommended priority. Bretz said they were. Parsons said he was asking the Commission to comment with their suggested priorities. Parsons asked the Commissioners to recall his presentation regarding NIT, which included a detailed SWOT analysis. With staff, he was taking the next step and doing a SWOT analysis for each of the Port's profit centers. He had split up the SWOT analyses between Bretz' staff and Harris' staff, and Hewitt will add them to the presentation. He will provide that to the Commission soon as a starting point for goal setting. Patrick-Joling said she would call Parsons to set up a date for a Work Session.

Patrick-Joling said the Commission needed to reach a consensus on a press release about Parsons. If the Commissioners agreed, she would work with Lackey to get some information out. This will be mailed to the Commissioners individually.

VII. PUBLIC COMMENT

Jincks said he appreciated the opportunity to comment during the meeting. He said overall he approved of what Parsons was doing, but the parking fees would go over like a lead balloon. The Port needs to look at where the funds are going. The maintenance reserve fund is “wishy-washy”. Same with replacing equipment. On personnel pay, Jincks said he believed in good pay but hoped the Port did not go back to COLA adjustments. He supported an incentive based pay scale. Parsons said the increases were split evenly between COLA and performance incentives so that personnel were not going backwards in pay, and could get increases based on their performance. Jincks said no one used COLA anymore; clothing and healthcare increases were included in COLA, and these items are paid for by the Port.

VIII. ADJOURNMENT

Having no further business, the meeting adjourned at 1:53 pm.

ATTESTED:

Patricia Patrick-Joling, President

Stewart Lamerdin, Secretary/Treasurer

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PORT OF NEWPORT MINUTES

10 April 2018

Commission 2018-2019 2nd Budget Priorities Work Session

This is not an exact transcript.

I. CALL TO ORDER

Commission President Patricia Patrick-Joling called the 2nd Commission Budget Priorities Work Session of the Port of Newport Board of Commissioners to order at 12:00 pm at the South Beach Activities Room, 2120 SE Marine Science Dr., Newport OR, 97365

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

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

Members of the Public and Media: Dennis Anstine, Newport News-Times; Yale Fogarty, ILWU; and Dietmar Goebel, Newport City Council.

II. PUBLIC COMMENT

Fogarty said he believed the Tariff to be fairly old, last updated 4 – 5 years ago. He suggested a simple increase across the board so that any negotiations with potential shippers would be based on updated rates.

III. RESOLUTION SETTING RATES, FEES & CHARGES (REVIEW ONLY)

Parsons said the document in the Meeting Packet was the same that was presented last week, but comments from last week and this meeting would be integrated in another draft. In the next draft, the changes will be highlighted in gray. Parsons said that Chuck had provided helpful feedback on the rates and capital priorities, much of which would be reflected in the next drafts. Parsons pointed out some of the changes noted from past discussions that will be addressed in the next draft. Parsons referred to page 5, Section 2(B), Bay Front Charges: Parking Permit. He said he added a quarterly rate so that fishermen would not be impacted as much if they only need a permit for one season. Parsons said that there was ongoing discussion about Section 3(C)(15) Exceptions for Certain Vessels in the Terminal Tariff. In Section 4(G), Launch Fees, a separate fee for disabled, retired or active Veterans with an id card will be added, which will have the lowest rate of \$50/year. In Section 7(P), “overhead” will be changed to “Administrative Fee.” An updated draft may be on the website as early as tomorrow.

Skamser commented that the parking fees are too high. Parsons said he would be reducing the annual rate for commercial fishermen to \$325, so that the commercial rates for a quarterly/semi-annual/yearly permit would equate to \$3.00/\$2.50/\$2.00 per day, respectively. Chuck asked if the Bay Front also

included the proposed fenced in property. Parsons said that area would be available for public parking and commercial fishermen parking. Staff had also discussed parking at South Beach. Parsons said he had also discussed with the City about possible solutions to Bay Front parking. He had met with Spencer Nebel, City Manager, and will meet later in the week with Derrick Tokos, City Director of Community Development. Skamser said she had received feedback from some fishermen who said they wouldn't buy a parking permit at the proposed rates, and they don't understand why the rate is so high. She added that some deckhands don't have a lot of money. Patrick-Joling said that if after a month of the implemented changes, they could change the rates if it wasn't working out. Parsons said that rates could be changed at any time, for example rates for the RV Park are being researched. Parking fees can be addressed later if necessary. Skamser said it was good that people were speaking up. Patrick-Joling said the press release included that the rates were being updated. Skamser said there were so many changes; she would like to talk with people in the different profit centers. Patrick-Joling said she would prefer questions to go to Parsons first who then can direct if needed. Patrick-Joling said she is making notes that she will bring to Parsons. Parsons commented that this draft resolution is a dynamic document. Lamerdin asked if Parsons had approached Heather Mann, Commercial Fishing Users Group (CFUG) Committee Chair, about the commercial rates, or if he asked for feedback from CFUG. Parsons said he would be meeting with Mann, asking her opinion both from the perspective of CFUG and the perspective of the Mid-Water Trawlers Cooperative (MTC).

With regards to the proposed increases at the RV Park, Chuck suggested soliciting comments from Good Sam. The Good Sam organization has considered it a cause for a lower rating that the Port RV Park does not have a pool, for example. Parsons said the Port is ordering 95 half-size picnic tables that convert to benches, on which he got a large discount (\$230/each reduced to \$160/each), which will also include spare parts kits and the option to order at the same price in the next fiscal year. These will not go in every site, but it will be a positive visual change. Lackey asked if there was a target date for approving the rates. Hewitt said that is generally done at the May Regular Monthly Commission Meeting to go into effect on July 1st. Skamser said she was overwhelmed and would like to have the Commission discuss this further. Lamerdin said the Budget Committee review would be important to have in informing that discussion. Patrick-Joling said the Budget Committee would have one or two meetings, then the final discussion would happen at the May Regular Monthly Commission Meeting. She suggested that Commissioners email Parsons directly with any comments. Parsons said he has provided information to the Budget Committee and will provide more when available. Goebel asked if the Parking Permits in the proposed rates resolution were for parking on Port property. Parsons said yes and he will discuss with the City regarding their planned rates for people using street parking. The public parking at the Port would accommodate 30 → 40 cars, and the Port plans to use a fence and keycard system. This will be available to anyone, and Parsons expects this would be used principally by Bay Boulevard business owners and their employees.

IV. MOTION TO INCREASE THE GENERAL MANAGER'S SPENDING LIMIT FROM \$5,000 TO \$10,000

Patrick-Joling said that Parsons had sent an email to the Commissioners with respect to last week's discussion which was included as an addendum to the Meeting Packet for this meeting. Harris had reviewed figures from the accounting records. Currently, if a purchase order, bill or contract goes over \$5,000, it is part of the Consent Calendar unless it was pre-approved. Since the Commission meets once a month, this could mean a delay of four weeks before issuing a payment. Increasing the spending limit

could help eliminate extra staff tracking time. The numbers in the email included checks based on purchase orders and contracts. Parsons suggested the increase would serve to help with congestion but will still keep Commission control. Lamerdin asked if any vendors had expressed displeasure. Harris said that staff had received calls asking about the status of payments, but he was not aware of any late fees incurred. Skamser asked what would happen if equipment needed to be fixed that what not already in the budget. Bretz suggested the Commission approve a “not to exceed” amount. Chuck asked how many bills over \$5,000 were not expected or contracted. In the past, Port management had a spending limit of \$5,000 with up to 2 or 3 items up to \$10,000. Lackey said he could see both sides. Patrick-Joling said with the weekly reports she feels there is real transparency and has trust in Parsons, and would not have a problem increasing the spending limit to \$10,000. Lackey asked if this had been an issue. Parsons said has not run into it yet, but based on the information provided by Harris feels that the authority is needed to be more efficient and address larger issues. Patrick-Joling said this would help get things paid in a timely manner. Lamerdin said he doesn’t see the current limit as that big of a problem. Bretz said this could come up when something breaks and the immediate need was not pre-approved. Harris confirmed that payments for previously approved contracts do not have to come back to the Commission. Some projects that exceed \$5,000 are not under contract, for example the recent paving at NIT was a pre-approved project, but the contract itself was approved as a consent calendar item. Skamser said it was helpful to have heard from accounting to clarify the difference between contracts and approved capital projects without a contract. She saw no reason to bog down the bookkeeping. Lackey asked about how much the paving cost; Bretz replied it was about \$12K, so it would have come up anyway on the consent calendar. Lackey asked if the Commission would approve a compromise. Patrick-Joling felt comfortable with the \$10,000 limit that corresponds with Oregon statutes in order to make things go more smoothly. Chuck suggested putting off the decision until the next Regular Monthly Meeting in order to find out how many times it would have stopped something from happening. Lackey said he did not want to create more work. Parsons said it was a matter of principle. He was tasked with trying to turn the Port around and put it in a good financial position. He would like to get this done and move forward. Skamser said she thought this was a sign of the times and a trust issue; she did not want to stay in the same rut. Patrick-Joling said Parsons had been very forthcoming with information and staff has already put a lot of time into this.

A motion was made by Skamser and seconded by Lackey to increase the General Manager’s signature authority from \$5,000 to \$10,000 with the restriction that no individual vendor may be paid more than \$20,000 within a period of 30 calendar days without the Board’s advance written authorization.

Lackey proposed amending the motion to set the limit at \$7,000 in the spirit of compromise and to move things along. The Commission could increase this limit in the future if necessary. After some discussion, Skamser accepted the amendment.

A motion was made by Skamser and seconded by Lackey to increase the General Manager’s signature authority from \$5,000 to \$7,000 with the restriction that no individual vendor may be paid more than \$20,000 within a period of 30 calendar days without the Board’s advance written authorization. The motion passed 5 - 0.

Parsons said he would pass on additional information to Chuck regarding the typical number of checks per period which have been between \$5,000 → \$10,000.

V. PERSONNEL EXPENSES

Parsons referred to the information provided in the meeting packet. He specifically noted that the overall proposed increase was under 13% for the next fiscal year. Patrick-Joling said this was just for review at this point. Harris clarified the Health Reimbursement Arrangement which covered \$2,500 of the \$5,000 deductible on this plan. In the past this was budgeted at \$3,500. The number could increase if more employees needed to use this. Harris said he had looked at a 5 year history and used the average times the number of employees within each profit center to come up with that number. Skamser asked if new hires were reflected in the proposal. Parsons said recent hires and projected new hires were included. The Director of Engineering (DOE) would be a new position. That person would be used to tackle some of the in-house projects that are currently contracted out to engineering firms, for example identifying the scope of work for the seawall at Rogue. Permits, compliance, mitigation and grant writing would also be part of the job description. The budget range would be the same as the other Directors, but for 2018-2019 the budgeted amount would be for a half year. Parsons said another position added would be a “handy person”, which would be a minimum wage position doing jobs throughout the Port but with a desk at the Terminal. Skamser asked if the DOE would be filled with Board oversight. Parsons said he understood that the General Manager would deal with personnel. Lamerdin noted that that the total increase in personnel services would be roughly \$200K. He commented that the Board would approve the budget, but Parsons will handle personnel. Patrick-Joling said changes could be made in the budget review process.

Parsons reminded the Commission of Todd Kimball’s previous report that compared the Port’s personnel services as a percent of total revenue in comparison to other ports, which showed the Port of Newport at the bottom. Parsons said he proposed increasing this percent for personnel compensation from 21% to 27%. This would still be low compared to other ports but would be making progress. Lamerdin suggested a balance between hiring new employees and retention of current staff. Parsons said the Port of Newport is in a special position. Staff that has been with the Port want to be here for different reasons than wages, but it is not always possible to find such individuals. Personnel that has been here for decades are getting close to retirement and the Port needs to address promoting from within.

VI. PROJECT PRIORITIES

Parsons referred to the Capital Projects report in the packet, and said he had added a separate new page listing the remaining projects that staff are trying to get done this year, not all of which have yet been approved. Bretz said the secure moorage facility project was pre-approved. Parsons said Bretz has been working hard on completing the Request for Quote (RFQ) for the electrical work needed at the hoist dock. An RFQ has been posted on the website. Lamerdin asked if the projects on page 17 were listed in order of priority. Parsons said yes, this was the order staff had suggested they be done. Patrick-Joling said this is the first week these priorities were presented and items may be moved up or down. Parsons said this is also a dynamic document. A project has already been added since finding out there was no water available for customers at the west wharf at the International Terminal. Parsons said staff is working on getting bids and anticipate it to cost less than \$6,000 and to be routed underneath the pier. Skamser commented there are a number of items needed to get the west side at NIT up to snuff; the International Terminal project was never completed. Lamerdin asked how soon the solenoid valve would be replaced at the fuel dock. Bretz said the system was shut down, and a section of the dock removed, but since this is electrical there are potential problems. The project is difficult to squeeze in but it has to be done. Parsons said he agreed with Chuck on his e-mailed suggestions about ranking NOAA projects. Two of those were required by the lease so should take priority. The Rogue seawall evaluation had been moved up to high priority. It was suggested to combine items 4 and 15, electric load centers and the South Beach Marina and Landing float repair on the bottom of A Dock so vendors could be mobilized once rather than twice. There is a very short window for in-water work. Lamerdin asked if the Port had received any quotes for replacing the hoist. Bretz said he is still working on it and has talked with North Pacific Crane and Yaquina Boat. Bretz said the Port should be able to get something to bolt right up to it. Parsons said Chuck suggested moving item twelve, used oil/bilge waste

containment tank, to last priority, in part because of the large cost. Parsons said some other suggestions were not incorporated in the document if staff did not agree with the changes. Lackey referred to page 18, and suggested Port Dock 5 and the Rogue seawall could fail before they were addressed. Parsons said that emergencies can't be predicted, but he has walked the seawall length with Bretz. The plan is to leave the wall there and build outside of it; it's not as big a concern as he had initially envisioned. Lackey suggested that at some point staff could get a better prediction on when that would need to be completed. Parsons added that the priorities were drawn from all of the profit centers.

Parsons said page 19 identified the prioritized projects by fund. Lamerdin asked if any changes had been proposed from Rondys. Parsons said he has begun talks with Evan Hall, and he will bring information to the Commission as it moves forward. Parsons explained he was asking the Commissioners to provide feedback on the Capital Projects list by indicating what they would suggest as priorities under the "sub-priority" column on page 18 only (i.e. identified FY 2018-2019 projects).

As an additional item, Parsons related that on Sunday shortly after 4 am, the TCB Security Officer on duty heard a woman screaming at Port Dock 7, and he pulled her to safety from the water. Skamser said she had seen that reported on the Lincoln County Dispatch. Lamerdin said his email issue was resolved. He would appreciate the lease summary forwarded to him. Patrick-Joling reminded the Commissioners they should feel free to ask questions of Parsons. Skamser commented she liked the simple format for the newly designated profit centers.

VII. PUBLIC COMMENT

There was no public comment at this time.

VIII. ADJOURNMENT

Having no further business, the meeting adjourned at 1:31 pm.

ATTESTED:

Patricia Patrick-Joling, President

Stewart Lamerdin, Secretary/Treasurer

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

**A RESOLUTION TO ASSIGN INCREMENTAL REVENUE TO THE PORT OF NEWPORT'S
FACILITY MAINTENANCE RESERVE FUND**

WHEREAS, the Port of Newport ("Port") Board of Commissioners ("Commission") adopted By-laws created by Ordinance No. 100 Adopted 22 May 2014; and

WHEREAS, as described in Section 6(I) of the By-laws, the Commission has the final responsibility over the Port's finances, including development of financial policies; and

WHEREAS, as a result of expected increases in some of its various rates, fees, and charges effective 1 July 2018 the Port anticipates the generation of incremental revenue in Fiscal Year 2018-2019 over that earned in Fiscal Year 2017-2018; and

WHEREAS the Commission wishes to establish a written policy regarding the segregation and use of each fiscal year's incremental revenue for the specific purpose of facilities maintenance; NOW THEREFORE,

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

Section 1. Any revenue earned and received in FY2018-2019 which is beyond one-hundred-twenty percent (120.0%) of the revenue earned and recorded for FY2017-2018 shall be transferred out of the Port's General Operating Fund ("GOF") into the existing Facilities Maintenance Reserve Fund ("FMRF") to be used only for facilities maintenance unless otherwise designated by the Board.

Section 2. Any revenue earned and received in subsequent fiscal years which are beyond one-hundred-twenty percent (120.0%) of the revenue earned and recorded in the immediately previous fiscal year shall be transferred out of the Port's GOF into the FMRF to be used only for facilities maintenance unless otherwise designated by the Board.

