

PORT OF NEWPORT REGULAR MONTHLY COMMISSION MEETING AGENDA

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

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

Page No.

I.	Call to Order	
II.	Commissioner Changes to the Agenda	
III.	Public Comment (3 minute limit per person)	
IV.	Consent Calendar	
A.	Minutes	
1.	Commission Special Meeting	1/16/2019.....3
2.	Regular Commission Meeting	1/22/2019.....5
3.	Commission Work Session	1/24/2019.....11
B.	Financial Reports	13
C.	Special Use Permits	
1.	HST Oregon Bus Training	31
2.	CAST for Kids Foundation fishing/crabbing event	35
V.	Correspondence/Presentations	
A.	Port of Newport Financial Year in Review - Todd Kimball	41
B.	Audit Presentation – Signe Grimstad	
VI.	Old Business	
A.	Items Removed from Consent Calendar	
B.	Accounts Paid	53
C.	Letter of Intent – PD 1 Lot Line Adjustment.....	69
D.	Final Review of Values/Vision/Mission.....	71
E.	Commercial Fishing Users Group Committee, Heather Mann, Chair Update on Fishing Industry Recommendation for NIT use	
VII.	New Business	
A.	Appointments to Cascades West Area Commission on Transportation	73
B.	Resolution 2019-XX Amending the Port Of Newport Facilities Code to Add a Definition of Regular Hours by Location and Clarify Hoist Dock Usage Standards (Next Resolution Number to assign is 2019-03).....	75
C.	Resolution 2019-XX Supporting Funding Efforts for the Port Dock 5 Pier.....	77
D.	Resolution 2019-XX Adopting Fiscal Management Policies.....	79
VIII.	Staff Reports	
A.	Accounting Supervisor.....	99
1.	January Occupancy Report	101
B.	Director of Operations	103
C.	General Manager.....	107
IX.	Commissioner Reports/Comments	
X.	Calendar/Future Considerations	
	Pacific Northwest Waterways Association (PNWA)	
	Mission to Washington	3/10 – 3/14/2019
	5 th Annual Shamrock Run – Ardor Adventures	3/17/2019
	Community Open House, General Manager Semi-Finalist Candidates ..	3/17/2019
	Interviews, General Manager Candidates	3/18/2019

- Commission Executive Session & Work Session..... 3/19/2019
- Commission Work Session, Strategic Business Plan 3/20/2019
- Community Open House, Strategic Business Plan 3/20/2019
- Regular Commission Meeting 3/26/2019
- Commission Budget Priorities Work Session..... 4/9/2019
- XI. Public Comment (5 minutes limit per person)
- XII. Adjournment

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

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

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

-###-

PORT OF NEWPORT MINUTES

January 16, 2019

Commission Special Meeting

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

Agenda Item

**Audio
Time**
0:00

I. CALL TO ORDER

Commission President Stewart Lamerdin called the Regular Commission Meeting of the Port of Newport Board of Commissioners to order at 12:02 pm at the South Beach Activities Room, 2120 SE Marine Science Drive, Newport, Oregon.

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

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

Members of the Public and Media: Steve Beck, Newport resident; Bret Yeager, Newport News-Times; Jim Cline, Rogue; Doug Cooper, Hampton Lumber; Wayde Dudley, Port Volunteer Mates; Barb Dudley, Port Volunteer Mates; Kiera Morgan, KYTE Radio; Heather Mann, Midwater Trawlers Cooperative (MTC); Robert Smith; Dietmar Goebel, Newport City Council; and Rex Capri, Newport resident.

II. PUBLIC COMMENT

There was no public comment at this time.

III. RESOLUTION REGARDING HOUSE BILL #2284.....

0:51

Lamerdin presented the draft Resolution included in the meeting packet. The Commission discussed the purpose of the Resolution, what the resolution might say, whether this is the best form for communicating their message, and to whom this message would be presented. Chuck suggested adding “nor sees a need for” to Section 1 of the Resolution. Dresler spoke about her understanding of what information elected officials would like to receive. There was also a discussion about the limitations on staff regarding political issues.

Mann commented on the Port’s presentation to the County Commissioners and on the inefficiency of amending the proposed bill.

Beck encouraged the Commission to address the concerns of elected officials, provide a timeline for hiring and General Manager and Director of Finance, and asked the Commission to let the public know whom to contact in Salem with their comments.

Burke suggested perhaps including an addendum with the Vision and Mission statements. Dresler said the Resolution was specific to the bill, but those items would be important in presentation to the legislature. The Commission discussed planning to meet elected officials and talking points. Lamerdin suggested information also be posted on the website. Dresler said she could prepare an

initial packet of facts to send to elected officials before the meeting, which could be built upon. Skamser proposed reaching out to Port District voters, which Burke said would be an opportunity for transparency and confidence building.

Chuck suggested amending the Resolution to include “nor sees a need for” in Section 1 of the Resolution.

A motion was made by Burke and seconded by Skamser to approve Resolution 2019-01 as amended. The motion passed 5 – 0.

Lamerdin recessed the meeting for a break at 12:48 pm. 45:50
Lamerdin reconvened the meeting at 12:54 pm.

IV. VALUES/VISION/MISSION STATEMENTS UPDATE..... 47:42

Dresler introduced the current Mission, Vision and Values statements from the 2013 Strategic Business plan, included in the meeting packet. She explained the Wordle created from these statements. The Commission discussed and made comments regarding proposed changes, which Hewitt recorded as notes on the PowerPoint presentation, appended to the minutes. It was agreed that Dresler would take the feedback and make a draft of the changes, which the Commission would have an additional opportunity to review when they were included in the draft of the new Strategic Business Plan.

V. PUBLIC COMMENT..... 1:32:00

Beck suggested the Commission be proactive with elected officials and include self-evaluations of the Commission in the mission/vision/values.

Cline said the Resolution was great and encouraged the Commission to consider specific amendments.

Mann commented that the press had left the meeting, and that it would be nice for there to be a news story about the Commission’s progress.

VI. ADJOURNMENT 1:36:28

Having no further business, the meeting adjourned at 1:44 pm.

ATTESTED:

Stewart Lamerdin, President Pro Tem

Walter Chuck, Secretary/Treasurer Pro Tem

PORT OF NEWPORT MINUTES

January 22, 2019

Regular Commission Meeting

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

Agenda Item

**Audio
Time**
0:00

I. CALL TO ORDER

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

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

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

Members of the Public and Media: Jim Shaw, Newport resident; Jim Cline, Rogue; Fred Abousleman, Oregon Cascades West Council of Governments (OCWCOG); Wayde Dudley, Port Volunteer Mates; Brian Getting, Oregon Boating Foundation (OBF); Robert Smith; Rex Capri, Newport resident; Annie Tarr, Port Accounting Clerk; Pat Ruddiman, ILWU; Chris Nelson, Georgia Pacific; Heather Mann, Midwater Trawlers Cooperative (MTC); and Doug Cooper, Hampton Lumber.

II. COMMISSIONER CHANGES TO THE AGENDA.....

0:55

There were no changes to the agenda.

III. PUBLIC COMMENT.....

1:01

Capri asked the Commission to advise the public about the plan and timeframe for doing something at NIT, in order to address their concerns and convince the State not to come into the Port. Lamerdin said some of this would be addressed in public meetings, and encouraged the public to reach out to the Commissioners or General Manager outside of the meeting.

Cooper pointed in respect to Aaron's report on Hampton Lumber, the correct Ports used for shipping are Tacoma and Seattle, to Vancouver.

Mann agreed the Port should share information, commented on some recent incorrect information reported in the media, and thanked the Port for information they provided. She commented that much of the bond went to environmental remediation, and on the percent of the Port's budget from taxes.

IV. CONSENT CALENDAR.....

6:15

A. Minutes

1. Commission Special Meeting 1/2/2019

- 2. Commission Regular Meeting 12/18/2018
- 3. Commission Special Meeting 12/12/2018
- 4. Commission Regular Meeting 11/27/2018
- 5. Commission Work Session 11/19/2018
- B. Financial Reports
- C. SDIS Liability & Property Insurance (\$171,814)
- D. Servco Pacific Marine Insurance (\$8,778.00)
- E. Payne West NOAA Facilities Earthquake & Flood Insurance (\$77,502.25)
- F. Special Use Permits
 - 1. Davis Shows - Loyalty Days Carnival

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

V. CORRESPONDENCE/PRESENTATIONS

- A. Fred Abousleman, Oregon Cascades West Council of Governments (OCWCOG) 7:34

Lamerdin spoke OCWCOG and his representation on the Board of Directors, and introduced Abousleman. Abousleman provided the Commission with an informational pamphlet about OCWCOG, and described their purpose, programs and some current projects. He said the Port may benefit from their Economic Development, Planning, and Transportation programs. Abousleman spoke about the ways in which OCWCOG can help in finding funding, and the importance of maintaining a connection with the group. He said the OCWCOG meets every other month, and Lamerdin said these Albany meetings are simulcast in Toledo.

- B. Commercial Fishing Users Group Committee
 - 1. Minutes December 20, 2018 (Draft) 16:28

Mann commented that there was good turn out and conversation at this meeting, and the draft minutes were accurate. She spoke about the possible operations at the Terminal and the Committee’s response to House Bill 2284. She advised that the Fishing Industry Platform is being rewritten and will hopefully be available for next month’s Commission Meeting.

- C. Brian Getting, Oregon Boating Foundation Guided Kayak Tours 20:14

Getting explained the program and responded to questions from the Commission. He referenced the information provided in the Special Use Permit application, included in the Meeting Packet. There was additional discussion about parking, marina traffic patterns, and possible increased kayaking from others who may not be as responsible. Overall the Commission endorsed the activity.

VI. OLD BUSINESS

- A. Items Removed from Consent Calendar

No items were removed from the Consent Calendar.

- B. Accounts Paid 30:34

Skamser noted there was a lot of maintenance happening. Burke said it was good to see the lift station pumps were replaced.

A motion was made by Chuck and seconded by Burke to approve the Accounts Paid. The motion passed 4 – 0.

VII. NEW BUSINESS

A. 2019 Annual Report (ORS 777.140)..... 31:28

Hewitt introduced the document included in the meeting packet, representing a summary of Commission actions over the calendar year. Lamerdin suggested including the vote count in the records for future years.

B. Resolutions

1. Resolution 2019-02 Setting a Target Amount to be Budgeted as Unappropriated Ending Fund Balance. 33:20

Harris introduced a draft Resolution, which is appended to the Meeting Packet. The Commission and Dresler discussed the background for this Resolution and the analysis by Todd Kimball, CFO Selections. There was further discussion about the value of having this adopted by Resolution. Harris said this would be an internal restriction, different from the external restrictions from the NOAA lease and the bond agreement. Lamerdin said this was an extra precaution and demonstrated this as a Port priority; the recommended amount was \$2,209,445. Burke suggested this was a start at establishing preventative maintenance funds for all Port assets.

A motion was made by Chuck and seconded by Burke to approve Resolution 2019-02 for Committing Fund Balance for NOAA Capital Maintenance in the amount of \$2,209,445 for Fiscal Year 2018-2019. The motion passed 4 – 0.

2. Resolution 2019-03 Committing the Non-Restricted NOAA Funds to be Used for Capital Reserves..... 45:53

Dresler commented that Kimball wanted to talk this through before completing a draft. The Commission has the authority to approve the budget or ask for revisions so that there is an appropriate fund balance. Lamerdin said staff could develop this to present at the next Regular Commission Meeting. Kimball will also be providing an update at that meeting. The Commissioners requested a copy of Kimball’s presentation from 2017 be emailed to them.

C. Budget Committee, Officer & Calendar 49:48

Dresler introduced the document included in the meeting packet, in which the dates were logistics for working through the budget. She referred to the two committee members whose terms expired in June of 2018, and suggested the proposed replacements be presented for approval at the February Regular Commission Meeting.

VIII. STAFF REPORTS

A. Accounting Supervisor..... 53:40

Harris introduced the Staff Report, and answered Commissioners’ questions. He confirmed there will be a Request for Proposal sent out for next year’s audit.

B. Director of Operations..... 59:12
1. December 2018 Occupancy Report

Bretz introduced the Staff Report. He added that three more letters of support for the Port Dock 5 Pier funding have been received since the report was issued. He suggested combining Port Dock 5 Pier and Port Dock 5 Pilings for competitive bidding to make better use of mobilization costs. Bretz confirmed that the South Beach Boat ramp is planned for the next in-water work period, and warning signs will be installed. Bretz said he would look for documentation as to the historic density of eel grass as it would apply to the mitigation area and the request for reviewing the permit requirements. Skamser asked about continued availability of storage at the Terminal. Bretz said that storage is a significant source of revenue at the Terminal, and there are discussions about how best to go about maintaining it, but no one would be displaced. Lamerdin commented on the continued activity and revenue from the RV Parks.

