

**PORT OF NEWPORT REGULAR COMMISSION MEETING AGENDA**

Tuesday, February 27, 2018, 6:00 p.m.  
South Beach Activities Room  
2120 SE Marine Science Drive, Newport, OR 97365

I. Call to Order ..... 6:00 pm

II. Changes to the Agenda

III. Public Comment ..... 6:02 pm

IV. Consent Calendar ..... 6:10 pm

    A. Minutes

        1. Regular Commission Meeting January 23, 2018 ..... p 3

        2. Commission Special Meeting February 16, 2018 ..... p 11

        3. Commission Special Meeting February 21, 2018 ..... p 13

    B. Financial Reports..... p 15

    C. Special Use Permits

        1. Newport Marathon – Newport Booster Club ..... p 29

        2. Ardor Adventures Annual Events ..... p 37

V. Correspondence/Presentations..... 6:15 pm

    A. Charlie Plybon, Oregon Policy Manager, Surfrider Foundation ..... p 57

        Opposition to Off-Shore Drilling

VI. Committee Reports..... 6:25 pm

    A. Commercial Fishing Users Group Committee

VII. Old Business..... 6:30 pm

    A. Items Removed from Consent Calendar

    B. Accounts Paid.....p 67

    C. General Manager Recruitment Update

    D. International Terminal Supervisor Position..... p 73

VIII. New Business ..... 6:45 pm

    A. Eel Grass Mitigation Area Issues .....p 75

    B. Draft Financial Reports for Audit\*

IX. Staff Reports..... 7:00 pm

    A. Staff Accountant\*

        1. January Occupancy Report.....p 77

    B. General Manager Pro Tem .....p 79

        1. TCB Public Safety Report for January\*

X. Commissioner Reports ..... 7:08 pm

XI. Calendar/Future Considerations ..... 7:15 pm

    3/17/2018 4<sup>th</sup> Annual Shamrock Run – Ardor Adventures

    3/12/2018 Commercial Fishing Users Group Comm. Meeting

    3/27/2018 Regular Commission Meeting

    4/3/2018 Commission Budget Priorities Work Session

XII. Public Comment ..... 7:17 pm

XIII. Adjournment..... 7:30 pm

\*Attachment not yet available. Additional items may be provided as a Meeting Packet Addendum.

***All times are approximate.***

Regular meetings are scheduled for the fourth Tuesday of every month at 6:00 p.m.

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

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

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## **PORT OF NEWPORT MINUTES**

January 23, 2018

Regular Commission 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:** Aaron Bretz, Interim General Manager; Mark Harris, Staff Accountant; and Karen Hewitt, Administrative Assistant.

**Members of the Public and Media:** Don and Meridith Martin; Heather Mann, Midwater Trawlers Cooperative; Steve Beck, Newport resident; Pat Ruddiman, ILWU; Yale Fogarty, ILWU; Dietmar Goebel, Newport City Council; Doug Cooper, Hampton Lumber; Mark Wilson, YBC; Robert Smith; David Allen, Newport City Council. Rockford Moffat, F/V Orca, arrived later during the meeting.

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

Chuck asked to add discussion about CFO Solutions and lumber barges under Old Business. Patrick-Joling advised that for New Business item C., the Commission would be calling Richard Stellner to discuss travel expenses and some other related topics.

### **III. PUBLIC COMMENT**

There was no public comment at this time.

### **IV. CONSENT CALENDAR**

- A. Minutes
  - 1. Commission Work Session & Executive Session 12/15/2017
  - 2. Regular Commission Meeting & Executive Session 12/19/2017
  - 3. Commission Work Session & Executive Session 1/10/2018
- B. Resolution 2018-01 Naming a Registered Agent
- C. Resolution 2018-02 Amending the Commercial Fishing Users Group Committee Membership
- D. Siuslaw Broadband – Security Camera Annual Maintenance (\$7700)
- E. Leisure Interactive – Annual Renewal Hercules (\$6300)
- F. SDIS Liability & Property Insurance (\$150,396)
- G. Servco Pacific Marine Insurance (\$38,506.64)
- H. Andersen Construction - Lot Lease
- I. Declaration of Surplus Property

- J. Approve Budget Committee, Officers and Calendar
- K. Financial Reports

Chuck asked about the terms for Budget Committee members Colson and Postlewait, since their terms expire in 2018. Lamerdin asked if the members were selected by the Commission or volunteered, and if there were others who were interested. Bretz said there would be a concern for time for making changes this year. He had contacted Barth and Benfield whose terms expired in 2017, and both had agreed to continue on the Committee. There was a consensus to readdress this issue after July 1<sup>st</sup> in the new fiscal year.

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

Patrick-Joling asked about having the Port named as an additional insured being included in the Andersen Lease. Hewitt advised that was part of the current Rates, Fees & Charges. Skamser asked how the rate was determined. Bretz said it was based on square feet, and similar space lease in the past plus a CPI increase. This was also compared with Foulweather Trawl’s lease. Andersen Construction would be using the area for parking and office space. No changes would need to be made by the Port to the property prior to the lease other than removing excess property, and Andersen Construction agreed to return the property to equal or better condition at the end of the lease.

**V. CORRESPONDENCE/PRESENTATIONS**

- A. Commercial Fishing Users Group Committee
  - 1. Chair Report – Heather Mann
  - 2. Minutes January 8, 2018 (draft)

Mann referred to the email she had sent the Commissioners following the last CFUG Committee Meeting, which is included in the Meeting Packet. As the Chair, Mann said she worked with Bretz and Hewitt to set the agenda based on brain-storming topics, which did not have a good connection to the PON Commission agenda. Mann said it made sense to look at the Commission agenda for topics to be addressed by the Committee, and was open to a better way for the Committee to help the Commission make decisions. She suggested that when the Commission agenda is sent, the Committee then meet to discuss prior to the Commission meeting. The Committee would like the opportunity to provide more guidance to the Commission. The CFUG Committee meetings have been well attended, both by Committee members and the public. Mann says she is aware of Hewitt’s workload, and suggested that the Chair prepare a report rather than having Hewitt take minutes. A Committee member would then attend the Commission meeting to answer any questions.

Skamser said she agreed that there could be more consistency between the Commission and the Committee. It was frustrating when there was no focus. The By-Laws for the Committee were never written, and could deal with the minutes. The Committee meeting could take place on Monday’s after the agenda was posted and before the Commission meeting on Tuesday – this would be most efficient. Chuck said he preferred to read the minutes in the Commission packet. He thought David Jincks had made some good comments regarding the need for funding before any projects would take place. Mann said the Port could do a better job of getting funding, but the Committee did not need to come up with projects; they are there to advise on a number of things. Patrick-Joling asked if Mann wanted a more collaborative effort. Mann said the Committee would like to provide feedback on the items the

Commission is discussing. Lamerdin said the Committee also had an opportunity to express concerns, rather than simply looking at the Commission agenda. Mann said that providing responses to the agenda items would not preclude other discussions.

Bretz said the Committee was valuable and there could be a better job done of getting the Commission and Committee together. It is important to hear the collective voice of the fishing fleet. Lamerdin asked about the Terminal Users Group, which Skamser responded was an ad hoc Committee whereas the CFUG was a standing Committee. Chuck said the Committee was Greenwood's idea. Chuck had worked with him, because they did not have commercial fishing represented on the Commission. Now there are two Commissioners from that perspective. Skamser said had heard others applaud the Port of Newport fishermen for coming to Regular Meetings. Bretz said it is a challenge; the Committee was formed when the Port management was more vertical. It was intended to be managed at a lower level. It might not be as much of a challenge when positions are filled. It could be possible to change when the agenda is published for Commission meetings. Lamerdin suggested there could be an opportunity for the Commission to provide specific topics for the Committee to discuss. Patrick-Joling added that the Commission received the meeting packets late Thursday or Friday before the Tuesday meetings. It would be nice for the Commission to receive the packet with more lead time to review and digest. Skamser also suggested that the Committee could have a regular spot on the Commission agenda. Mann said maybe as the Commission was reviewing their agenda, they could think about where they might want feedback. Lackey said he saw the value in the Committee, and the communication could evolve. Mann said in the meanwhile the Committee could address the By-Laws, Rates/Fees/Charges, and the Parking Committee. Lamerdin said there was also an opportunity for the Commission liaison to provide a report so that things aren't missed.

## VI. OLD BUSINESS

### A. Items Removed from Consent Calendar

No items were removed from the Consent Calendar.

### B. Accounts Paid

Lamerdin asked about the sewer line. Bretz said it was the dump station that got moved from the parking lot to the RV Park. This project was successfully completed.

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

### C. Continued Work with CFO Selections

Chuck said he had talked with Bretz about keeping Todd Kimball onboard to help with the audit and review leases to make sure they were up to date and reflected market value. Chuck said this would be valuable information for the new General Manager. Bretz said the scope of work in the current contract was complete, and there was approximately an additional \$3K - \$5K previously approved. Kimball charges by the hour. Kimball had said he had done this work before, but the hardest thing to value would be the comparables. Skamser asked about the status of the CFO search. Bretz said BBSI advised they had one realistic candidate, and asked the Commission if they wanted to hire a Finance Director before hiring a General Manager. Patrick-Joling said she would prefer to hire a General Manager first

and keep Kimball on as needed. Bretz asked if he could proceed without further approval from the Commission if the additional payments did not go above his threshold. Lamerdin said he liked the idea of reviewing leases. He added Kimball had done a good job preparing objective reports, and the lease review would be valuable to the future General Manager, Director of Finance, and to the Commission. Skamser suggested asking Harris if there were still some basic needs that Kimball could assist with. The evaluation of the leases would be a huge project. Lamerdin clarified that the task would be fact-finding and housekeeping, rather than making any changes. Harris said Kimball could help him with a few items but that would not take that much time.

Patrick-Joling said that, when meeting with Kimball and Bretz, they had discussed a lot of issues. The geographic accounting was a big step. Lackey said he agreed in principle with a methodical approach to making good business decisions. He said it would have been nice if this topic had been brought up prior to the meeting with details provided. Chuck said he had asked Bretz to add it to the agenda, but since it was not, he asked that it be added at the meeting. Chuck said continuing to use CFO Selections would be money well spent, and the Commission is also reviewing service rates. Lamerdin said the Port should define the deliverables, like the lease and rates review, so they can be evaluated. There had not been an independent review of the rates in recent years. Skamser said the staff and public had reviewed the rates last year, and she would like there to be a more specific plan of attack for using Kimball. Bretz said he will prepare a list, and then design what would be wanted out of leases and rates analyses. Lamerdin concluded that if the additional work would cost under \$5K, Bretz could go forward to arrange.

#### D. NIT Possible Barge Operations

Bretz said he had talked with Paul Langner at Teevin Bros. to share ideas. In the last Regular Meeting Packet, the concept of barge shipping was presented, which could work but needed further development. Chuck asked if there was any feedback received on the drawing. Bretz said he had talked with Mann, Fogarty, Lamerdin and Skamser, and has not yet heard that barge shipping was impossible. Bretz said he would be interested in developing an operations plan and making sure policies are updated, like the old Lines Agreement. The Lines Agreement should be reviewed annually. The policy of time at the dock and when vessels need to move has not been considered in a long time. Lackey asked why this was not on the agenda. Chuck said it was in the last meeting packet and had been discussed the last couple of months. Patrick-Joling said this discussion will have to be brought up at the next meeting.

Lamerdin referred to the Calendar and Future Considerations item F. Schedule a Work Session to discuss NIT Policies and customer needs. He said the Commission needs to actively work at formalizing what to do at the Terminal. There is a lot on the books that has been approved in the past but not followed. He suggested a focused meeting to publically dig back in to NIT usage. Lamerdin said he would like to be able to let interested parties know the Port's position. Patrick-Joling said she was waiting until a permanent General Manager was in place to get started again on the NIT discussion. Skamser said she thought this would be jumping the gun; the last round of discussions was mishandled with the fishing community left in the dark. This resulted in a knee-jerk reaction from fishermen. The Terminal is a big issue and it would be important for the General Manager. Skamser said the Port did not currently have the infrastructure to get barge shipping going. Bretz said the Port does not have the equipment needed that would be needed to move material. Lackey said the Lines Agreement is two decades old and currently unenforceable. Chuck said NIT is a revenue creating opportunity. Lamerdin commented that he wanted to be more transparent about the policies and

wanted to begin the dialog so that the process would not stall. Skamser said the Port is a long way from having a clear message. Patrick-Joling said she would not have a problem scheduling a Work Session.

## **VII. NEW BUSINESS**

### **A. 2018 Annual Report (ORS 777.140)**

There was no discussion on this item.

### **B. Resolution Setting Rates, Fees and Charges (ORS 294.160)**

#### **1. 2017-18 Setting Rates, Fees & Charges**

Bretz said he had included last year's rates for the Commissioners' review. He had had a number of people suggest there should be a holistic look at what and how we bill, in particular for services. Lamerdin suggested this could be something Kimball could review.

### **C. Travel Expenses for General Manager Candidate Finalists**

Patrick-Joling called Richard Stellner, Personnel Consultant for the General Manager recruitment, on speaker-phone. Stellner said he had reached out to the candidates, and the dates of February 12<sup>th</sup> and 13<sup>th</sup>, 2018, were set for in person interviews. He said some candidates would need to drive or fly a distance to get to Newport. Stellner said it was typical for executive director type positions that candidates would be offered basic travel expenses, and suggested the Port do the same. This could include low fare plane tickets, rental cars and gas, and hotel stay in Newport for those traveling more than 50 miles (the IRS threshold distance for moving costs). For those driving, the Port could cover the hotel stay and mileage reimbursement at the IRS rate. Chuck asked how many candidates would be coming for an interview. Stellner said there were a total of 8 candidates, 3 of whom would need plane travel, another 3 driving more than 50 miles, and 2 that were local. He estimated a total expense of around \$2,000. There was a consensus from the Commissioners to proceed as suggested.

Stellner said he was assembling a community interview panel, and Hewitt had posted this information on the website and sent by email to the Meeting Packet subscribers. He had received 8 responses, and heard from a couple so far as to whether they were available on February 12<sup>th</sup> and 13<sup>th</sup>. He had also received suggestions from individual Commissioners. Stellner asked if two Commissioners could work with him to finalize a list. Lackey and Chuck volunteered to work with Stellner on the community panel. Skamser asked for the criteria for the panel members. Stellner said the categories for inclusion were the City, fishing, shipping, the County, the Port, the public at large, budget, and lessees, with a goal of having 10 members. Patrick-Joling suggested if the panel included a few more than 10 that would be okay. Stellner acknowledged this would be a time commitment for the panelists, and one or more may become unavailable. He asked if the Commissioners had additional names to suggest that they email him by Wednesday, 1/24. Stellner said he had talked with the Commissioners about giving tours to the candidates. Skamser and Chuck have volunteered.

**VIII. DEPARTMENTAL REPORTS**

A. Staff Accountant

- 1. December 2017 Occupancy Report

Harris said the correct dates for the Financial Reports were the year 2017 rather than 2018. He added that the Port was currently 50% through the current fiscal year, and the Port was ahead of the budget in revenue and under budget in expenses. The debt service on the bonds in the amount of \$2.3MM has been paid; a second payment will be due in June. The auditors are working to complete their tasks, and Harris plans to have a final report draft to submit for approval at the next Regular Meeting of the Commission.

B. General Manager Pro-Tem

- 1. TCB Public Safety Report for December 2107 (not yet available)
- 2. Greater Newport Area Vision 2040

Bretz introduced the staff report, included in the Meeting Packet. Allen asked to speak to the Greater Newport Area Vision 2040. He advised that an Ordinance had been passed, and read some highlights. The Ordinance is appended to the Minutes. Allen said that one member of the Committee was to come from the Port and associated users. The Port Commission would decide who that representative would be. The decision wouldn't be needed until early March 2018. The Committee would meet quarterly, and would also form workgroups. He suggested the Commission choose someone who would represent the broad interests of the Port sector. Bretz recommended considering this over the next month.