APPROVED AND ADOPTED BY THE BOARD OF COMMISSIONERS this 24th day of April 2018.

ATTEST:

Patricia Patrick-Joling, President

Stewart Lamerdin, Secretary/Treasurer

**PORT OF NEWPORT
RESOLUTION NO. 2018-07**

**A RESOLUTION TO REPEAL RESOLUTION No. 2017-03 ENTITLED “A RESOLUTION CREATING
A COMMERCIAL FISHING USERS GROUP COMMITTEE”**

WHEREAS, the Port of Newport Board of Commissioners (“Commission”) adopted By-laws created by Ordinance No. 100 Adopted 22 May 2014; and

WHEREAS, Section 6(F) of the By-laws gives the Commission authority over the formation of committees; and

WHEREAS, the formation and subsequent implementation of the standing committee entitled “Commercial Fishing Users Group Committee” has proven problematic for the Port of Newport (“PON”) for multiple reasons including:

- [1] Potential legal liabilities for the PON with respect to the operation of this standing committee; and
- [2] Excessive time requirements of multiple PON staff to the detriment of their principal full-time duties; and
- [3] Labor costs of the PON staff assigned to support this standing committee being substantially beyond those initially estimated; and
- [4] Blurring of lines of responsibilities and duties of both PON staff involved with supporting this standing committee, and some members of the standing committee.

WHEREAS the Commission wishes to repeal Resolution No. 2017-03; NOW THEREFORE,

THE PORT OF NEWPORT BOARD OF COMMISSIONERS RESOLVES AS FOLLOWS:

Section 1. Resolution No. 2017-03 is hereby repealed.

Section 2. The Commercial Fishing Users Group (“CFUG”) is no longer a standing committee of the Port of Newport.

Section 3. The Port of Newport absolutely wishes to see the CFUG continue as an independent group with the purpose of providing feedback and recommendations to the PON on issues related to the Commercial Marina, the International Terminal, and PON services and policies affecting commercial fishermen. The Board’s intent is for PON’s General Manager to interface with the CFUG’s Chair, or another CFUG designated individual, to receive and discuss the group’s recommendations and issues, attempt to address the group’s issues in a timely manner, and update the PON Board of Commissioners on unresolved issues brought to the Port by the CFUG.

Section 4. The Port of Newport is willing to provide such an independent CFUG with an annual consulting fee of two-thousand dollars (\$2,000.00), consisting of a payment of one-thousand dollars (\$1,000.00) paid on or before 16 July each year and a payment of one-thousand dollars (\$1,000.00) paid on or before 16 January each year, so long as the CFUG meets at least monthly and its membership represents essentially the eleven (11) sectors specified in Section 2 of the repealed Resolution 2017-03.

APPROVED AND ADOPTED BY THE BOARD OF COMMISSIONERS this 24th day of April 2018.

ATTEST:

Patricia Patrick-Joling, President

Stewart Lamerdin, Secretary/Treasurer

Port of Newport - General Operating Fund

Balance Sheet

As of March 31, 2018

	Mar 31, 18	Mar 31, 17	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
11000 · Available Cash & Equivalents	1,741,067.71	1,704,933.50	36,134.21
11070 · Restricted Cash & Equivalents	862,875.08	497,370.62	365,504.46
Total Checking/Savings	2,603,942.79	2,202,304.12	401,638.67
Accounts Receivable			
11200 · Accounts Receivable	301,811.92	210,617.92	91,194.00
Total Accounts Receivable	301,811.92	210,617.92	91,194.00
Other Current Assets			
11250 · AR Property Tax	10,334.60	10,334.60	0.00
11255 · Allow for Bad Debt - CM	(20,000.00)	(20,000.00)	0.00
11260 · Allow for Bad Debt - SB	(10,000.00)	(10,000.00)	0.00
11270 · Undeposited Funds	24,970.16	5,836.09	19,134.07
11300 · Prepaid Expenses	96,885.48	129,026.75	(32,141.27)
11400 · Due from Other Funds	107,516.34	56,915.28	50,601.06
11480 · PERS - NPA(L)	(163,496.00)	(163,496.00)	0.00
11485 · PERS - Deferred OF	17,803.00	17,803.00	0.00
Total Other Current Assets	64,013.58	26,419.72	37,593.86
Total Current Assets	2,969,768.29	2,439,341.76	530,426.53
Fixed Assets			
11500 · Capital Assets	80,614,999.70	82,731,482.28	(2,116,482.58)
Total Fixed Assets	80,614,999.70	82,731,482.28	(2,116,482.58)
TOTAL ASSETS	83,584,767.99	85,170,824.04	(1,586,056.05)
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
12000 · Accounts Payable	208,731.73	271,186.65	(62,454.92)
Total Accounts Payable	208,731.73	271,186.65	(62,454.92)
Other Current Liabilities			
12020 · Lodging/Room Tax Payable	1,579.95	0.00	1,579.95
12100 · Payroll Liabilities	50,767.98	60,887.52	(10,119.54)
12200 · Due to other Funds	0.00	8,153.79	(8,153.79)
12250 · Deferred Revenue	293,921.52	227,666.43	66,255.09
12300 · Accrued Interest Payable	9,833.12	6,209.00	3,624.12
12350 · Current Portion-Long Term Debt	458,179.00	406,827.00	51,352.00
Total Other Current Liabilities	814,281.57	709,743.74	104,537.83
Total Current Liabilities	1,023,013.30	980,930.39	42,082.91
Long Term Liabilities			
2013 FF&C Bond Premium	105,116.75	105,116.75	0.00
12400 · Long Term Debt	7,667,917.97	7,851,095.25	(183,177.28)
12900 · PERS - Deferred IF	151,722.00	151,722.00	0.00
Total Long Term Liabilities	7,924,756.72	8,107,934.00	(183,177.28)
Total Liabilities	8,947,770.02	9,088,864.39	(141,094.37)

Port of Newport - General Operating Fund

Balance Sheet

As of March 31, 2018

	<u>Mar 31, 18</u>	<u>Mar 31, 17</u>	<u>\$ Change</u>
Equity			
13000 · Fund Balance	67,111,271.80	69,114,539.32	(2,003,267.52)
13050 · FB - Contributed Capital	7,130,788.00	7,130,788.00	0.00
13075 · FB - GAAP-Prior Period Adj	0.00	35,919.81	(35,919.81)
13730 · FB - GAAP-Pension Expense	0.00	(1.00)	1.00
Net Income	394,938.17	(199,286.48)	594,224.65
Total Equity	<u>74,636,997.97</u>	<u>76,081,959.65</u>	<u>(1,444,961.68)</u>
TOTAL LIABILITIES & EQUITY	<u>83,584,767.99</u>	<u>85,170,824.04</u>	<u>(1,586,056.05)</u>

Port of Newport - General Operating Fund

Profit & Loss Budget vs. Actual

July 2017 through March 2018

	Jul '17 - Mar 18	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
14000 · Lease Revenues	501,737.59	665,178.00	(163,440.41)	75.4%
14100 · Moorage	821,997.78	1,274,000.00	(452,002.22)	64.5%
14200 · Hoist Dock & Services	480,516.45	615,000.00	(134,483.55)	78.1%
14300 · Shipping Terminal Revenues	9,945.00	10,000.00	(55.00)	99.5%
14400 · RV Parks	671,056.47	830,000.00	(158,943.53)	80.9%
14500 · Launch Ramp & Trailer Storage	59,689.00	70,000.00	(10,311.00)	85.3%
14600 · Miscellaneous Revenue	81,341.41	58,000.00	23,341.41	140.2%
Total Income	<u>2,626,283.70</u>	<u>3,522,178.00</u>	<u>(895,894.30)</u>	<u>74.6%</u>
Gross Profit	2,626,283.70	3,522,178.00	(895,894.30)	74.6%
Expense				
15000 · Personnel Services	829,354.02	1,349,370.00	(520,015.98)	61.5%
16000 · Materials & Services	1,122,271.56	1,626,550.00	(504,278.44)	69.0%
17000 · Debt Service	408,056.81	732,680.00	(324,623.19)	55.7%
Total Expense	<u>2,359,682.39</u>	<u>3,708,600.00</u>	<u>(1,348,917.61)</u>	<u>63.6%</u>
Net Ordinary Income	266,601.31	(186,422.00)	453,023.31	(143.0)%
Other Income/Expense				
Other Income				
18100 · Property Tax Revenue	101,760.18	98,500.00	3,260.18	103.3%
18200 · Interest Income	7,761.73	5,000.00	2,761.73	155.2%
18300 · Grants	2,772.50	122,500.00	(119,727.50)	2.3%
18400 · Loan Proceeds	89,696.19	96,000.00	(6,303.81)	93.4%
18600 · Gain/(Loss) on Sale of Assets	19,154.09	0.00	19,154.09	100.0%
18700 · Property & Dredge Sales	9,149.00	2,000.00	7,149.00	457.5%
Total Other Income	<u>230,293.69</u>	<u>324,000.00</u>	<u>(93,706.31)</u>	<u>71.1%</u>
Other Expense				
19000 · Capital Outlay	101,956.83	197,900.00	(95,943.17)	51.5%
19600 · Contingency	0.00	100,000.00	(100,000.00)	0.0%
19700 · Transfers Out to Other Funds	0.00	160,000.00	(160,000.00)	0.0%
Total Other Expense	<u>101,956.83</u>	<u>457,900.00</u>	<u>(355,943.17)</u>	<u>22.3%</u>
Net Other Income	128,336.86	(133,900.00)	262,236.86	(95.8)%
Net Income	<u>394,938.17</u>	<u>(320,322.00)</u>	<u>715,260.17</u>	<u>(123.3)%</u>

Port of Newport - General Operating Fund

Profit & Loss Budget vs. Actual - Admin

July 2017 through March 2018

	<u>Jul '17 - Mar 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
14000 · Lease Revenues	501,737.59	665,178.00	(163,440.41)	75.4%
14100 · Moorage	1,512.00	0.00	1,512.00	100.0%
14200 · Hoist Dock & Services	4,122.00	0.00	4,122.00	100.0%
14600 · Miscellaneous Revenue	27,028.48	0.00	27,028.48	100.0%
Total Income	<u>534,400.07</u>	<u>665,178.00</u>	<u>(130,777.93)</u>	<u>80.3%</u>
Gross Profit	534,400.07	665,178.00	(130,777.93)	80.3%
Expense				
15000 · Personnel Services	313,898.69	539,210.00	(225,311.31)	58.2%
16000 · Materials & Services	344,563.37	452,000.00	(107,436.63)	76.2%
17000 · Debt Service	35,851.83	47,802.00	(11,950.17)	75.0%
Total Expense	<u>694,313.89</u>	<u>1,039,012.00</u>	<u>(344,698.11)</u>	<u>66.8%</u>
Net Ordinary Income	(159,913.82)	(373,834.00)	213,920.18	42.8%
Other Income/Expense				
Other Income				
18100 · Property Tax Revenue	101,760.18	98,500.00	3,260.18	103.3%
18200 · Interest Income	7,761.73	5,000.00	2,761.73	155.2%
18300 · Grants	0.00	122,500.00	(122,500.00)	0.0%
18600 · Gain/(Loss) on Sale of Assets	(7,345.91)	0.00	(7,345.91)	100.0%
Total Other Income	<u>102,176.00</u>	<u>226,000.00</u>	<u>(123,824.00)</u>	<u>45.2%</u>
Other Expense				
19000 · Capital Outlay	0.00	75,000.00	(75,000.00)	0.0%
19600 · Contingency	0.00	100,000.00	(100,000.00)	0.0%
19700 · Transfers Out to Other Funds	0.00	160,000.00	(160,000.00)	0.0%
Total Other Expense	<u>0.00</u>	<u>335,000.00</u>	<u>(335,000.00)</u>	<u>0.0%</u>
Net Other Income	<u>102,176.00</u>	<u>(109,000.00)</u>	<u>211,176.00</u>	<u>(93.7)%</u>
Net Income	<u>(57,737.82)</u>	<u>(482,834.00)</u>	<u>425,096.18</u>	<u>12.0%</u>

Port of Newport - General Operating Fund

Profit & Loss Budget vs. Actual - NIT

July 2017 through March 2018

	<u>Jul '17 - Mar 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
14100 · Moorage	54,176.40	100,000.00	(45,823.60)	54.2%
14200 · Hoist Dock & Services	206,729.18	278,000.00	(71,270.82)	74.4%
14300 · Shipping Terminal Revenues	9,945.00	10,000.00	(55.00)	99.5%
14600 · Miscellaneous Revenue	263.00	0.00	263.00	100.0%
Total Income	<u>271,113.58</u>	<u>388,000.00</u>	<u>(116,886.42)</u>	<u>69.9%</u>
Gross Profit	271,113.58	388,000.00	(116,886.42)	69.9%
Expense				
15000 · Personnel Services	48,992.17	77,575.00	(28,582.83)	63.2%
16000 · Materials & Services	78,478.97	137,400.00	(58,921.03)	57.1%
17000 · Debt Service	182,585.08	452,652.00	(270,066.92)	40.3%
Total Expense	<u>310,056.22</u>	<u>667,627.00</u>	<u>(357,570.78)</u>	<u>46.4%</u>
Net Ordinary Income	(38,942.64)	(279,627.00)	240,684.36	13.9%
Other Income/Expense				
Other Income				
18400 · Loan Proceeds	54,393.15	60,000.00	(5,606.85)	90.7%
Total Other Income	54,393.15	60,000.00	(5,606.85)	90.7%
Other Expense				
19000 · Capital Outlay	64,393.15	66,900.00	(2,506.85)	96.3%
Total Other Expense	64,393.15	66,900.00	(2,506.85)	96.3%
Net Other Income	(10,000.00)	(6,900.00)	(3,100.00)	144.9%
Net Income	<u>(48,942.64)</u>	<u>(286,527.00)</u>	<u>237,584.36</u>	<u>17.1%</u>

Port of Newport - General Operating Fund

Profit & Loss Budget vs. Actual - SB

July 2017 through March 2018

	<u>Jul '17 - Mar 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
14100 · Moorage	463,252.42	714,000.00	(250,747.58)	64.9%
14200 · Hoist Dock & Services	5,375.57	17,000.00	(11,624.43)	31.6%
14400 · RV Parks	671,056.47	830,000.00	(158,943.53)	80.9%
14500 · Launch Ramp & Trailer Storage	59,689.00	70,000.00	(10,311.00)	85.3%
14600 · Miscellaneous Revenue	52,243.46	54,000.00	(1,756.54)	96.7%
Total Income	<u>1,251,616.92</u>	<u>1,685,000.00</u>	<u>(433,383.08)</u>	<u>74.3%</u>
Gross Profit	1,251,616.92	1,685,000.00	(433,383.08)	74.3%
Expense				
15000 · Personnel Services	289,326.10	363,262.00	(73,935.90)	79.6%
16000 · Materials & Services	453,323.19	673,550.00	(220,226.81)	67.3%
17000 · Debt Service	179,786.20	216,321.00	(36,534.80)	83.1%
Total Expense	<u>922,435.49</u>	<u>1,253,133.00</u>	<u>(330,697.51)</u>	<u>73.6%</u>
Net Ordinary Income	329,181.43	431,867.00	(102,685.57)	76.2%
Other Income/Expense				
Other Income				
18300 · Grants	2,772.50	0.00	2,772.50	100.0%
18700 · Property & Dredge Sales	9,149.00	2,000.00	7,149.00	457.5%
Total Other Income	<u>11,921.50</u>	<u>2,000.00</u>	<u>9,921.50</u>	<u>596.1%</u>
Other Expense				
19000 · Capital Outlay	260.64	0.00	260.64	100.0%
Total Other Expense	<u>260.64</u>	<u>0.00</u>	<u>260.64</u>	<u>100.0%</u>
Net Other Income	11,660.86	2,000.00	9,660.86	583.0%
Net Income	<u>340,842.29</u>	<u>433,867.00</u>	<u>(93,024.71)</u>	<u>78.6%</u>