C. General Manager..... 1:21:08

Dresler introduced the Staff Report. She said that she and Bretz reviewed the compilation for Capital Priorities, and will send this to Commissioners for comments. Deeper work will come out of the Capital Facilities Plan process. Dresler advised that she was working on a Special Use Permit for Sea Scout Rampart with details of the Port’s expectations. The Commission will see a draft at the February Regular Meeting. Dresler advised that she heard from Shawn Teevin, whose team is still doing financial analysis and recon, and spoke about some additional possibilities for shipping. She said that Todd Kimball will participate in phone interviews for the Director of Finance and Business Services position, to be scheduled.

IX. COMMISSIONER REPORTS/COMMENTS..... 1:29:46

Lamerdin gave an update on House Bill 2284 and Commission response. A Work Session was scheduled for Thursday, January 24, at noon to develop talking points to provide a consistent message. Lamerdin added he had done a radio interview and a presentation to the Lincoln County Commission with Dresler. Lamerdin also attended the OCWCOG meeting and provided them the Port Resolution. He commented on the proactive approach of the Port to put money away, pay attention to interest rates, generating revenue at the RV Park, looking at shipping options, auditor’s comments – all giving reassurance of sound financial.

Skamser said that there has been some misinformation about how much of the Port’s bills are paid by taxes, and would like to see this information included in Kimball’s report.

Burke said he will be attending the SDAO Annual Conference and felt the Port was moving in a good direction.

X. CALENDAR/FUTURE CONSIDERATIONS	1:35:30
SDAO Annual Conference	2/7 – 2/10/2019
Ardor Adventures Run Love Run Race	2/9/2019
Commission Work Session, Draft Strategic Business Plan	2/12/19
Strategic Business Plan Open House.....	2/12/19
President’s Day, Port Office Closed.....	2/18/2019
Newport Seafood & Wine Festival	2/21 – 2/24/2019
Regular Commission Meeting.....	2/26/19

There were no changes to the Calendar/Future Considerations.

XI. PUBLIC COMMENT	1:36:06
---------------------------------	----------------

Mann spoke to the comments made by Capri. She said there have been good things happening at the Port, and the taxpayers should be proud of the environmental remediation at the Terminal. She commented on the use of the Terminal by fishing and finding a way to fit in shipping that made sense. She also gave a “shout out” to Don Moon for doing an excellent job.

XII. ADJOURNMENT	1:40:49
-------------------------------	----------------

Having no further business, the meeting adjourned at 7:41 pm.

ATTESTED:

Stewart Lamerdin, President

Walter Chuck, Secretary/Treasurer

PORT OF NEWPORT MINUTES

January 24, 2019
Commission Work Session

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

Agenda Item

**Audio
Time**
0:00

I. CALL TO ORDER

Commission President Stewart Lamerdin called the Regular Commission Meeting of the Port of Newport Board of Commissioners to order at 12:05 pm at the South Beach Activities Room, 2120 SE Marine Science Drive, Newport, Oregon.

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

Management and Staff: Teri Dresler, Interim General Manager and Mark Harris, Accounting Supervisor.

Members of the Public and Media: Gerry Barrett, Newport resident; Robert Smith, fisherman; Nel Ward, Waldport resident; David Jincks, Newport; Jim Cline, Rogue; and David Dahle, Boss Radio.

II. PUBLIC COMMENT

There was no public comment at this time.

III. DISCUSSION AND DEVELOPMENT OF MATERIAL FOR CONVERSATIONS CONCERNING HB2284

0:47

Lamerdin introduced the topic and said the intent of the meeting was to have consistent talking points for the Commissioners. Draft fact sheets were provided by staff in the Meeting Packet. Dresler and Harris introduced the draft fact sheets, how they were intended to provide correct information to the public and elected officials, information about the interpretation of financial information, and answered questions from the Commissioners. Dresler asked the Commissioners to take note of items that they have heard misrepresented or misunderstood. The Commission discussed the fact sheets presented, changes to make, and additional information they would like provided.

IV. PUBLIC COMMENT

2:05:50

David Jincks suggested including defining the Hennebique area and hazardous waste dump site at the Terminal, and including information about the Economic Development that has been accomplished at the Port.

Jim Cline offered suggestions for presenting the Port to elected officials.

Nel Ward suggested speaking to why an appointed Commission would not do as good as job.

V. ADJOURNMENT

2:12:17

Having no further business, the meeting adjourned at 2:17 pm.

ATTESTED:

Stewart Lamerdin, President Pro Tem

Walter Chuck, Secretary/Treasurer Pro Tem

Port of Newport - General Operating Fund

Balance Sheet

As of January 31, 2019

	Jan 31, 19	Jan 31, 18	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
11000 · Cash & Equivalents	2,987,928	2,612,182	375,745
Total Checking/Savings	2,987,928	2,612,182	375,745
Accounts Receivable			
11200 · Accounts Receivable	390,454	372,178	18,276
Total Accounts Receivable	390,454	372,178	18,276
Other Current Assets			
11250 · AR Property Tax	10,335	10,335	0
11255 · Allow for Bad Debt - CM	(20,000)	(20,000)	0
11260 · Allow for Bad Debt - SB	(10,000)	(10,000)	0
11270 · Undeposited Funds	23,228	1,383	21,845
11300 · Prepaid Expenses	191,816	54,729	137,087
11400 · Due from Other Funds	174,784	92,921	81,863
11480 · PERS - NPA(L)	(635,021)	(635,021)	0
11485 · PERS - Deferred OF	369,154	369,154	0
Total Other Current Assets	104,295	(136,500)	240,795
Total Current Assets	3,482,676	2,847,860	634,817
Fixed Assets			
11500 · Capital Assets	77,538,301	80,525,304	(2,987,003)
Total Fixed Assets	77,538,301	80,525,304	(2,987,003)
TOTAL ASSETS	81,020,977	83,373,163	(2,352,186)
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
12000 · Accounts Payable	364,268	286,500	77,767
Total Accounts Payable	364,268	286,500	77,767
Other Current Liabilities			
12020 · Lodging/Room Tax Payable	106	160	(54)
12100 · Payroll Liabilities	108,649	43,335	65,314
12250 · Deferred Revenue	298,659	246,714	51,945
12300 · Accrued Interest Payable	18,037	9,833	8,204
12350 · Current Portion-Long Term Debt	528,337	458,179	70,158
Total Other Current Liabilities	953,788	758,221	195,567
Total Current Liabilities	1,318,056	1,044,722	273,334
Long Term Liabilities			
12380 · 2013 FF&C Bond Premium	115,146	115,146	0
12400 · Long Term Debt	7,130,463	7,667,618	(537,155)
12900 · PERS - Deferred IF	109,947	109,947	0
Total Long Term Liabilities	7,355,555	7,892,711	(537,155)
Total Liabilities	8,673,612	8,937,433	(263,821)

Port of Newport - General Operating Fund

Balance Sheet

As of January 31, 2019

	<u>Jan 31, 19</u>	<u>Jan 31, 18</u>	<u>\$ Change</u>
Equity			
13000 · Fund Balance	64,774,875	67,022,657	(2,247,783)
13050 · FB - Contributed Capital	7,130,788	7,130,788	0
13210 · FB - Loan Proceeds	0	(89,396)	89,396
Net Income	441,703	371,682	70,021
Total Equity	<u>72,347,366</u>	<u>74,435,731</u>	<u>(2,088,365)</u>
TOTAL LIABILITIES & EQUITY	<u>81,020,977</u>	<u>83,373,163</u>	<u>(2,352,186)</u>

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

	Jul '18 - Jan 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
14000 · Lease Revenues	420,465	687,000	(266,535)	61%
14100 · Moorage	780,193	1,323,310	(543,117)	59%
14200 · Hoist Dock & Services	480,617	661,370	(180,753)	73%
14300 · Shipping Terminal Revenues	1,560	0	1,560	100%
14400 · RV Parks	676,100	960,000	(283,900)	70%
14500 · Launch Ramp & Trailer Storage	54,245	112,200	(57,955)	48%
14600 · Miscellaneous Revenue	69,593	132,020	(62,427)	53%
Total Income	<u>2,482,773</u>	<u>3,875,900</u>	<u>(1,393,127)</u>	<u>64%</u>
Gross Profit	2,482,773	3,875,900	(1,393,127)	64%
Expense				
15000 · Personnel Services	789,774	1,530,000	(740,226)	52%
16000 · Materials & Services	1,004,624	1,702,200	(697,576)	59%
17000 · Debt Service	383,998	883,714	(499,716)	43%
Total Expense	<u>2,178,396</u>	<u>4,115,914</u>	<u>(1,937,518)</u>	<u>53%</u>
Net Ordinary Income	304,377	(240,014)	544,391	(127)%
Other Income/Expense				
Other Income				
18100 · Property Tax Revenue	103,287	102,000	1,287	101%
18200 · Interest Income	11,033	8,000	3,033	138%
18300 · Grants	1,800	88,050	(86,250)	2%
18500 · Capital Contributions	0	34,500	(34,500)	0%
18600 · Gain/(Loss) on Sale of Assets	(8,374)	0	(8,374)	100%
18700 · Property & Dredge Sales	54,679	5,000	49,679	1,094%
Total Other Income	<u>162,425</u>	<u>237,550</u>	<u>(75,125)</u>	<u>68%</u>
Other Expense				
19000 · Capital Outlay	25,099	30,000	(4,901)	84%
19600 · Contingency	0	150,000	(150,000)	0%
19700 · Transfers Out to Other Funds	0	274,792	(274,792)	0%
19902 · UEFB	0	1,271,962	(1,271,962)	0%
Total Other Expense	<u>25,099</u>	<u>1,726,754</u>	<u>(1,701,655)</u>	<u>1%</u>
Net Other Income	137,326	(1,489,204)	1,626,530	(9)%
Net Income	<u><u>441,703</u></u>	<u><u>(1,729,218)</u></u>	<u><u>2,170,921</u></u>	<u><u>(26)%</u></u>

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

	Jul '18 - Jan 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
14000 · Lease Revenues	34,282	0	34,282	100%
14600 · Miscellaneous Revenue	14,129	34,800	(20,671)	41%
Total Income	48,411	34,800	13,611	139%
Gross Profit	48,411	34,800	13,611	139%
Expense				
15000 · Personnel Services	282,864	594,278	(311,414)	48%
16000 · Materials & Services	287,203	518,051	(230,848)	55%
17000 · Debt Service	8,936	121,350	(112,414)	7%
Total Expense	579,003	1,233,679	(654,676)	47%
Net Ordinary Income	(530,591)	(1,198,879)	668,288	44%
Other Income/Expense				
Other Income				
18100 · Property Tax Revenue	103,287	102,000	1,287	101%
18200 · Interest Income	11,033	8,000	3,033	138%
18500 · Capital Contributions	0	34,500	(34,500)	0%
Total Other Income	114,320	144,500	(30,180)	79%
Other Expense				
19600 · Contingency	0	150,000	(150,000)	0%
19700 · Transfers Out to Other Funds	0	274,792	(274,792)	0%
19902 · UEFB	0	1,271,962	(1,271,962)	0%
Total Other Expense	0	1,696,754	(1,696,754)	0%
Net Other Income	114,320	(1,552,254)	1,666,574	(7)%
Net Income	(416,271)	(2,751,133)	2,334,862	15%

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

	<u>Jul '18 - Jan 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
14100 · Moorage	60,485	100,000	(39,515)	60%
14200 · Hoist Dock & Services	213,776	314,600	(100,824)	68%
14300 · Shipping Terminal Revenues	1,560	0	1,560	100%
14600 · Miscellaneous Revenue	2,609	0	2,609	100%
Total Income	<u>278,430</u>	<u>414,600</u>	<u>(136,170)</u>	<u>67%</u>
Gross Profit	278,430	414,600	(136,170)	67%
Expense				
15000 · Personnel Services	49,548	74,623	(25,075)	66%
16000 · Materials & Services	99,451	143,702	(44,251)	69%
17000 · Debt Service	167,785	506,581	(338,796)	33%
Total Expense	<u>316,784</u>	<u>724,906</u>	<u>(408,122)</u>	<u>44%</u>
Net Ordinary Income	(38,354)	(310,306)	271,952	12%
Other Income/Expense				
Other Income				
18300 · Grants	0	86,250	(86,250)	0%
18700 · Property & Dredge Sales	50,623	0	50,623	100%
Total Other Income	<u>50,623</u>	<u>86,250</u>	<u>(35,627)</u>	<u>59%</u>
Other Expense				
19000 · Capital Outlay	1,200	0	1,200	100%
Total Other Expense	<u>1,200</u>	<u>0</u>	<u>1,200</u>	<u>100%</u>
Net Other Income	<u>49,423</u>	<u>86,250</u>	<u>(36,827)</u>	<u>57%</u>
Net Income	<u>11,069</u>	<u>(224,056)</u>	<u>235,125</u>	<u>(5)%</u>