**IX. COMMISSIONER REPORTS**

Patrick-Joling said that she, Bretz and Lamerdin had meet with NOAA the previous Friday to discuss the situation with visiting boats. The NOAA lease administer did not see a problem with the lease terms, but the facilitator did. The issue was put back in NOAA's hands. Patrick-Joling said she made it clear liability was the Port's concern.

**X. CALENDAR/FUTURE CONSIDERATIONS**

- A. 2/8 – 2/11/18 .....SDAO Annual Conference
- B. 2/01/18 .....Ardor Adventures Love Run Love Race
- C. 2/19/18..... President's Day, Port Office Closed
- D. 2/22 – 2/25/18..... Seafood & Wine Festival
- E. 2/27/18..... Regular Commission Meeting
- F. Schedule a Work Session to discuss NIT Policies and customer needs.

February 12-13, 2018, was added to the calendar for General Manager candidate in person interviews.

Lamerdin said his motivation in asked to schedule an NIT Work Session was to get a better feel for where the current Commission stands. This would be looking at the information the Port has and starting to figure out how to incorporate it. He would not want to wait to start that discussion, and believed the longer the issue sits, the harder it will be to deal with. Lackey said he liked the idea, but with Skamser's vacation and the interviews, and the benefit of having the General Manager in the discussion, it may be better to have this meeting after the permanent General Manager is seated.



Patrick-Joling asked to look at dates. Chuck suggested a noon Work Session before the Regular Meeting on February 27<sup>th</sup>. Patrick-Joling added that suggestions from Kimball would also be helpful. NIT has a large financial impact, and the Work Session could be based around that. Bretz said he would like to start working on operations plans at the Terminal. Skamser suggested the Commission get CFUG's suggestions, with which Lackey agreed. Bretz said the Committee could schedule a Special Meeting. Mann said she would want to make sure that was well broadcast. Lamerdin said Patrick-Joling and Bretz could start planning an agenda.

## **XI. PUBLIC COMMENT**

Allen said he left out that one of the stakeholders represented would be from HMSC/Community College. He said Spencer Nebel, City Manager, would probably be interested in being a part of the community interview panel for the Port's General Manager. Nebel will be out of the country for the next two weeks, so cc Peggy Hawker on any email sent to Nebel.

Fogarty said that when Kimball had made his report, he had identified NIT as an under-producing facility. He said there had been some interest in the facility expressed to Bretz, and the topic of barges was not new. He suggested that not acknowledging this interest may lead to shipping interests writing off the Port of Newport and urged the Commission to continue the NIT discussion.

Moffat said he had a solution to the sea lion problem. He said TCB had a problem with himself and his son and had cut off pots on the docks and had released a lot of crabs. The landslide at the PD5 parking lot had buried his truck. His son was kicked out of the Port for six months for removing gas from a truck. He offered some examples that he felt demonstrated the good intent and actions of himself and his son. Moffat said his son was raised as a fisherman and should be allowed to return to the docks to make a living. He questioned where TCB was when his boat alarm was going off at Christmas, and felt they were persecuting his son. TCB did not harass people during the day. Moffat said he needed help from the Commission.

Martin introduced himself as a candidate for the General Manager position, and said he had come to Newport to see the Port's assets and meet the Commissioners.

## **XII. ADJOURNMENT**

Having no further business, the meeting adjourned at 8:12 pm.

ATTESTED:

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Patricia Patrick-Joling, President

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Stewart Lamerdin, Secretary/Treasurer

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## **PORT OF NEWPORT MINUTES**

February 16, 2018

Commission Executive Session & Special Meeting

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

Commission President Patricia Patrick-Joling called the Executive Session of the Port of Newport Board of Commissioners to order at 12:00 noon at the South Beach Activities Room, 2120 SE Marine Science Drive, Newport, Oregon, pursuant to ORS 192.660(2)(a) – TO CONSIDER THE EMPLOYMENT OF AN OFFICER, EMPLOYEE, STAFF MEMBER OR AGENT.

**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:** Aaron Bretz, General Manager Pro Tem; Richard Stellner, Human Resource Management Consultant.

**Members of the Public and Media:** Kiera Morgan, KYTE Radio.

No decisions were made in Executive Session.

**A motion was made by Chuck and seconded by Lackey to end the Executive Session. The motion passed 5 – 0.**

Executive Session was adjourned at 1:18 pm

### **II. CALL TO ORDER**

Commission President Patricia Patrick-Joling convened the Special Meeting of the Port of Newport Board of Commissioners at 1:20 pm, at the South Beach Activities Room, 2120 SE Marine Science Drive, 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:** Aaron Bretz, General Manager Pro Tem.

**Members of the Public and Media:** Dietmar Goebel, Newport City Council; Yale Fogarty, ILWU; Heather Mann, Midwater Trawlers Cooperative; Pat Ruddiman, ILWU; Rex Capri, Newport resident; Steve Beck, Newport resident; Kiera Morgan, KYTE/KNPT Radio.

### **III. GENERAL MANAGER RECRUITMENT UPDATE**

Patrick-Joling said that the Commission is still considering some options and will be communicating with the consultant on Monday. Another Executive Session will likely be scheduled to refine details. Patrick-Joling also said that the article that appeared in the Newport News-Times on Wednesday was inaccurate and not legal. No decision was made in that Executive Session.

#### **IV. PUBLIC COMMENT**

Fogarty asked if the Commission would be continuing with the same personnel consultant. Patrick-Joling said Stellner would continue in that role.

Beck said that he and a lot of people appreciated the work the Commission was putting into the General Manager search and knew it was a hard decision to make. He hoped a decision would be made soon.

Goebel commented that he was on the interview committee, and appreciated that the Commission was in a tough spot and hoped through the process would lead to the right person. It is critical for the City to have the right person at the Port, and Goebel offered help if needed by the Commission.

Capri asked if there would be something more definite after the next Executive Session. Patrick-Joling said she was hopeful; the Commission is going as fast as they can.

#### **V. ADJOURNMENT**

Having no further business, the meeting adjourned at 1:23 pm.

ATTESTED:

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Patricia Patrick-Joling, President

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Stewart Lamerdin, Secretary/Treasurer

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**PORT OF NEWPORT MINUTES**  
February 21, 2018  
Commission Work Session & Executive Session

**I. CALL TO ORDER**

Commission President Patricia Patrick-Joling called the Commission Work Session of the Port of Newport Board of Commissioners to order at 11:00 am 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:** Aaron Bretz, General Manager Pro Tem; and Karen Hewitt, Administrative Assistant.

**Members of the Public and Media:** Calley Hair, Newport News-Times; Heather Mann, Midwater Trawlers Cooperative; Kiera Morgan, KYTE/KNPT Radio; David Jincks, Midwater Trawlers Cooperative.

**II. EXECUTIVE SESSION**

**A motion was made by Chuck and seconded by Skamser to enter into EXECUTIVE SESSION PURSUANT TO ORS 192.660(2)(a) – TO CONSIDER THE EMPLOYMENT OF AN OFFICER, EMPLOYEE, STAFF MEMBER OR AGENT. The motion passed 5 – 0.**

**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:** Aaron Bretz, General Manager Pro Tem; Richard Stellner, Human Resource Management Consultant; and Karen Hewitt, Administrative Assistant.

**Members of the Public and Media:** Kiera Morgan, KYTE/KMPT Radio.

No decisions were made in Executive Session.

**A motion was made by Skamser and seconded by Chuck to end the Executive Session. The motion passed 5 – 0.**

Executive Session was adjourned at 11:40 am.

**III. CALL TO ORDER**

Commission President Patricia Patrick-Joling reconvened the Special Meeting of the Port of Newport Board of Commissioners at 11:42 am, at the South Beach Activities Room, 2120 SE Marine Science Drive, Newport, OR, 97365.

**IV. GENERAL MANAGER RECRUITMENT UPDATE**

Patrick-Joling said the Commission had spoken with Stellner, and they have a potential candidate.

**A motion was made by Skamser and seconded by Lackey to move forward with the top scorer for the General Manager position search. The motion passed 3 - 2, with Chuck and Lamerdin opposed.**

**V. PUBLIC COMMENT**

There was no public comment.

**VI. ADJOURNMENT**

Having no further business, the meeting adjourned at 11:43 am.

ATTESTED:

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Patricia Patrick-Joling, President

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Stewart Lamerdin, Secretary/Treasurer

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## **CONSENT CALENDAR AGENDA ITEM**

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**DATE:** *February 27, 2018*  
**RE:** *Financial Reports as of January 31, 2018*  
**TO:** *Port of Newport Board of Commissioners*  
**ISSUED BY:** *Mark Harris, Staff Accountant*

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### **Interim Financial Reports as of January 31, 2018**

Below are brief explanations for the larger variances between current year and prior year balances in the interim financial reports:

#### **General Operating Fund**

##### Balance Sheet

\$172k increase in accounts receivable is due to delays in monthly billings and month-end close at January 31, 2017.

\$99k decrease in prepaid expenses will resolve with payments for 2018 general liability, property, and marine insurance coverage made in February 2018.

\$115k decrease in accounts payable is due mainly to \$101k in payables to Bergerson Construction for work on the PD5 pile replacement project in prior year 2016.

##### Profit & Loss Budget vs. Actual

The percentage-of-budget target for January 31<sup>st</sup> is 58%. Overall, year-to-date income is over and expenses are under this target.

(Please note: the Profit and Loss Budget vs. Actual reports included in the 1<sup>st</sup> quarter 2017 commission meeting packets were incomplete drafts due to delays in month-end closing procedures and shouldn't be used in a comparison with this year's reports.)

## **NOAA Lease Revenue Fund**

### Balance Sheet

\$40k decrease in prepaid expenses will resolve with payment for 2018 difference in conditions insurance coverage made in March 2018.

## **Facility Maintenance Reserve Fund**

The \$67k in payables are for costs related to the PD5 pier approach and the South Beach RV Park dump station projects.

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# Port of Newport - General Operating Fund

## Balance Sheet

As of January 31, 2018

	<u>Jan 31, 18</u>	<u>Jan 31, 17</u>	<u>\$ Change</u>
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
11000 · Available Cash & Equivalents	1,695,362.66	1,697,953.77	(2,591.11)
11070 · Restricted Cash & Equivalents	806,417.65	441,282.37	365,135.28
<b>Total Checking/Savings</b>	<u>2,501,780.31</u>	<u>2,139,236.14</u>	<u>362,544.17</u>
<b>Accounts Receivable</b>			
11200 · Accounts Receivable	460,104.85	287,826.71	172,278.14
<b>Total Accounts Receivable</b>	<u>460,104.85</u>	<u>287,826.71</u>	<u>172,278.14</u>
<b>Other Current Assets</b>			
11250 · AR Property Tax	10,334.60	10,334.60	0.00
11255 · Allow for Bad Debt - CM	(20,000.00)	(20,000.00)	0.00
11260 · Allow for Bad Debt - SB	(10,000.00)	(10,000.00)	0.00
11270 · Undeposited Funds	0.00	5,222.30	(5,222.30)
11300 · Prepaid Expenses	54,728.96	153,524.98	(98,796.02)
11400 · Due from Other Funds	75,134.25	48,704.55	26,429.70
11480 · PERS - NPA(L)	(163,496.00)	(163,496.00)	0.00
11485 · PERS - Deferred OF	17,803.00	17,803.00	0.00
<b>Total Other Current Assets</b>	<u>(35,495.19)</u>	<u>42,093.43</u>	<u>(77,588.62)</u>
<b>Total Current Assets</b>	<u>2,926,389.97</u>	<u>2,469,156.28</u>	<u>457,233.69</u>
<b>Fixed Assets</b>			
11500 · Capital Assets	80,614,999.70	82,731,482.28	(2,116,482.58)
<b>Total Fixed Assets</b>	<u>80,614,999.70</u>	<u>82,731,482.28</u>	<u>(2,116,482.58)</u>
<b>TOTAL ASSETS</b>	<u><b>83,541,389.67</b></u>	<u><b>85,200,638.56</b></u>	<u><b>(1,659,248.89)</b></u>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Accounts Payable</b>			
12000 · Accounts Payable	265,949.62	381,393.14	(115,443.52)
<b>Total Accounts Payable</b>	<u>265,949.62</u>	<u>381,393.14</u>	<u>(115,443.52)</u>
<b>Other Current Liabilities</b>			
12020 · Lodging/Room Tax Payable	1,103.53	0.00	1,103.53
12100 · Payroll Liabilities	43,334.85	63,862.83	(20,527.98)
12200 · Due to other Funds	0.00	7,218.30	(7,218.30)
12250 · Deferred Revenue	195,452.18	154,409.51	41,042.67
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
<b>Total Other Current Liabilities</b>	<u>707,902.68</u>	<u>638,526.64</u>	<u>69,376.04</u>
<b>Total Current Liabilities</b>	<u>973,852.30</u>	<u>1,019,919.78</u>	<u>(46,067.48)</u>
<b>Long Term Liabilities</b>			
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
<b>Total Long Term Liabilities</b>	<u>7,924,756.72</u>	<u>8,107,934.00</u>	<u>(183,177.28)</u>
<b>Total Liabilities</b>	<u>8,898,609.02</u>	<u>9,127,853.78</u>	<u>(229,244.76)</u>

# Port of Newport - General Operating Fund

## Balance Sheet

As of January 31, 2018

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	<u>Jan 31, 18</u>	<u>Jan 31, 17</u>	<u>\$ Change</u>
<b>Equity</b>			
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
13730 · FB - GAAP-Pension Expense	0.00	(1.00)	1.00
Net Income	400,720.85	(172,541.54)	573,262.39
<b>Total Equity</b>	<u>74,642,780.65</u>	<u>76,072,784.78</u>	<u>(1,430,004.13)</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>83,541,389.67</b></u>	<u><b>85,200,638.56</b></u>	<u><b>(1,659,248.89)</b></u>

**Port of Newport - General Operating Fund**  
**Profit & Loss Budget vs. Actual**  
 July 2017 through January 2018

	Jul '17 - Jan 18	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
14000 · Lease Revenues	401,874.44	665,178.00	(263,303.56)	60.4%
14100 · Moorage	751,762.96	1,274,000.00	(522,237.04)	59.0%
14200 · Hoist Dock & Services	338,971.27	615,000.00	(276,028.73)	55.1%
14300 · Shipping Terminal Revenues	10,151.95	10,000.00	151.95	101.5%
14400 · RV Parks	569,907.36	830,000.00	(260,092.64)	68.7%
14500 · Launch Ramp & Trailer Storage	47,581.50	70,000.00	(22,418.50)	68.0%
14600 · Miscellaneous Revenue	49,927.45	58,000.00	(8,072.55)	86.1%
<b>Total Income</b>	<u>2,170,176.93</u>	<u>3,522,178.00</u>	<u>(1,352,001.07)</u>	<u>61.6%</u>
<b>Gross Profit</b>	2,170,176.93	3,522,178.00	(1,352,001.07)	61.6%
<b>Expense</b>				
15000 · Personnel Services	652,231.16	1,349,370.00	(697,138.84)	48.3%
16000 · Materials & Services	882,883.90	1,626,550.00	(743,666.10)	54.3%
17000 · Debt Service	371,255.83	732,680.00	(361,424.17)	50.7%
<b>Total Expense</b>	<u>1,906,370.89</u>	<u>3,708,600.00</u>	<u>(1,802,229.11)</u>	<u>51.4%</u>
<b>Net Ordinary Income</b>	263,806.04	(186,422.00)	450,228.04	(141.5)%
<b>Other Income/Expense</b>				
<b>Other Income</b>				
18100 · Property Tax Revenue	98,685.07	98,500.00	185.07	100.2%
18200 · Interest Income	5,566.26	5,000.00	566.26	111.3%
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%
18800 · Miscellaneous - Non-operating	1,587.89			
<b>Total Other Income</b>	<u>226,611.00</u>	<u>324,000.00</u>	<u>(97,389.00)</u>	<u>69.9%</u>
<b>Other Expense</b>				
19000 · Capital Outlay	89,696.19	197,900.00	(108,203.81)	45.3%
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%
<b>Total Other Expense</b>	<u>89,696.19</u>	<u>457,900.00</u>	<u>(368,203.81)</u>	<u>19.6%</u>
<b>Net Other Income</b>	136,914.81	(133,900.00)	270,814.81	(102.3)%
<b>Net Income</b>	<u><u>400,720.85</u></u>	<u><u>(320,322.00)</u></u>	<u><u>721,042.85</u></u>	<u><u>(125.1)%</u></u>