Port of Newport - General Operating Fund

Profit & Loss Budget vs. Actual - CM

July 2017 through March 2018

	Jul '17 - Mar 18	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
14100 · Moorage	303,056.96	460,000.00	(156,943.04)	65.9%
14200 · Hoist Dock & Services	264,289.70	320,000.00	(55,710.30)	82.6%
14600 · Miscellaneous Revenue	1,806.47	4,000.00	(2,193.53)	45.2%
Total Income	<u>569,153.13</u>	<u>784,000.00</u>	<u>(214,846.87)</u>	<u>72.6%</u>
Gross Profit	569,153.13	784,000.00	(214,846.87)	72.6%
Expense				
15000 · Personnel Services	177,137.06	255,535.00	(78,397.94)	69.3%
16000 · Materials & Services	245,906.03	357,700.00	(111,793.97)	68.7%
17000 · Debt Service	9,833.70	15,905.00	(6,071.30)	61.8%
Total Expense	<u>432,876.79</u>	<u>629,140.00</u>	<u>(196,263.21)</u>	<u>68.8%</u>
Net Ordinary Income	136,276.34	154,860.00	(18,583.66)	88.0%
Other Income/Expense				
Other Income				
18400 · Loan Proceeds	35,303.04	36,000.00	(696.96)	98.1%
18600 · Gain/(Loss) on Sale of Assets	26,500.00	0.00	26,500.00	100.0%
Total Other Income	<u>61,803.04</u>	<u>36,000.00</u>	<u>25,803.04</u>	<u>171.7%</u>
Other Expense				
19000 · Capital Outlay	37,303.04	36,000.00	1,303.04	103.6%
Total Other Expense	<u>37,303.04</u>	<u>36,000.00</u>	<u>1,303.04</u>	<u>103.6%</u>
Net Other Income	<u>24,500.00</u>	<u>0.00</u>	<u>24,500.00</u>	<u>100.0%</u>
Net Income	<u><u>160,776.34</u></u>	<u><u>154,860.00</u></u>	<u><u>5,916.34</u></u>	<u><u>103.8%</u></u>

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

	Mar 31, 18	Mar 31, 17	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
51000 · Cash & Equivalents	5,400,420.18	5,186,968.60	213,451.58
Total Checking/Savings	5,400,420.18	5,186,968.60	213,451.58
Other Current Assets			
51300 · Prepaid Expenses	61,756.14	91,818.19	(30,062.05)
51400 · Due from Other Funds	0.00	2,956.25	(2,956.25)
Total Other Current Assets	61,756.14	94,774.44	(33,018.30)
Total Current Assets	5,462,176.32	5,281,743.04	180,433.28
TOTAL ASSETS	5,462,176.32	5,281,743.04	180,433.28
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
52000 · Accounts Payable	11,646.51	23,341.48	(11,694.97)
Total Accounts Payable	11,646.51	23,341.48	(11,694.97)
Other Current Liabilities			
52110 · Accrued PTO	5,703.67	8,587.82	(2,884.15)
52200 · Due to Other Funds	6,788.96	5,299.38	1,489.58
52300 · Accrued Interest Payable	462,477.40	476,972.00	(14,494.60)
52350 · Current Portion Long-Term Debt	910,000.00	810,000.00	100,000.00
Total Other Current Liabilities	1,384,970.03	1,300,859.20	84,110.83
Total Current Liabilities	1,396,616.54	1,324,200.68	72,415.86
Long Term Liabilities			
52400 · Long-Term Debt	19,855,587.00	20,725,587.00	(870,000.00)
52800 · Less Current Portion LT Debt	(910,000.00)	(810,000.00)	(100,000.00)
Total Long Term Liabilities	18,945,587.00	19,915,587.00	(970,000.00)
Total Liabilities	20,342,203.54	21,239,787.68	(897,584.14)
Equity			
53000 · Fund Balance	(14521682.95)	(15423252.85)	901,569.90
Net Income	(358,344.27)	(534,791.79)	176,447.52
Total Equity	(14880027.22)	(15958044.64)	1,078,017.42
TOTAL LIABILITIES & EQUITY	5,462,176.32	5,281,743.04	180,433.28

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

	<u>Jul '17 - Mar 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
54000 · Lease Revenue	1,896,593.16	2,542,000.00	(645,406.84)	74.6%
Total Income	1,896,593.16	2,542,000.00	(645,406.84)	74.6%
Expense				
55000 · Personnel Services	50,793.35	82,385.00	(31,591.65)	61.7%
56000 · Materials & Services	188,980.58	366,470.00	(177,489.42)	51.6%
57000 · Debt Service	2,001,733.76	2,001,734.00	(0.24)	100.0%
Total Expense	2,241,507.69	2,450,589.00	(209,081.31)	91.5%
Net Ordinary Income	(344,914.53)	91,411.00	(436,325.53)	(377.3)%
Other Income/Expense				
Other Income				
58200 · Interest Income	9,259.81	10,500.00	(1,240.19)	88.2%
58800 · Miscellaneous Revenue	910.45	0.00	910.45	100.0%
58900 · Transfers In from Other Funds	0.00	500,000.00	(500,000.00)	0.0%
Total Other Income	10,170.26	510,500.00	(500,329.74)	2.0%
Other Expense				
59000 · Capital Outlay	23,600.00	6,000.00	17,600.00	393.3%
59600 · Contingency	0.00	100,000.00	(100,000.00)	0.0%
59700 · Transfers Out to Other Funds	0.00	750,000.00	(750,000.00)	0.0%
Total Other Expense	23,600.00	856,000.00	(832,400.00)	2.8%
Net Other Income	(13,429.74)	(345,500.00)	332,070.26	3.9%
Net Income	<u>(358,344.27)</u>	<u>(254,089.00)</u>	<u>(104,255.27)</u>	<u>141.0%</u>

Port of Newport - Facility Maintenance Reserve Fund

Balance Sheet

As of March 31, 2018

	<u>Mar 31, 18</u>	<u>Mar 31, 17</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
31000 · Cash & Cash Equivalents			
31060 · FMR Money Market - Umpqua Bank	72,404.24	133,890.86	(61,486.62)
Total 31000 · Cash & Cash Equivalents	<u>72,404.24</u>	<u>133,890.86</u>	<u>(61,486.62)</u>
Total Checking/Savings	<u>72,404.24</u>	<u>133,890.86</u>	<u>(61,486.62)</u>
Total Current Assets	<u>72,404.24</u>	<u>133,890.86</u>	<u>(61,486.62)</u>
TOTAL ASSETS	<u>72,404.24</u>	<u>133,890.86</u>	<u>(61,486.62)</u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
32000 · Accounts Payable	100,727.38	51,615.90	49,111.48
Total Accounts Payable	<u>100,727.38</u>	<u>51,615.90</u>	<u>49,111.48</u>
Total Current Liabilities	<u>100,727.38</u>	<u>51,615.90</u>	<u>49,111.48</u>
Total Liabilities	<u>100,727.38</u>	<u>51,615.90</u>	<u>49,111.48</u>
Equity			
33000 · Fund Balance	22,322.76	48,777.66	(26,454.90)
33020 · FB - Assigned for Future Expend	50,000.00	25,000.00	25,000.00
Net Income	(100,645.90)	8,497.30	(109,143.20)
Total Equity	<u>(28,323.14)</u>	<u>82,274.96</u>	<u>(110,598.10)</u>
TOTAL LIABILITIES & EQUITY	<u>72,404.24</u>	<u>133,890.86</u>	<u>(61,486.62)</u>

Port of Newport - Construction Fund

Balance Sheet

As of March 31, 2018

	Mar 31, 18	Mar 31, 17	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
41000 · Cash & Cash Equivalents	44,025.84	56,540.37	(12,514.53)
Total Checking/Savings	44,025.84	56,540.37	(12,514.53)
Total Current Assets	44,025.84	56,540.37	(12,514.53)
TOTAL ASSETS	44,025.84	56,540.37	(12,514.53)
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
42000 · Accounts Payable	0.00	4,392.00	(4,392.00)
Total Accounts Payable	0.00	4,392.00	(4,392.00)
Total Current Liabilities	0.00	4,392.00	(4,392.00)
Total Liabilities	0.00	4,392.00	(4,392.00)
Equity			
43000 · Fund Balance	52,839.66	79,229.46	(26,389.80)
43110 · FB - Capital Asset Additions	0.00	124,140.51	(124,140.51)
43210 · FB - Loan Proceeds	0.00	(124,140.51)	124,140.51
Net Income	(8,813.82)	(27,081.09)	18,267.27
Total Equity	44,025.84	52,148.37	(8,122.53)
TOTAL LIABILITIES & EQUITY	44,025.84	56,540.37	(12,514.53)

Port of Newport - Bonded Debt Fund

Balance Sheet

As of March 31, 2018

	Mar 31, 18	Mar 31, 17	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
21000 · Cash & Cash Equivalents	582,192.32	477,336.39	104,855.93
Total Checking/Savings	582,192.32	477,336.39	104,855.93
Other Current Assets			
21270 · Property Tax Receivable	86,925.12	86,925.12	0.00
21400 · Due from Other Funds	0.00	5,197.54	(5,197.54)
Total Other Current Assets	86,925.12	92,122.66	(5,197.54)
Total Current Assets	669,117.44	569,459.05	99,658.39
Other Assets			
21800 · Bond Issue costs, net of amort.	4,662.00	4,662.00	0.00
21825 · Advance Refunding Valuation	436,957.00	436,957.00	0.00
Total Other Assets	441,619.00	441,619.00	0.00
TOTAL ASSETS	1,110,736.44	1,011,078.05	99,658.39
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Other Current Liabilities			
22350 · Bonds Payable - Current	325,000.00	465,000.00	(140,000.00)
Total Other Current Liabilities	325,000.00	465,000.00	(140,000.00)
Total Current Liabilities	325,000.00	465,000.00	(140,000.00)
Long Term Liabilities			
22505 · 2007 Series Bonds	0.00	124,830.00	(124,830.00)
22510 · 2008 Series Bonds	124,995.00	244,995.00	(120,000.00)
22515 · 2011 Series Bonds	5,093,243.00	5,158,243.00	(65,000.00)
22520 · 2016 Series Bonds	7,455,000.00	7,610,000.00	(155,000.00)
22590 · Bond Premiums	880,746.00	880,746.00	0.00
22800 · Less Current Portion LTD	(325,000.00)	(465,000.00)	140,000.00
Total Long Term Liabilities	13,228,984.00	13,553,814.00	(324,830.00)
Total Liabilities	13,553,984.00	14,018,814.00	(464,830.00)
Equity			
23000 · Fund Balance	(12,777,958.93)	(13,189,865.77)	411,906.84
Net Income	334,711.37	182,129.82	152,581.55
Total Equity	(12,443,247.56)	(13,007,735.95)	564,488.39
TOTAL LIABILITIES & EQUITY	1,110,736.44	1,011,078.05	99,658.39

CONSENT CALENDAR AGENDA ITEM

DATE: *24 April, 2018*
RE: *Purchase of Through-Rods for floating docks*
TO: *Port of Newport Board of Commissioners*
ISSUED BY: *Aaron Bretz, Director of Operations*

BACKGROUND

On the capital improvement list for this year and next year are two projects that entail replacement of through-rods on Port Dock 5. The lead time for delivery of the through-rods is 4 weeks. We would like to purchase these rods now so that the commercial crew can use the summer months to get dock repairs and maintenance done.

DETAIL SUPPORTING

We received three price quotes from the main fastener manufacturers in the state; one in Portland, one in Salem, and one in Eugene. R&S Industrial Supplies was the low-bid at \$19,122.95 FOB. Time is of the essence so that we can get these rods in time to start up work this summer.

ALTERNATE CONSIDERATIONS

The Port could use a different supplier for these supplies, but there is little variance in quality and very little product differentiation in the realm of washers, bolts, and rods. R&S is a reputable supplier, and as the low bidder, they are the best choice.

Portland Bolt quote for same material.....\$23,327.30

Eugene Fastener quote for same material...\$30,786.67

BUDGET IMPLICATIONS

There is \$28,500 remaining in the Commercial Marina dock maintenance budget to purchase the rods. We will need to purchase whalers as well, but have budgeted appropriately, and the year is coming to a close. We are where we need to be on budget execution in this category.

RECOMMENDATION

I would recommend that a Commissioner make a MOTION TO AUTHORIZE THE GM TO APPROVE AN ORDER FOR DOCK SUPPLIES THROUGH R&S INDUSTRIAL SUPPLIES NOT TO EXCEED \$19,122.95.

-###-



Proforma Invoice

ID #: 37533

Lifetime Products, Inc.
P.O. Box 160010
Building D-11 Freeport Center
Clearfield, Utah 84016
U.S.A.
Fed Tax Id # 87-0433254

Invoice # Invoice Date Customer PO #
04/04/2018 *

Bank Info
Letters of Credit
Wells Fargo Bank
9000 Flair Drive
3rd Floor MAC 2002-031
El Monte, CA 91731
Swift: WFBIUS6S
Wire Transfer
Wells Fargo Bank
299 South Main
Salt Lake City, Utah 84111
For credit to account # 051-01708-48
Swift: WFBIUS6S
ABA # 121-000-248

Bill To
dparsons@portofnewport.com

Ship To
OR, 97365

Export Destination

Contact

Ship via
L.T.L Freight / Prepaid

Inco Terms FOB FOB Point Clearfield, UT USA Currency: USD

Shipping Company/Freight Forwarder
Best

Pymt Terms Wire Transfer LC Bank:

Table with 5 columns: Qty, Model, Description, Unit \$, Extended \$. Row 1: 100, 60054, Bench, 55.5", Walnut Brown, Brown;9401790035;VNM, 160.00, 16000

Total Cubic Meter 14.00 Sub Total \$16,000.00
Total Kilos 3,484.00 Freight & Insurance 1192.22
Taxes & Fees
Total \$17,192.22

The product listed above originates from and is manufactured in China and United States of America

Notes
No taxes if shipped to OR. Shipping cost has been applied per product cost being very discounted.

Author: apelera _ Creation Date: 2018-04-04T14:15:46

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CITY OF NEWPORT
PARKING MANAGEMENT PLAN
BAYFRONT, NYE BEACH
& CITY CENTER AREAS

Overview and Key Recommendations
Port Commission Meeting
April 24, 2018

STUDY OBJECTIVE

“Identify strategies for maximizing available parking supply in Nye Beach, Bay Front, and City Center areas to support a vibrant working waterfront and retail-oriented, tourist commercial businesses.”

Consultant:
Lancaster Streetlab
321 SW 4th Ave, Suite 401
Portland, OR 97204

SCOPE

- Assess existing parking conditions in the three business districts
- Conduct public outreach to identify opportunities to improve availability of parking, transit and/or vanpool services as well as constraints “barriers” to effective parking management
- Perform field surveys to establish utilization and turnover rates of parking spaces during peak and off-peak periods
- Identify capital improvements needed to maintain and improve available parking, including possible upgrades to transit service
- Develop financing strategies to fund needed improvements

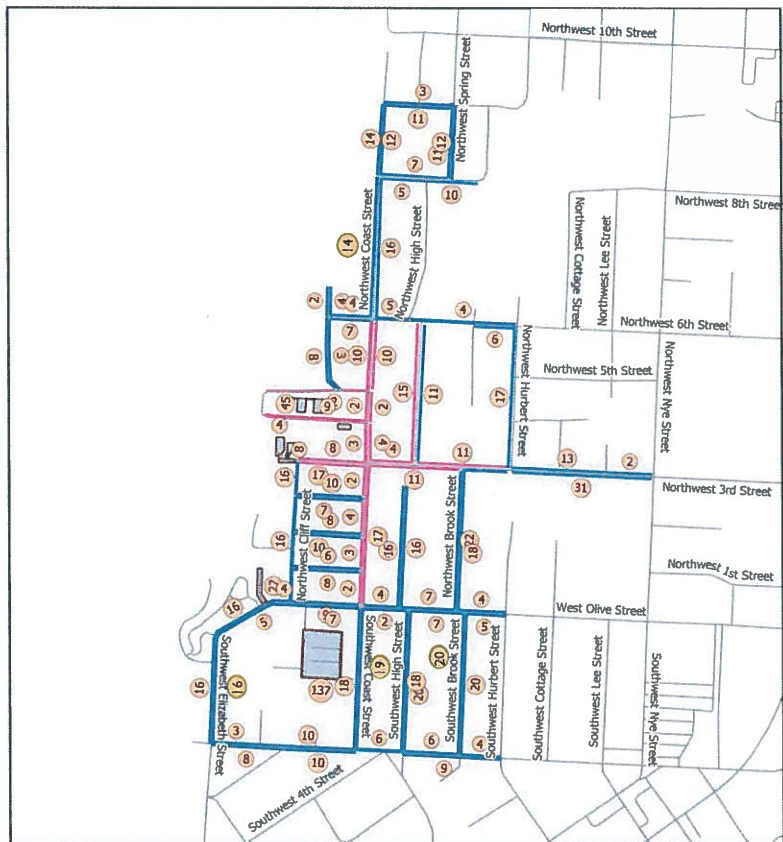
3

NYE BEACH

Public Lots:

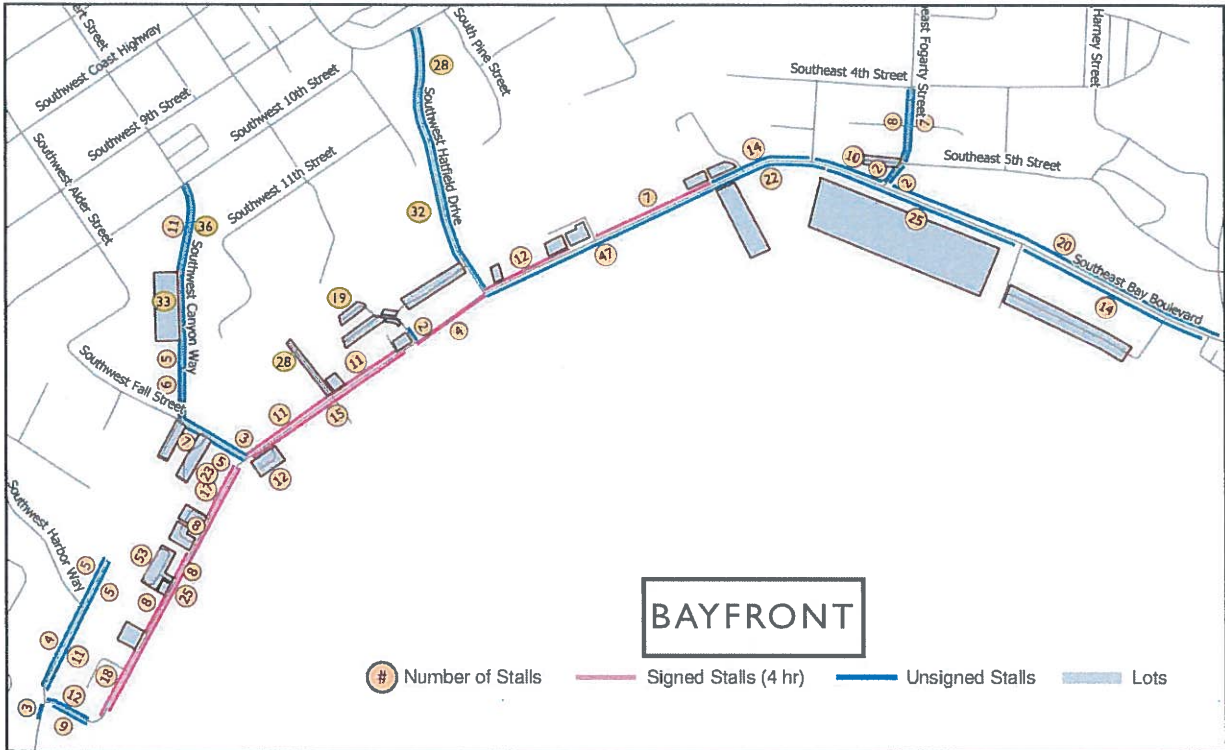
217 stalls

Public On-Street
Spaces: 794 stalls



Number of Stalls
 — Signed Stalls (3 hr)
 — Unsigned Stalls
 Lots

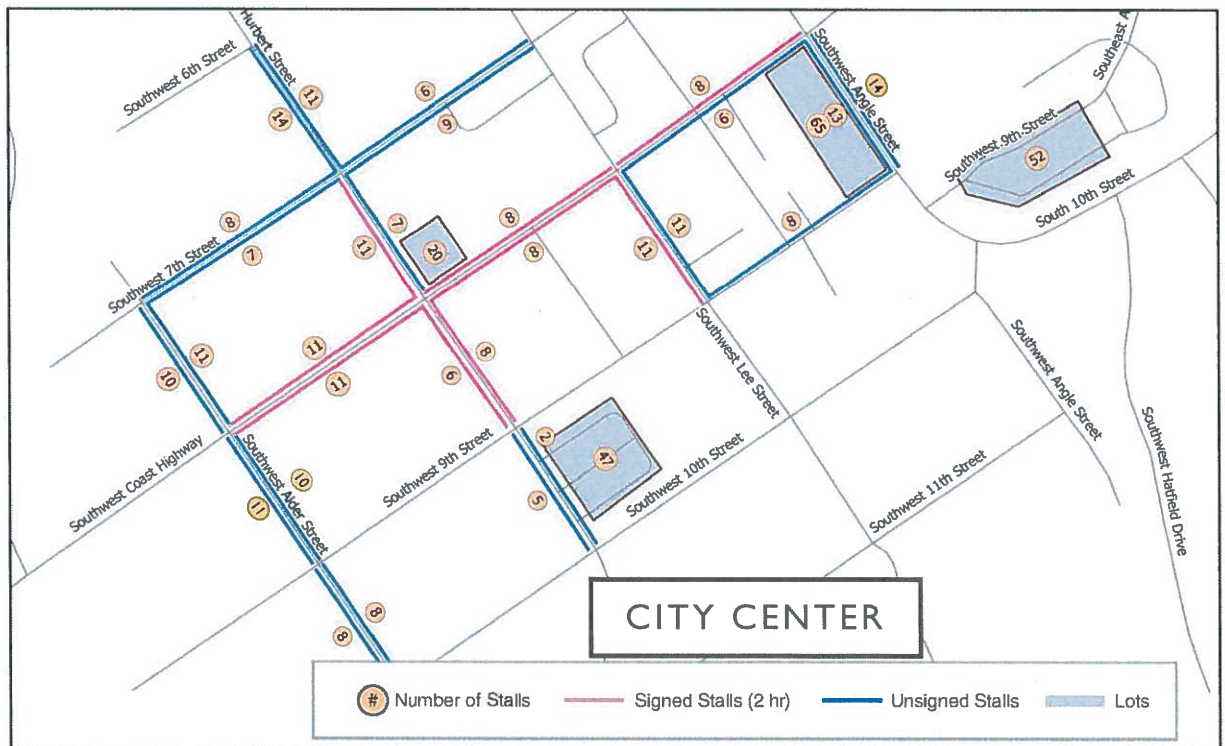
4



Public Lots: 148 Stalls

Public On-Street Spaces: 516 Stalls

5



Public Lots: 184 stalls

Public On-Street Spaces: 261 stalls

6

INITIAL OUTREACH

- Public input was solicited at advertised evening meetings in each of the business districts in the spring of 2016
- Walking tours were conducted with affected stakeholders in each district
- Feedback was received regarding parking constraints, usage patterns, opportunities to improve parking supply, wayfinding, lighting, obstacles to connectivity (between parking and destinations) and transit/vanpool needs
- Information from the outreach meetings informed development of the parking study and the concepts are captured in the report

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FIELD SURVEYS

- Work was performed during peak and off-peak periods on the following days:
 - Thursday, August 25, 2016
 - Saturday, August 26, 2016
 - Saturday, December 10, 2016
- Dates were selected to avoid special events that would skew the analysis
- Personnel walked fixed routes to observe stall use and turnover rates
- Each stall was observed once per hour between 10:00 am and 7:00 pm
- Data was collected and logged into PC tablets

8

85TH PERCENTILE

- Parking occupancies at or near 85% percent are considered “functionally full,” which results in:
 - High instances of illegal parking
 - Congestion attributed to vehicles cruising for parking
 - Other undesirable behavior from frustrated drivers
- Parking areas that are functionally full are candidates for “metering” as a tool to improve parking turnover

9

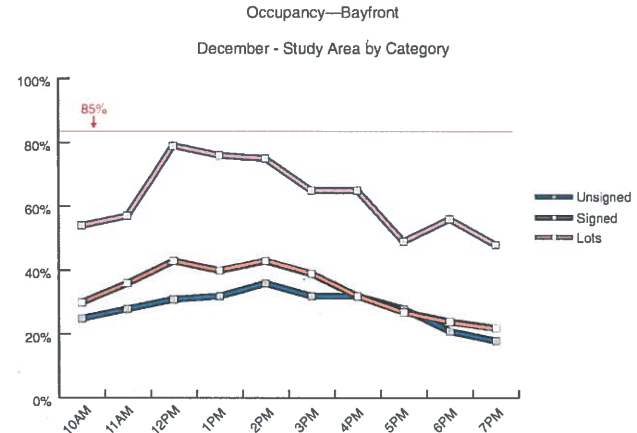
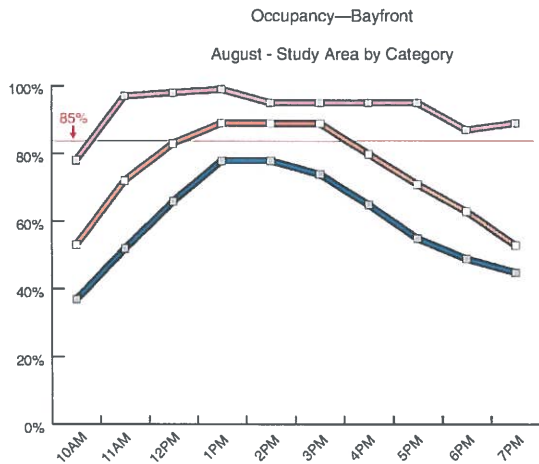
SURVEY DATA

- Percentage Overall Occupancy (Hourly)
- Percentage Occupancy by Street Block (Peak Hour, Hourly)
- Average Stay Length (Signed, Unsigned, Overall Study Area)
- Percentage Overstays (Signed Stalls)
- Unique Vehicles Served Daily (By Stall and Street Block)

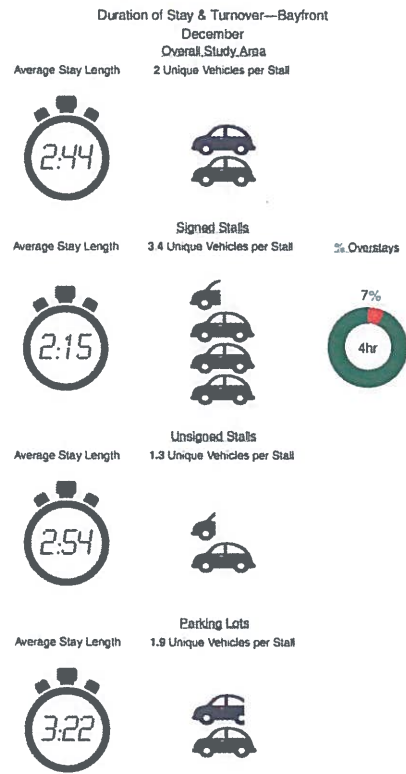
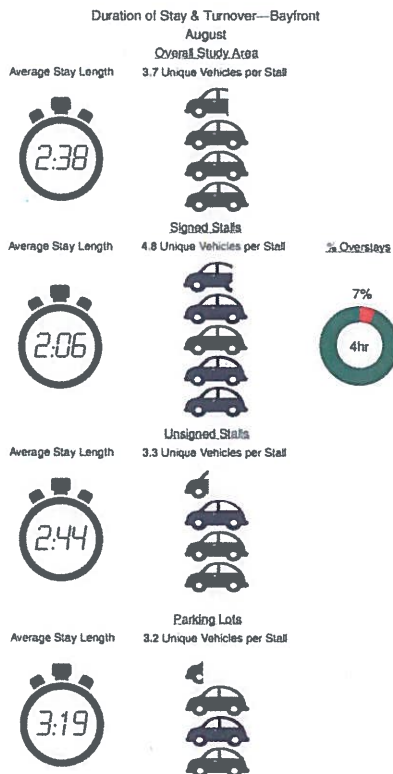
Covers Peak Period (August 2016) & Off-Peak (December 2016)

10

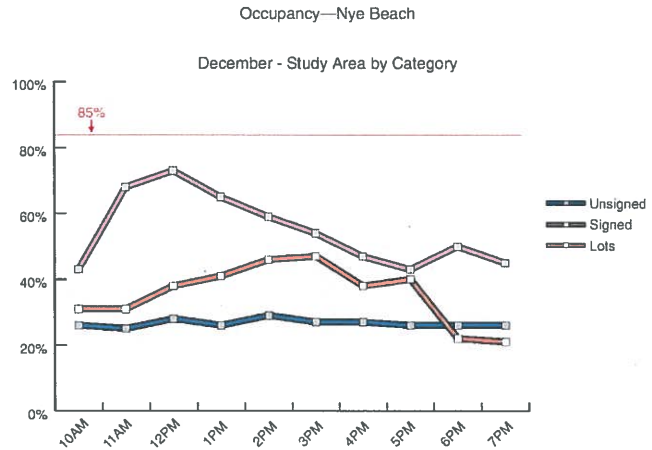
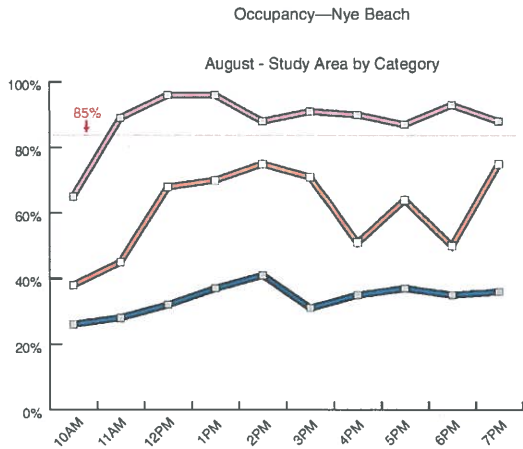
BAYFRONT – OCCUPANCY



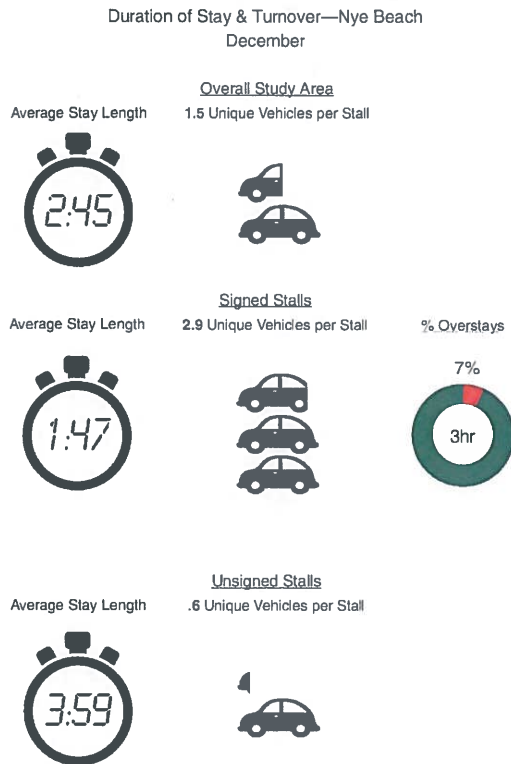
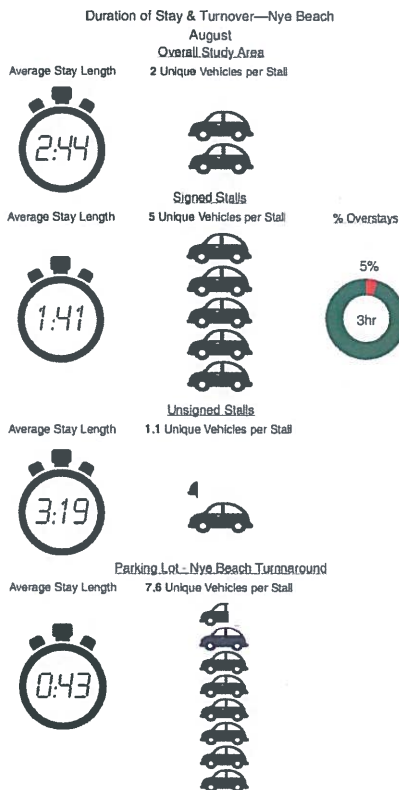
BAYFRONT – TURNOVER



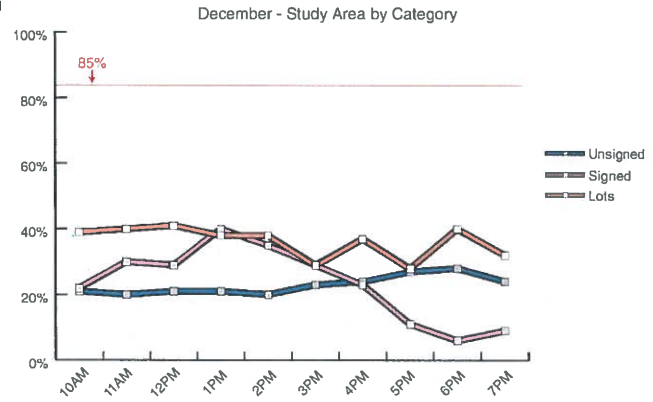
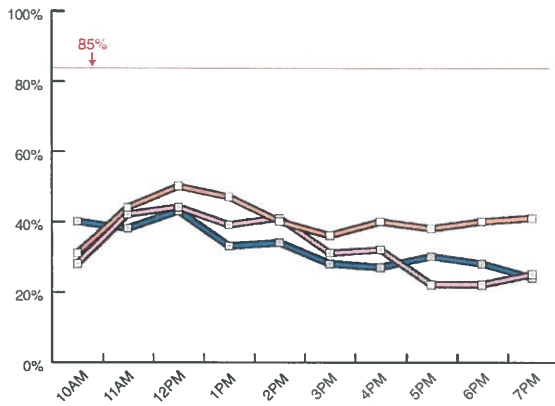
NYE BEACH - OCCUPANCY