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

	<u>Jul '18 - Jan 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
14100 · Moorage	293,307	454,800	(161,493)	64%
14200 · Hoist Dock & Services	258,847	339,150	(80,303)	76%
14600 · Miscellaneous Revenue	4,910	3,350	1,560	147%
Total Income	<u>557,063</u>	<u>797,300</u>	<u>(240,237)</u>	<u>70%</u>
Gross Profit	557,063	797,300	(240,237)	70%
Expense				
15000 · Personnel Services	180,888	282,245	(101,357)	64%
16000 · Materials & Services	197,236	326,200	(128,964)	60%
17000 · Debt Service	7,515	11,450	(3,935)	66%
Total Expense	<u>385,639</u>	<u>619,895</u>	<u>(234,256)</u>	<u>62%</u>
Net Ordinary Income	171,425	177,405	(5,980)	97%
Other Income/Expense				
Other Expense				
19000 · Capital Outlay	12,981	14,000	(1,019)	93%
Total Other Expense	<u>12,981</u>	<u>14,000</u>	<u>(1,019)</u>	<u>93%</u>
Net Other Income	<u>(12,981)</u>	<u>(14,000)</u>	<u>1,019</u>	<u>93%</u>
Net Income	<u>158,444</u>	<u>163,405</u>	<u>(4,961)</u>	<u>97%</u>

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

	<u>Jul '18 - Jan 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
14100 · Moorage	422,180	768,510	(346,330)	55%
14200 · Hoist Dock & Services	5,084	7,620	(2,536)	67%
14400 · RV Parks	676,100	960,000	(283,900)	70%
14500 · Launch Ramp & Trailer Storage	54,245	112,200	(57,955)	48%
14600 · Miscellaneous Revenue	47,944	93,870	(45,926)	51%
Total Income	<u>1,205,553</u>	<u>1,942,200</u>	<u>(736,647)</u>	<u>62%</u>
Gross Profit	1,205,553	1,942,200	(736,647)	62%
Expense				
15000 · Personnel Services	234,485	423,826	(189,341)	55%
16000 · Materials & Services	416,289	714,247	(297,958)	58%
17000 · Debt Service	182,291	214,383	(32,092)	85%
Total Expense	<u>833,065</u>	<u>1,352,456</u>	<u>(519,391)</u>	<u>62%</u>
Net Ordinary Income	372,488	589,744	(217,256)	63%
Other Income/Expense				
Other Income				
18300 · Grants	1,800	1,800	0	100%
18600 · Gain/(Loss) on Sale of Assets	(8,374)	0	(8,374)	100%
18700 · Property & Dredge Sales	4,056	5,000	(944)	81%
Total Other Income	<u>(2,518)</u>	<u>6,800</u>	<u>(9,318)</u>	<u>(37)%</u>
Other Expense				
19000 · Capital Outlay	10,918	16,000	(5,082)	68%
Total Other Expense	<u>10,918</u>	<u>16,000</u>	<u>(5,082)</u>	<u>68%</u>
Net Other Income	<u>(13,436)</u>	<u>(9,200)</u>	<u>(4,236)</u>	<u>146%</u>
Net Income	<u><u>359,052</u></u>	<u><u>580,544</u></u>	<u><u>(221,492)</u></u>	<u><u>62%</u></u>

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

	<u>Jul '18 - Jan 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Expense				
15000 · Personnel Services	41,989	155,028	(113,039)	27%
16000 · Materials & Services	1,428	0	1,428	100%
Total Expense	43,418	155,028	(111,610)	28%
Net Ordinary Income	(43,418)	(155,028)	111,610	28%
Other Income/Expense				
Other Income				
18700 · Property & Dredge Sales	0	0	0	0%
Total Other Income	0	0	0	0%
Net Other Income	0	0	0	0%
Net Income	<u>(43,418)</u>	<u>(155,028)</u>	<u>111,610</u>	<u>28%</u>

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

	<u>Jul '18 - Jan 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
14000 · Lease Revenues	386,183	687,000	(300,817)	56%
14100 · Moorage	4,221	0	4,221	100%
14200 · Hoist Dock & Services	2,911	0	2,911	100%
Total Income	<u>393,315</u>	<u>687,000</u>	<u>(293,685)</u>	<u>57%</u>
Gross Profit	393,315	687,000	(293,685)	57%
Expense				
16000 · Materials & Services	3,017	0	3,017	100%
17000 · Debt Service	17,471	29,950	(12,479)	58%
Total Expense	<u>20,488</u>	<u>29,950</u>	<u>(9,462)</u>	<u>68%</u>
Net Ordinary Income	<u>372,827</u>	<u>657,050</u>	<u>(284,223)</u>	<u>57%</u>
Net Income	<u>372,827</u>	<u>657,050</u>	<u>(284,223)</u>	<u>57%</u>

Port of Newport - NOAA Fund

Balance Sheet

As of January 31, 2019

	<u>Jan 31, 19</u>	<u>Jan 31, 18</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
51000 · Cash & Equivalents	5,040,420	5,063,991	(23,571)
Total Checking/Savings	<u>5,040,420</u>	<u>5,063,991</u>	<u>(23,571)</u>
Accounts Receivable			
51200 · Accounts Receivable	212,055	0	212,055
Total Accounts Receivable	<u>212,055</u>	<u>0</u>	<u>212,055</u>
Other Current Assets			
51300 · Prepaid Expenses	134,046	75,225	58,821
51480 · Net Pension Asset	(45,912)	(45,912)	0
51485 · PERS - Derfered OF	26,690	26,690	0
Total Other Current Assets	<u>114,824</u>	<u>56,003</u>	<u>58,821</u>
Total Current Assets	<u>5,367,299</u>	<u>5,119,994</u>	<u>247,305</u>
TOTAL ASSETS	<u><u>5,367,299</u></u>	<u><u>5,119,994</u></u>	<u><u>247,305</u></u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
52000 · Accounts Payable	258,131	75,814	182,317
Total Accounts Payable	<u>258,131</u>	<u>75,814</u>	<u>182,317</u>
Other Current Liabilities			
52110 · Accrued PTO	6,672	6,203	469
52200 · Due to Other Funds	51,496	7,878	43,618
52300 · Accrued Interest Payable	447,306	462,477	(15,171)
52350 · Current Portion Long-Term Debt	945,000	910,000	35,000
Total Other Current Liabilities	<u>1,450,474</u>	<u>1,386,558</u>	<u>63,916</u>
Total Current Liabilities	<u>1,708,605</u>	<u>1,462,372</u>	<u>246,233</u>
Long Term Liabilities			
52400 · Long-Term Debt	18,931,284	19,841,284	(910,000)
52800 · Less Current Portion LT Debt	(945,000)	(910,000)	(35,000)
52900 · PERS - Deferred IF	7,949	7,949	0
Total Long Term Liabilities	<u>17,994,233</u>	<u>18,939,233</u>	<u>(945,000)</u>
Total Liabilities	<u>19,702,838</u>	<u>20,401,605</u>	<u>(698,767)</u>
Equity			
53000 · Fund Balance	(13396983)	(14534551)	1,137,568
Net Income	(938,556)	(747,060)	(191,496)
Total Equity	<u>(14335540)</u>	<u>(15281611)</u>	<u>946,072</u>
TOTAL LIABILITIES & EQUITY	<u><u>5,367,299</u></u>	<u><u>5,119,994</u></u>	<u><u>247,305</u></u>

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

	<u>Jul '18 - Jan 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
54000 · Lease Revenue	1,484,386	2,544,000	(1,059,614)	58%
Total Income	1,484,386	2,544,000	(1,059,614)	58%
Expense				
55000 · Personnel Services	46,329	78,306	(31,977)	59%
56000 · Materials & Services	403,813	750,500	(346,687)	54%
57000 · Debt Service	1,997,271	1,997,271	0	100%
Total Expense	2,447,413	2,826,077	(378,664)	87%
Net Ordinary Income	(963,027)	(282,077)	(680,950)	341%
Other Income/Expense				
Other Income				
58200 · Interest Income	19,312	12,000	7,312	161%
58800 · Miscellaneous Revenue	5,159	950	4,209	543%
Total Other Income	24,471	12,950	11,521	189%
Other Expense				
59000 · Capital Outlay	0	86,000	(86,000)	0%
59600 · Contingency	0	100,000	(100,000)	0%
59900 · Reserved for Future Expenditure	0	150,000	(150,000)	0%
59902 · UEFB	0	5,113,023	(5,113,023)	0%
Total Other Expense	0	5,449,023	(5,449,023)	0%
Net Other Income	24,471	(5,436,073)	5,460,544	(0)%
Net Income	(938,556)	(5,718,150)	4,779,594	16%

Port of Newport - Facility Maintenance Reserve Fund

Balance Sheet

As of January 31, 2019

	<u>Jan 31, 19</u>	<u>Jan 31, 18</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
31000 · Cash & Cash Equivalents	131,368	72,387	58,981
Total Checking/Savings	<u>131,368</u>	<u>72,387</u>	<u>58,981</u>
Total Current Assets	<u>131,368</u>	<u>72,387</u>	<u>58,981</u>
TOTAL ASSETS	<u>131,368</u>	<u>72,387</u>	<u>58,981</u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
32000 · Accounts Payable	118,409	85,043	33,366
Total Accounts Payable	<u>118,409</u>	<u>85,043</u>	<u>33,366</u>
Total Current Liabilities	<u>118,409</u>	<u>85,043</u>	<u>33,366</u>
Total Liabilities	<u>118,409</u>	<u>85,043</u>	<u>33,366</u>
Equity			
33000 · Fund Balance	31,045	22,323	8,722
33020 · FB - Assigned for Future Expend	100,000	50,000	50,000
Net Income	(118,086)	(84,979)	(33,108)
Total Equity	<u>12,959</u>	<u>(12,656)</u>	<u>25,615</u>
TOTAL LIABILITIES & EQUITY	<u>131,368</u>	<u>72,387</u>	<u>58,981</u>

Port of Newport - Facility Maintenance Reserve Fund

Profit & Loss Budget vs. Actual

July 2018 through January 2019

	<u>Jul '18 - Jan 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Other Income/Expense				
Other Income				
38200 · Interest Income	323	100	223	323%
38900 · Transfers In				
38902 · Transfers In from General Fund	<u>0</u>	<u>264,792</u>	<u>(264,792)</u>	<u>0%</u>
Total 38900 · Transfers In	<u>0</u>	<u>264,792</u>	<u>(264,792)</u>	<u>0%</u>
Total Other Income	<u>323</u>	<u>264,892</u>	<u>(264,569)</u>	<u>0%</u>
Other Expense				
39000 · Capital Outlay				
39303 · PD5 Pier Engineering	110,733	86,625	24,108	128%
39306 · PD5 & 7 Pile Replacement	1,223	120,000	(118,777)	1%
39307 · Fuel Dock Solenoid Valve	6,453	15,000	(8,547)	43%
39308 · Electric Load Centers - RM	<u>0</u>	<u>38,000</u>	<u>(38,000)</u>	<u>0%</u>
Total 39000 · Capital Outlay	<u>118,409</u>	<u>259,625</u>	<u>(141,216)</u>	<u>46%</u>
39600 · Contingency	0	10,000	(10,000)	0%
39900 · Reserved for Future Expenditure	<u>0</u>	<u>50,000</u>	<u>(50,000)</u>	<u>0%</u>
Total Other Expense	<u>118,409</u>	<u>319,625</u>	<u>(201,216)</u>	<u>37%</u>
Net Other Income	<u>(118,086)</u>	<u>(54,733)</u>	<u>(63,353)</u>	<u>216%</u>
Net Income	<u>(118,086)</u>	<u>(54,733)</u>	<u>(63,353)</u>	<u>216%</u>

Port of Newport - Construction Fund

Balance Sheet

As of January 31, 2019

	<u>Jan 31, 19</u>	<u>Jan 31, 18</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
41000 · Cash & Cash Equivalents	36,010	44,003	(7,993)
Total Checking/Savings	<u>36,010</u>	<u>44,003</u>	<u>(7,993)</u>
Total Current Assets	<u>36,010</u>	<u>44,003</u>	<u>(7,993)</u>
TOTAL ASSETS	<u>36,010</u>	<u>44,003</u>	<u>(7,993)</u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
42000 · Accounts Payable	4,879	0	4,879
Total Accounts Payable	<u>4,879</u>	<u>0</u>	<u>4,879</u>
Total Current Liabilities	<u>4,879</u>	<u>0</u>	<u>4,879</u>
Total Liabilities	4,879	0	4,879
Equity			
43000 · Fund Balance	41,932	52,840	(10,908)
Net Income	(10,801)	(8,837)	(1,964)
Total Equity	<u>31,131</u>	<u>44,003</u>	<u>(12,871)</u>
TOTAL LIABILITIES & EQUITY	<u>36,010</u>	<u>44,003</u>	<u>(7,993)</u>