**Port of Newport - General Operating Fund**  
**Profit & Loss Budget vs. Actual - Admin**  
 July 2017 through January 2018

	<u>Jul '17 - Jan 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
14000 · Lease Revenues	401,874.44	665,178.00	(263,303.56)	60.4%
14100 · Moorage	1,176.00	0.00	1,176.00	100.0%
14200 · Hoist Dock & Services	3,206.00	0.00	3,206.00	100.0%
14600 · Miscellaneous Revenue	11,958.92	0.00	11,958.92	100.0%
<b>Total Income</b>	<u>418,215.36</u>	<u>665,178.00</u>	<u>(246,962.64)</u>	<u>62.9%</u>
<b>Gross Profit</b>	418,215.36	665,178.00	(246,962.64)	62.9%
<b>Expense</b>				
15000 · Personnel Services	254,714.05	539,210.00	(284,495.95)	47.2%
16000 · Materials & Services	261,521.92	452,000.00	(190,478.08)	57.9%
17000 · Debt Service	26,397.09	47,802.00	(21,404.91)	55.2%
<b>Total Expense</b>	<u>542,633.06</u>	<u>1,039,012.00</u>	<u>(496,378.94)</u>	<u>52.2%</u>
<b>Net Ordinary Income</b>	(124,417.70)	(373,834.00)	249,416.30	33.3%
<b>Other Income/Expense</b>				
<b>Other Income</b>				
18100 · Property Tax Revenue	98,685.07	98,500.00	185.07	100.2%
18200 · Interest Income	5,566.26	5,000.00	566.26	111.3%
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%
18800 · Miscellaneous - Non-operating	1,587.89	0.00	1,587.89	100.0%
<b>Total Other Income</b>	<u>98,493.31</u>	<u>226,000.00</u>	<u>(127,506.69)</u>	<u>43.6%</u>
<b>Other Expense</b>				
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%
<b>Total Other Expense</b>	<u>0.00</u>	<u>335,000.00</u>	<u>(335,000.00)</u>	<u>0.0%</u>
<b>Net Other Income</b>	<u>98,493.31</u>	<u>(109,000.00)</u>	<u>207,493.31</u>	<u>(90.4)%</u>
<b>Net Income</b>	<u><b>(25,924.39)</b></u>	<u><b>(482,834.00)</b></u>	<u><b>456,909.61</b></u>	<u><b>5.4%</b></u>

**Port of Newport - General Operating Fund**  
**Profit & Loss Budget vs. Actual - NIT**  
 July 2017 through January 2018

	<u>Jul '17 - Jan 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>14100 · Moorage</b>	53,270.00	100,000.00	(46,730.00)	53.3%
<b>14200 · Hoist Dock &amp; Services</b>	172,785.95	278,000.00	(105,214.05)	62.2%
<b>14300 · Shipping Terminal Revenues</b>	10,151.95	10,000.00	151.95	101.5%
<b>14600 · Miscellaneous Revenue</b>	160.00	0.00	160.00	100.0%
<b>Total Income</b>	<u>236,367.90</u>	<u>388,000.00</u>	<u>(151,632.10)</u>	<u>60.9%</u>
<b>Gross Profit</b>	236,367.90	388,000.00	(151,632.10)	60.9%
<b>Expense</b>				
<b>15000 · Personnel Services</b>	37,694.05	77,575.00	(39,880.95)	48.6%
<b>16000 · Materials &amp; Services</b>	61,918.28	137,400.00	(75,481.72)	45.1%
<b>17000 · Debt Service</b>	157,717.24	452,652.00	(294,934.76)	34.8%
<b>Total Expense</b>	<u>257,329.57</u>	<u>667,627.00</u>	<u>(410,297.43)</u>	<u>38.5%</u>
<b>Net Ordinary Income</b>	(20,961.67)	(279,627.00)	258,665.33	7.5%
<b>Other Income/Expense</b>				
<b>Other Income</b>				
<b>18400 · Loan Proceeds</b>	54,393.15	60,000.00	(5,606.85)	90.7%
<b>Total Other Income</b>	54,393.15	60,000.00	(5,606.85)	90.7%
<b>Other Expense</b>				
<b>19000 · Capital Outlay</b>	54,393.15	66,900.00	(12,506.85)	81.3%
<b>Total Other Expense</b>	54,393.15	66,900.00	(12,506.85)	81.3%
<b>Net Other Income</b>	0.00	(6,900.00)	6,900.00	0.0%
<b>Net Income</b>	<u><b>(20,961.67)</b></u>	<u><b>(286,527.00)</b></u>	<u><b>265,565.33</b></u>	<u><b>7.3%</b></u>

**Port of Newport - General Operating Fund**  
**Profit & Loss Budget vs. Actual - SB**  
 July 2017 through January 2018

	<u>Jul '17 - Jan 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
14100 · Moorage	401,942.94	714,000.00	(312,057.06)	56.3%
14200 · Hoist Dock & Services	3,182.08	17,000.00	(13,817.92)	18.7%
14400 · RV Parks	569,907.36	830,000.00	(260,092.64)	68.7%
14500 · Launch Ramp & Trailer Storage	47,581.50	70,000.00	(22,418.50)	68.0%
14600 · Miscellaneous Revenue	36,103.21	54,000.00	(17,896.79)	66.9%
<b>Total Income</b>	<u>1,058,717.09</u>	<u>1,685,000.00</u>	<u>(626,282.91)</u>	<u>62.8%</u>
<b>Gross Profit</b>	1,058,717.09	1,685,000.00	(626,282.91)	62.8%
<b>Expense</b>				
15000 · Personnel Services	224,032.80	363,262.00	(139,229.20)	61.7%
16000 · Materials & Services	364,660.80	673,550.00	(308,889.20)	54.1%
17000 · Debt Service	179,786.20	216,321.00	(36,534.80)	83.1%
<b>Total Expense</b>	<u>768,479.80</u>	<u>1,253,133.00</u>	<u>(484,653.20)</u>	<u>61.3%</u>
<b>Net Ordinary Income</b>	290,237.29	431,867.00	(141,629.71)	67.2%
<b>Other Income/Expense</b>				
<b>Other Income</b>				
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%
<b>Total Other Income</b>	<u>11,921.50</u>	<u>2,000.00</u>	<u>9,921.50</u>	<u>596.1%</u>
<b>Net Other Income</b>	11,921.50	2,000.00	9,921.50	596.1%
<b>Net Income</b>	<u><u>302,158.79</u></u>	<u><u>433,867.00</u></u>	<u><u>(131,708.21)</u></u>	<u><u>69.6%</u></u>

**Port of Newport - General Operating Fund**  
**Profit & Loss Budget vs. Actual - CM**  
 July 2017 through January 2018

	<u>Jul '17 - Jan 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>14100 · Moorage</b>	295,374.02	460,000.00	(164,625.98)	64.2%
<b>14200 · Hoist Dock &amp; Services</b>	159,797.24	320,000.00	(160,202.76)	49.9%
<b>14600 · Miscellaneous Revenue</b>	1,705.32	4,000.00	(2,294.68)	42.6%
<b>Total Income</b>	<u>456,876.58</u>	<u>784,000.00</u>	<u>(327,123.42)</u>	<u>58.3%</u>
<b>Gross Profit</b>	456,876.58	784,000.00	(327,123.42)	58.3%
<b>Expense</b>				
<b>15000 · Personnel Services</b>	135,790.26	255,535.00	(119,744.74)	53.1%
<b>16000 · Materials &amp; Services</b>	194,782.90	357,700.00	(162,917.10)	54.5%
<b>17000 · Debt Service</b>	7,355.30	15,905.00	(8,549.70)	46.2%
<b>Total Expense</b>	<u>337,928.46</u>	<u>629,140.00</u>	<u>(291,211.54)</u>	<u>53.7%</u>
<b>Net Ordinary Income</b>	118,948.12	154,860.00	(35,911.88)	76.8%
<b>Other Income/Expense</b>				
<b>Other Income</b>				
<b>18400 · Loan Proceeds</b>	35,303.04	36,000.00	(696.96)	98.1%
<b>18600 · Gain/(Loss) on Sale of Assets</b>	26,500.00	0.00	26,500.00	100.0%
<b>Total Other Income</b>	61,803.04	36,000.00	25,803.04	171.7%
<b>Other Expense</b>				
<b>19000 · Capital Outlay</b>	35,303.04	36,000.00	(696.96)	98.1%
<b>Total Other Expense</b>	<u>35,303.04</u>	<u>36,000.00</u>	<u>(696.96)</u>	<u>98.1%</u>
<b>Net Other Income</b>	26,500.00	0.00	26,500.00	100.0%
<b>Net Income</b>	<u><u>145,448.12</u></u>	<u><u>154,860.00</u></u>	<u><u>(9,411.88)</u></u>	<u><u>93.9%</u></u>

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

	Jan 31, 18	Jan 31, 17	\$ Change
<b>ASSETS</b>			
Current Assets			
Checking/Savings			
51000 · Cash & Equivalents	5,063,990.86	4,993,757.84	70,233.02
Total Checking/Savings	5,063,990.86	4,993,757.84	70,233.02
Other Current Assets			
51300 · Prepaid Expenses	72,945.57	113,131.93	(40,186.36)
51400 · Due from Other Funds	0.00	127.82	(127.82)
Total Other Current Assets	72,945.57	113,259.75	(40,314.18)
Total Current Assets	5,136,936.43	5,107,017.59	29,918.84
<b>TOTAL ASSETS</b>	<b>5,136,936.43</b>	<b>5,107,017.59</b>	<b>29,918.84</b>
<b>LIABILITIES &amp; EQUITY</b>			
Liabilities			
Current Liabilities			
Accounts Payable			
52000 · Accounts Payable	68,394.13	86,557.72	(18,163.59)
Total Accounts Payable	68,394.13	86,557.72	(18,163.59)
Other Current Liabilities			
52110 · Accrued PTO	6,202.61	7,742.36	(1,539.75)
52200 · Due to Other Funds	7,877.96	13,906.60	(6,028.64)
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	1,386,557.97	1,308,620.96	77,937.01
Total Current Liabilities	1,454,952.10	1,395,178.68	59,773.42
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	20,400,539.10	21,310,765.68	(910,226.58)
Equity			
53000 · Fund Balance	(14521682.95)	(15423252.85)	901,569.90
Net Income	(741,919.72)	(780,495.24)	38,575.52
Total Equity	(15263602.67)	(16203748.09)	940,145.42
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>5,136,936.43</b>	<b>5,107,017.59</b>	<b>29,918.84</b>



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

	<u>Jul '17 - Jan 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>54000 · Lease Revenue</b>	1,472,482.92	2,542,000.00	(1,069,517.08)	57.9%
<b>Total Income</b>	1,472,482.92	2,542,000.00	(1,069,517.08)	57.9%
<b>Expense</b>				
<b>55000 · Personnel Services</b>	39,071.79	82,385.00	(43,313.21)	47.4%
<b>56000 · Materials &amp; Services</b>	157,895.07	366,470.00	(208,574.93)	43.1%
<b>57000 · Debt Service</b>	2,001,733.76	2,001,734.00	(0.24)	100.0%
<b>Total Expense</b>	2,198,700.62	2,450,589.00	(251,888.38)	89.7%
<b>Net Ordinary Income</b>	(726,217.70)	91,411.00	(817,628.70)	(794.5)%
<b>Other Income/Expense</b>				
<b>Other Income</b>				
<b>58200 · Interest Income</b>	6,987.53	10,500.00	(3,512.47)	66.5%
<b>58800 · Miscellaneous Revenue</b>	910.45	0.00	910.45	100.0%
<b>58900 · Transfers In from Other Funds</b>	0.00	500,000.00	(500,000.00)	0.0%
<b>Total Other Income</b>	7,897.98	510,500.00	(502,602.02)	1.5%
<b>Other Expense</b>				
<b>59000 · Capital Outlay</b>	23,600.00	6,000.00	17,600.00	393.3%
<b>59600 · Contingency</b>	0.00	100,000.00	(100,000.00)	0.0%
<b>59700 · Transfers Out to Other Funds</b>	0.00	750,000.00	(750,000.00)	0.0%
<b>Total Other Expense</b>	23,600.00	856,000.00	(832,400.00)	2.8%
<b>Net Other Income</b>	(15,702.02)	(345,500.00)	329,797.98	4.5%
<b>Net Income</b>	<u>(741,919.72)</u>	<u>(254,089.00)</u>	<u>(487,830.72)</u>	<u>292.0%</u>

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

**Balance Sheet**

As of January 31, 2018

	<u>Jan 31, 18</u>	<u>Jan 31, 17</u>	<u>\$ Change</u>
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
31000 · Cash & Cash Equivalents			
31060 · FMR Money Market - Umpqua Bank	72,386.69	133,858.40	(61,471.71)
<b>Total 31000 · Cash &amp; Cash Equivalents</b>	<u>72,386.69</u>	<u>133,858.40</u>	<u>(61,471.71)</u>
<b>Total Checking/Savings</b>	<u>72,386.69</u>	<u>133,858.40</u>	<u>(61,471.71)</u>
<b>Total Current Assets</b>	<u>72,386.69</u>	<u>133,858.40</u>	<u>(61,471.71)</u>
<b>TOTAL ASSETS</b>	<b><u>72,386.69</u></b>	<b><u>133,858.40</u></b>	<b><u>(61,471.71)</u></b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Accounts Payable</b>			
32000 · Accounts Payable	67,256.29	34,797.95	32,458.34
<b>Total Accounts Payable</b>	<u>67,256.29</u>	<u>34,797.95</u>	<u>32,458.34</u>
<b>Total Current Liabilities</b>	<u>67,256.29</u>	<u>34,797.95</u>	<u>32,458.34</u>
<b>Total Liabilities</b>	<u>67,256.29</u>	<u>34,797.95</u>	<u>32,458.34</u>
<b>Equity</b>			
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	(67,192.36)	25,282.79	(92,475.15)
<b>Total Equity</b>	<u>5,130.40</u>	<u>99,060.45</u>	<u>(93,930.05)</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>72,386.69</u></b>	<b><u>133,858.40</u></b>	<b><u>(61,471.71)</u></b>