NYE BEACH - TURNOVER



CITY CENTER - OCCUPANCY



15

CITY CENTER - TURNOVER

Duration of Stay & Turnover—City Center
August
Overall Study Area

Average Stay Length

1.7 Unique Vehicles per Stall



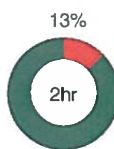
Signed Stalls

Average Stay Length

2.2 Unique Vehicles per Stall



% Overstays



Unsigned Stalls

Average Stay Length

1.5 Unique Vehicles per Stall



Duration of Stay & Turnover—City Center
December
Overall Study Area

Average Stay Length

1 Unique Vehicles per Stall



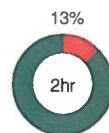
Signed Stalls

Average Stay Length

1.4 Unique Vehicles per Stall



% Overstays



Unsigned Stalls

Average Stay Length

0.7 Unique Vehicles per Stall



16

MAINTENANCE OF PARKING ASSETS

- Annual maintenance need existing lots (surfacing only): \$110,000
- Annual striping \$5,000

- Additional expenses: (not estimated)
- Drainage improvements, curb/sidewalk, retaining walls, curb stops, and hand railing (where applicable)

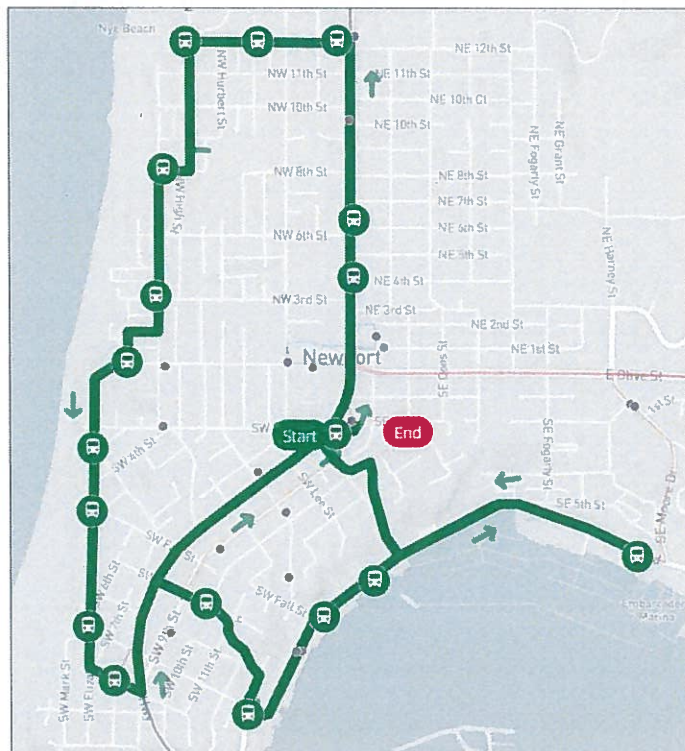


17

RECOMMENDED TRANSIT OPTION

Enhanced loop to Nye Beach and Bayfront

- Time: 15-min Nye Beach - City Hall
City Hall - Bayfront
- One new bus needed
- Cost: \$201,000 yr.



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RECOMMENDATIONS – PARKING IMPROVEMENTS

- Explore opportunities for the City and Port of Newport to partner on a project to add an east gangway access to Port Dock 5 to make Port property more attractive for parking
- Coordinate with the Port on opportunities to more efficiently store and/or rack gear to free up parking on Port property
- Restripe side street parking areas and lots with worn pavement markings (e.g. Canyon Way) to improve efficiency

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RECOMMENDATIONS – WAYFINDING / LIGHTING

- Improve branding of city-owned parking lots and facilities and wayfinding between parking areas and destinations
- Focus wayfinding efforts on under-utilized facilities such as the Hubert Street lots and Performing Arts Center lot
- Adjust signage to encourage RV parking and circulation outside of high demand areas along the Bayfront and in Nye Beach
- Improve street lighting to create a better walking environment and to help activate under-utilized parking in poorly lit areas

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RECOMMENDATIONS – CODE REVISIONS

- Add code provisions to allow pervious pavement and other comparable alternatives to paved surfaces for areas suitable for temporary parking
- Allow temporary parking on undeveloped properties during extreme demand periods
- Eliminate minimum off-street parking requirements for new development and redevelopment in metered and permit zones (for most uses)

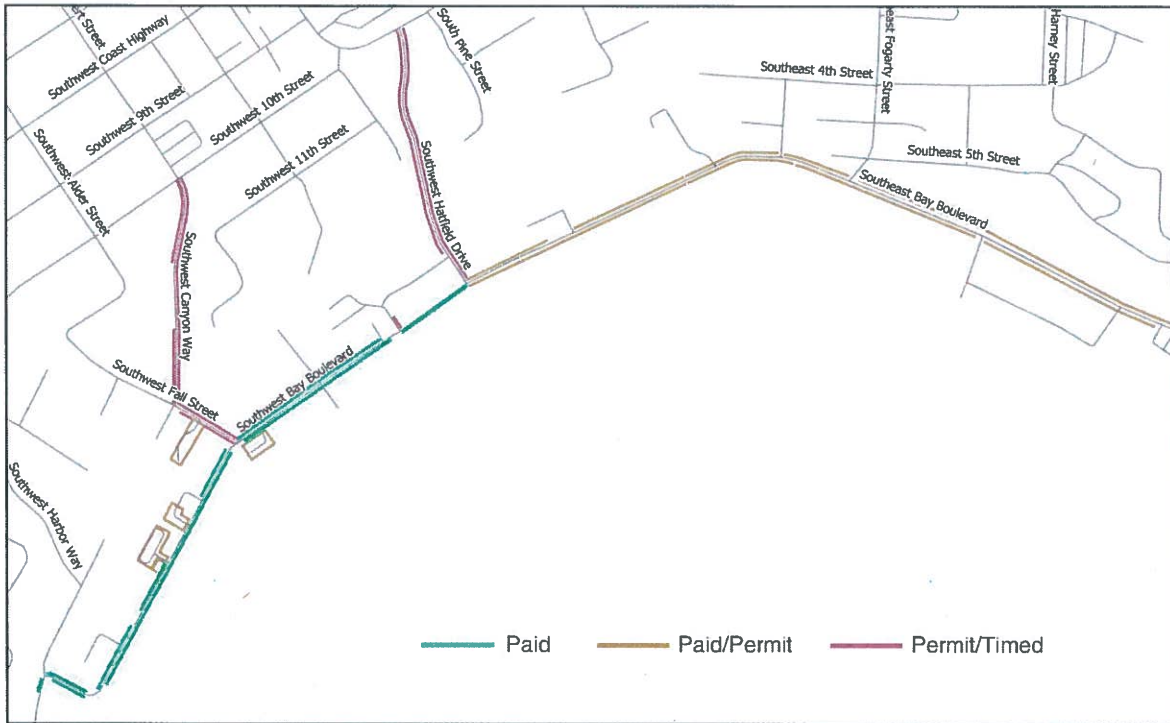
21

RECOMMENDATIONS – DEMAND MANAGEMENT

- Implement metered zones, permit zones, and hybrid permit/meter zones for high demand areas along the Bayfront and Nye Beach
- Support metering with permit program for residents, businesses and the fishing community
- Meter revenues in excess of administrative costs should be dedicated to prioritized parking system investments
- Evaluate measures on an ongoing basis with attention to economic, land use and related factors that influence parking demand

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BAYFRONT – METER / PERMIT PLAN



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METER REVENUES / EXPENSES

Expenses		
Description	Upfront cost	Annual cost
Phase 1 Metering	\$692,750	\$45,900
Phase 2 Metering	\$565,500	\$37,400
Total	\$1,258,250	\$83,300
Revenues		
Description	Annual revenue (year-round metering)	Annual revenue (part-time metering)
Phase 1 Metering	\$797,200	\$474,900
Phase 2 Metering	\$186,700	\$102,700
Total	\$983,900	\$577,600
Net Income		
Description	Annual net revenue (year-round metering)	Annual net revenue (part-time metering)
Phase 1 Metering, Year 1	\$58,550	\$(263,750)
Phase 1 Metering, Subsequent Years	\$751,300	\$429,400
Both Phases (fully implemented)	\$900,600	\$494,300

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CAPITAL PROJECT NEEDS

Description	Upfront Cost	Annual Cost
Tier 1		
Maintenance of Existing Parking Assets	-	\$110,000
Striping Existing Parking Assets (Street / Lots)	-	\$13,200
Expanding Striping to Unmarked Areas	\$10,000	\$5,000
Implementation of Metered Areas (Phase I)	\$692,750	\$45,900
Permit System Management / Administration	-	\$20,00
Enhanced Transit Loop – Bayfront to Nye Beach		\$200,000+
Tier 2		
Enhance City-Wide Wayfinding System	\$25,000 - \$125,000	\$5,000
Temporary Parking Options (Nye Beach)	\$5,000 - \$10,000	Variable
Implement of Meter Areas (Phase II)	\$565,500	\$37,400
Joint City Port Project to Construct Gangway to East End of Port Dock 5 and Add Parking	\$250,000 - \$750,000	\$7,500
Tier 3		
Nye Beach Permanent Surface Lot (Including Land Value)	\$1,520,000	\$4,500
Nye Beach Structured Parking	\$2,400,000	\$15,000
Bayfront Structured / On-Pier Parking	\$4,000,000	\$25,000

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PERMIT PARKING PROPOSAL

- Would Apply to Areas Designated Paid/Permit or Permit/Timed
- Port may make Permits Available in Leased Lots
- Exempts Users from Timed Parking or Meter Limitations
- Cost: \$60.00
- Renewal Period: Annual
- Administration: City and Port of Newport
- Eligibility Limits: None
- Reduced Fee for Daily Parking Passes for Transient Uses

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OVERSIGHT

A parking advisory committee with representatives from the three business districts would:

- Assist the city in developing policies and implementation measures related to use of public parking resources, including signage, striping, parking time limits/meters, and enforcement
- Support transportation alternatives such as pedestrian, bicycle and transit service to complement public parking assets
- Provide oversight over the use of parking system revenues (e.g. permits, meters, business license surcharges, etc.) and use of those revenues to implement capital improvements to the parking system.
- May be an opportunity to combine Wayfinding and Parking Committees to achieve efficiencies

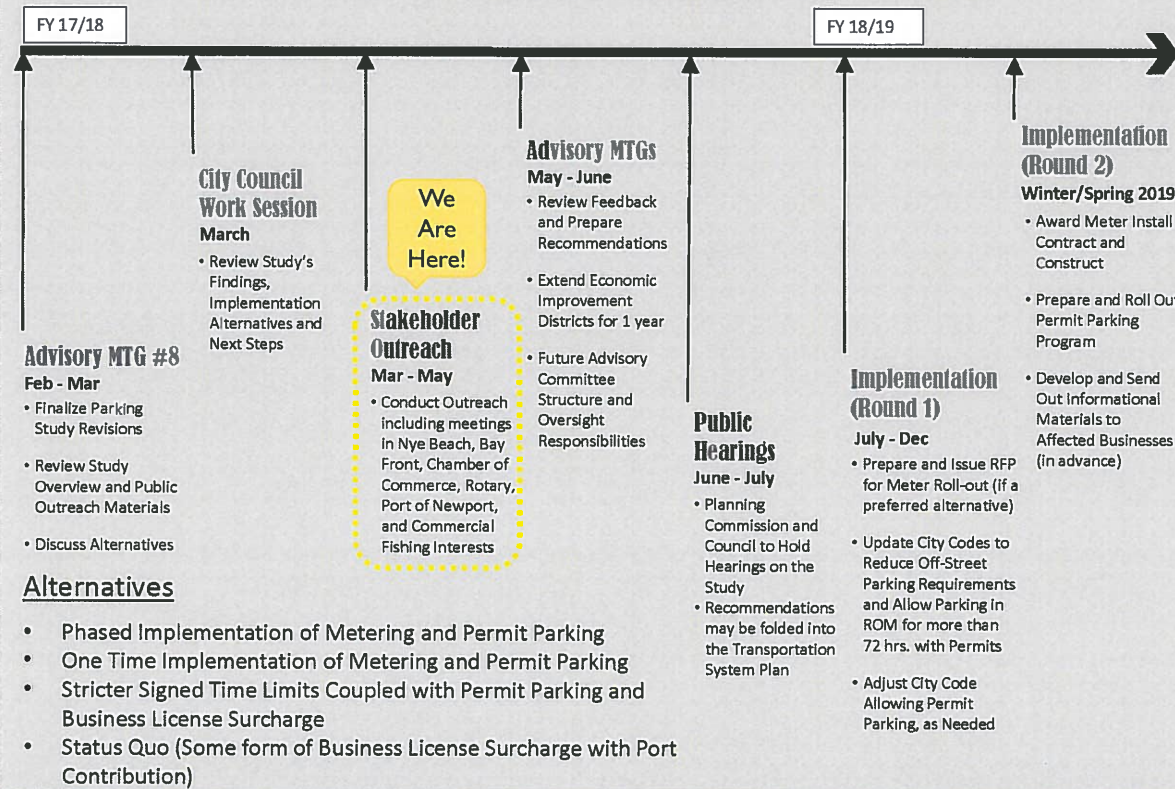
29

ADDITIONAL OBSERVATIONS

- Existing revenue from the soon to expire parking districts is insufficient to address maintenance needs
- Parking supply is inadequate to meet demand in portions of the Bayfront and Nye Beach and...
 - Wayfinding Enhancements...,
 - Signage Improvements...,
 - Parking Stall Striping Adjustments..., or
 - Added Enforcement will not change that fact!
- Development opportunities, particularly on the Bayfront are constrained by the lack of parking and ability to construct parking
- Opportunities to add supply or supplement transit services are expensive and require dedicated revenue sources that do not presently exist
- Metering / permit parking is an opportunity to improve turn over in high demand areas while enhancing revenues for needed parking improvements

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PARKING STUDY: TENTATIVE OUTREACH AND IMPLEMENTATION SCHEDULE



QUESTIONS?

For Additional Information Contact:

Derrick Tokos

Newport Community Development Director

541-574-0626 or d.tokos@newportoregon.gov

Rationale For Not Proceeding with June 2017 Log Shipping Deal

TWO MAJOR REASONS:

The two major reasons for not proceeding with this deal:

- 1) When taking all costs and risks into account and projecting 15 years into the future, it is unlikely the Port would make a dime on the deal, and given the historic volatility and vulnerability of log exports, the Port would likely lose money indefinitely.
- 2) Signing off on the deal would cede control of a majority of the terminal for up to 20 years, and impede pursuing other business opportunities that would be more profitable for the Port.

The Port needs to strengthen its long-term financial position, not weaken it. These two major reasons are explained in more detail below with supporting quantitative and qualitative information. Other reasons for not moving forward are also explained.

FINANCIAL ANALYSIS:

The May 23, 2017 commission meeting packet contained financial analysis spreadsheets of the deal from port director of finance based on information given to him from the GM. 8 ships were determined to be the maximum number of ships per year, so the spreadsheets with 5 and 7.5 shipments are referenced in this document. There are additional costs and considerations that need to be added to these spreadsheets to accurately reflect all factors, and that will be done further on in this document. For now, the focus is just on what those two spreadsheets indicate:

- 1) 7.5 shipments per year: The Port nets less than \$90,000 per year until years 9 & 10 when it nets \$215,000 & \$388,000.
- 2) 5.0 shipments per year: The Port nets less than \$6,000 per year until years 15 & 16 when it nets \$32,000 & \$174,000.

When additional realistic costs (see below) are added in to the original financial spreadsheets, the results become:

- 1) 7.5 shipments a year: The Port loses \$314,000 per year until years 9 & 10 when it loses \$186,000 & \$13,000.
- 2) 5.0 shipments per year: The Port loses \$377,000 per year until years 15 & 16 when it loses \$351,000 and \$209,000.