Port of Newport - Construction Fund

Profit & Loss Budget vs. Actual

July 2018 through January 2019

	Jul '18 - Jan 19	Budget	\$ Over Budget	% of Budget
Other Income/Expense				
Other Income				
48200 · Interest Income	78	120	(42)	65%
48900 · Transfers In from Other Funds				
48902 · Transfers In from General Fund	0	10,000	(10,000)	0%
Total 48900 · Transfers In from Other Funds	0	10,000	(10,000)	0%
Total Other Income	78	10,120	(10,042)	1%
Other Expense				
49000 · Capital Outlay				
49400 · Construction & Management	879	0	879	100%
49500 · Rogue Brewery Seawall Eval	10,000	10,000	0	100%
49501 · RV Park Annex Upgarde	0	18,000	(18,000)	0%
Total 49000 · Capital Outlay	10,879	28,000	(17,121)	39%
49600 · Contingency	0	10,000	(10,000)	0%
49900 · Unappropriated Ending FB	0	16,175	(16,175)	0%
Total Other Expense	10,879	54,175	(43,296)	20%
Net Other Income	(10,801)	(44,055)	33,254	25%
Net Income	(10,801)	(44,055)	33,254	25%

Port of Newport - Bonded Debt Fund

Balance Sheet

As of January 31, 2019

	Jan 31, 19	Jan 31, 18	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
21000 · Cash & Cash Equivalents	233,029	553,451	(320,422)
Total Checking/Savings	233,029	553,451	(320,422)
Other Current Assets			
21270 · Property Tax Receivable	86,925	86,925	0
Total Other Current Assets	86,925	86,925	0
Total Current Assets	319,954	640,376	(320,422)
Other Assets			
21800 · Bond Issue costs, net of amort.	2,916	2,916	0
21825 · Advance Refunding Valuation	416,150	416,150	0
Total Other Assets	419,066	419,066	0
TOTAL ASSETS	739,020	1,059,442	(320,422)
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Other Current Liabilities			
22350 · Bonds Payable - Current	340,000	325,000	15,000
Total Other Current Liabilities	340,000	325,000	15,000
Total Current Liabilities	340,000	325,000	15,000
Long Term Liabilities			
22510 · 2008 Series Bonds	0	125,000	(125,000)
22515 · 2011 Series Bonds	5,018,669	5,083,669	(65,000)
22520 · 2016 Series Bonds	7,320,000	7,455,000	(135,000)
22590 · Bond Premiums	838,806	838,806	0
22800 · Less Current Portion LTD	(340,000)	(325,000)	(15,000)
Total Long Term Liabilities	12,837,475	13,177,475	(340,000)
Total Liabilities	13,177,475	13,502,475	(325,000)
Equity			
23000 · Fund Balance	(12,314,927)	(12,749,003)	434,076
Net Income	(123,527)	305,970	(429,497)
Total Equity	(12,438,455)	(12,443,033)	4,578
TOTAL LIABILITIES & EQUITY	739,020	1,059,442	(320,422)

Port of Newport - Bonded Debt Fund

Profit & Loss Budget vs. Actual

July 2018 through January 2019

	<u>Jul '18 - Jan 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
28100 · Bond Levy Proceeds	484,869	513,455	(28,586)	94%
Total Income	484,869	513,455	(28,586)	94%
Gross Profit	484,869	513,455	(28,586)	94%
Expense				
27000 · Debt Service	610,478	880,955	(270,478)	69%
Total Expense	610,478	880,955	(270,478)	69%
Net Ordinary Income	(125,609)	(367,500)	241,891	34%
Other Income/Expense				
Other Income				
28200 · Bank Interest Income	2,082	1,800	282	116%
Total Other Income	2,082	1,800	282	116%
Other Expense				
29902 · UEFB	0	30,000	(30,000)	0%
Total Other Expense	0	30,000	(30,000)	0%
Net Other Income	2,082	(28,200)	30,282	(7)%
Net Income	<u>(123,527)</u>	<u>(395,700)</u>	<u>272,173</u>	<u>31%</u>

PORT OF NEWPORT SPECIAL USE PERMIT

This permit, effective March 24, 2019, 8:00 am through March 29, 2019, 4:00 pm, from the Port of Newport, organized and existing under the laws of the State of Oregon, hereinafter referred to as "Port", to HST Oregon, hereinafter referred to as "Permittee."

The Port hereby grants permission to Permittee to use the South Beach Marina Parking lot area designated by Harbormaster Chris Urbach. Use of designated area by Permittee is for OMSI Bus Training. At all times, Permittee shall keep the area in and about the premises free and clear of rubbish, debris and obstructions of every kind during and upon termination of Permittee's period of occupancy. (Exhibit A SUP Application with detailed description of event.)

Permit is subject to the rules, regulations, and ordinances of the Port of Newport, which can be found on the Port's website portofnewport.com, and subject to the following terms and conditions:

1. **Application Fee.** A nonrefundable application fee in the amount of \$110.00, received 2/1/2019.
2. **Usage Fees.** \$210 which represents a 50% reduction in scheduled fees. Payment of usage fee must be received by the Port before March 23, 2019.
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. If \$2 million per occurrence is not available, a \$1 million umbrella on top of \$1 million per occurrence will be acceptable. Permittee will provide the Port with a Certificate of Insurance naming the Port as an additional insured before March 23, 2019.
5. **Condition of Premises.** 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. At all times, Permittee shall keep the area in and about the premises free and clear of rubbish, debris and obstructions of every kind during and upon termination of Permittee's period of occupancy. 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 March 29, 2019, 4:00 pm.

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

Port of Newport:

Accepted By:

Teri Dresler, Interim General Manager

Beth Hoffman for HST Oregon

ATTACHMENT: Exhibit A

SPECIAL USE PERMIT APPLICATION

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

SUP CHECKLIST

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

This application must be completed, signed, and submitted with a nonrefundable \$110.00 application fee, to be paid in cash, by check or by credit card. Any usage fees required of the applicant must be submitted in full prior to the special use permit being issued by the Port of Newport. Any request for a full or partial waiver of the usage fees must be submitted with this application. The criteria used to evaluate a waiver request are listed below. Applications should be submitted far enough in advance of the event to allow the Port to determine the impact of the event on Port property and other Port guests and / or moorage holders. *At least 45 days' notice is recommended.*

Event Name: OMSI Bus Training

Event Date: 3/24 - 3/29 Time(s): 8AM - 4PM

Total Days: 6

Location: South Beach Marina Lot/ Commercial Marina Lot

Facilities to Be Used:

None

Set-up Dates and Start Times: 3/24 8AM

Take-down Dates and End Times: 3/29 4PM

Estimated Number of Participants: _____ Contestants: _____

Vendors / Volunteers: 2

Attendees: 12

Applicant / Signer: Beth Hoffman

Mailing Address: 19300 Molalla Ave #2303, Oregon City, OR 97045

Telephone: 503-756-0995 E-mail: hstoregon@outlook.com

Contact Person (if different than applicant): Same as above

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

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

Myself and another trainer will be providing bus driving training to OMSI employees for summer camp bus transportation. During this training we will need one or two large lots to use for the backing training. During the training we will set up a cone course for them to practice backing up the bus.

We will be in the lot off and on throughout the week. When we are not there, we will pick up our cones and vacate the lot completely, just setting up cones and using the lot as needed throughout the week.

In the past we have used mainly the South Beach lot and would prefer access to this one if possible. We have also used the commercial fishing doc lot off of Bay Blvd. If possible, we would like use of both lots, since we have two training groups going at the same time. If not, preference would be South Beach, but whichever lot is available is much appreciated! :)

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

1. Is the applicant a non-profit or a for-profit entity? for-profit 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?
While we are a for-profit entity, we are providing a significant discounted service to a non-profit entity - OMSI.
3. What other facilities or services will be provided by the Port?
Restroom use if possible
4. Does the event provide any direct benefit to the Port?
No, except helping out a local non-profit org in Newport

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

This event does not have any sort of promotional materials for it.

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 above criteria:

We would request that since we are providing a service for a local non-profit, OMSI, that we receive free or discounted use of the lots during this week.

USAGE FEE SCHEDULE

PARTICIPANTS	NUMBER (reasonable estimate)	FEE
Attendees, Contestants, Volunteers at Event	1-200	\$420.00
	201-500	\$683.00
	501-1000	\$945.00
	1,001- 5000	\$1470.00
	5,001-10,000	\$1,995.00
	10,001 – 20,000	\$2,520.00
	More than 20,000	\$5,250.00
Vendors	N/A	\$50/ per vendor
Port of Newport Fees (e.g. moorage)		

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

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

PORT OF NEWPORT SPECIAL USE PERMIT

This permit, effective July 27, 2019, from 6:30 am to 1:00 pm, from the Port of Newport, organized and existing under the laws of the State of Oregon, hereinafter referred to as "Port", to CAST for Kids Foundation, hereinafter referred to as "Permittee."

The Port hereby grants permission to Permittee to use the South Beach Marina parking lot as designated by Chris Urbach, Harbormaster. Permittee may have access to one portable toilet and the restrooms in the CXT building. Use of designated area by Permittee is for a fishing/crabbing event. At all times, Permittee shall keep the area in and about the premises free and clear of rubbish, debris and obstructions of every kind during and upon termination of Permittee's period of occupancy. (Exhibit A SUP Application with detailed description of event.)

Permit is subject to the rules, regulations, and ordinances of the Port of Newport, which can be found on the Port's website portofnewport.com, and subject to the following terms and conditions:

1. **Application Fee.** A nonrefundable application fee in the amount of \$110.00, received 1/25/2019.
2. **Usage Fees.** Waived in consideration of non-profit status and Sponsorship terms.
3. **Reservation of Rights.** Port reserves the right to alter or amend the terms and conditions of this permit.
4. **Personal Flotation Devices.** Children ages 12 and under on or within 15 feet of the water must be wearing a pfd at all times.
5. **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. If \$2 million per occurrence is not available, a \$1 million umbrella on top of \$1 million per occurrence will be acceptable. Permittee will provide the Port with a Certificate of Insurance naming the Port as an additional insured before July 26, 2019.
6. **Condition of Premises.** 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. At all times, Permittee shall keep the area in and about the premises free and clear of rubbish, debris and obstructions of every kind during and upon termination of Permittee's period of occupancy. 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.
7. **Nontransferability/Term.** This permit is nontransferable. This permit expires July 27, 2019, 1 pm.

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

Port of Newport:

Accepted By:

Teri Dresler, Interim General Manager

Jay Yelas for CAST for Kids Foundation

ATTACHMENTS: Exhibit A, Event Description
Sponsorship Agreement



Sponsorship Agreement: In Kind Sponsorship Value \$720.00.

Event Name: CAST for Kids Foundation fishing/crabbing event

Event Date: July 27, 2019

Applicant: Jay Yelas for CAST for Kids Foundation

Usage Fee: \$420/waived for sponsorship

Applicant will provide:

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

Other (please describe):

Logo on event flier.

Port of Newport will provide: waiver of launch fees (\$300), banner for display, logo image

X _____ Date: _____
 Teri Dresler, Interim General Manager
 Port of Newport

X _____ Date: _____
 Jay Yelas
 CAST for Kids Foundation

SUP CHECKLIST

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

SPECIAL USE PERMIT APPLICATION

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

This application must be completed, signed, and submitted with a nonrefundable \$110.00 application fee, to be paid in cash, by check or by credit card. Any usage fees required of the applicant must be submitted in full prior to the special use permit being issued by the Port of Newport. Any request for a full or partial waiver of the usage fees must be submitted with this application. The criteria used to evaluate a waiver request are listed below. Applications should be submitted far enough in advance of the event to allow the Port to determine the impact of the event on Port property and other Port guests and / or moorage holders. *At least 45 days' notice is recommended.*

Event Name: CAST for Kids Foundation
 Event Date: July 27, 2019 Time(s): 6:30am-1pm
 Total Days: 1
 Location: Newport Marina parking lot

Facilities to Be Used:
back portion of parking lot

Set-up Dates and Start Times: July 27 6:30am

Take-down Dates and EndTimes: July 27 1pm

Estimated Number of Participants: Contestants: 40

Vendors / Volunteers: 40

Attendees: 180

Applicant / Signer: Jay Yelas

Mailing Address: PO Box 317, Lincoln City, OR 97367

Telephone: 541-602-9823 E-mail jay@castforkids.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:

The CAST for Kids Foundation and its volunteers will be holding a fishing/crabbing boating event for 40 children with special needs on Newport Bay. Approximately 25 volunteer boaters will be taking the participants and their parent/guardians boating from 8-11:30 am, followed by a picnic lunch and awards for the kids in the parking lot. We reviewed the facility with Chris this morning, and he suggested the back portion of the parking lot for our registration and lunch.