# Port of Newport - Construction Fund

## Balance Sheet

As of January 31, 2018

	<u>Jan 31, 18</u>	<u>Jan 31, 17</u>	<u>\$ Change</u>
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
<b>41000 · Cash &amp; Cash Equivalents</b>	44,002.51	62,346.27	(18,343.76)
<b>Total Checking/Savings</b>	44,002.51	62,346.27	(18,343.76)
<b>Total Current Assets</b>	44,002.51	62,346.27	(18,343.76)
<b>TOTAL ASSETS</b>	<b>44,002.51</b>	<b>62,346.27</b>	<b>(18,343.76)</b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Accounts Payable</b>			
<b>42000 · Accounts Payable</b>	0.00	5,815.00	(5,815.00)
<b>Total Accounts Payable</b>	0.00	5,815.00	(5,815.00)
<b>Total Current Liabilities</b>	0.00	5,815.00	(5,815.00)
<b>Total Liabilities</b>	0.00	5,815.00	(5,815.00)
<b>Equity</b>			
<b>43000 · Fund Balance</b>	52,839.66	79,229.46	(26,389.80)
<b>43110 · FB - Capital Asset Additions</b>	0.00	124,140.51	(124,140.51)
<b>43210 · FB - Loan Proceeds</b>	0.00	(124,140.51)	124,140.51
<b>Net Income</b>	(8,837.15)	(22,698.19)	13,861.04
<b>Total Equity</b>	44,002.51	56,531.27	(12,528.76)
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>44,002.51</b>	<b>62,346.27</b>	<b>(18,343.76)</b>

# Port of Newport - Bonded Debt Fund

## Balance Sheet

As of January 31, 2018

	<u>Jan 31, 18</u>	<u>Jan 31, 17</u>	<u>\$ Change</u>
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
21000 · Cash & Cash Equivalents	553,451.10	444,572.20	108,878.90
<b>Total Checking/Savings</b>	553,451.10	444,572.20	108,878.90
<b>Other Current Assets</b>			
21270 · Property Tax Receivable	86,925.12	86,925.12	0.00
21400 · Due from Other Funds	0.00	7,090.48	(7,090.48)
<b>Total Other Current Assets</b>	86,925.12	94,015.60	(7,090.48)
<b>Total Current Assets</b>	640,376.22	538,587.80	101,788.42
<b>Other Assets</b>			
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
<b>Total Other Assets</b>	441,619.00	441,619.00	0.00
<b>TOTAL ASSETS</b>	<b><u>1,081,995.22</u></b>	<b><u>980,206.80</u></b>	<b><u>101,788.42</u></b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Other Current Liabilities</b>			
22350 · Bonds Payable - Current	325,000.00	465,000.00	(140,000.00)
<b>Total Other Current Liabilities</b>	325,000.00	465,000.00	(140,000.00)
<b>Total Current Liabilities</b>	325,000.00	465,000.00	(140,000.00)
<b>Long Term Liabilities</b>			
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
<b>Total Long Term Liabilities</b>	13,228,984.00	13,553,814.00	(324,830.00)
<b>Total Liabilities</b>	13,553,984.00	14,018,814.00	(464,830.00)
<b>Equity</b>			
23000 · Fund Balance	(12,777,958.93)	(13,189,865.77)	411,906.84
Net Income	305,970.15	151,258.57	154,711.58
<b>Total Equity</b>	(12,471,988.78)	(13,038,607.20)	566,618.42
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>1,081,995.22</u></b>	<b><u>980,206.80</u></b>	<b><u>101,788.42</u></b>

## PORT OF NEWPORT SPECIAL USE PERMIT

This permit, effective June 1, 2018, 2 pm, from the Port of Newport, organized and existing under the laws of the State of Oregon, hereinafter referred to as "Port", to Newport Booster Club, hereinafter referred to as "Permittee."

The Port hereby grants permission to Permittee to use the grass field to the east of the Port office at 600 Bay Blvd., Newport, OR 97365, and west of the Yacht Club. Use of the designated area by Permittee is to accommodate the runners and others at the finish of the marathon. The Port will mow the grass prior to the event and clear the parking lot to the survey marker. (Exhibit A detailed description of event.)

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

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

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

Port of Newport:

Accepted By:

\_\_\_\_\_  
Aaron Bretz, General Manager Pro Tem

\_\_\_\_\_  
Tom Swinford, Newport Booster Club

ATTACHMENTS: Exhibit A (detailed description of event)

**SPECIAL USE PERMIT APPLICATION**

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

SUP CHECKLIST	
<input checked="" type="checkbox"/>	Application
<input type="checkbox"/>	\$100 Fee
<input type="checkbox"/>	Facilities Supervisor Review
<input type="checkbox"/>	General Manager Review
<input checked="" type="checkbox"/>	Insurance Cert
<input type="checkbox"/>	Usage Fee
<input type="checkbox"/>	SUP Issued

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

Event Name: Newport Marathon  
Event Date: June 2, 2018 Time(s) 2 pm 6/1 to 4pm 6/2  
Location: Yacht club and adjoining grassy area  
Facilities to Be Used: grassy area

Set-up Dates and Start Times: 6/1 at 2 pm

Take-down Dates and End Times: 6/2 4pm

Estimated Number of Participants: Contestants: 1000

Vendors / Volunteers: 100

Attendees: 2000

Applicant / Signer: Tom Swinford

Mailing Address: PO Box 681, Toledo, OR 97391

Telephone: 541 270 4250 E-mail run@newportmarathon.org

Contact Person (if different than applicant): \_\_\_\_\_

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

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

we are requesting a full waiver of the usage fee. We will be holding the finish area of the Newport Marathon on June 3 at the Yacht club and grassy area adjoining the yacht club. Participants will get their shirts and food, listen to music, relax and receive awards.

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

We are requesting a full waiver for the usage fee. We are a non profit organization (Newport Boosters) and the purpose of the marathon is to raise money for high school athletes and activities. Three high school area athletes are represented. We bring a large number of out of state and some from out of country to be part of our community. These visitors use our restaurants, motels, and other tourist attractions. These visitors bring income to our community on a day that is ahead of the typical tourist season. Because of all of this, we are requesting a waiver for the usage fee.

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

The port will have its logo on our webpage and T shirt and at  
any other time that the sponsors of this event are mentioned.

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

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



**USAGE FEE SCHEDULE**

PARTICIPANTS	NUMBER	FEE
Attendees, Contestants, Volunteers at Event	1-200	\$400.00
	201-500	\$650.00
	501-1000	\$900.00
	1,001- 5000	\$1400.00
	5,001-10,000	\$1,900.00
	More than 10,000	\$2,400.00
Vendors	N/A	\$40/ per vendor

Permittee will also need to carry comprehensive general liability insurance with limits of \$1,000,000.00 per occurrence and \$2,000,000.00 in aggregate, and will provide the Port with a Certificate of Insurance naming the Port as an additional insured.



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

Event Name: Newport Marathon

Event Date: June 2, 2018

Applicant: Newport Booster Club

Applicant will provide:

- Port Logo Placement on Website
- Link to the Port of Newport on Website
- Port Logo on event shirt
- Port Banner displayed at Event
- Booth Space at Event
- Goodie Bag Insert
- Port Mention in Radio Advertising
- Port Logo in Print Advertising
- Other (please describe) 3 entries in the Newport Marathon and/or Half Marathon

Port of Newport will provide:









\$1,400.00 deduction in usage fees.

X \_\_\_\_\_ Date: \_\_\_\_\_  
Aaron Bretz, General Manager Pro Tem  
Port of Newport

X \_\_\_\_\_ Date: \_\_\_\_\_  
Tom Swinford  
Newport Booster Club



### LEGEND

-  PORTA POTTIES
-  AID STATIONS
-  PARKING
-  RUNNING DIRECTION
-  LINCOLN COUNTY TRANSIT DIRECTION
-  MARATHON / HALF MARATHON STARTING ROUTE
-  MARATHON / HALF MARATHON ROUTE CONTINUED
-  LINCOLN COUNTY TRANSIT SPECTATOR BUS ROUTE - LEAVES NEWPORT ELKS AT 7:30A.M. 7:45A.M. AND 8A.M. AND WILL CONTINUE TO MAKE LOOPS VIA TOLEDO THROUGHOUT THE EVENT

## Mile 8.7 Half Marathon Turnaround

## Turnaround

**START**  
Mile 3  
Water

**FINISH**  
Mile 4.5  
Water/Replacement Drink  
**EMBARCADERO RESORT**

Mile 6.2  
Water/Replacement Drink

Mile 24.8  
Water/Replacement Drink

Mile 8.2  
Water/Replacement Drink/Clif Shots

Mile 22.6  
Water/Replacement Drink/Clif Shots

Mile 8.7  
Half Marathon Turnaround

Mile 20.6  
Water/Replacement Drink/Fruit

Mile 10.2  
Water/Replacement Drink/Fruit

Mile 17.7  
Water/Replacement Drink

Mile 13.1  
Water/Replacement Drink

Mile 19  
Water/Replacement Drink/Clif Shots

Mile 11.8  
Water/Replacement Drink/Clif Shots

Mile 15.5  
Water/Replacement Drink/Clif Shots

Mile 15.2  
Water/Replacement Drink/Clif Shots



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
01/10/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement.

PRODUCER: Newport Office, PayneWest Insurance, Inc.
INSURED: Newport Booster Club
CONTACT NAME, PHONE, FAX, E-MAIL ADDRESS, INSURER(S) AFFORDING COVERAGE, NAIC #

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

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

Table with columns: INSR LTR, TYPE OF INSURANCE, ADDL SUBR INSD WVD, POLICY NUMBER, POLICY EFF (MM/DD/YYYY), POLICY EXP (MM/DD/YYYY), LIMITS. Rows include Commercial General Liability, Automobile Liability, Umbrella Liab, Excess Liab, Workers Compensation and Employers Liability.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Port of Newport is named additional insured with regard to liability for the event: Newport Marathon on June 1-2, 2018
Holder is listed as additional insured per attached form CG8810 (0413)

CERTIFICATE HOLDER CANCELLATION

Port of Newport
600 SE Bay Blvd
Newport, OR 97365
SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
AUTHORIZED REPRESENTATIVE: Alex Lundquist

## PORT OF NEWPORT SPECIAL USE PERMIT

This permit, effective 6/1/2018, from the Port of Newport, organized and existing under the laws of the State of Oregon, hereinafter referred to as "Port" to Ardor Adventures, hereinafter referred to as "Permittee".

The Port hereby grants permission to Permittee to use Port locations, as shown in Exhibit A, race maps, attached. Use of designated area by Permittee is for the events listed in Exhibit B, Events Summary. Any additional events would require additional review and approval by the Port before permitting.

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

1. Application Fee. A nonrefundable application fee in the amount of \$100.00.
2. Usage Fees. Waived in consideration of sponsorship rights and contribution to local non-profit beneficiaries. (See Sponsorship Agreement, attached.)
3. Reservation of Rights. Port reserves the right to alter or amend the terms and conditions of this permit.
4. Liability, indemnity of Port. Permittee agrees to exercise due care in the activities described above and to abide by all Port rules, regulations, and ordinances. Permittee shall indemnify and hold Port harmless from and against all claims, actions, proceedings, damages, and liabilities, including attorney fees, arising from or connected with Permittee's use of Port facilities. Permittee will carry a comprehensive general liability insurance policy with limits of \$2,000,000.00 per occurrence and \$2,000,000.00 in aggregate, and will provide the Port with a Certificate of Insurance naming the Port as an additional insured, which must be submitted to the Port at least two weeks prior to each event.
5. Limitation of Port's Liability. Permittee acknowledges that Permittee has inspected the grounds and related facilities and is satisfied that these facilities are adequate for safe use for the above-described purpose. This permit is not a contract. Port's liability is limited to its sole negligence. Port's employees will make reasonable efforts to contact Permittee and notify Permittee of conditions requiring Permittee's attention, but Port assumes no responsibility of Permittee's use of the Port's facilities. Permittee confirms and assures that there are not alcoholic beverages used or provided during this event and that certified and trained emergency response providers are on site.
6. Condition of Premises. Permittee agrees to leave Port property in as good or better condition than prior to the event. Permittee may use ground stakes in the dirt or biodegradable tape to mark race directions, and agrees to remove any such markers immediately following the event. Permittee agrees to be responsible for trash collection and removal from the event, participants, volunteers and attendees.
7. Nontransferability / Term. This permit is nontransferable. This permit expires 3/31/2019.

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

Port of Newport:

Accepted By:

\_\_\_\_\_  
Aaron Bretz, General Manager Pro Tem

\_\_\_\_\_  
Ed Cortes  
Ardor Adventures

ARDOR ADVENTURES 2018 - 2019												
Event Name	Event Date	Set up Date/time	Take down Date/time	# participant	#volunteer	#attendees	route map	Other needs (parking, room, rest rooms)	Facility Mgr Review	Security Review	GM Review	Event approved Y/N
4th of July Celebration Run	7/4/2018	7/4	7/4	200	25							
Twisted Pine Run	9/15/2018	9/15	9/15	100	15							
Dia de los Muertos Run	11/3/2018	11/5	11/5	75	15							
Newport Turkey Trot	11/22/2018	11/22	11/22	250	25							
Resolution Run	1/5/2019	1/5	1/5	200	25							
Run Love Run	2/9/2019	2/9	2/9	100	15							
Shamrock Run	3/16/2019	3/16	3/16	100	15							
A Certificate of Insurance must be received prior to each event that includes comprehensive liability limits at a minimum of \$2MM per occurrence and \$2MM aggregate with Port of Newport as additional insured												





Sponsorship Agreement: In Kind Sponsorship Value \$3,875.00.

Event Name: Ardor Adventures Events 2018-2019

Event Date: See Event Summary

Applicant: Ed Cortes, Ardor Adventures

Applicant will provide:

- Logo placement on website                       Link to the Port of Newport on website
- Logo on event shirt                                       Banner displayed at event
- Booth space at event                                       Goodie Bag insert
- Mention in radio advertising

Other (please describe):

Identify Port of Newport as events' sponsor in communications. \_\_\_\_\_  
\_\_\_\_\_

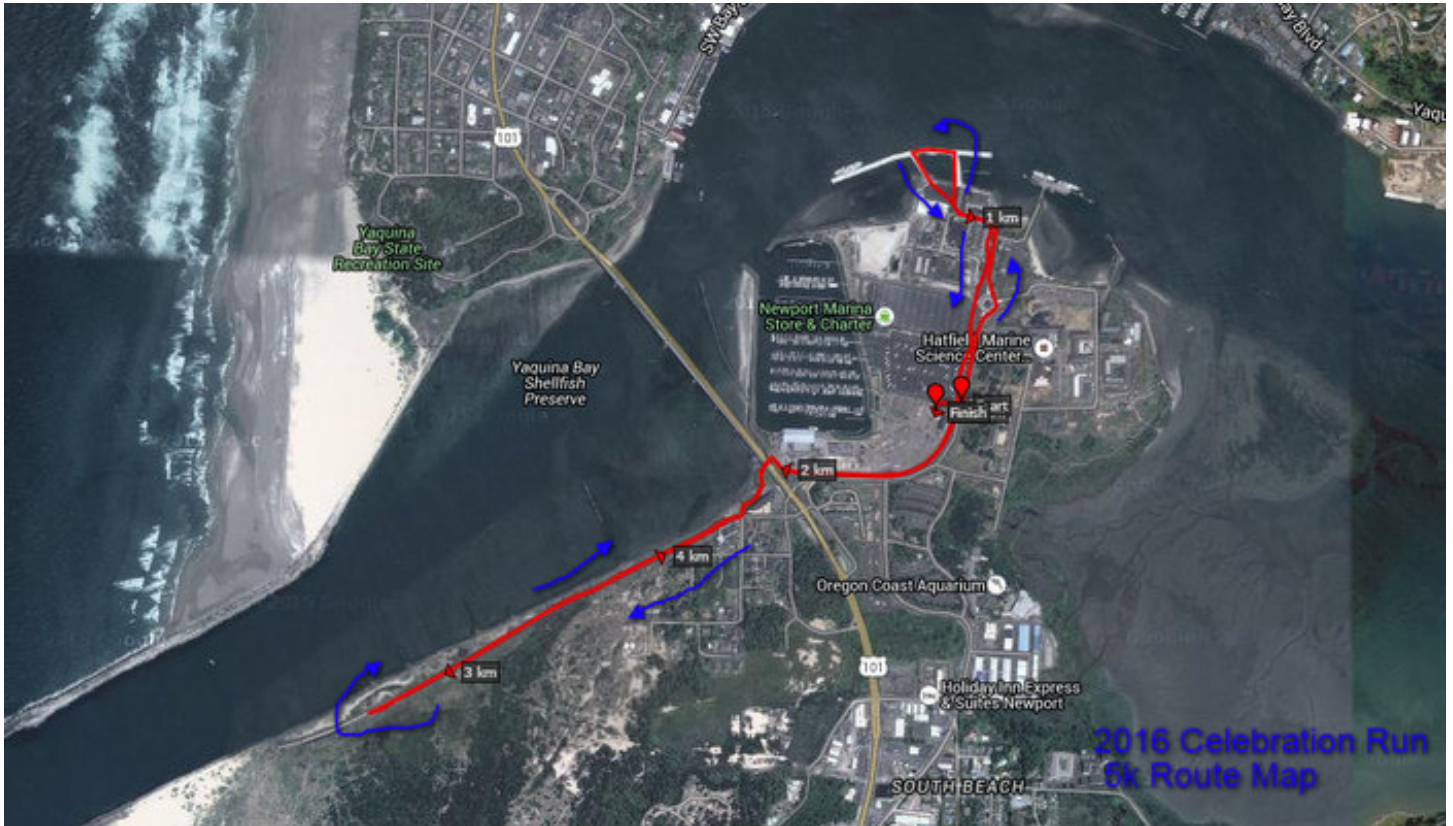
Port of Newport will provide: Waiver of \$3800 in Special Use Permit Usage Fees, waiver of \$75 room use fee for 11/23/17, use of parking and restrooms as per event summary, banner for display at events.