There are additional realistic costs to incorporate into the original financial analysis spreadsheets to accurately reflect the likely scenarios:

- 1) Admin allocation: Per 2017_12 financial review, allocation for the four business units were \$384k (SB), \$198k (CM), \$68k (NIT), & \$199k (NOAA). So an extra \$68k attributed to log exports would be a conservative estimate.
- 2) Maintenance Reserves: The planned \$100,000 per year does not look sufficient. This has been stated as an estimated dredging cost, but reserves required for sustaining infrastructure for shipping would likely be significant. There is not sufficient information to accurately estimate such an amount, so additional reserves of \$100,000 is a guess, but could very well go higher when the nature of the use and the size of the facility is considered.
- 3) Project cost over-runs: \$750,000 was requested in 2017 by GM to be budgeted for transfer from NOAA fund to construction fund. \$250,000 was for initial dredging, and \$500,000 was specified as a type of bridge loan for construction purposes as the Port would have to pay for construction items prior to receiving reimbursement funds. However, this \$500,000 looks like a modest allowance for cost over-runs from such a

project. Just consider the original terminal work cost almost double the budget. It is difficult to plan for cost over-runs, but the high probability that they occur requires that a reasonable estimate be part of the analysis; especially considering that any such over-runs would likely come out of the NOAA fund without any hope of repayment given the finances of the deal. \$1,000,000 is a reasonable estimate. A \$1,000,000 loan at 6.0% over 15 years requires about \$101,000 annual payment.

- 4) Additional lost service revenue: The lost service revenue estimated in the original financial analysis was \$36,000 per year at 5 shipments and \$78,000 per year. Lot storage is not included in this, so there is \$80,000 per year. NIT services and moorage annual revenue has increased about \$230,000 over the past few years with improved terminal availability, and there is capacity for future increases. Therefore, \$36k to \$78k estimate seems very low. \$60k to \$120k would still seem very conservative, but would be a better estimate. So with the \$80,000, that makes the additional lost service revenue \$104,000 (5 ships) to \$122,000 (7.5 ships).
- 5) Performance bond cost: Performance bond cost at approximately \$100,000 financed over 15 years at 6.0% would be about a \$10,000 annual cost.

Vulnerability and Volatility of Log Export Markets:

As bad as the earlier financial analysis is for the deal, its true risk cannot be put into proper context without an assessment of the vulnerability and volatility of log exports. This can be described by historical performance, current factors, and potential pitfalls. Log export markets are so vulnerable they disappeared from Oregon altogether for 14 years, from 1996 to 2010. Even since log exports returned to Astoria and Coos Bay, there are wide fluctuations in shipments. Assuming two thirds capacity at 5 ships a year is therefore much more realistic than 7.5 ships; and even assuming we could count on 5 ships a year for 15 straight years would be a leap of faith given historic vulnerability and volatility.

Potential Pitfalls for Future of Log Export Markets:

There are many factors that at any time could undercut the log export market. Below are some:

- 1) Trade conflicts: One trade issue between the US and Canada this past year has already impacted the flow of logs and lumber. Canadian softwood lumber imports are now being assessed a duty of more than 20% paid by most Canadians, and Canadian lumber imports into the US saw a reduction for the first time in five years. There have been rumblings of trade wars, tariffs, and actions between US and China, especially over the past year, and actions by either country could significantly impact log exports.
- 2) Russia: The self-imposed tariff Russia has on log exports has impacted both China's log imports from Russia and Russia's significant investment in mill infrastructure. Hence, Russia is a major supplier of lumber to China and is still seeing increases in these exports. Continued increases in wood exports to China and / or decreases in the log export tariff could have big impacts to the overall markets.
- 3) Chinese economy: US exports of softwood logs are already on the decline, and there are signs of slowdowns in Chinese construction as RISI forecasts a decline of about 18 percent in China's softwood log imports and 10 percent in hardwood log imports over the next decade.
- 4) Geopolitical conflicts: It is impossible to predict the future. There is any number of simmering issues that could boil over and significantly affect trade with China. Tense issues with North Korea and Taiwan have intermittently been in the news over the

years and have the potential to become major situations. The tension between China and some of its neighbors and the US have increased over the last few years as China has extended its claims to sovereignty in the South China Sea.

- 5) Domestic conservation issues: One example of such an issue is the ODFW February 9th uplisting of the marbled murrelet seabird from threatened to endangered. The seabird nests and lays eggs in trees up to 50 miles inland from the coast, and it is yet unknown the effect of this action on old growth forests and landowners.
- 6) Domestic economic issues: The domestic economy has been improving over the past few years and construction has been on the rise. The economic and political pressures to keep domestic logs in the US for processing and use may only continue to grow.

EXCLUSION OF OTHER OPPORTUNITIES

A review of financial costs and probable financial returns shows a deal in the red. And on top of that it would preclude and impede, for up to 20 years, future opportunities that could actually yield a profit. Nothing more needs to be written on this subject as it is simple and self-explanatory, but it is a major point.

TWO PREREQUISITES

Two important & complex subjects have to be worked through to satisfaction before any such deal for the Port can even be considered.

- 1) Proactive legal review: Not only should documents be reviewed for legal clarity and accuracy, but they should also be reviewed with the focus of protecting the Port both financially and legally under different future scenarios, taking into account problems and lessons that have been learned at other Ports. It is not apparent if the Port commission formally met with legal representation at any point during the negotiations, nor is it immediately apparent if a proactive legal review took place.
- 2) Logistic integration planning: Development of any legal document granting rights to a user group should be preceded by detailed, logistical planning for integration with current and any other possible future users. This planning should not only take into account how logistical integration occurs, but what the financial impacts are to the Port and the community. It is not immediately apparent if any such meaningful activities or analysis took place. A map was drawn by a Port employee and modified based on some feedback, and there were a couple of user group meetings after the legal documents were essentially negotiated and written, but this activity is just a start for what really needs to take place.

It cannot be overstated how important these two steps are, and that they are not merely boxes to be checked. For if either of these steps is not methodically and competently completed, it could have significant negative ramifications. No deal should be considered without satisfactory completion of these two steps. These two steps appear not to have been completed under the 2017 log export deal.

SUMMARY

The 2017 log export deal was a bad one with huge risks, millions in debt, legal obligations to others for up to 20 years, no guarantees for shipments, losses into the hundreds of thousands (or possibly millions), would impede other opportunities, and was not designed with proactive legal reviews or logistic integration planning. This deal fails on multiple counts.

International Terminal Shipping Facility Financial Analysis - 5 Shipments

Year	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Tariff Proceeds	529,315	529,315	529,315	529,315	529,315	529,315	529,315	529,315	529,315	529,315	529,315	529,315	529,315	529,315	529,315	529,315
Additional Costs	(317,462)	(317,462)	(317,462)	(317,462)	(317,462)	(317,462)	(317,462)	(317,462)	(317,462)	(317,462)	(317,462)	(317,462)	(317,462)	(317,462)	(317,462)	(317,462)
Lost Service Revenue	(38,000)	(38,000)	(38,000)	(38,000)	(38,000)	(38,000)	(38,000)	(38,000)	(38,000)	(38,000)	(38,000)	(38,000)	(38,000)	(38,000)	(38,000)	(38,000)
Net Operating Income	173,853	173,853	173,853	173,853	173,853	173,853	173,853	173,853	173,853	173,853	173,853	173,853	173,853	173,853	173,853	173,853
Abatement	(168,427)	(168,427)	(168,427)	(168,427)	(168,427)	(168,427)	(168,427)	(168,427)	(168,427)	(168,427)	(168,427)	(168,427)	(168,427)	(168,427)	(142,029)	0
Income After Abatement	5,427	5,427	5,427	5,427	5,427	5,427	5,427	5,427	5,427	5,427	5,427	5,427	5,427	5,427	31,824	173,853
Amount Owed	2,331,574	2,163,147	1,994,721	1,826,294	1,657,868	1,489,441	1,321,015	1,152,588	984,162	815,735	647,309	478,882	310,456	142,029	0	0

* 5 shipments per year. Average Tariff is \$105,863 per shipment

* Additional Costs include Loan Payments, Personnel Expenses, Dredging and Ancillary Costs. Dredging is \$100,000 per year and the Ancillary Costs are \$5,000 per vessel

* Lost service revenue is 10% per 5 & 6 shipments, 20% per 7 & 8 shipments and 25% per 9 and 10 shipments

* Abatement includes 50-50 split after subtracting costs for the Loan Payment and Personnel Expenses which are \$192,462 a year

* 0% interest on abatement and no tariff or lease rate increases over the abatement period

International Terminal Shipping Facility Financial Analysis - 7.5 Shipments

Year	1	2	3	4	5	6	7	8	9	10
Tariff Proceeds	635,178	793,973	793,973	793,973	793,973	793,973	793,973	793,973	793,973	793,973
Additional Costs	(322,462)	(329,962)	(329,962)	(329,962)	(329,962)	(329,962)	(329,962)	(329,962)	(329,962)	(329,962)
Lost Service Revenue	(38,000)	(76,000)	(76,000)	(76,000)	(76,000)	(76,000)	(76,000)	(76,000)	(76,000)	(76,000)
Net Operating Income	274,716	388,011	388,011	388,011	388,011	388,011	388,011	388,011	388,011	388,011
Abatement	(221,358)	(300,755)	(300,755)	(300,755)	(300,755)	(300,755)	(300,755)	(300,755)	(173,355)	0
Income After Abatement	53,358	87,255	87,255	87,255	87,255	87,255	87,255	87,255	214,656	388,011
Amount Owed	2,278,642	1,977,887	1,677,132	1,376,376	1,075,621	774,866	474,111	173,355	0	0

* 6 shipments in the 1st year and 7.5 in each year after based on Sylvan projections. Average Tariff is \$105,863 per shipment

* Additional Costs include Loan Payments, Personnel Expenses, Dredging and Ancillary Costs. Dredging is \$100,000 per year and the Ancillary Costs are \$5,000 per vessel

* Lost service revenue is 10% per 5 & 6 shipments, 20% per 7 & 8 shipments and 25% per 9 and 10 shipments

* Abatement includes 50-50 split after subtracting costs for the Loan Payment and Personnel Expenses which are \$192,462 a year

* 0% interest on abatement and no tariff or lease rate increases over the abatement period

Recommended changes from current Resolution are highlighted in gray

**PORT OF NEWPORT RESOLUTION NO. 2018-(to be determined. . .)
A RESOLUTION SETTING RATES, FEES AND CHARGES**

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

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

WHEREAS, the Port Commission last adjusted rates, fees and charges via Resolution 2017-08 on 23 May 2107; and

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

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

THE PORT OF NEWPORT BOARD OF COMMISSIONERS RESOLVES AS FOLLOWS:

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

SECTION 1. SERVICE RATES.

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

	PREVIOUS	NEW	% CHG
A. <u>Forklifts</u> . In addition to labor rate.			
1. Small. Toyotas.			
Per Hour.....	\$12.00	\$15.00	25.0%
2. Large. All at International Terminal (NIT)			
Per Hour.....	\$30.00	\$35.00	16.7%
B. <u>Hoist Docks</u> . Tie up fee, per hour. Includes use of hoist.			
1. One hour minimum, up to 3 hours.....	\$39.00	\$50.00	28.2%
2. After 3 hours.....	\$47.00	\$55.00	17.0%
C. <u>Hoist Dock Cranes</u> . In addition to hoist dock rate.			
1. Large Capacity. In addition to labor rate.			
Per Hour.....	\$42.00	\$50.00	19.0%
2. Launch Sail Boats. Includes recovery, per launch.....	\$45.00	\$50.00	11.1%
D. <u>Service Docks</u> .			
1. Swede's Dock. In addition to moorage.			
Per day, per linear foot	\$1.00	\$1.60	60.0%
			(double transient rate)...
E. <u>City Water</u>			City's rate
			+ 5.0% Administration Fee
F. <u>Fuel Surcharge</u> . NIT only. Per gallon.	\$0.033	\$0.040	21.2%

	PREVIOUS	NEW	% CHG
G. Electricity. Swede's Dock, Dock 1, and NIT. Per day charge.			
One day minimum.			
1. 208/220 v, single phase & 208 v three phase.....	\$16.00	\$18.00	12.5%
2. 120 v NIT.....	\$7.00	\$10.00	42.9%
3. PD7 Service Dock, 110 v pumps.....	\$7.00	\$10.00	42.9%
4. PD7 Yard Charge, trucks.....	\$12.00	\$13.00	8.3%
H. Hydraulic Crane. In addition to labor rate. 30 ton capacity.			
Per hour.....	\$139.00	\$153.00	10.1%
I. Personnel Lift. In addition to labor rate.			
Per hour.....	To be Determined		
J. Pump/Line Service. Includes one Port employee only. Additional staff required will be billed at the established hourly labor rate.			
Per hour	\$62.00	\$70.00	12.9%
K. Storage.			
1. Outside Lot Storage. Any Port of Newport Lot.			
a. Per square foot, monthly charge.....	\$0.23	\$0.30	30.4%
b. Minimum monthly charge, for $\leq 10 \text{ ft}^2$	\$23.00	\$30.00	30.4%
a. Boat trailer only, per night.....	\$2.50	\$5.00	200.0%
b. Boat on trailer, per night, 10 days limit.....	\$8.00	\$10.00	25.0%
2. Emergency Storage Fee. Per day billed as guest. For vehicles, boats or trailers prior to being considered unclaimed property in possession (ORS 98.245).			
1st day free.Each additional day.....	--	\$30.00	n/a
Charge for improper use of parking lot. (e.g. boat repair)			
Per day.....	\$23.00	\$50.00	217.4%
L. Net & Gear Maintenance. Boat crew is responsible for clean-up. If Port employees are required to clean up area, the boat account will be billed at the established hourly labor rates.			
1. Commercial Marina, per day.....	\$20.00	\$40.00	200.0%
2. NIT, per day. (7 calendar days max).....	\$20.00	\$40.00	200.0%
3. South Beach Marina, per day.....	\$20.00	\$40.00	200.0%
M. Work Barge. In addition to labor rate.			
1. Work boat, per hour. Licensed captain extra.....	\$131.00	\$150.00	14.5%
2. Wood Barge, per day (work boat extra).....	\$25.00	\$30.00	20.0%
3. Skiff, per hour.....	\$14.00	\$15.00	7.1%
N. Clean-up. Equipment charges are extra.			
1. Oil Spills, per hour	\$97.00	\$125.00	28.9%
(HAZWOPER trained staff)			
O. Disposal Fees.			
1. Just oil, per gallon.....	\$0.50	\$1.00	100.0%
2. Oil-Water mix, per gallon.....	\$1.00	\$1.20	20.0%
3. Net Disposal and/or related gear, per pound.....	\$0.18	\$0.25	38.9%
4. Garbage, per pound.....	\$0.15	\$0.20	33.3%
P. Port Labor. Includes all staff and fully burdened. Per hour, one hour minimum, in 15 minute increments.			
1. Standard			
a. Regular Hours.....	\$53.00	\$70.00	32.1%
b. Overtime. Any services required outside the established working hours, unless otherwise posted.....	\$79.50	\$105.00	32.1%

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

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

A. <u>Moorage</u> . Per linear foot.			
1. Daily (transient).....	\$0.50	\$0.80	60.0%
2. Weekly [≈ 10% discount].....	--	\$5.00	n/a
2. Calendar Month, [≈ 50% discount] to be paid in advance..	\$9.00	\$12.00	33.3%
3. Semi-Annual, [≈ 73% discount] to be paid in advance..	\$33.00	\$40.00	21.1%
4. Annual, [≈ 82% discount] to be paid in advance..	\$44.00	\$52.00	18.2%
B. <u>Parking Permits</u> . To be paid in advance. (Will be prorated monthly for existing permit holders.)			
1. Commercial Fishermen only.			
a. Quarterly: Jan → Mar, Apr → Jun, Jul → Sep, or Oct → Dec [\\$20/month]		\$60.00	n/a
b. Semi-Annual: January → June or July → December [\\$15/month].....		\$90.00	n/a
c. Annual: January → December [\\$10/month].....	\$22.00	\$120.00	545.5%
2. Public Parking. Limited availability. [Paved, fenced, and assigned.] To be paid in advance.			
a. Quarterly: Jan → Mar, Apr → Jun, Jul → Sep, or Oct → Dec [≈ \$5/day].....		\$325.00	n/a
b. Semi-Annual: January → June or July → December [≈ \$4/day].....		\$520.00	n/a
c. Annual: January → December [≈ \$3/day].....		\$780.00	n/a

SECTION 3. INTERNATIONAL TERMINAL CHARGES.