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

1. Is the applicant a non-profit or a for-profit entity? Non-Profit 501(c)3
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?
This is a free event to the kids and their families.
3. What other facilities or services will be provided by the Port?
none other than use of existing restrooms
4. Does the event provide any direct benefit to the Port?
This event will provide positive PR and will strengthen the Newport community.

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

Port of Newport will be listed as the event host.

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 above criteria:

As a non-profit bringing providing a free, positive event for the Newport children with special needs community, we request a full waiver of the usage fee.

USAGE FEE SCHEDULE

PARTICIPANTS	NUMBER (reasonable estimate)	FEE
Attendees, Contestants, Volunteers at Event	1-200	\$420.00
	201-500	\$683.00
	501-1000	\$945.00
	1,001- 5000	\$1470.00
	5,001-10,000	\$1,995.00
	10,001 – 20,000	\$2,520.00
	More than 20,000	\$5,250.00
Vendors	N/A	\$50/ per vendor
Port of Newport Fees (e.g. moorage)		

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

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

Port of Newport Financial Review

February 26, 2019

Financial Review | CFO Selections | Todd Kimball, CPA

Agenda

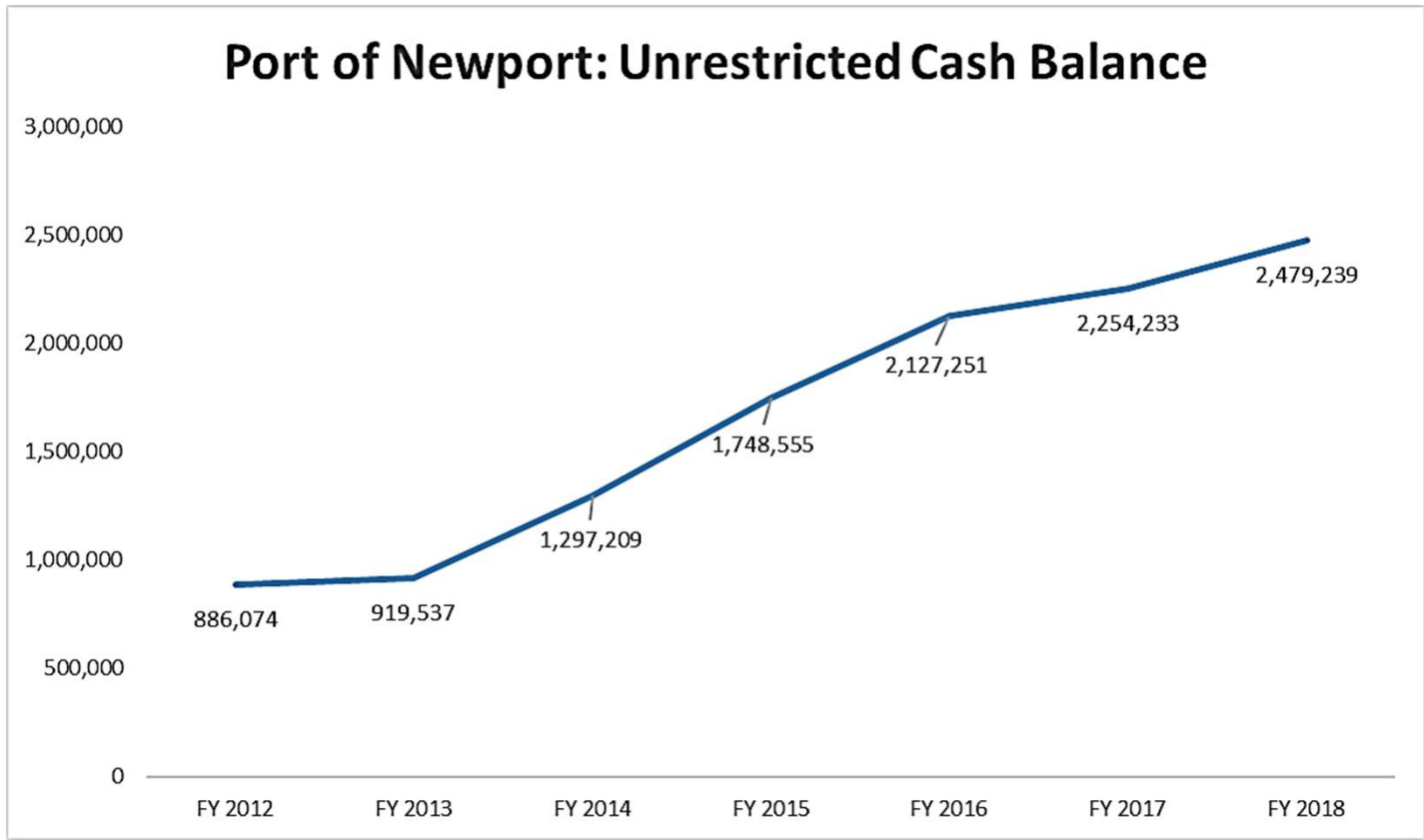
- PON 5-year financial trends – Updated thru FY 2018
- Update on NIT financial revenues
- PON Business Unit Profit & Loss
- Summary & Recommendations

Port of Newport – Financial trends

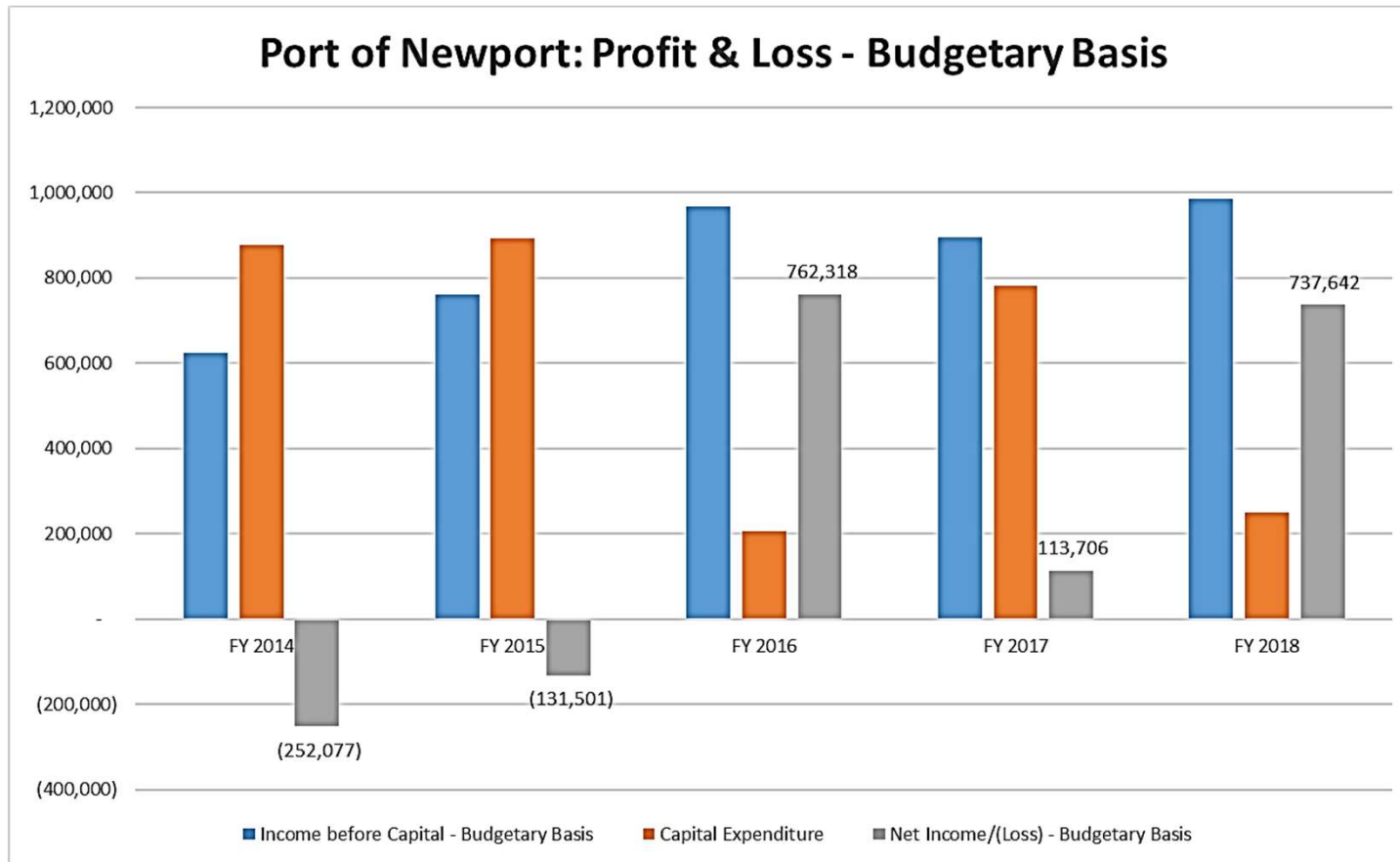
- The Port has had Operating Loss in 3 of the 5 last years, with a 5-year total of \$671K negative income.
- 2018 had a net operating gain of \$14,847, the first gain in 4 years. Driven primarily by sharp increases in revenue.
- Revenues increased 6.5% (\$390K), and Expenses increased 1.42% (\$90K).
 - RV Park Revenues increased \$183K, or 23.3%.
- However, PON continues to have a non-operating loss:
 - Generally Property Tax Revenues + Grant Revenue > Interest Expense
 - PON: Interest Expense exceeds Property Tax + Grant Revenue by \$775,000.
 - There have been non-operating losses in 6 of the last 7 years.

Port of Newport – Financial trends

- Capital Assets are much higher than comparative Ports and conversely long-term debt is also much higher.
- Days of cash on hand:
 - PON = 514 days, vs. 2016 Port Average = 280 days
- Current ratio (current assets vs. current liabilities)
 - PON = 3.52, vs. 2016 Port Average = 2.16
- Port of Newport is highly leveraged
 - PON has leveraged its assets and committed itself to be productive with those assets.
 - Margin for error is thin, and risks are higher during an economic downturn. Cost reduction options are limited.

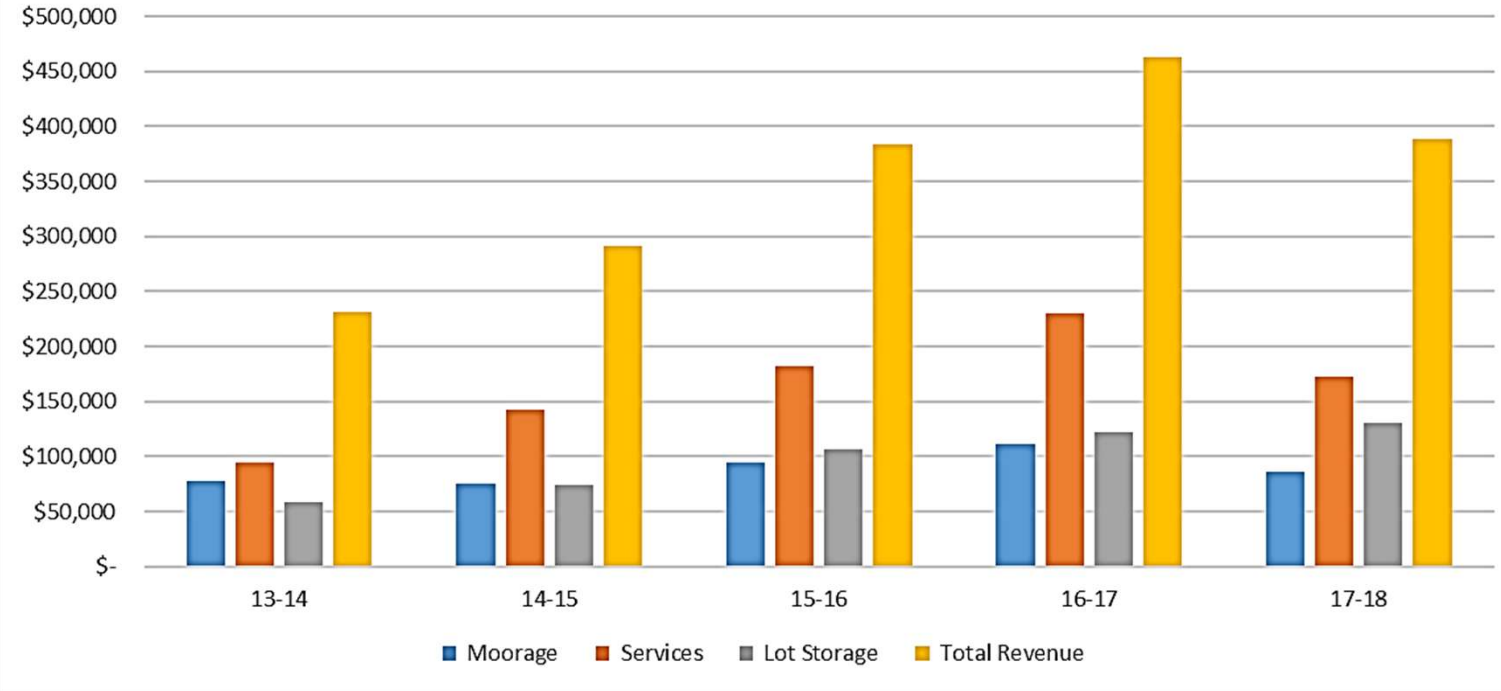


* Diagram only includes Unrestricted cash balances. The Port also holds restricted cash of approximately \$5.5M for the NOAA facility (Debt Service and capital maintenance reserve). The amounts represented are balances as of June 30 for the respective year.