X \_\_\_\_\_ Date: \_\_\_\_\_  
Aaron Bretz, General Manager Pro Tem  
Port of Newport

X \_\_\_\_\_ Date: \_\_\_\_\_  
Ed Cortes  
Ardor Adventures

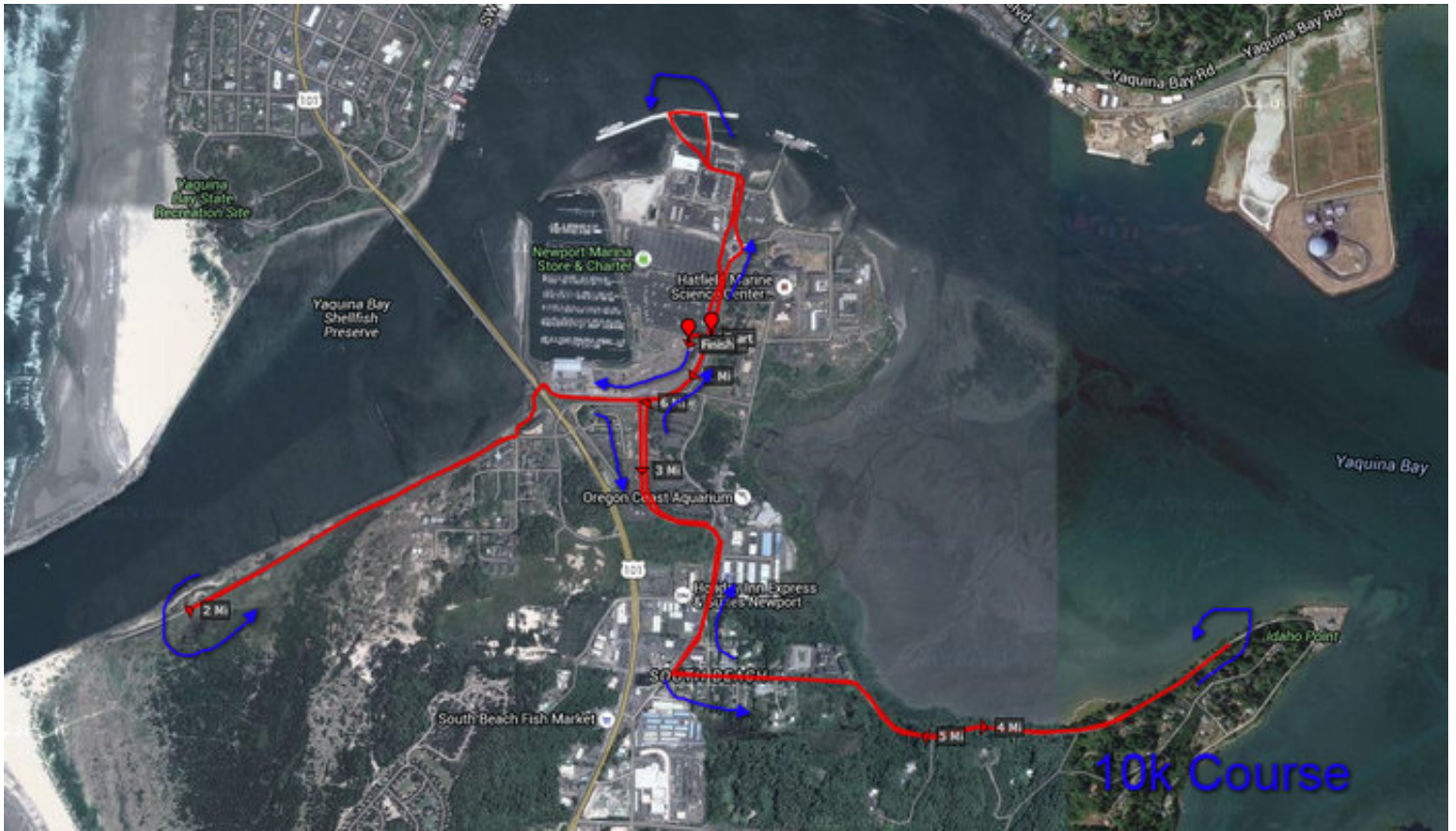
# Newport Celebration Run (4<sup>th</sup> of July)

5K Map (Same as 2016 routes)