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

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

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

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

1. 000.00 - 351.05 ft.....	\$1,627.00	\$1,627.00	0.0%
2. 351.05 - 371.05 ft.....	\$1,792.00	\$1,792.00	0.0%
3. 371.02 - 400.26 ft.....	\$1,981.00	\$1,981.00	0.0%
4. 400.26 - 426.51 ft.....	\$2,203.00	\$2,203.00	0.0%
5. 426.51 - 449.48 ft.....	\$2,373.00	\$2,373.00	0.0%
6. 449.48 - 475.72 ft.....	\$2,607.00	\$2,607.00	0.0%
7. 475.72 - 498.69 ft.....	\$2,960.00	\$2,960.00	0.0%
8. 498.69 - 524.93 ft.....	\$3,527.00	\$3,527.00	0.0%
9. 524.93 - 551.18 ft.....	\$3,639.00	\$3,639.00	0.0%
10. 551.18 - 574.15.....	\$3,822.00	\$3,822.00	0.0%
11. 574.15 - 600.39 ft.....	\$4,373.00	\$4,373.00	0.0%
12. 600.39 - 626.64 ft.....	\$5,092.00	\$5,092.00	0.0%
13. 626.64 - 650.00 ft.....	\$5,787.00	\$5,787.00	0.0%
14. Above 650 ft., added on top of above rate, per ft.....	\$8.90	\$8.90	0.0%
15. Exceptions for certain vessels (§II.14) [Including all fishing vessels] Per linear foot.			
Daily.....	\$0.80	\$1.20	50.0%
Weekly [\$1/day]	--	\$7.00	n/a
<i>Commercial Fishing vessels directed by Port staff to the International Terminal for the Port's convenience will only be charged at the Commercial Marina rates for that specific trip.</i>			

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

Per 1000 board feet, unless noted.

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

E. Wharfage Assessment. (§III.6).

Minimum charge for any single bill of lading..... \$10.00 \$10.00 0.0%

F. Wharf Charges. (§III.7)

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

1. Logs. Scribner scale, ex dock.....	\$9.50	\$9.50	0.0%
2. Cants.....	\$6.00	\$6.00	0.0%
3. Lumber, packaged rough.....	\$4.55	\$4.55	0.0%
4. Lumber, packaged surfaced.....	\$4.03	\$4.03	0.0%
5. Plywood, veneer, corestock & harbord, /1000 kilos.....	\$3.96	\$3.96	0.0%
6. Pulp, Linerboard, bales or rolls, 2000 kilos.....	\$2.72	\$2.72	0.0%
7. Other commodities, per metric ton or 1000 bf.....	\$5.57	\$5.57	0.0%

	PREVIOUS	NEW	% CHG
8. Other commodities, per cubic meter.....	\$4.57	\$4.57	0.0%
G. Cargo Staging Area. (§IV.2). Base rent for 3-acre surge area.			
1. Per week, seven days	\$2,000.00	\$2,000.00	0.0%
2. Per day, less than seven days	\$300.00	\$300.00	0.0%
H. Line Service. (§V.3). Labor will be charged at the rates set out in the current ILWU/PMA West Coast Contract + 5.0% for overhead. Rate schedule per day.			
1. 2 individuals.....	\$520 - \$656		0.0%
2. 4 individuals.....	\$1,061 - \$1,317		0.0%
3. 6 individuals.....	\$1,575 - \$1973		0.0%
4. 8 individuals.....	\$2,153 - \$2, 631		0.0%

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

A. Moorage. Per linear foot. Charge based on boat length or slip length, whichever is greater. Charge at F-Dock based on boat length.

1. Daily.....	\$0.70	\$0.80	14.3%
2. Weekly [≈ 10% discount].....	\$4.00	\$5.00	25.0%
3. Calendar Month [≈ 50% discount].....	\$10.50	\$12.00	14.3%
4. Semi-Annual, [≈ 73% discount]..... to be paid in advance..	\$38.00	\$40.00	5.3%
5. Annual, [≈ 79% discount]..... to be paid in advance..	\$60.00	\$60.00	0.0%
6. Electric Surcharge, per extra plug on dock.			
a. Weekly.....	\$25.00	\$30.00	20.0%
b. Monthly.....	\$100.00	\$150.00	50.0%
7. Live-aboard, by written agreement only. Monthly rate.			
a. Per person.....	\$53.00	\$125.00	235.8%
a. First peron.....	\$53.00	n/a	n/a
b. Each Additional.....	\$46.00	n/a	n/a

B. South Beach Charter Rates.

1. Semi-Annual Moorage, per linear foot, to be paid in advance.....	\$35.00	\$50.00	42.9%
2. Annual Moorage, per linear foot, to be paid in advance.....	\$47.00	\$75.00	59.6%
3. Charter License.....	\$315.00	\$440.00	39.7%

C. Dock Box. Purchase..... \$325.00 \$375.00 15.4%

D. Electrical Upgrade. From 20 to 30 amp. One time fee..... \$56.00 \$75.00 33.9%

E. Service Fee Reimbursement. For electric pedestal amperage overloads.
May be charged at actual cost to the Port + 5.0% Admin. Fee \$83.00 \$100.00 20.5%

F. Line Replacement. Per foot, per time..... \$1.25 \$1.50 20.0%

G. Launch Fee. Includes use of launch ramp, boat washdown, and fish cleaning stations.

1. Daily.....	\$6.00	\$10.00	66.7%
2. Annual			
a. Resident	\$60.00	\$80.00	33.3%
b. Resident Senior (60+).....	\$50.00	\$60.00	20.0%
c. Non-resident	\$85.00	\$120.00	41.2%
d. Non-resident Senior. (60+).....	\$75.00	\$100.00	33.3%

	PREVIOUS	NEW	% CHG
e. Military Veterans			
Disabled, Retired, or Active Duty; with ID Proof	--	\$50.00	n/a

SECTION 5. RECREATIONAL VEHICLE PARK FEES. Effective 1 October 2018. Applicable State and Municipal Lodging Tax will be an additional charge. Reservations may be made for the 2018 calendar year through 31 December 2018. Reservations for the Seafood and Wine Festival, 2-night minimum, open for online reservations only starting at 6:00 am on 7 January 2019. Any cancellations of a Seafood & Wine reservation will be charged for a 2-night stay.

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

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

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

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

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

1. All Marina Park Sites			
a. Daily			
Regular.....	\$42.00	\$46.00	9.5%
[Good Sam OR Military Veterans (not both).....	\$37.80	\$41.40	9.5%
b. Weekly.....	\$264.00	\$290.00	9.8%
c. Monthly.....	\$823.00	\$905.00	10.0%
2. The Annex Sites			
a. Daily.....	\$33.00	\$36.00	9.1%
b. Weekly.....	\$198.00	\$218.00	10.1%
c. Monthly.....	\$651.00	\$716.00	10.0%
3. Dry Camping, daily.....	\$22.00	\$24.00	9.1%

C. Off Season (Winter). 1 November - 30 April.

1. All Marina Park Sites			
a. Daily			
Regular.....	\$38.00	\$42.00	10.5%
[Good Sam OR Military Veterans (not both).....	\$34.20	\$37.80	10.5%
b. Weekly	\$224.00	\$246.00	9.8%
c. Monthly.....	\$706.00	\$777.00	10.1%
2. The Annex Sites			
a. Daily.....	\$33.00	\$36.00	9.1%
b. Weekly.....	\$198.00	\$218.00	10.1%
c. Monthly.....	\$651.00	\$716.00	10.0%
3. Dry Camping, daily.....	\$22.00	\$24.00	9.1%

D. South Beach Meeting Room. Must be pre-arranged and authorized. Keys must be obtained and returned.

Certain waivers by management.

1. 1/3 Day (morning, afternoon or evening).....	\$30.00	\$40.00	33.3%
2. Full Day.....	\$80.00	\$100.00	25.0%

	PREVIOUS	NEW	% CHG
E. <u>Pet Fee</u> . Charged additionally.			
1. Daily. First pet free, each additional.....	\$3.00	\$4.00	33.3%
2. Weekly. First pet free, each additional.....	\$11.00	\$12.00	9.1%
3. Monthly. Charge per pet including first.....	\$11.00	\$12.00	9.1%
F. <u>Individual Fee</u> . First two people free; each additional person charged.			
a. Daily.....	\$3.00	\$5.00	66.7%
b. Weekly.....	\$11.00	\$20.00	81.8%
c. Monthly.....	\$32.00	\$50.00	56.3%
G. <u>Vehicle Fee</u> . Any combination of three axle pieces or equipment (e.g.			
a. Daily.....	\$7.00	\$10.00	42.9%
b. Weekly.....	\$15.00	\$20.00	33.3%
c. Monthly.....	\$35.00	\$50.00	42.9%
H. <u>Reservation Deposit</u> . Payable at booking. Deposit will be applied to actual stay, subject to cancellation fee if applicable.			
a. Daily or Weekly.....		First night's rate	
b. Monthly.....		First month's rate	
I. <u>Cancellation Fee</u> .			
1. Daily or weekly reservation, except holiday or special event.			
a. 72 hours or more before check-in date.....	\$11.00	\$15.00	36.4%
b. Less than 72 hours before check-in date.....		First night's rate	
2. Daily or weekly reservation, holiday or special event other than Seafood & Wine Festival			
a. 14 days or more before check-in date.....	\$11.00	\$15.00	36.4%
b. Fewer than 14 days before check-in date.....		First night's rate	
3. Monthly reservation.			
a. 30 days or more before check-in date.....	\$50.00	\$55.00	10.0%
b. Less than 30 days before check-in, or early checkout.....	\$100.00	\$110.00	10.0%
4. Seafood & Wine Festival. All cancellations are charged for a 2-nights' rate, no grace period.			
J. <u>RV Storage Fee</u> . To be paid in advance. RV must be in good condition. Per linear foot. (min. 20 ft.)			
1. Monthly.....	--	\$3.00	n/a
2. Semi-Annual, per month.....	--	\$2.50	n/a
K. <u>Laundry Machines</u> . Per Load.....	\$2.00	\$2.00	0.0%
L. <u>Showers</u>			
1. Marina RV Park and Annex.....	free	free	0.0%
2. Marina, per 5 minutes.....	\$1.50	\$1.50	0.0%

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

A. Class A Violation

1. 0 - 14 days, per day.....	\$300.00	\$330.00	10.0%
2. 15 - 29 days, per day.....	\$600.00	\$660.00	10.0%
3. 30+ days, per day.....	\$1,000.00	\$1,100.00	10.0%

B. Class B Violation

1. 0 - 14 days, per day.....	\$150.00	\$165.00	10.0%
2. 15 - 29 days, per day.....	\$300.00	\$330.00	10.0%
3. 30+ days, per day.....	\$500.00	\$550.00	10.0%

	PREVIOUS	NEW	% CHG
C. Class C Violation.			
1. 0 - 14 days, per day.....	\$30.00	\$33.00	10.0%
2. 15 - 29 days, per day.....	\$60.00	\$66.00	10.0%
3. 30+ days, per day.....	\$100.00	\$110.00	10.0%
D. Class D Violation.			
1. 0 - 14 days, per day.....	\$15.00	\$17.00	13.3%
2. 15 - 29 days, per day.....	\$30.00	\$33.00	10.0%
3. 30+ days, per day.....	\$50.00	\$55.00	10.0%
E. Parking Violation.			
1. 0 - 10 days, paid within.....	\$40.00	\$44.00	10.0%
2. 11 - 20 days, paid within.....	\$85.00	\$94.00	10.6%
3. 21+ days, paid within.....	\$125.00	\$138.00	10.4%
F. Dumping Violation.			
Per Event.....	\$500.00	\$550.00	10.0%

SECTION 7. ADMINISTRATIVE FEES. Staff may require payment or deposit in advance of service (ORS) 192.440(4)(a). Effective 1 July 2018.

A. Public Records Request Fee Schedule.

1. Copies of Public Records. Per page.....	\$0.25	\$0.50	100.0%
2. Copies of By laws, Codes, Plans, bound documents, per page	\$20.00	\$22.00	10.0%
2. Copies of Nonstandard documents, per page.....	\$20.00	\$22.00	10.0%
3. Copies of Sound Recordings (each).....	\$10.00	\$12.00	20.0%
B. Research. Written request required. Hourly rate. 1/2 hr min.....	\$53.00	n/a	n/a
C. Computer Time. Port operator. Hourly rate. 1/2 hr min.....	\$53.00	n/a	n/a

B. Faxes/Emailing/Copies. Per page.

1. Local.....	\$1.00	\$1.10	10.0%
2. Long Distance.....	\$1.50	\$2.00	33.3%
3. Incoming.....	\$1.00	\$2.00	200.0%
4. Copies	\$0.25	\$0.30	20.0%

C. Long Distance Phone Calls. 5 minutes maximum.

.....	\$2.00	\$2.50	25.0%
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D. Lamination. Per page. Letter size.....

.....	\$2.00	\$2.50	25.0%
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E. Notice Posting. For non-payment of lease or moorage.....

.....	\$65.00	\$75.00	15.4%
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F. Failure to Register. For research related to unregistered boats.....

.....	\$33.00	\$40.00	21.2%
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G. International Terminal Meeting Room. Must be pre-arranged and authorized.

1. Half day.....	\$30.00	\$40.00	33.3%
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2. Full day.....	\$60.00	\$100.00	66.7%
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H. Returned Check Fee. Bank fees will be added.....

.....	\$50.00	\$50.00	0.0%
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I. Per Annum Interest Rate. Applied to past due accounts.

.....	18.0%	20.0%	11.1%
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J. POV Mileage. IRS Reimbursement Rate..... current rate

K. Travel Reimbursement. IRS per diem rates. (http://www.gsa.gov/portal/category/104711)..... current rate

L. Impound Seizure Fee.

1. Vessel Impounding.....	\$750.00	\$850.00	13.3%
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2. Car/Truck/Trailer.....	\$100.00	\$125.00	25.0%
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	PREVIOUS	NEW	% CHG
3. Towing.....	Actual Cost	+ 5% Admin. Fee	
M. Process Fees.			
Any additional fees incurred by the Port as part of an eviction process.....		current rate	
1. Notice.....	\$50.00	\$75.00	50.0%
2. FED Complaint.....	\$200.00	\$250.00	25.0%
3. Court Hearing.....	\$165.00	\$200.00	21.2%
4. Writ of Execution.....	\$140.00	\$160.00	14.3%
N. Special Use Permit Fee. The General Manager has authority to adjust or waive usage fee based upon non-profit status and other criteria. Additional insurance requirements may apply at the General Manager's discretion.			
1. <u>Application Fee</u>	\$100.00	\$110.00	10.0%
2. <u>Usage Fee.</u> Number of Participants, Attendees, Contestants, Volunteers at event.			
a. 1 - 200.....	\$400.00	\$440.00	10.0%
b. 201 - 500.....	\$650.00	\$715.00	10.0%
c. 501-1000.....	\$900.00	\$990.00	10.0%
d. 1001 - 5000.....	\$1,400.00	\$1,540.00	10.0%
e. 5001 - 10,000.....	\$1,900.00	\$2,090.00	10.0%
f. 10,001 - 20,000	\$2,400.00	\$2,640.00	10.0%
f. More than 20,000.....	\$5,000.00	\$5,500.00	10.0%
3. Vendors, per each.....	\$40.00	\$50.00	25.0%
4. Insurance Certificate Limits.			
a. General Liability, per occurrence.....	\$2MM	\$2MM	0.0%
b. General Liability, in aggregate.....	\$2MM	\$2MM	0.0%
O. Security. (TCB) costs reviewed and passed along to applicant, + 5.0% Administrative Fee.			
P. <u>Background Check</u>	\$25.00	\$40.00	60.0%
Q. <u>Credit Check.</u>	\$35.00	\$40.00	14.3%
R. Notary Fees (OAR 160-100-0410).			
Affidavit/Jurat, Oath/Affirmation, Witness/Attest, per document.....	\$10.00	\$10.00	0.0%
S. Package Handling Fee. Per item.			
1. Envelope.	--	free	n/a
2. Package. 1st one free. Fee for each additional package.....	--	\$5.00	n/a

SECTION 8. INSURANCE CERTIFICATE MINIMUM LIMITS. Effective July 1, 2018. Limits are subject to review and risk assessment by management and/or the Port's insurance agent of record. A certificate naming the Port of Newport as an additional insured is also required.

A. Leases/Tenants.

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

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

Subject to review by Insurance Agent

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

Commission delegates to the General Manager the ability to set prices.

SECTION 10. DELEGATION OF RESPONSIBILITY.