* Figures are calculated from revenues in excess of expenses from the Port's Budgetary statements. The numbers include operating revenues and expenses, and debt service payments. Therefore, this graph represents the amount of funds available for capital improvements and discretionary spending.

NIT Revenue 5-Year Trend



2018 Operating Revenue declined by \$75K from 2017, and Operating Expenses increased by \$25K, resulting in an operating gain of \$100K less than 2017.

Profit & Loss Statement – by Business Unit

	Total South Beach	Commercial Marina	International Terminal	Admin & Property Mgmt	NOAA	TOTAL
Income						
Lease Revenues	-	-	-	684,094	2,532,759	3,216,853
Allocated Lease Revenues	427,225	131,113	125,756	(684,094)		0
Moorage	811,131	418,174	85,602	2,016		1,316,923
Hoist Dock & Services	5,756	375,915	283,872	5,444		670,987
Shipping Terminal Revenues	-	-	15,181	-		15,181
RV Parks	969,120	-	-	-		969,120
Launch Ramp & Trailer Storage	78,812	-	-	-		78,812
Bond Levy Proceeds			979,012			979,012
Miscellaneous Revenue	75,916	2,861	3,685	29,316		111,778
Total Operating Revenues	2,367,960	928,063	1,493,108	36,776	2,532,759	7,358,666
Expense						-
Personnel Services	398,058	255,310	72,412	456,854	70,552	1,253,186
Materials & Services	624,424	381,618	128,635	404,782	238,408	1,777,867
Debt Service	214,088	13,551	1,329,057	47,802	2,001,734	3,606,232
Total Operating Expenses	1,236,570	650,479	1,530,104	909,438	2,310,694	6,637,285
Net Operating Income	1,131,390	277,584	(36,996)	(872,662)	222,065	721,381
Other Income	19,421	26,500	1,003	119,715	13,932	180,571
Other Expense						-
Net Income before Capital Reserve	1,150,811	304,084	(35,993)	(752,947)	235,997	901,952
Estimated Annual Capital Reserve	690,000	730,000	60,000	50,000	200,000	1,730,000
Net Income before Admin Alloc	460,811	(425,916)	(95,993)	(802,947)	35,997	(828,048)

Profit & Loss Statement – by Business Unit

- 2017-18 Profit & Loss Statements (Modified Accrual & Unaudited)
- Allocated lease revenues based on geographical location and removed from Admin (yellow)
- Shifted the Bonded Debt fund to NIT (green)
- Removed current year capital expenditures and inserted estimated annualized repair and replacement costs (based on master Capital Projects list, annualized over 20 years) (blue)

Profit & Loss Statement – by Business Unit

- Net Operating Income before Capital Reserve (orange)
 - Clearest picture of Cashflow before Capital
 - Best performing are South Beach, and then Commercial Marina
 - Poorest performing is NIT
 - ...Improvements were made here (increasing costs), and ROI is inadequate
- Estimated Annual Capital Reserve (blue)
 - Estimate based on master Capital Projects list, annualized over 20 years
 - Best performing, NIT
 - The most deferred maintenance at South Beach & Commercial Marina

Recommendations

- Implement a process whereby capital improvement projects undergo a financial review, prior to approval.
 - One criteria for projects selected should be based on it's anticipated Return on Investment and its expected Payback Period. Other criteria may include safety, compliance, or other Port determined necessities.
- Additional effort appears necessary to secure State & Federal grant funds.
- Continue efforts to seek business opportunities that fully utilize the NIT.
 - The asset is currently a significant under-performing investment.

Questions?



**Operating Fund
January 19, 2019 through February 12, 2019**

Date	Num	Name	Memo	Class	Amount
02/01/2019	40782	ACE Hardware			
			Discount	International Terminal	\$ 4.83
01/16/2019	211/1		Drill bits	International Terminal	30.58
01/16/2019	210/1		Blades, sheetrock mud, tape, bits, & joint compound for records room	International Terminal	41.73
			Razor blade knives	International Terminal	27.98
01/18/2019	216/1		Work lights for records room	International Terminal	72.98
01/24/2019	233/1		Sheetrock tape for records room	International Terminal	7.99
01/28/2019	241/1		Sheetrock mud for records room	International Terminal	17.98
01/29/2019	244/1		Sheetrock sand paper, holder, & locking doorknob for records room	International Terminal	42.55
					<u>246.62</u>
02/01/2019	40783	Amazon Capital Services Inc			
12/26/2018	1VJP-C3CF-WYFT-2		Midland 3R rechargeable battery packs - price difference	International Terminal	1.79
12/27/2018	1YRD-M7PN-TKR7		Protective cell phone case - returned		-
01/21/2019	1XPX-JMY1-MYCP		Shower hooks	South Beach Operations	59.90
01/21/2019	1J61-7R6W-VD4X		Craftsman rolling tool boxes for dock work	South Beach Operations	157.90
					<u>219.59</u>
02/01/2019	40784	Employee	Reimburse for mileage & parking for SDAO Legislative Day		
01/18/2019	Reimburse 1/19		Reimburse for mileage & parking for SDAO Legislative Day	Administration	115.14
					<u>115.14</u>
02/01/2019	40785	BergerABAM Inc	Outreach, Data Collection, Draft SBP Update, BST - SBPU		
01/23/2019	325477		Outreach, Data Collection, Draft SBP Update, BST - SBPU	Administration	9,694.64
					<u>9,694.64</u>
02/01/2019	40786	Brown & Brown Insurance Inc	Marine, Docks & Vessel Pollution Insurance 2019		
01/10/2019	Tug & Dock Ins		Marine, Docks & Vessel Pollution Insurance 2019	Administration	8,778.00
					<u>8,778.00</u>



**Operating Fund
January 19, 2019 through February 12, 2019**

Date	Num	Name	Memo	Class	Amount
02/01/2019	40787	Business Oregon - OBDD	Loan 655-36-02, Q10001 February 2019		
01/17/2019	655-36-02Q1001 2-19		Loan 655-36-02, Q10001 February 2019	International Terminal	5,169.65
			Loan 655-36-02, Q10001 February 2019	International Terminal	2,630.35
					<u>7,800.00</u>
02/01/2019	40788	Cedar Creek Quarries Inc	Scoop of gravel for PD5 parking lot		
01/30/2019	164468		Scoop of gravel for PD5 parking lot	Commercial Marina	29.42
					<u>29.42</u>
02/01/2019	40789	CFO Selections LLC	Professional services per contract		
01/21/2019	32952		Professional services per contract	Administration	123.75
					<u>123.75</u>
02/01/2019	40790	Coastal Paper & Supply Inc			
01/02/2019	553442		Paper products & cleaning supplies	South Beach Operations	138.58
			Freight	South Beach Operations	4.00
01/08/2019	553680		Paper products & cleaning supplies	South Beach Operations	108.89
01/22/2019	554295		Paper products & cleaning supplies	South Beach Operations	334.08
			Freight	South Beach Operations	4.00
01/30/2019	554578		Paper towel dispenser for oil building	Commercial Marina	30.00
					<u>619.55</u>
02/01/2019	40791	Copeland Lumber Yards	Materials and supplies for records room drywall & electric		
01/23/2019	1901-174521		Materials and supplies for records room drywall & electric	International Terminal	36.78
					<u>36.78</u>
02/01/2019	40792	Department of Environmental Quality			
01/15/2019	UST19-01159		21-9180-2018 OPER SB underground storage tanks annual fee	South Beach Operations	490.00
01/25/2019	USTC19-0600		Dec. report review, analysis, & planning/Fuel Dock cleanup 2014	South Beach Operations	1,194.55
					<u>1,684.55</u>
02/01/2019	40793	Design Space	Customs Office		
01/18/2019	1064014-IN		Customs Office	Administration	217.00
					<u>217.00</u>



**Operating Fund
January 19, 2019 through February 12, 2019**

Date	Num	Name	Memo	Class	Amount
02/01/2019	40794	Edge Analytical Inc	Storm Water Testing		
01/23/2019	19-01144		Storm Water Testing	International Terminal	338.00
					<u>338.00</u>
02/01/2019	40795	Fidelis Screening Solutions	Background checks		
02/01/2019	4705		Background checks	South Beach Admin	119.60
					<u>119.60</u>
02/01/2019	40796	G & K Floors	Janitorial services - Port office, SB & customs trailer		
01/22/2019	020119		Janitorial Services - SB	South Beach Admin	1,880.00
			Janitorial Services - Customs Trailer	Administration	120.00
			Janitorial - Port Office	Administration	200.00
					<u>2,200.00</u>
02/01/2019	40797	Idea Print Works Inc	Glass recycling stickers for garbage areas		
01/24/2019	6445		Glass recycling stickers for garbage areas	South Beach Operations	100.00
					<u>100.00</u>
02/01/2019	40798	J Lamb Marine Electric	Caps for shore power receptacles		
01/16/2019	6132		Caps for shore power receptacles	International Terminal	699.50
					<u>699.50</u>
02/01/2019	40799	Employee	PCC meetings in Olympia, WA - mileage		
01/28/2019	Travel Reimbursement		PCC meetings in Olympia, WA - mileage	Commercial Marina	283.04
					<u>283.04</u>
02/01/2019	40800	Lincoln Plumbing Inc	Underground repair to waterline at the south restroom		
01/23/2019	17733		Underground repair to waterline at the south restroom	South Beach Operations	281.55
					<u>281.55</u>
02/01/2019	40801	Newport Marine & RV Service Inc	Oil filters for skiff		
01/23/2019	174825		Oil filters for skiff	Commercial Marina	8.92
					<u>8.92</u>



**Operating Fund
January 19, 2019 through February 12, 2019**

Date	Num	Name	Memo	Class	Amount
02/01/2019	40802	Newport Rental Service			
12/31/2018	95737		Rent man lift to replace bulbs in lot struck by lightning	International Terminal	572.00
01/23/2019	96934		Rent sheetrock jack for records room	International Terminal	33.00
					<u>605.00</u>
02/01/2019	40803	NW Natural			
01/18/2019	1584561-3 1-19		SB Gas - Shop	South Beach Operations	94.78
01/18/2019	1584562-1 1-19		SB Gas	South Beach RV Park	138.64
					<u>233.42</u>
02/01/2019	40804	Oregon Department of State Lands			
01/23/2019	20587		CM Waterway Lease - APP0011873/ML10452 - 12/01/17-11/30/18	Commercial Marina	25,619.61
01/31/2019	Dredge Spoil Sale		Royalties due on sale of dredge spoils - 55069-SG	Administration	43,357.16
					<u>68,976.77</u>
02/01/2019	40805	Petty Cash	Petty Cash CM		
01/25/2019	Petty Cash		Englund Marine - reflective tape	International Terminal	0.78
			JC Market - peanut butter for rat traps	International Terminal	2.79
			Fred Meyer - keys for FWT building	International Terminal	5.97
			Walmart - answering machine for SB office	South Beach	14.97
			Postage for lease insurance tracking	Administration	7.62
			Front office - cash drawer count short	Administration	1.35
			Cash & Carry - snacks & paper products for SBP open house	Administration	32.67
			Dollar Tree - drinks & napkins for SBP open house	Administration	6.00
			NAPA - feeler gauges for hoist # 2	Commercial Marina	10.09
			Refund for RR key (F/V Jo El)	Administration	15.97
			Domino's - pizza for CM operations staff during crab push	Commercial Marina	25.98
			USPS - overnight mailing fees for dredging check	Administration	20.67
			Petty cash over/short	Administration	4.27
					<u>149.13</u>