10K Map



Half-Marathon Map



Kids Run Map





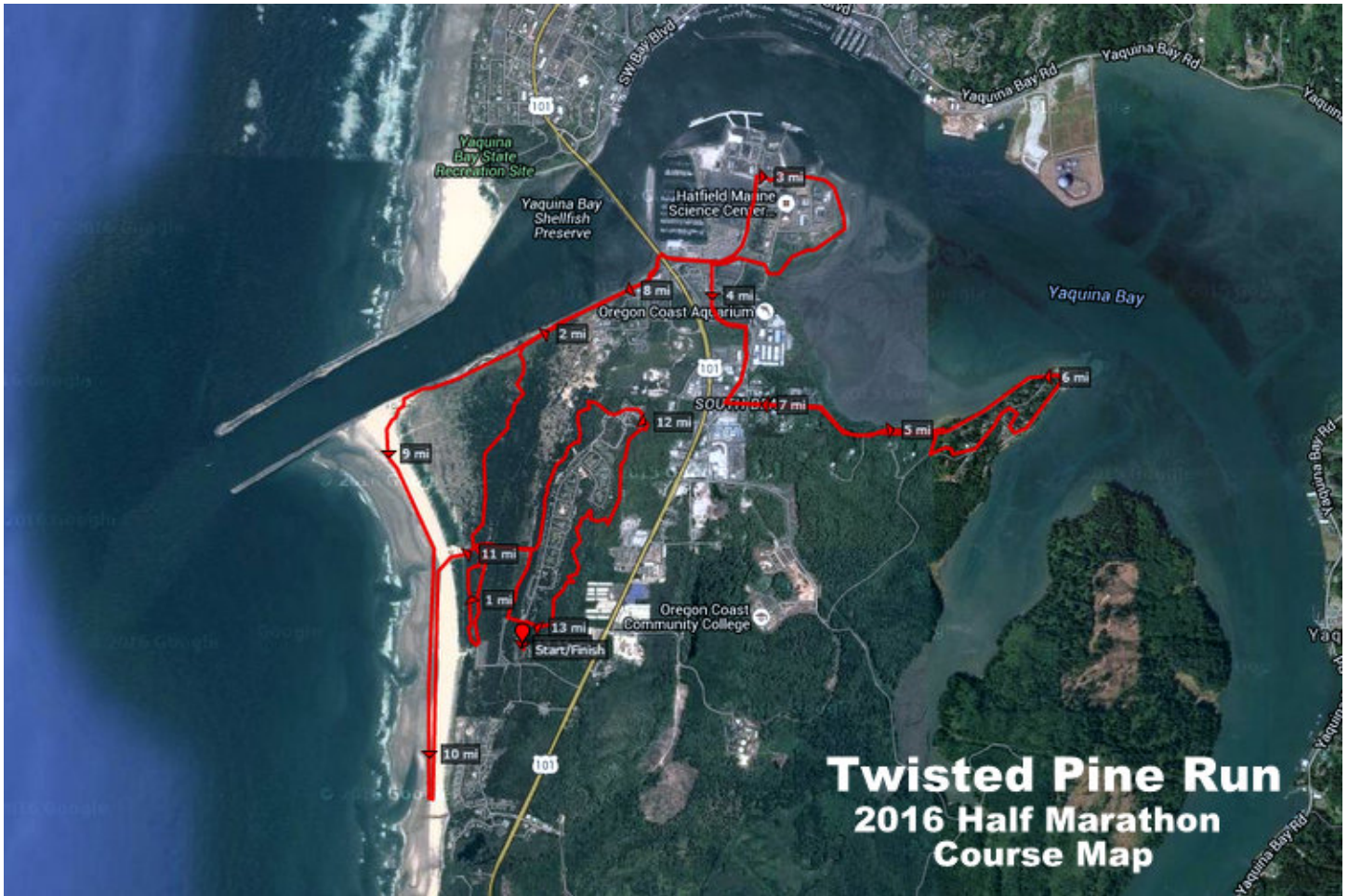
# Twisted Pine Run

Races start and finish at South Beach State Park

5 Mile Route



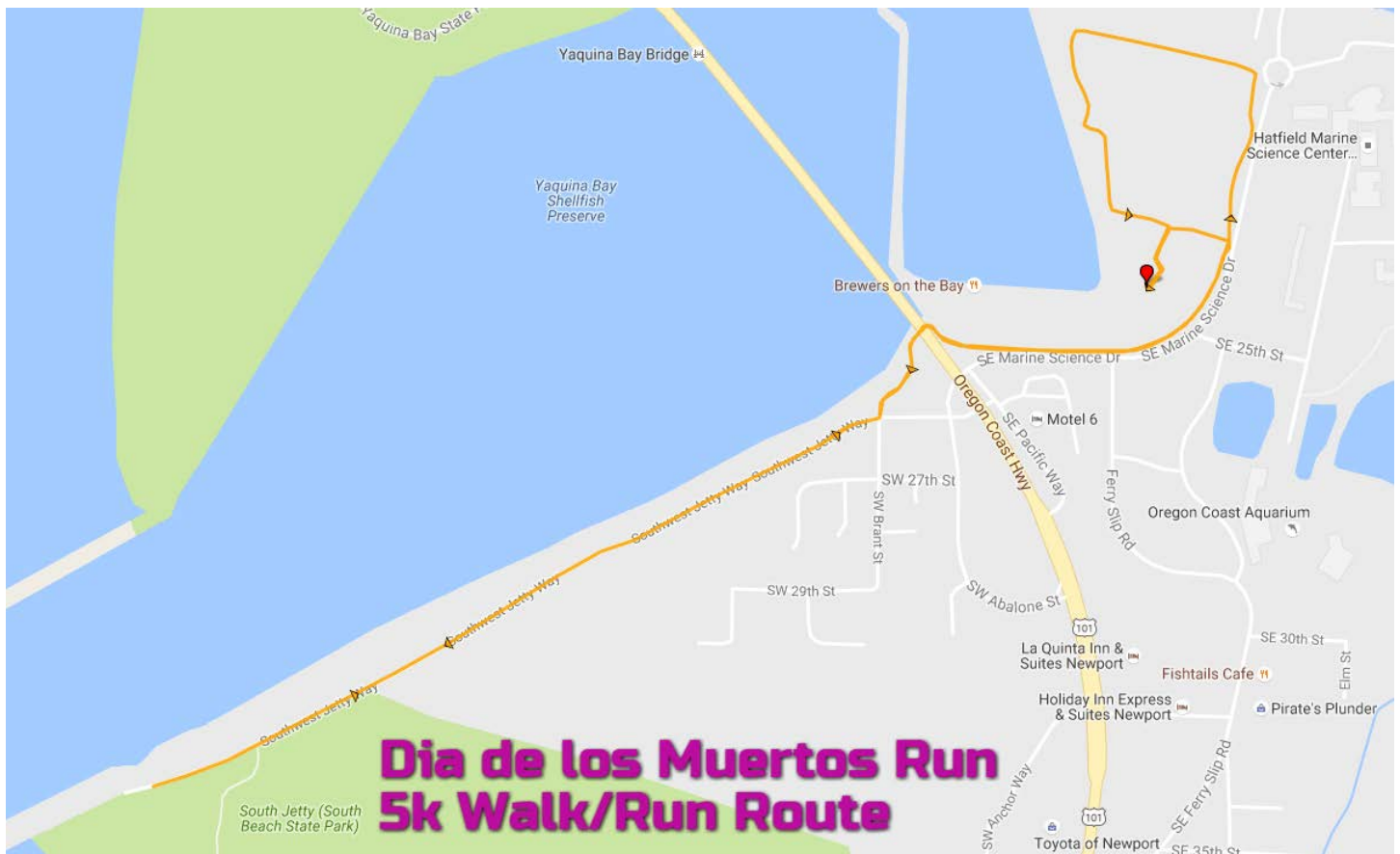
Half-Marathon Route





# Dia de los Muertos Run

## 5K Route



# Newport Turkey Trot

## 5K Route





10K Route



15K Route





Kids Run Route

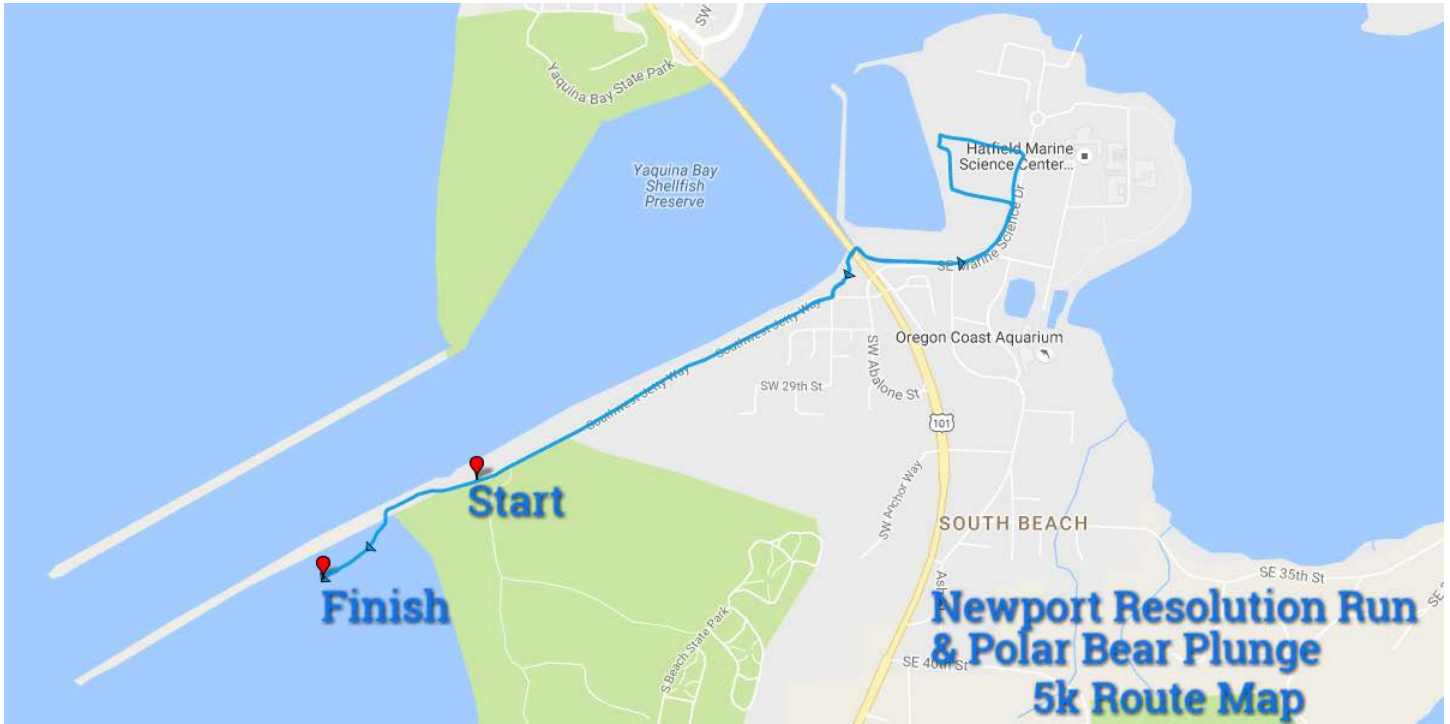




# Newport Resolution Run & Polar Bear Plunge

Races start and finish at the beach

## 5K Route



## 10K Route

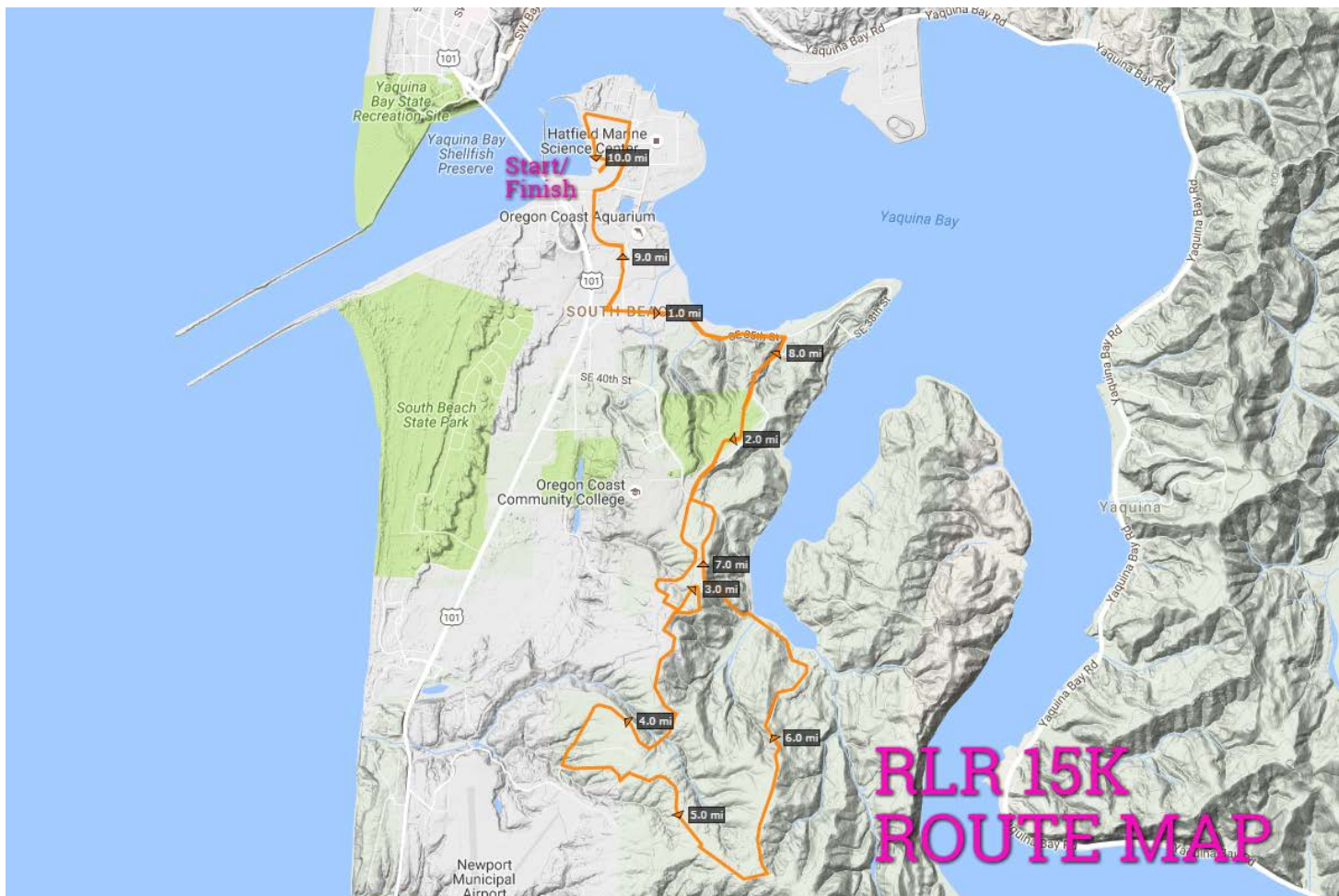


Half Marathon Route



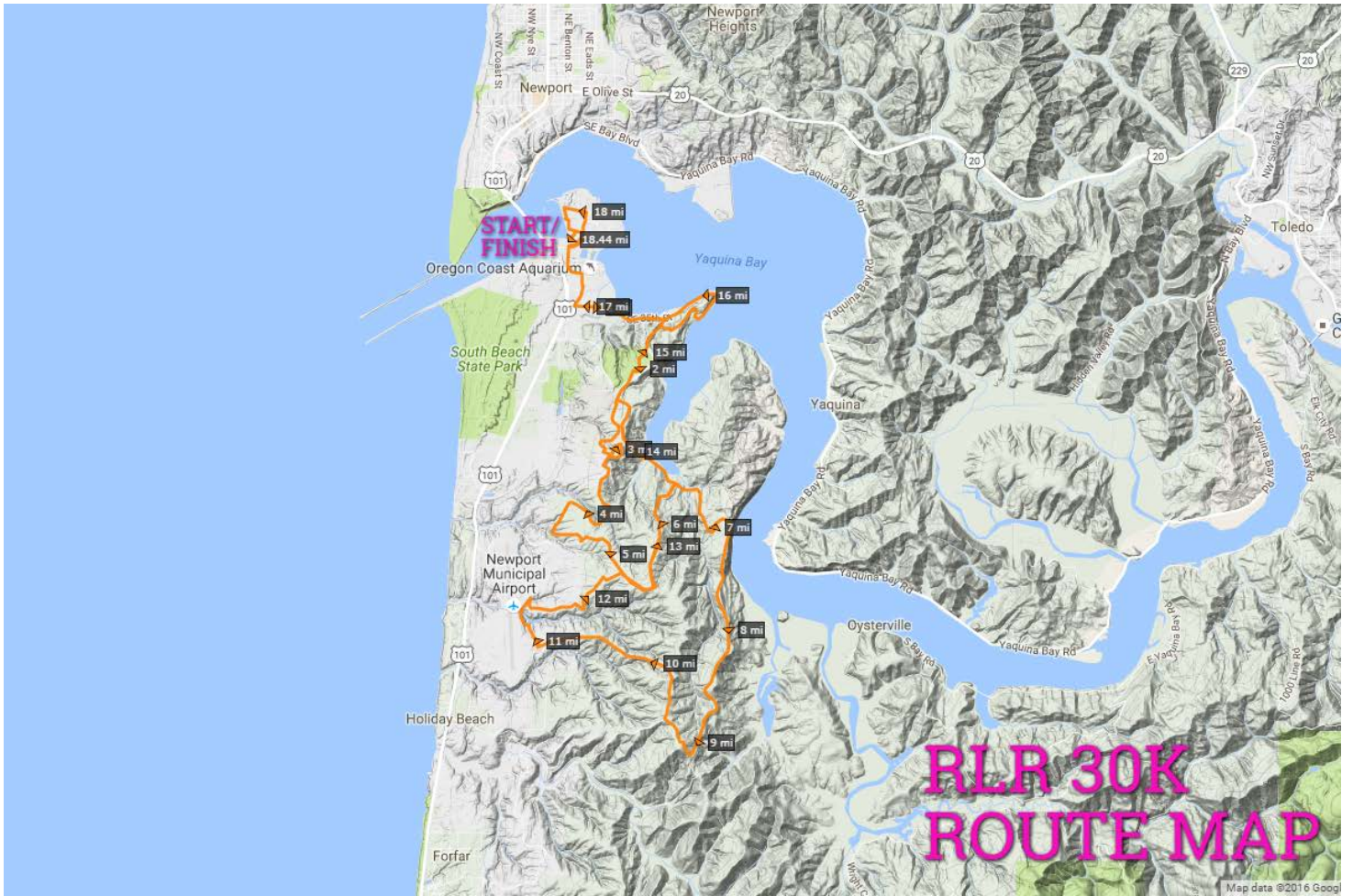
# Run, Love, Run 30k/15k

## 15K Route





30K Route



# Newport Shamrock Run

## 5K Route





10K Route



Kids Run Route









## Board of Commissioners

Courthouse, Room 110  
225 W. Olive Street  
Newport, Oregon 97365  
(541) 265-4100  
FAX (541) 265-4176

January 25, 2018

The Honorable Ryan Zinke  
Secretary, Department of the Interior  
1849 C Street, N.W.  
Washington DC 20240

Dear Secretary Zinke:

We, the Lincoln County Oregon Board of Commissioners, join other elected officials and citizens from across Oregon to request that you do not authorize the opening of the Oregon coastline to gas and oil exploration. There are compelling economic, environmental, and public safety reasons against such a move.

The marine environment off of Oregon is one richest and most diverse on the entire planet. This is part of the reason why Newport, our county seat, is home to the most productive commercial fishing fleet on the west coast, as well as a world-class ocean science complex at Oregon State University's Hatfield Marine Science Center. Although fishing is our most economically productive industry by far, tourism supports the largest number of overall jobs. People come to the Oregon Coast because of its unparalleled and unspoiled natural beauty, which should not be placed at risk for questionable and limited gains.

We are also now all too aware of the fact that the Cascadia Subduction Zone sits beneath our ocean floor, which has the potential to unleash unprecedented havoc on the west coast. Offshore oil and gas operations would make a Cascadia event even more catastrophic.

Like other local leaders, we believe that the best decisions regarding public resources and public policy are made by those closest to and most accountable to the people affected. It is our hope that the current administration will step back from this top-down decision making and take a comprehensive look at how many federal agencies, such as the Bureau of Energy Management, operate. Instead of making state and local governments partners, too often they still operate on the assumption that Washington knows best.

Thank you for your consideration.

The image shows two handwritten signatures in blue ink. The signature on the left is "Jay Hunt" and the signature on the right is "Bill Zell".

cc: Governor Kate Brown  
Congressman Kurt Schrader  
Senator Ron Wyden  
Senator Jeff Merkley

**Congress of the United States**  
Washington, DC 20510

February 1, 2018

The Honorable Ryan Zinke  
Secretary, U. S. Department of the Interior  
1849 C Street N.W.  
Washington, D.C. 20240

Dear Secretary Zinke:

We write to express our strong opposition to inclusion of Pacific Northwest waters in the Trump Administration's National Outer Continental Shelf Oil and Gas Leasing Program for 2019-2024. The states of Washington and Oregon have made clear through local, state, and federal action, as well as extensive public comment, that oil and gas lease sales off the Pacific Coast are not in the best interest of our economies or environment. The Department of the Interior's proposal to consider drilling off the states we represent, absent stakeholder support and directly contradicting economic and environmental factors of the region, is a waste of time, government resources, and taxpayer dollars.

The importance of marine resources to our regional economy and the level of local opposition to offshore oil and gas development cannot be overstated. The coasts of Washington and Oregon are home to numerous seafood and tourism-dependent coastal communities. Washington state supports a \$50 billion dollar maritime economy and 191,000 maritime related jobs. Oregon's commercial fisheries contributed over \$500 million in personal income to the state in 2016, with an economic impact of more than \$2.1 billion. In Oregon, coastal tourism alone generates \$1.9 billion in revenues and supports over 20,000 jobs. An oil spill off our shores would jeopardize jobs in commercial, recreational, and tribal fisheries, employment in the seafood processing industry, a robust tourism and recreation economy, a historic shipbuilding industry, and the clean water required for critical regional and international trade and transportation routes.

There is a reason it has been decades since the waters off the coasts of Washington and Oregon have been considered for oil and gas leasing. Voluminous existing information documents the lack of oil and gas resources; absence of oil and gas industry interest; strong state and local opposition as expressed through laws, goals and policies of affected states; other uses of the waters to support our coastal economies that conflict with oil and gas activities; and extreme environmental and ecological risks.

From healthy beaches serving as tourism hubs on the coast, to the 3,188 square mile pristine Olympic Coast National Marine Sanctuary, protecting our sustainable marine resources is a priority for our states. As you finalize the Draft National Outer Continental Shelf Oil and Gas Leasing Program for 2019-2024, we urge you to remove the Washington/Oregon planning area.

Thank you for your attention to this matter which is of the upmost importance to our constituents.

Sincerely,



Maria Cantwell  
United States Senator



Jaime Herrera Beutler  
Member of Congress



Jeffrey A. Merkley  
United States Senator



Dave Reichert  
Member of Congress



Patty Murray  
United States Senator



Derek Kilmer  
Member of Congress



Ron Wyden  
United States Senator



Rick Larsen  
Member of Congress



Peter A. DeFazio  
Member of Congress

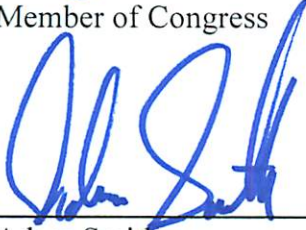


Kurt Schrader  
Member of Congress

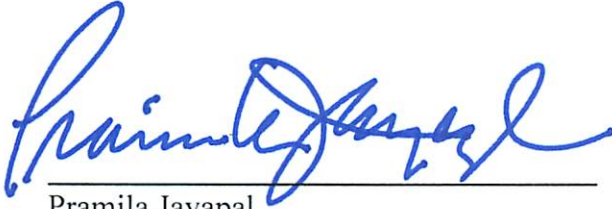


  
\_\_\_\_\_

Suzanne Bonamici  
Member of Congress

  
\_\_\_\_\_

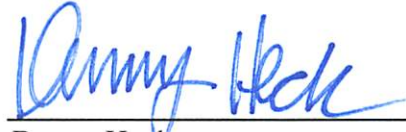
Adam Smith  
Member of Congress

  
\_\_\_\_\_

Pramila Jayapal  
Member of Congress

  
\_\_\_\_\_

Earl Blumenauer  
Member of Congress

  
\_\_\_\_\_

Denny Heck  
Member of Congress

  
\_\_\_\_\_

Suzan K. DelBene  
Member of Congress

# PORT OF ILWACO, WASHINGTON

## RESOLUTION NO. 18-883

### A RESOLUTION OF THE COMMISSION OF THE PORT OF ILWACO, WASHINGTON IN OPPOSITION TO OFFSHORE OIL AND GAS DRILLING AND EXPLORATION ACTIVITIES, INCLUDING SEISMIC AIRGUN BLASTING

**WHEREAS**, thousands of jobs and billions of dollars of the state's gross domestic product in Washington State depend on clean, oil-free water and beaches and abundant fish and wildlife; and

**WHEREAS**, the vast majority of Washington State's ocean wealth stems from tourism and recreation, commercial and recreational fishing, and aquaculture, which benefits from a clean and healthy ocean and coast; and

**WHEREAS**, offshore oil and gas drilling and exploration places coastal communities at economic and ecological risk from oil spills and the pollution brought by routine drilling operations and onshore industrialization, threatening the livelihoods of commercial and recreational fisherman and small businesses that rely on a clean and healthy ocean and beaches; and

**WHEREAS**, offshore drilling may require significant onshore infrastructure, such as pipelines or refineries, which would harm the character of Washington State's coastline and could exacerbate wetlands loss, storm surge and sea level rise impacts; and

**WHEREAS**, the harmful impacts from offshore oil and gas drilling and exploration anywhere along the Pacific coastline could extend far beyond immediately surrounding areas and severely impact communities that rely on the robust economy of the marine industry; and

**WHEREAS**, the current Administration has expressed interest in opening the Pacific Ocean to offshore oil and gas drilling and exploration, which includes the use of seismic airguns which fire intense blasts of compressed air that rank just behind military

explosives as the loudest source of noise in the ocean, every 10-12 seconds, 24 hours a day, for months on end; and

**WHEREAS**, seismic airgun blasting to explore for oil and gas deposits has been proven to disrupt and displace marine life, such as whales and areas which rely on sound to find food and mate, and can impair the health of many fish and shellfish species, including those of commercial importance like rockfish, crab, and oysters; and

**WHEREAS**, the Port of Ilwaco recognizes that our communities, businesses, and industries depend on a healthy coastal environment for the benefit of current and future residents, property owners, and visitors;

**NOW THEREFORE BE IT RESOLVED** by the Commission of the Port of Ilwaco, Washington, that

**SECTION 1.** The Port of Ilwaco finds that offshore oil and gas drilling and exploration unnecessarily risks our economic and ecological health and therefore opposes any plan or legislation which encourages oil and gas development and exploration offshore that would impact the citizens of Washington State.