The Commission delegates to the General Manager the ability to adjust these rates on a temporary basis to better manage services at the Port. Any adjustments to these rates will be reported to the Commission at its next Regular Meeting.

SECTION 11. ANNUAL REVIEW.

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

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

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

Patricia Patrick-Joling, President

Stewart Lamerdin, Secretary/Treasurer



Please Print Legibly

Date: _____

I wish to address the Port Commission on Agenda Item # _____ (3 minute limit per person)

Item Title: _____

Name: _____

Address: _____

Phone: _____ E-mail: _____

Comments: _____



Please Print Legibly

Date: _____

I wish to address the Port Commission on Agenda Item # _____ (3 minute limit per person)

Item Title: _____

Name: _____

Address: _____

Phone: _____ E-mail: _____

Comments: _____

NEW BUSINESS AGENDA ITEM

DATE: *24 April 2018*
RE: *Strategic Business Plan & Capital Facilities Plan*
TO: *Port of Newport Board of Commissioners*
ISSUED BY: *General Manager*

BACKGROUND

The Port of Newport's Strategic Business Plan and its Capital Facilities Plan (collectively referred to as the Port's "5-Year Plan"), recently expired and should be updated. Port staff have recently prepared SWOT analyses for each of the Port's profit centers (i.e. the International Terminal, the Commercial Marina, the Recreational Marina, the RV Park, and the Port's Leased Properties).

SUPPORTING DETAIL

The Strategic Business Planning process for the Port of Newport is consistent with the process recommended in Ports 2010: A New Strategic Business Plan prepared by the Oregon Business Development Department and adopted by the Infrastructure Finance Authority ("IFA") and the Oregon Business Development Commission in 2010. The Port's business agreement with the State of Oregon requires the Port to update or prepare a new 5-Year Plan in order to receive future technical and financial assistance.

EXPIRATION OF THESE PLANS

The previous Strategic Business Planning process was initiated by the Port in August 2012. The Port's Strategic Business Plan and its Capital Facilities Plan, both dated 14 January 2013, were intended to serve the Port Commission and staff for five years. These plans expired about three months ago.

BUDGET IMPLICATIONS

The total actual cost of the Port's 5-Year Plan in 2012 was \$60,179 (\$48,119 for the Strategic Business Plan, and \$12,060 for the Capital Facilities Plan), of which the Port received 75% matching funds (i.e. \$45,134) from the IFA's Port Planning and Marketing Fund. The Port's 25% share was \$15,045. Because the Port staff have already prepared our SWOT analyses, and because the plans only need to be updated rather than create completely new ones, Port staff believe the cost will be less than the initial cost. Port staff have scheduled meetings in April 2018 with IFA staff, both in Salem and in Newport, to discuss this project.

RECOMMENDATION

I would recommend that a Commissioner make a MOTION TO CONTRACT WITH A VENDOR ACCEPTABLE TO THE STATE TO UPDATE THE PORT'S STRATEGIC BUSINESS PLAN AND ITS CAPITAL FACILITIES PLAN AS SOON AS POSSIBLE.

NEW BUSINESS AGENDA ITEM

DATE: *24 April 2018*
RE: *Transferring Sufficient Money Within NOAA Fund*
TO: *Port of Newport Board of Commissioners*
ISSUED BY: *General Manager*

BACKGROUND

The three recommended NOAA capital improvement projects (two of which are required by the Port's contract with NOAA) for our FY2018-2019 total \$356,000.00 which exceeds the balance (i.e. \$241,342 as of 15 April 2018) in the "Maintenance & Replacement" account. I suggest that we be proactive rather than waiting to move these funds until just before they're needed.

SUPPORTING DETAIL

I recommend that we transfer an amount between \$200,000.00 → \$400,000.00 from NOAA Account #51085 (a money market account at Umpqua Bank labelled "NOAA Money Market" which currently draws interest of 0.15% APY) to NOAA Account #51087 (a money market account at Oregon Coast Bank labelled "Maintenance & Replacement" which currently draws interest of 0.45% APY). The balance of the NOAA Money Market account was \$1,961,477 as of 15 April 2018.

The total interest earned on the NOAA money market account at Umpqua Bank in FY 2016-2017 was \$2,936.52. Obviously the more money we transfer from the Umpqua account into the Maintenance & Replacement account, the more interest the NOAA Fund will earn.

BUDGET IMPLICATIONS

There should be no budget implications since this is a transfer of money from one NOAA account to another NOAA account, both of which are within the NOAA Fund.

RECOMMENDATION

I would recommend that a Commissioner make a MOTION TO TRANSFER THE AMOUNT OF \$200,000.00 FROM NOAA ACCOUNT # 51085 TO NOAA ACCOUNT # 51087 ("MAINTENANCE & REPLACEMENT").

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FINANCE DEPARTMENT QUARTERLY REPORT

DATE: 24 April 2018
PERIOD: 1 January to 31 March 2018
TO: Doug Parsons, General Manager
ISSUED BY: Mark Harris, Accounting Supervisor

Financial Reports

Financial reports for the first calendar quarter of 2018 have been included in the meeting packet.

Overall, fiscal year-to-date operating revenues increased near 8% over the same period in the prior year. Operating expenses increased 6.5%.

The target percentage of budget expended by 31 March is 75%. Year-to-date actual operating expenses came in under this target at 61%.

Administration Office

Finance Department staff are working with our new General Manager on various projects including next fiscal year's budget.

Recreational Marina and RV Park

A summary of activity and occupancy report for the Recreational Marina and RV Park for the first calendar quarter of 2018 have been included.

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March 2018 Occupancy Report

To: Aaron Bretz, Director of Operations

From: Bill Hewitt, RV Park Supervisor

We are off to a nice start for 2018 in the South Beach Marina and RV Parks. After our first quarter South Beach is ahead of last years' pace, which was our busiest ever. The South Beach operation is up in all categories except dry camping which is behind last year as a direct result of the poor weather experienced during Wine and Seafood in February.

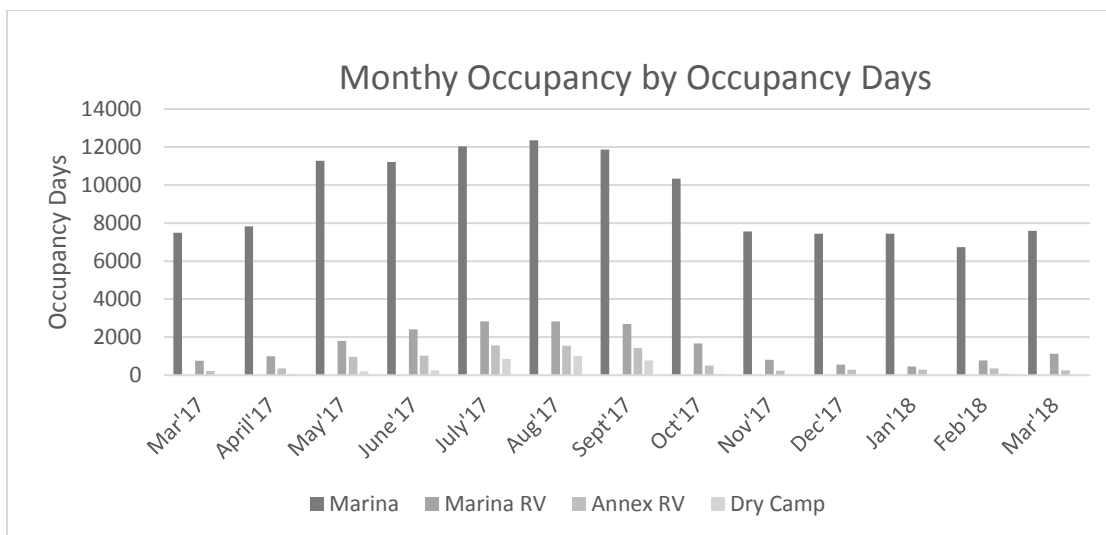
March 2018 was ahead of March 2017 in all four categories, Marina, Marina RV, Annex RV and Dry Camping.

The Marina continues to attract new moorage holders with all of our downwind slips already sold for the summer.

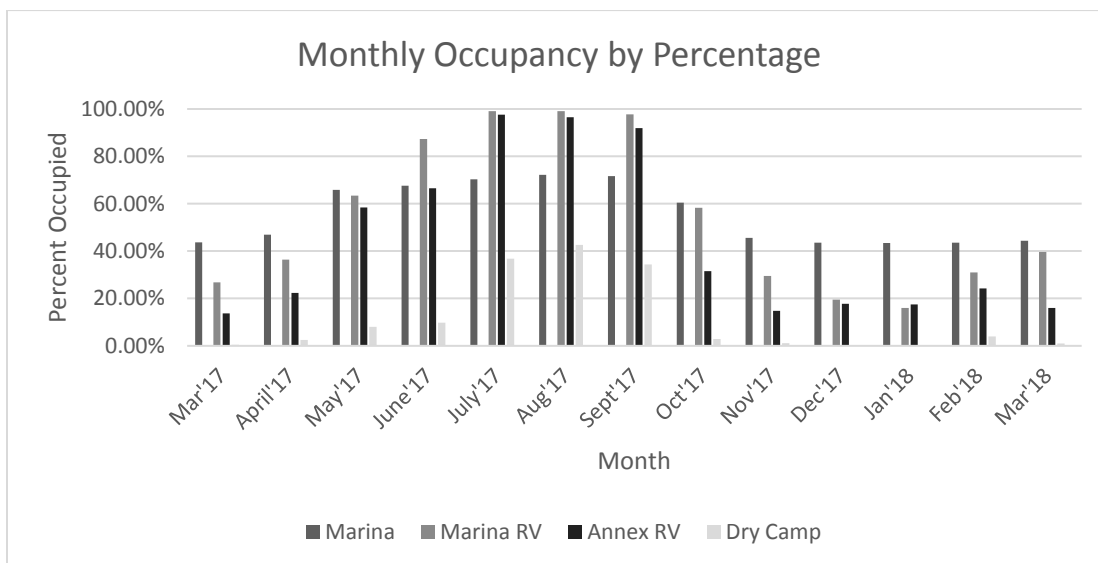
The 4th of July holiday week is completely booked in both RV Parks, with just dry camp sites remaining. The Memorial Day holiday week and the Labor Day holiday week are booked in the Marina RV Park with only a few sites left in the Annex RV Park. With our new policy of surcharging holidays an extra twenty dollars a night we should see a nice revenue boost during these holiday months.

We continue to receive compliments on how nice the new landscaping looks and how clean and well maintained we keep our facilities.

OCCUPANCY DAYS MONTH & TYD						
Mar'2018	2017	2018	Change	YTD2017	YTD2018	Change
Marina	7489	7594	1.40%	21579	21758	0.83%
MarinaRV	765	1129	47.58%	2044	2367	15.80%
AnnexRV	220	258	17.27%	808	894	10.64%
Dry Camp	14	23	64.29%	178	114	-35.96%



OCCUPANCY PERCENT MONTH & YTD						
Mar'2018	2017	2018	Change	YTD2017	YTD2018	Change
Marina	43.76%	44.38%	0.62%	43.44%	43.80%	0.36%
Marina RV	26.82%	39.58%	12.76%	24.68%	28.58%	3.90%
Annex RV	13.65%	16.00%	2.35%	17.26%	19.10%	1.84%
Dry Camp	0.53%	0.99%	0.46%	2.63%	1.69%	-0.94%





DIRECTOR OF OPERATIONS REPORT

DATE: 04/24/2018
PERIOD: March 2018 – April 2018
TO: Doug Parsons, General Manager
ISSUED BY: Aaron Bretz, Director of Operations

OVERVIEW:

With Don Moon now serving as the permanent NIT Supervisor, we were able to bring in a full time maintenance worker in the Commercial Marina. We now have those positions filled with Port employees and are slowly rotating them through Overton Safety School for crane training. We are also working to develop Port standards for crane operations so that we can develop a qualification standard and curriculum.

We have posted a request for bids on electrical upgrades at the Hoist Dock to move existing lines out of tidal range and also to add capacity for the benefit of independent buyers and other users of the dock.

We also posted a request for bids to install potable water lines at the NIT pier.

Sink holes continue to form on the access road to the fuel dock in South Beach as a result of the storm drain that's failing (images below).



Hoist dock activity has slowed somewhat as many boats are now switching to shrimp gear. The midwater boats have begun coming back from Alaska, and we've seen an increase in work at the Terminal as they switch gear for the upcoming Hake season.

DETAIL:

- Patched 2 sink holes in South Beach
- Repaired broken finger dock on Port Dock 5B
- Coast Guard Marine Safety Unit Portland received our request for an exemption from the upcoming Subchapter M requirements for MILDRED C and to establish Yaquina Bay as a worksite for the boat

International Terminal – Don Moon, International Terminal Supervisor

Billable Services Performed this Period (November):

- | | |
|---|--|
| <input checked="" type="checkbox"/> Forklift – 24.75 Hrs | <input checked="" type="checkbox"/> Moorage – 35 Days |
| <input checked="" type="checkbox"/> 30 Ton Hydraulic Crane – 17.5 Hrs | <input checked="" type="checkbox"/> Hoist Dock Tie Up – 56.5 Hrs |
| <input checked="" type="checkbox"/> Labor – 31.5 Hrs | <input checked="" type="checkbox"/> 120V power – 0 Days |
| <input checked="" type="checkbox"/> Other (Net Work) – 12 Days | <input checked="" type="checkbox"/> 208V power – 18.5 Days |

Special Projects: *(Not regular maintenance & repair tasks)*

Completed In Progress Trimmed trees on west entrance.

Completed In Progress Out rigger racks for out rigger storage.

Completed In Progress Paving project completed.

Completed In Progress Mclean Point clean-up started.

Other: Changed west entrance to one-way, entry only.

Commercial Marina – Kent Gibson, Harbormaster

Billable Services Performed this Period:

- | | |
|---|---|
| <input checked="" type="checkbox"/> Forklift – 222.5Hrs | <input checked="" type="checkbox"/> Hoist Dock Crane(s) – 12.5Hrs |
| <input checked="" type="checkbox"/> Dock Tie Up – 480.75Hrs | <input type="checkbox"/> Other (Labor) – Hrs |

Special Projects: *(Not regular maintenance & repair tasks)*

Completed In Progress
Regular Monthly Commission Meeting

Light List #2657/ 2018

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Boat Basin Warning Marker (sign/daybeacon) Orange and white, "Danger Submerged Jetty"
We got the 2 new replacement signs from Newport Signs on the 28th, installed on the piling at the west entrance to the commercial marina. This dayboard is a private aid to navigation maintained by the Port.

Completed **In Progress**

Completed repair of broken finger on Port Dock 5B, slip 23.

Completed **In Progress**

Rearranged furniture in Port Office.

NOAA MOC-P – Jim Durkee, Facility Manager

Special Projects:

Completed **In Progress**

Installed new chain and drive gears on the front gate at NOAA.

Completed **In Progress**

Contractor that installed the new cooling coils in the AC unit in the data room came back and corrected a couple of issues. It was all warranty work and everything seems to be running smoothly now, no more ice.

Other:

NOAA celebrated the 50th anniversary of RAINIER and FAIRWEATHER.

Vessels Using the Facility Since My Last Report – OSP Guardian, Fairweather, Rainier.
So far for 2018, 232 passengers have crossed the bar on vessels using the NOAA wharf.

Office Occupancy Admin Building – 65 Work Stations Total, 48 Occupied
Warehouse Bldg. – 23 Work Stations Total, 11 Occupied
Occupancy Rate – 67%

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

Billable Services Performed this Period:

Launch Tickets – 658 passes sold in March

Other:

Dave Behrens retired from the Port of Newport and we have hired Jim Hoogs to take his place and we have hired Brian Thomas as our new summer helper.

I have been trying to get three bids on the solenoid valves for the fuel dock but have not received any thing back yet.

We have made the cross over from A dock to the new OSP dock and I'm still hopeful that we will have this project completed by the end of April.

I ordered a new scale for the weigh your catch sign hopefully it will last longer this year.

I ordered some plastic frames for some bench /picnic tables for around the marina.

We had two more sink holes filled on the north out fall line. Anderson construction has started moving into the boneyard lot.

We had the first sand hauled since the last dredging it went to the city project above Fogarty.

The guys are really working hard to make the RV Park look good and they are trying to keep ahead of the grass as it is growing fast now.

I feel the office staff and the operations team are working hard to be ready for the upcoming season.

Volunteer Work Crews- The Mates

- Built benches for placement near cleaning tables
- Assisted with parking direction for Marine Science Day at the Hatfield Marine Science Center