**Operating Fund
January 19, 2019 through February 12, 2019**

Date	Num	Name	Memo	Class	Amount
02/01/2019	40806	Pioneer Printing Inc	Color prints of PD5 artist's rendering		
01/30/2019	67541		Color prints of PD5 artist's rendering	Administration	52.25
					<u>52.25</u>
02/01/2019	40807	Rydin Decal	Parking & launch permits		
01/21/2019	353153		2019-20 parking permits - CM	Commercial Marina	231.00
			2020 annual launch passes - SB	South Beach Operations	180.00
					<u>411.00</u>
02/01/2019	40808	Siuslaw Broadband	Annual security camera network support		
01/16/2019	16405		Annual security camera network support	Administration	3,850.00
					<u>3,850.00</u>
02/01/2019	40809	SDAO	SDAO Annual Conference		
01/11/2019	19AC-012019-0133		SDAO Annual Conference	Administration	230.00
					<u>230.00</u>
02/01/2019	40810	Streamline	Website monthly fee		
12/14/2018	99008		Website monthly fee	Administration	450.00
					<u>450.00</u>
02/01/2019	40811	T & L Septic Tank Service			
12/26/2018	144784		Chemical toilet rental - SB South Restroom	South Beach Operations	80.00
12/26/2018	144785		Chemical toilet rental - Marina & RV Park	South Beach Operations	80.00
12/26/2018	144786		Chemical toilet rental - Bay Front 12/26/18-1/25/19	Commercial Marina	236.00
12/26/2018	144787		Chemical toilet rental - Bay Front	Commercial Marina	250.00
					<u>646.00</u>
02/01/2019	40812	TCB Security Services Inc	Monthly security contract		
02/01/2019	226645		Monthly security contract - SB Marina	South Beach Marina	1,852.64
			Monthly security contract - SB RV	South Beach RV Park	1,852.64
			Monthly security contract - CM	Commercial Marina	1,852.64
			Monthly security contract - NIT	International Terminal	958.08
					<u>6,516.00</u>



**Operating Fund
January 19, 2019 through February 12, 2019**

Date	Num	Name	Memo	Class	Amount
02/01/2019	40813	Employee	Reimburse for travel for SDAO Legislature Day & OPP meeting		
01/22/2019	Reimburse 1/19		Reimburse for travel for SDAO Legislature Day & OPP meeting	Administration	158.56
					<u>158.56</u>
02/01/2019	40814	Trevillian Construction	Rogue House of Spirits/public restroom siding 1 of 2		
01/21/2019	1788		Rogue House of Spirits/public restroom siding 1 of 2	South Beach Operations	10,000.00
					<u>10,000.00</u>
02/01/2019	40815	TWGW Inc NAPA Auto Parts			
01/25/2019	865-709935		In-line air filter for truck bed	South Beach Operations	3.22
			WD-40	International Terminal	13.84
01/25/2019	865-710142		Sandpaper for truck bed	South Beach Operations	6.32
01/25/2019	865-713557		New battery for skiff	Commercial Marina	96.88
					<u>120.26</u>
02/01/2019	40816	ULINE	Trashcans for glass recycling		
01/15/2019	104937736		Trashcans for glass recycling	South Beach Operations	156.00
			Freight	South Beach Operations	33.45
					<u>189.45</u>
02/01/2019	40817	Verizon Wireless	Port cell phones & mifi		
01/12/2019	9822116790		Monthly cell phone - Admin	Administration	90.43
			Monthly cell phone - CM	Commercial Marina	32.90
			Monthly cell phone - NIT	International Terminal	16.45
			Monthly cell phone - SB	South Beach Operations	66.20
			Monthly mifi - SB Admin	South Beach Admin	10.02
			Monthly cell phone plan - Admin	Administration	136.50
			Monthly cell phone - Maint	Maintenance Dept	36.99
					<u>389.49</u>
02/01/2019	40818	Yaquina Bay Communications	Banner ad - monthly pkg		
12/31/2018	177622		Banner ad - monthly pkg	Administration	150.00
					<u>150.00</u>



**Operating Fund
January 19, 2019 through February 12, 2019**

Date	Num	Name	Memo	Class	Amount
02/08/2019	40819	Bess Chet - 274604	Overcharge on July service tickets		
09/20/2018	1549				112.00
					<u>112.00</u>
02/12/2019	40820	ACE Hardware	Joint compound for records room		
			Discount	International Terminal	0.36
02/01/2019	249/1		Joint compound for records room	International Terminal	17.98
					<u>18.34</u>
02/12/2019	40821	Alsco			
01/02/2019	LPOR2245395		Shop towels, shirt, mats	Administration	34.14
01/04/2019	LPOR2246772		SB mats	South Beach Admin	66.64
01/09/2019	LPOR2249169		Shop towels, shirt, mats	Administration	34.14
01/11/2019	LPOR2250800		SB mats	South Beach Admin	66.64
01/16/2019	LPOR2253067		Shop towels, shirt, mats	Administration	34.14
01/18/2019	LPOR2254615		SB mats	South Beach Admin	66.64
01/23/2019	LPOR2256935		Shop towels, shirt, mats	Administration	34.14
01/25/2019	LPOR2258446		SB mats	South Beach Admin	66.64
01/30/2019	LPOR2260768		Shop towels, shirt, mats	Administration	34.14
					<u>437.26</u>
02/12/2019	40822	Alsea Bay Power Products Inc	Parts for riding lawn mower		
01/10/2019	281186		Parts for riding lawn mower	South Beach Operations	73.57
					<u>73.57</u>



**Operating Fund
January 19, 2019 through February 12, 2019**

Date	Num	Name	Memo	Class	Amount
02/12/2019	40823	Barrelhead Supply Inc			
01/14/2019	262850		Lumber for records room	International Terminal	20.80
01/15/2019	262877		Brad clasps for the flag pole	South Beach Operations	15.16
01/15/2019	262916		Conduit bushings & liquid nails for RV site posts	South Beach Operations	21.83
01/18/2019	263131		supplies for RV garbage compound glass recycling bin	South Beach Operations	58.45
01/23/2019	263381		Lumber for records room	International Terminal	43.30
01/23/2019	263390		PVC electrical supplies for RV site posts	South Beach Operations	5.76
01/23/2019	263392		PVC electrical supplies for RV site posts	South Beach Operations	2.59
					<u>167.89</u>
02/12/2019	40824	Bruce Sorte	Refund group RV - cancelled reservation		
02/02/2019	15974		Refund group RV - cancelled reservation	South Beach RV Park	666.71
					<u>666.71</u>
02/12/2019	40825	Builders FirstSource Inc	Door for the records room		
01/15/2019	609-69188299		Door for the records room	International Terminal	154.99
					<u>154.99</u>
02/12/2019	40826	Carson Oil Co Inc	Fuel - CM		
01/31/2019	CP-00178231		Fuel - CM	Commercial Marina	96.41
					<u>96.41</u>
02/12/2019	40827	Cedar Creek Quarries Inc	1" - 0 crushed rock for PD5 parking lot		
01/31/2019	0114995-IN		1" - 0 crushed rock for PD5 parking lot	Commercial Marina	93.81
					<u>93.81</u>
02/12/2019	40828	CFO Selections LLC			
01/31/2019	33129		Professional services per contract	Administration	247.50
02/05/2019	33186		Professional services per contract	Administration	2,272.50
					<u>2,520.00</u>
02/12/2019	40829	City of Newport	Renew Sand & Gravel license for SB disposal site		
02/12/2019	DSL 11865-SG		Renew Sand & Gravel license for SB disposal site	Administration	57.00
					<u>57.00</u>



**Operating Fund
January 19, 2019 through February 12, 2019**

Date	Num	Name	Memo	Class	Amount
02/12/2019	40830	City of Newport Room Tax	Transient room tax - Jan 2019		
01/31/2019	Jan 2019 Room Tax		Transient room tax - Jan 2019	South Beach RV Park	1,301.06
					<u>1,301.06</u>
02/12/2019	40831	City of Newport Water/Sewer			
01/31/2019	94861.00-01-19		Water G & H docks	South Beach Marina	146.40
01/31/2019	172421.00-01-19		Water/sewer RV dump - new	South Beach RV Park	65.20
					<u>211.60</u>
02/12/2019	40832	Dahl & Dahl Inc			
01/03/2019	230017		Take load of debris & pallets to dump	Commercial Marina	209.92
01/10/2019	230312		Take load of pallets to dump	Commercial Marina	225.92
01/23/2019	230867		Take load of pallets to dump	Commercial Marina	181.12
01/25/2019	230950		Take load of pallets to dump	Commercial Marina	177.92
01/25/2019	230963		Take load of pallets to dump	Commercial Marina	208.00
01/25/2019	230982		Take load of pallets to dump	Commercial Marina	222.72
01/30/2019	231165		Take load of pallets to dump	Commercial Marina	201.60
01/31/2019	Service Charge		Service charge	Administration	6.73
					<u>1,433.93</u>
02/12/2019	40833	Direct TV			
01/26/2019	35817586705		Cable SB RV Park	South Beach RV Park	934.29
			Service Fees	Administration	21.25
01/30/2019	35837431044		Monthly Cable SB Annex	South Beach Annex	613.86
			Late Fee	Administration	4.25
					<u>1,573.65</u>
02/12/2019	40834	Doug's Electric Inc	Check & replace LED lights in dry camp & in parking lot		
02/05/2019	C34313F		Check & replace LED lights in dry camp & in parking lot	South Beach Operations	495.45
					<u>495.45</u>



**Operating Fund
January 19, 2019 through February 12, 2019**

Date	Num	Name	Memo	Class	Amount
02/12/2019	40835	Englund Marine Supply Co Inc			
01/07/2019	754340		Thermo-fit 451 gloves	Maintenance Dept	42.31
01/07/2019	754380		Corrosion block for dock outlets	South Beach Operations	13.34
01/08/2019	754402		Sandpaper, plastic cups, & mixing buckets for pickup	South Beach Operations	3.95
01/14/2019	917660		3/4" shackles	Commercial Marina	94.16
01/18/2019	754906		Cable & crimps for RV garbage compound glass recycling bin	South Beach Operations	30.80
01/28/2019	755194		Screws for desk	Administration	0.52
			Black tape	Maintenance Dept	1.96
01/30/2019	755322		Paint/sheetrock mixer for records room	International Terminal	14.07
					<u>201.11</u>
02/12/2019	40836	Greater Newport Chamber of Commerce	Membership renewal		
01/02/2019	99113		Membership renewal	Administration	305.00
					<u>305.00</u>
02/12/2019	40837	Grimstad & Associates	Work in progress on audit report		
01/27/2019	43697		Work in progress on audit report	Administration	9,500.00
					<u>9,500.00</u>
02/12/2019	40838	Industrial Welding Supply Inc			
12/25/2018	10500		Service charge	Administration	1.00
01/08/2019	013955		Paint markers	Commercial Marina	65.19
			Safety plates for welding helmet	Commercial Marina	8.45
			Refill oxygen tanks	Commercial Marina	33.25
					<u>107.89</u>
02/12/2019	40839	Lincoln County Public Works	Fuel for Trucks		
02/01/2019	5918		Fuel for trucks - SB	South Beach Operations	198.68
			Fuel for trucks - Maint	Maintenance Dept	85.64
			Fuel for trucks - CM	Commercial Marina	49.75
					<u>334.07</u>



**Operating Fund
January 19, 2019 through February 12, 2019**

Date	Num	Name	Memo	Class	Amount
02/12/2019	40840	MacPherson Gintner & Diaz	Professional Services		
01/31/2019	80387		Professional Services	Administration	1,122.50
					<u>1,122.50</u>
02/12/2019	40841	Newport News-Times	2019 Discover Newport - Newport Chamber directory		
01/30/2019	335496		2019 Discover Newport - Newport Chamber directory	Administration	299.00
					<u>299.00</u>
02/12/2019	40842	Pioneer Connect			
02/01/2019	2342552		SB office phone	South Beach Admin	225.26
02/01/2019	2342591		SB shop phone	South Beach Operations	40.82
					<u>266.08</u>
02/12/2019	40843	Platt Electric Supply			
12/28/2018	U085098		Light bulbs for central restroom	South Beach Operations	109.48
01/07/2019	U105877		Photo eyes for stock/shelf (various sizes)	South Beach Operations	55.00
01/07/2019	U171948		Photo eyes for stock/shelf	South Beach Operations	78.50
01/11/2019	U208021		7 watt pagoda light bulbs	South Beach Operations	118.40
01/16/2019	U255370		3/4"-1" conduit bushings for RV site lights	South Beach Operations	40.62
01/17/2019	U259634		3/4"-1" conduit bushings for RV site lights	South Beach Operations	94.78
01/23/2019	U304726		Spool of 110 volt wire for records room	International Terminal	71.23
01/23/2019	U303351		Junction boxes, light switch, & face plates for records room	International Terminal	14.18
					<u>582.19</u>
02/12/2019	40844	Road & Driveway Co Inc	Lot sweeping - NIT		
01/31/2019	0025616-IN		Lot sweeping - NIT	International Terminal	438.75
					<u>438.75</u>
02/12/2019	40845	Smart Foodservice - Cash & Carry			
01/28/2019	5410540011605		Coffee for shop	Commercial Marina	83.38
01/29/2019	5410540011786		Breakroom supplies	International Terminal	67.06
					<u>150.44</u>