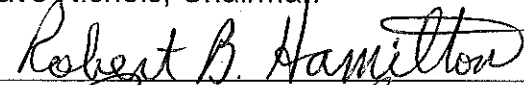
**SECTION 2.** This Resolution shall take effect immediately upon its adoption by the Commission of the Port of Ilwaco.

**SECTION 3.** The Commission of the Port of Ilwaco shall forward a copy of this Resolution to Washington State Governor Jay Inslee, U. S. Senators Patty Murray and Maria Cantwell; U.S. Representative Jaime Herrera-Beutler; State Senator Dean Takko; State Representatives Brian Blake, and Jim Walsh; and any other interested parties.

**PASSED AND ADOPTED** by the Commission of the Port of Ilwaco, Washington, at an open public meeting thereof on this 5th day of February 2018.

ATTEST:

  
\_\_\_\_\_  
Dave Nichols, Chairman

  
\_\_\_\_\_  
Bob Hamilton

  
\_\_\_\_\_  
Butch Smith

  
\_\_\_\_\_  
Tricia Needham, Auditor

**A RESOLUTION TO EXPRESS THE CITY OF \_\_\_\_\_'S  
OPPOSITION TO OFFSHORE OIL AND GAS DRILLING AND  
EXPLORATION ACTIVITIES, INCLUDING SEISMIC AIRGUN  
BLASTING**

**WHEREAS, in [STATE] hundreds of thousands of jobs and billions of dollars of the state's gross domestic product depend on clean, oil-free water and beaches and abundant fish and wildlife; and,**

**WHEREAS, the vast majority of [STATE]'s ocean wealth stems from our tourism and recreation sector which benefits from a healthy ocean and coast; and,**

**WHEREAS, offshore oil and gas drilling and exploration places coastal communities at economic and ecological risk from oil spills and the pollution brought by routine drilling operations and onshore industrialization, threatening the livelihoods of commercial and recreational fisherman and small businesses that rely on a clean and healthy ocean and beaches; and,**

**WHEREAS, offshore drilling may require significant onshore infrastructure, such as pipelines or refineries, which would harm the character of [STATE]'s coastline and could exacerbate wetlands loss and storm surge and sea level rise impacts; and,**

**WHEREAS, the harmful impacts from offshore oil and gas drilling and exploration anywhere along the Pacific coastline could extend far beyond immediately surrounding areas and severely impact communities that rely on the robust economy of the marine industry; and,**

**WHEREAS, offshore drilling and exploration perpetuates our ties to dirty carbon pollution and contributes to climate change and the resulting sea level rise and extreme weather; and,**

**WHEREAS, the current administration has expressed interest in opening the Pacific Ocean to offshore oil and gas drilling and exploration, which includes the use of seismic airguns which fire intense blasts of compressed air that rank just behind military explosives as the loudest source of noise in the ocean, every 10-12 seconds, 24 hours a day, for months on end; and,**

**WHEREAS**

**WHEREAS, seismic airgun blasting to explore for oil and gas deposits has been proven to disrupt and displace marine life, such as whales which rely on sound to find food and mate, and can impair the health of many fish and shellfish species, including those of commercial importance like squid, lobster, and scallops; and,**

**WHEREAS, the City of \_\_\_\_\_ recognizes that our communities, businesses, and industries depend on a healthy coastal environment for the benefit of current and future residents, property owners, and visitors;**

**NOW THEREFORE, BE IT RESOLVED BY THE CITY OF \_\_\_\_\_ THAT: SECTION 1. The City of \_\_\_\_\_ finds that offshore oil and gas drilling and exploration unnecessarily risks our economic and ecological health and therefore opposes any plan or legislation which encourages oil and gas development and exploration offshore that would impact the citizens of [STATE].**

**SECTION 2. This Resolution shall take effect immediately upon its adoption by the \_\_\_\_\_.**

**SECTION 3. The Clerk shall forward a copy of this Resolution to [STATE] Governor [GOVERNOR NAME], U. S. Senators Chuck Schumer and Kirsten Gillibrand; U.S. Representative \_\_\_\_\_; State Senator \_\_\_\_\_; State Representatives**



\_\_\_\_\_; and any other interested parties.

**Signed** \_\_\_\_\_





**Operating Fund**  
**January 16, 2018 through February 15, 2018**

<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
01/25/2018	39701	Affordable Gutter Care	Install gutter, downspout, and remove old gutter	1,992.00
01/25/2018	39702	Business Oregon - OBDD	Debt service	7,800.00
01/25/2018	39703	Cardinal Services	Temp services	2,710.40
01/25/2018	39704	Cedar Creek Quarries	Landscaping rock	670.04
01/25/2018	39705	Century Link	Telephone	396.10
01/25/2018	39706	CenturyLink - Business Service	Telephone	19.40
01/25/2018	39707	Coastal Marine & Hydraulics	Cap for #4 hoist	34.58
01/25/2018	39708	Coastal Refrigeration	HVAC maintenance for shop and store	280.00
01/25/2018	39709	CoastCom	Internet and email - February 2018	937.00
01/25/2018	39710	Department of Environmental Quality	Annual water quality permit and underground storage tank fee	1,370.00
01/25/2018	39711	Design Space	Modular office rentals	1,094.00
01/25/2018	39712	Edge Analytical	Storm water testing	338.00
01/25/2018	39713	G & K Floors	Janitorial services	2,000.00
01/25/2018	39714	Gray's Web Design	Website hosting	300.00
01/25/2018	39715	Jackson-Hirsh	7300 laminator	199.00
01/25/2018	39716	National Photocopy Corporation	Server and IT support	336.91
01/25/2018	39717	Oregon Department of State Lands	DSL lease for Captains Charters	406.49
01/25/2018	39718	Pioneer Printing	Service tickets	257.60
01/25/2018	39719	Ronald Vanderzanden	Refund - invoicing error	40.00
01/25/2018	39720	Special Districts Insurance Services	February health-dental-life insurance	13,459.97
01/25/2018	39721	Toyota Industries Commercial Finance	Forklift leases	1,239.20
01/25/2018	39722	Toyota Lift NW	Forklift maintenance	229.48
01/25/2018	39723	United Grocers - Cash & Carry	Office supplies	88.59
01/25/2018	39724	Verizon Wireless	Port cell phones	452.47
01/25/2018	39725	Xerox Corporation	Copier leases	395.86
01/25/2018	39726	Yaquina Boat Equipment	Drill bit extension for RV Park posts	57.73
01/30/2018	39727	Pacific Maritime Heritage Center	Facility rental for General Manager "Meet & Greet"	150.00
02/09/2018	39728	Inn at Nye Beach	Hotel for General Manager candidates	661.14
02/05/2018	39729	Karin Michelle - Lenty	Refund - double charged	161.25
02/07/2018	39730	Rylayla	Refund - moved vessel to southern Oregon	1,290.67
02/13/2018	39731	Employee	Mid-month draw	1,000.00
02/13/2018	39732	Employee	Mid-month draw	450.00
02/13/2018	39733	Cardinal Services	Temp services	4,366.99
02/13/2018	39734	CFO Selections	Professional services	2,523.75
02/13/2018	39735	Employee	Mid-month draw	500.00



**Operating Fund**  
**January 16, 2018 through February 15, 2018**

<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
02/13/2018	39736	City of Newport Room Tax	Transient room tax - January 2018	896.10
02/13/2018	39737	Employee	Mid-month draw	500.00
02/13/2018	39738	Design Space	Modular office rentals	877.00
02/13/2018	39739	Employee	Mid-month draw	600.00
02/13/2018	39740	Employee	Mid-month draw	300.00
02/13/2018	39741	Employee	Mid-month draw	475.00
02/13/2018	39742	OBEC Consulting Engineers	PD5 pier approach project engineering - 12/17	6,556.00
02/13/2018	39743	Employee	Mid-Month Draw	800.00
02/13/2018	39744	Port of Toledo Boat Yard	Tug boat repair	6,750.50
02/13/2018	39745	Employee	Mid-month draw	650.00
02/13/2018	39746	Employee	Mid-Month Draw	650.00
02/15/2018	39747	Alan Brown Tire Center	Tires and tire repairs	207.08
02/15/2018	39748	Alsco	Floor mats and towel rental	368.17
02/15/2018	39749	Amazon Capital Services	Office and meeting supplies	295.87
02/15/2018	39750	Barrelhead Supply	Small tools and drill bits for RV Park posts	85.95
02/15/2018	39751	Cardinal Services	Temp services	3,266.34
02/15/2018	39752	Carson Oil Co	Fuel	1,056.41
02/15/2018	39753	Century Link	Telephone	396.22
02/15/2018	39754	CenturyLink - Business Service	Telephone	46.57
02/15/2018	39755	Chase - Visa	Supplies for RV Park posts, software renewals, heavy equipment repair supplies, operating supplies, conference registrations, office supplies, background checks, meeting expenses	5,731.03
02/15/2018	39756	City of Newport Water/Sewer	Water	231.05
02/15/2018	39757	Coastal Marine & Hydraulics	5' cylinder and hydraulic control valve for #4 hoist	740.20
02/15/2018	39758	Coastal Paper & Supply	Paper products and cleaning supplies	1,025.84
02/15/2018	39759	Copeland Lumber Yards	Dock repair and safety supplies	50.44
02/15/2018	39760	Creative Landscape & Maintenance	Landscape maintenance	990.00
02/15/2018	39761	Dahl & Dahl	Disposal of wood debris	365.40
02/15/2018	39762	Dave Huguley	40% reimbursement for scrap recycling	2,033.57
02/15/2018	39763	Direct TV	Cable - RV parks	1,452.75
02/15/2018	39764	Doug's Electric	Troubleshoot #2 hoist	91.00
02/15/2018	39765	Englund Marine Supply Co	600' spools, seine twine, and rope for RV Park posts, 12" cleats, and employee raingear	2,445.50
02/15/2018	39766	FarWest Steel Corporation	Rectangular tubing for #4 hoist	863.69
02/15/2018	39767	Fastenal Company	Hardware for RV Park posts	30.60



**Operating Fund**  
**January 16, 2018 through February 15, 2018**

<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
02/15/2018	39768	Fred Meyer Customer Charges	Food for Commission work session and holiday gift card for temp employee	170.34
02/15/2018	39769	Gregory Milton	Refund - cancelled semi-annual moorage	369.30
02/15/2018	39770	Grimstad & Associates	2016-17 audit - work in progress	8,000.00
02/15/2018	39771	Halco Welding	12' stainless steel flat bar	40.00
02/15/2018	39772	Industrial Welding Supply	ACDC welding machine	705.95
02/15/2018	39773	Leisure Interactive	Annual software subscription for RV Park	6,300.00
02/15/2018	39774	MacPherson Gintner & Diaz	Professional services	5,923.75
02/15/2018	39775	National Business Solutions	Server and IT support	1,098.75
02/15/2018	39776	Newport News-Times	Advertising	777.76
02/15/2018	39777	NW Natural	Natural gas	447.15
02/15/2018	39778	Papé Material Handling Exchange	External 12-volt plug to run fuel pump	350.00
02/15/2018	39779	Pioneer Telephone Cooperative	Telephone	227.59
02/15/2018	39780	Platt Electric Supply	Electrical supplies for RV Park posts	905.03
02/15/2018	39781	Richard Stellner	Human resource management consulting	3,775.52
02/15/2018	39782	Rydin Decal	Parking and launch permits	901.00
02/15/2018	39783	Servco Pacific Insurance	Marine, docks and vessel pollution insurance 2018	38,506.64
02/15/2018	39784	Sherwin-Williams	Floor paint for Annex restrooms	227.90
02/15/2018	39785	Siuslaw Broadband	Annual security camera and wifi network support	7,700.00
02/15/2018	39786	Special Districts Insurance Services	March health-dental-life insurance	15,548.16
02/15/2018	39787	Suburban Propane	Propane	362.67
02/15/2018	39788	T & L Septic Tank Service	Chemical toilet rental	1,016.00
02/15/2018	39789	TCB Security Services	Monthly security contract	6,516.00
02/15/2018	39790	Thompson's Sanitary Service	Trash disposal	4,474.70
02/15/2018	39791	Toyota Industries Commercial Finance	Forklift leases	1,239.20
02/15/2018	39792	TWGW Inc NAPA Auto Parts	Electrical connectors	21.73
02/15/2018	39793	Valley Fire Control	Annual inspection and service	266.60
02/15/2018	39794	Voya (State of Oregon Plan)	Monthly employee contributions	50.00
02/15/2018	39795	Wilco	Posts for RV Park	843.05
02/15/2018	39796	Xerox Corporation	Copier leases	388.52
02/15/2018	39797	Yaquina Bay Communications	Advertising	150.00
			<b>Total</b>	<b>196,340.21</b>



**NOAA Fund**

**January 16, 2018 through February 15, 2018**

<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
01/25/2018	13296	Coastal Refrigeration Heating & AC	Data room AC service call	145.00
01/25/2018	13297	Special Districts Insurance Services	January health-dental-life insurance	676.17
01/25/2018	13298	Ultimate Pest Control	Pest control	135.00
01/25/2018	13299	Void	Void	0.00
01/25/2018	13300	Verizon Wireless	Phone charges and mifi	26.43
01/25/2018	13301	Williams Scotsman	Return mobile office	1,878.75
02/15/2018	13302	Amazon Capital Services	Rollers for main gate	329.99
02/15/2018	13303	AVS Elevator	Perform quarterly service	511.62
02/15/2018	13304	Copeland Lumber Yards	Space heater	25.64
02/15/2018	13305	Pacific Habitat Services	Mitigation report preparation	1,693.00
02/15/2018	13306	Pioneer Telephone Cooperative	Telephone	240.98
02/15/2018	13307	Special Districts Insurance Services	February health-dental-life insurance	676.17
02/15/2018	13308	TCB Security Services	Elevator phone monitoring	20.00
02/15/2018	13309	Thompsons Sanitary Service	January service	367.70
<b>Total</b>				<b>6,726.45</b>





**Construction Fund**  
**October 19, 2017 through February 16, 2018**

<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
11/28/2017	11847	Road & Driveway Co	Mobilization and move sand from NIT to Newport Airport	2,390.00
01/16/2018	11848	Advanced Remediation	Prepare SWPCP for proposed log yard	2,195.00
			<b>Total</b>	<b>4,585.00</b>





## OLD BUSINESS AGENDA ITEM

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**DATE:** *February 22, 2016*  
**RE:** *Don Moon, Interim International Terminal Supervisor*  
**TO:** *Port of Newport Board of Commissioners*  
**ISSUED BY:** *Aaron Bretz, General Manager ProTem/Director of Operations*

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### **BACKGROUND**

Don Moon has been serving as the Interim Terminal Manager since October. With him filling that role temporarily, he has not officially vacated his maintenance position at the Commercial Marina. This makes us one person short at the Commercial Marina, and we filled that vacancy with temp labor. The Commercial Marina serves as a backup pool for the terminal so that we can continue to provide service on days when the Terminal Manager is not working or is working offsite. Since Don's position is filled with temp labor, we cannot use that employee to get certified on the 30-Ton crane because of the policy of the temp agency. It would help Port Staff if the commission approved me to negotiate a permanent employment contract with Don Moon.

### **DETAIL SUPPORTING**

I am currently considering a better training program for our crane operators at an NCCCO approved school. I would like to secure seats in classes through the summer, and if all of our employees are in permanent roles, I can commit to that training.

Don has been performing well at the terminal, which can be a difficult position to fill. There is a diverse and extensive list of performance qualifications in the job description, and the Terminal Manager is called upon to do work that ranges from conducting oil changes to operating heavy equipment, and arranging longshore labor. He has demonstrated an eagerness to learn, and is dedicated to customer service. He understands the terminal and commercial vessels, can work with Longshoremen, and is a highly skilled and experienced crane operator.

### **ALTERNATE CONSIDERATIONS**

We could wait until a new GM is seated. If we do that, we will still need to cover the gaps we have in our pool of crane operators, and it may have a detrimental impact to ongoing service. This impact is indefinite, depending on when a permanent GM is hired and is comfortable enough to make a decision regarding the Terminal Supervisor.

### **BUDGET IMPLICATIONS**

We have budgeted for a permanent Terminal Supervisor.

### **RECOMMENDATION**

I would recommend that a Commissioner make a MOTION TO AUTHORIZE THE GM PRO-TEM TO NEGOTIATE A PERMANENT EMPLOYMENT CONTRACT FOR DON MOON AS TERMINAL MANAGER TO FIT WITHIN THE APPROVED BUDGET AND THE PORT'S WAGE STEPS.

-###-





## NEW BUSINESS AGENDA ITEM

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**DATE:** *February 22, 2016*  
**RE:** *Eel Grass Mitigation Area for NOAA*  
**TO:** *Port of Newport Board of Commissioners*  
**ISSUED BY:** *Aaron Bretz, General Manager Pro-Tem / Director of Operations*

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### **BACKGROUND**

The Port of Newport maintains an eel grass mitigation area to comply with the terms of an Army Corps permit, #NWP-2009-627(2). The Army Corps began a dredging operation at the end of January to maintain the project in the South Beach Marina. Prior to starting, the Army Corps requested and staff provided them with a drawing of how the discharge pit had been set up during past operations. When the operation began, however, the pit was arranged differently than staff recommended. We interjected early and regularly with concerns that the Army Corp's dredging operation might impact our eel grass mitigation area. During the most recent negative tide, we observed that a substantial amount of dredge material has covered an undetermined amount of our eel grass area. I immediately contacted the Army Corps, alerted them, and requested that they inspect the area. We documented the discharge with photos and informed ODFW.

I have spoken with the Army Corps and we have informed them all along about our concerns. We could not substantiate those concerns until after a significant amount of dredging was complete because the tides were not low enough to see.

The Port has expended substantial resources to maintain this mitigation area. I will keep the Commission well informed of the issue.

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## January 2018 occupancy Report

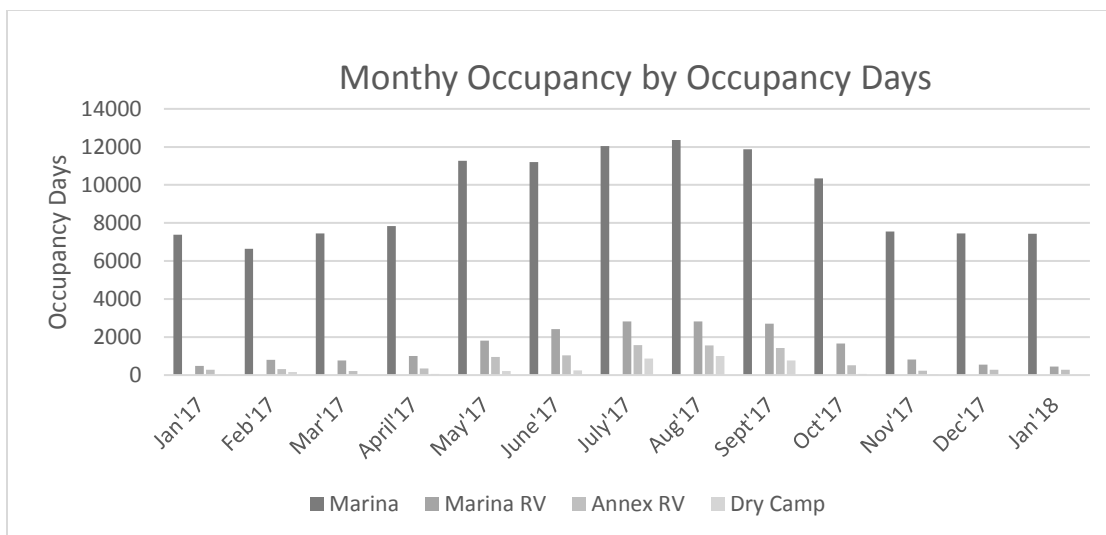
To: Port of Newport Commissioners

From: Bill Hewitt, South Beach Marina and RV Parks Manager

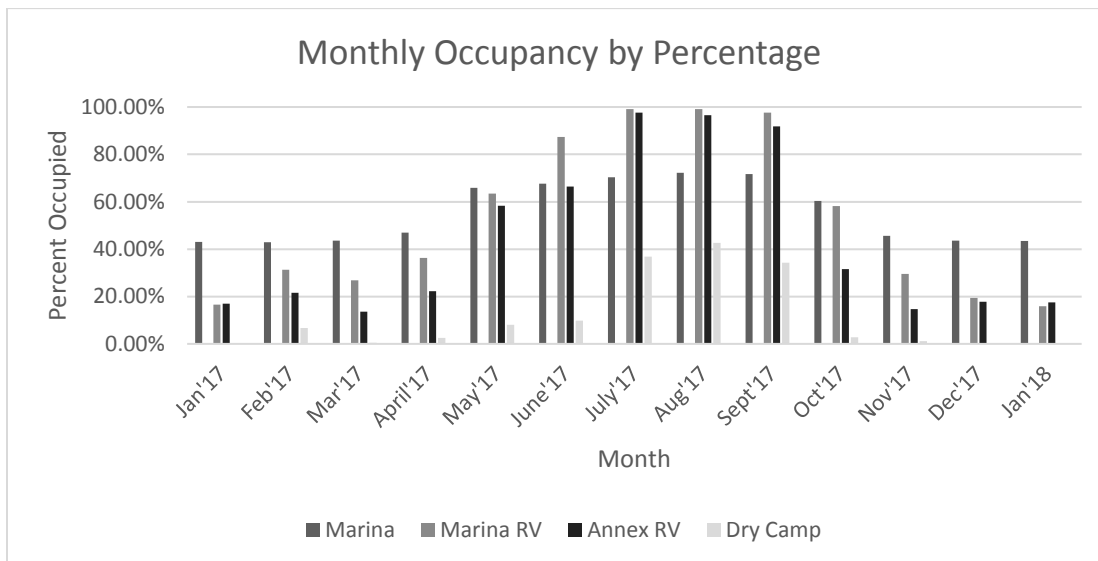
The 2018 calendar year started off like 2017, kind of slow. The Marina, Annex and Dry Camping were slightly ahead of 2017 and the Marina RV Park slightly behind. We have been busy taking reservations for the summer with July and September just about full. Wine and Seafood is practically sold out, we currently only have five hookup sites remaining. Dry camping sites will be available day of the event. We are currently working on billing, payment issues, insurance along with lots of cleaning and painting.

### OCCUPANCY DAYS MONTH & TYD

Jan'2018	2017	2018	Change	YTD2017	YTD2018	Change
<b>Marina</b>	7409	7435	0.35%	7409	7435	0.35%
<b>MarinaRV</b>	472	455	-3.60%	472	455	-3.60%
<b>AnnexRV</b>	274	282	2.92%	274	282	2.92%
<b>Dry Camp</b>	6	9	50.00%	6	9	50.00%



<b>OCCUPANCY PERCENT MONTH &amp; YTD</b>						
<b>Jan'2018</b>	<b>2017</b>	<b>2018</b>	<b>Change</b>	<b>YTD2017</b>	<b>YTD2018</b>	<b>Change</b>
Marina	43.30%	43.45%	0.15%	43.30%	43.45%	0.15%
Marina RV	16.55%	15.95%	-0.60%	16.55%	15.95%	-0.60%
Annex RV	17.00%	17.49%	0.49%	17.00%	17.49%	0.49%
Dry Camp	<b>0.26%</b>	<b>0.39%</b>	<b>0.13%</b>	0.26%	<b>0.39%</b>	<b>0.13%</b>





## **DIRECTOR OF OPERATIONS / PRO TEM GENERAL MANAGER'S REPORT**

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**DATE:** 02/22/2017  
**PERIOD:** January 2018 – February 2018  
**TO:** Port of Newport Board of Commissioners  
**ISSUED BY:** Aaron Bretz

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### **OVERVIEW GENERAL MANAGER:**

I am still Getting bids on minor improvements to provide DulsEnergy with 225 square feet of office space and 23,000 square feet of open lot space upon which they plan to place tanks for seaweed. They are currently planning to truck in salt water to get started on the production of seaweed as soon as DEQ will approve their plan. We still have no lease in place; I'm simply getting everything ready so that we can proceed in the event they get word from DEQ that they can go ahead. My goal with the project is not to simply increase revenue to the Port, but rather to return the former Cherry Plant building(s) to a serviceable location. In pursuit of that goal, I think it will be best to lease them limited amounts of space at a fair rate, and allow them to grow into the property rather than leasing them the entire property at a reduced rate from the beginning.

I met with Rondy's and NNMRC to discuss their plans at McLean Point/Yaquina Industrial Park.

HAZWOPER (Hazardous Waste Operations and Emergency Response) training has been going on this week for operations personnel.

Todd Kimball of CFO Selections gave us an idea of what he could provide in the way of analysis of the Port's leases. As I previously mentioned, he expressed that he has done this type of work in other Ports, but it was generally confined to the administrative side of the issue (ensuring proper lease documents were in place, insurance, etc.) His specialty is not in the realm of valuing property; the Port would need to provide the labor to find comparable properties and compile that data. In order to organize the leases and put together all that information, he estimated it would cost approximately \$2,500.

It's been a busy month at the hoist dock. The second shift worked well, although operations have begun to slow slightly and we have cut some hours back as needed on the shift. It has been fairly common to see multiple tractor trailers at the dock daily along with box trucks waiting to drop off bait and pick up catch.

### **DETAIL:**

- Nothing significant to report on progress between DulsEnergy and DEQ
- Still working with the State and legal to finalize an agreement with OSP to moor GUARDIAN in South Beach at a secure location
- One return item from Andersen Construction; they would like an option to go month-to-month after the end of year two.

**NEXT MONTH CALENDAR/MEETINGS:**

South Beach Staff Meeting, 2/07  
Safety Committee Meeting, 2/13  
President's Day, Port Offices Closed 2/19  
Department Head Meeting, 2/20  
Commercial Marina Staff Meeting, 2/21  
Port Commission Meeting, 02/27

**OVERVIEW DIROPS**

**Summary:**

We got some underwater images of the Rogue seawall, and located the as-built plans as well as a file with some history on what work has been performed there. I am in touch with Natt McDougal Construction, Berger-Abam, and GFI in order to work toward getting an engineer's assessment of the condition of the wall as well as potential solutions.

Chris Urbach discovered that by using a program in place with PUD, we can get a significant amount of the lighting in South Beach changed to LED for a relatively small cost to the Port. We plan to pursue and consider doing the same in other locations.

**International Terminal – Don Moon, Interim MGR**

**Billable Services Performed this Period (November):**

- Forklift – 44 Hrs
- 30 Ton Hydraulic Crane – 30.5 Hrs
- Labor – 57 Hrs
- Other (Net Work) – 15 Days
- Moorage – 120.5 Days
- Hoist Dock Tie Up – 9 Hrs
- 120V power – 11 Days
- 208V power – 128 Days

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

- Completed  In Progress Paving project approved waiting for weather to cooperate.
- Completed  In Progress Brushing and grubbing done at west end of property.
- Completed  In Progress Building work dock
- Completed  In Progress Power sweeping entire lot.
- Completed  In Progress last storm water sample for the year delivered to Edge Analytical.

**Commercial Marina- Kent Gibson, Harbormaster**

**Billable Services Performed this Period:**

- Forklift – 224.25Hrs
- Hoist Dock Crane(s) – 22.5Hrs
- 30 Ton Hydraulic Crane - Enter #.Hrs
- Dock Tie Up – 326.5Hrs

Launch Tickets - Enter #. Passes sold

Other (Labor) – Hrs

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

Completed In Progress **Repair of broken water spigot on PD5**

Completed In Progress **Repair of broken finger on PD5**

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

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

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

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

*Crab season started off the latest I think it ever has since I've been at the Port. Stormy weather held in most of the smaller boats so they got even a later start than that. Swing shift has been very busy most of the time. We will keep it up as long as we can.*

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

- I replaced the drive belt on the main gate opener. It was sticking. Also moved one Roller and ordered two replacement rollers.
- Semi-annual inspection of the FM200 Fire Suppression Systems was performed by Northwest Fire Suppression.
- Bathymetric survey around the pier was performed by Northwest Hydro. I should get a chart shortly.
- Contacted ACOE about some issues with dredge spoils during the work in the Southbeach Marina.
- Came up with an alternative to the Room 111 door project. I'd like to just have a glass door and surround installed. It goes in faster and there's no drywall dust and paint to worry about. Less impact on NOAA staff.
- I lost my landscaping helper, he was hired away by Southbeach.
- Other than that just normal maintenance.

**Other:**

Vessels Using the Facility Since My Last Report – OSP Guardian, Fairweather, Bell M. Shimada. For 2017, 1928 passengers crossed the bar on vessels using the NOAA wharf.

Office Occupancy Admin Building – 63 Work Stations Total, 45 Occupied  
Warehouse Bldg. – 23 Work Stations Total, 12 Occupied  
Occupancy Rate – 66%

**Southbeach Marina, Harbormaster Chris Urbach**  
**Billable Services Performed this Period:**

☒Launch Tickets – 239 passes sold

**Other:**

Dredging has been completed and the only issue that we had was that they covered the eel grass with silt and that is a corps issue.

We have a good start on the OSP dock all whalers and rods have been replaced and we have had the security gate built.

We got the scrape hauled off from the bone yard using a local scraper; we have cleaned the area up and it is now ready for Anderson Construction to rent on April first.

We had a local diver dive and take pictures on the sea wall next to Roque so that we can show the engineers the condition of the wall.

We continue to work on the RV site lights and grounds improvements in the RV Park.

I have been working with a lighting contractor and PUD on a program to replace most of the marina lights to LED in the buildings and the parking lots.

The crew have been keeping up with the mowing trying to stay ahead of it.