**Operating Fund
January 19, 2019 through February 12, 2019**

Date	Num	Name	Memo	Class	Amount
02/12/2019	40846	Staples			
01/29/2019	2232227021		Copy paper & laminate sheets	South Beach Admin	141.35
01/29/2019	FC 1118		Credit plan finance charge	Administration	49.25
					<u>190.60</u>
02/12/2019	40847	Suburban Propane			
01/18/2019	1568-103903 1-19		Propane	Commercial Marina	617.60
02/06/2019	1568-103903 2-19		Propane	Commercial Marina	319.89
					<u>937.49</u>
02/12/2019	40848	Thompson's Sanitary Service Inc			
01/31/2019	12058 1-2019		Trash Disposal - NIT	International Terminal	1,778.84
01/31/2019	12514 1-2019		Trash Disposal - SB	South Beach Operations	1,242.47
01/31/2019	13499 1-2019		Trash Disposal - PD7	Commercial Marina	1,878.18
					<u>4,899.49</u>
02/12/2019	40849	ULINE	Shopvac		
01/23/2019	105180463		Shopvac	South Beach Operations	275.00
			Freight	South Beach Operations	24.16
					<u>299.16</u>
02/12/2019	40850	Voya (State of Oregon Plan)	Monthly Employee Contributions		
02/01/2019	Jan - 2019			Administration	50.00
					<u>50.00</u>
02/12/2019	40851	Yaquina Bay Communications	Banner Ad - Monthly Pkg		
01/31/2019	178037		Banner Ad - Monthly Pkg	Administration	150.00
					<u>150.00</u>
					150.00
				Total	<u>\$ 155,970.42</u>



**NOAA Fund
January 19, 2019 through February 12, 2019**

Date	Num	Name	Memo	Amount
01/18/2019	13473	Smart Foodservice - Cash and Carry		
12/06/2018	5410540014103		Water	\$ 26.28
				<u>26.28</u>
01/18/2019	13474	Special Districts Insurance Services	Monthly health-dental-life insurance	
01/01/2019	Feb Health-Dental-Lf		Monthly health-dental-life insurance	683.38
				<u>683.38</u>
01/18/2019	13475	TCB Security Services Inc	Elevator phone monitoring	
12/28/2018	226571		Elevator phone monitoring	20.00
				<u>20.00</u>
01/18/2019	13476	Thompsons Sanitary Service	December service	
12/31/2018	22644 12-2018		December service	410.20
				<u>410.20</u>
01/18/2019	13477	TWGW Inc NAPA Auto Parts		
12/18/2018	865-708666		Sanding supplies for pickup	73.11
12/18/2018	865-708667		Paint thinner for pickup	24.24
12/18/2018	865-708766		Painting supplies for pickup	221.80
				<u>319.15</u>
01/18/2019	13478	VISA - 4001		
12/13/2018	G and R Auto		Replace rusty truck beds on Port vehicle	800.00
12/14/2018	G and R Auto		Replace rusty truck bumper on Port vehicle	175.00
				<u>975.00</u>
02/01/2019	13479	Aboveboard Electric Inc	Replace dock receptacles & breakers	
01/14/2019	15254		Replace dock receptacles & breakers	4,278.00
				<u>4,278.00</u>
02/01/2019	13480	AVS Elevator		
01/17/2019	3230		Perform quarterly service	551.62
01/20/2019	3237		Replacement of elevator fan keyed switch	416.22
				<u>967.84</u>



**NOAA Fund
January 19, 2019 through February 12, 2019**

Date	Num	Name	Memo	Amount
02/01/2019	13481	Bill's Pest Control LLC		
01/09/2019	1977		Pest control	135.00
				<u>135.00</u>
02/01/2019	13482	Kings III of America LLC		
02/01/2019	1613042		Elevator emergency phone connection	129.00
				<u>129.00</u>
02/01/2019	13483	Pacific Habitat Services Inc		
01/25/2019	1-4549-63		Eelgrass monitoring	567.75
01/25/2019	1-5851-12		Prep of JPA & dredging coordination	1,049.25
				<u>1,617.00</u>
02/01/2019	13484	PayneWest Insurance Inc	Insurance renewal DIC	
01/07/2019	219440		Insurance renewal Difference-in-Conditions	77,502.25
				<u>77,502.25</u>
02/01/2019	13485	Petty Cash	Petty Cash	
01/25/2019	Petty Cash		Fred Meyer- batteries & gate safety edges	29.98
				<u>29.98</u>
02/01/2019	13486	TCB Security Services Inc	Elevator phone monitoring	
02/01/2019	226645		Elevator phone monitoring	20.00
				<u>20.00</u>
02/01/2019	13487	TWGW Inc NAPA Auto Parts		
01/25/2019	865-709935		In-line air filter for truck bed	3.22
01/25/2019	865-710142		Sand paper for truck bed	6.32
				<u>9.54</u>
02/01/2019	13488	Verizon Wireless	Phone charges & mifi	
01/12/2019	9822116790		Phone charges & mifi	26.47
				<u>26.47</u>



**NOAA Fund
January 19, 2019 through February 12, 2019**

Date	Num	Name	Memo	Amount
02/12/2019	13489	Amazon Capital Services Inc		
02/01/2019	1Q3C-VKQR-R7W3		Consume cleaner	88.10
				<u>88.10</u>
02/12/2019	13490	Bergerson Construction Inc		
01/31/2019	219.104		Dredging 2018-19	172,575.00
				<u>172,575.00</u>
02/12/2019	13491	Englund Marine & Industrial Supply	Sandpaper & mixing containers for pickup	
01/08/2019	754402		Sandpaper & mixing containers for pickup	3.96
				<u>3.96</u>
02/12/2019	13492	Lincoln County Public Works	Gas for truck	
02/01/2019	5918		Gas for truck	28.70
				<u>28.70</u>
02/12/2019	13493	Pioneer Connect		
02/01/2019	2343013		Telephone	239.22
				<u>239.22</u>
02/12/2019	13494	Smart Foodservice - Cash & Carry		
01/22/2019	5410540010728		Breakroom & cleaning supplies	56.11
				<u>56.11</u>
02/12/2019	13495	Thompsons Sanitary Service	January service	
01/31/2019	22644 1-2019		January service	441.45
				<u>441.45</u>
			Total	<u>\$ 260,581.63</u>



February 26, 2019

Mr. Stephen Webster
Front St. Marine LLC
113 SE Bay Boulevard
Newport OR 97365

Regarding: Agreement with Stephen Webster, Front St. Marine LLC, to move forward with requested lot line adjustment of Port Dock 1.

Dear Mr. Webster,

The intent of this letter is to confirm the intent of the Port of Newport Board of Commissioners to work cooperatively with you on the above referenced lot line adjustment you requested at the December 18, 2018, regular monthly Port of Newport Commission meeting.

The Port Commission directs the Interim General Manager to continue negotiations with you on this lot line adjustment including the coordination of any work the Port's attorney may need to engage in regarding adjustments to the Port's lease agreement with Department of State Lands.

The Port Commission expects that Front St. Marine LLC will work in good faith toward a mutually agreeable outcome with Port staff. It is of paramount concern to the Port Commission that Front St. Marine LLC acknowledge that the Commission expects written confirmation from a licensed engineer as to the structural integrity of Port Dock 1 following changes necessitated by your project. In addition, the Commission expects Front St. Marine LLC to cover costs associated with the facilitation of this request in the amount of \$2,500. This amount will cover attorney's fees and staff time.

The Commission looks forward to consideration of the final agreement documents in the coming months.

Sincerely,

Stewart Lamerdin, President
Port of Newport Commission

1.0 PORT VALUES, VISION, AND MISSION

The Port's values, vision, and mission were updated as part of the process of developing the strategic business plan. The next paragraphs articulate the Port's current values, vision, and mission statements.

Values Statement

Values are the Port's most deeply held beliefs and help us determine our highest priorities. They are the foundation on which we as Port Commissioners and as staff conduct ourselves and work. They serve as our guiding principles -- the motivation for our goals, strategies, and actions to accomplish our mission. They clarify who we are as the Port of Newport, articulate what we stand for, and express what we deem to be acceptable standards for how the Port of Newport treats users, customers, partners, and our own team members.

The Port identifies the following governing values:

Leadership. The Port of Newport proudly accepts responsibility as the leader, on behalf of the citizens of the Port District, to actively pursue economic growth and make decisions that are in the best interests of current and future users of the Port. This means building and maintaining an economically diverse and thriving Port that is resourceful in how we weather changing conditions and circumstances.

Service. Our business is to serve the public – the commercial and recreational fishing fleets, the marine and tourist industries, our current lessees, potential new business partners, and the citizens of the Port District. We are professionals who provide the highest quality service.

Collaboration. We pursue and invest our time in building partnerships within our community, including the private sector while maintaining strong ties to local, state and federal government agencies. We believe successes in our community result when public agencies and citizens work together with determination toward a common goal in a spirit of mutual respect and cooperation.

Accountability. The Port is a careful steward of public resources. We manage our assets responsibly, invest wisely in new infrastructure, manage our budgets efficiently, and capitalize on external sources of financial support. The Port is committed to conducting our work with the highest degree of integrity and transparency.

Sustainability. The Port is committed to managing our business operations as well as both our human and physical assets in a manner that meets our current needs while ensuring we do not compromise the needs of future generations. We protect and enhance the natural environment wherever possible and we invest the funds entrusted to us wisely, prudently and ethically. We are responsible neighbors and community members who treat our employees fairly and with respect. Our work is conducted with

the goal of helping nurture a healthy estuary that is at the foundation of our working waterfront.

Optimism. We are deeply committed to the execution of our mission and in our ability to be resilient and seize opportunities. We pursue our vision through steadfastness of purpose, awareness of our core values, and a persistent focus on successful relationships.

Vision Statement

The idea behind a vision statement is to express, more or less in future tense, what we want the Port (and Newport) to be at some future point. Because a mission statement and the strategic business plan itself are typically 5-year efforts, the vision statement looks a little farther (10 or 20 years) into the future. Our vision expresses what we want to see, and what we believe we can accomplish if we stretch our capabilities and aim for the vision.

The Port's current vision statement emphasizes its leading roles in commerce, recreation, and research.

The Port will continue to serve as one of the foremost Oregon coast ports for the commercial fishing industry, for recreational fishing and tourism, and for marine research support. We will balance the needs of existing users with a committed goal of becoming one of the top Oregon coast ports for waterborne commerce. We will continue to develop opportunities that protect and enhance the beauty and integrity of the natural environment, which is at the foundation of our working waterfront community.

Mission Statement

A mission statement defines the Port's purpose – what we do and why we do it. The intention of a mission statement is to give the Port's public, its customers (and ourselves) a succinct awareness of that purpose.

This is the Port's current mission statement:

Provide facilities and services to individuals and businesses who are engaged in business or recreational/tourism activities, with the express purpose of retaining and creating new jobs and increasing economic development for the Port and the community.

From: Emma Chavez
Cc: [Emma Chavez](#)
Subject: FW: REMINDER: CWACTION Full Commission Member Nominations Due January 31, 2019
Date: Monday, February 11, 2019 11:32:04 AM
Attachments: [image001.png](#)
[image002.png](#)
Importance: High

Good morning,

Please respond to the CWACTION Full Commission nominations as soon as possible. The Next meeting of the CWACTION Full Commission is scheduled for Thursday, February 28th and a Save the Date notice will be going out to the new membership soon. We need all new nominations as soon as possible to make that happen.

Thank you very much and please let me know if you have any questions.

Emma Chavez
Executive Administrative Assistant
Community and Economic Development
Oregon Cascades West Council of Governments
1400 SE Queen Ave, Suite 205
Albany OR, 97322
541-924-8405 Direct
541-967-4651 fax
www.ocwcog.org



PUBLIC RECORDS LAW DISCLOSURE: This email communication is subject to the State of Oregon Records Retention Schedule and may be made available to the Public. OCWCOG is an equal opportunity employer and provider.

From: Phil Warnock [mailto:pwarnock@ocwcog.org]
Sent: Monday, January 07, 2019 9:14 AM
To: Emma Chavez <EChavez@ocwcog.org>
Subject: REMINDER: CWACTION Full Commission Member Nominations Due January 31, 2019

REMINDER TO SUBMIT NOMINATIONS

Full Commission Membership

This is a friendly reminder to submit membership nominations for the **Cascades West Area Commission on Transportation (CWACT) Full Commission** by **Thursday, January 31st**.

The CWACT provides a forum for local governments in the Linn, Benton, and Lincoln County Region to collaborate on transportation issues of Regional and Statewide significance. The terms of 28 Members of the CWACT Full Commission expired on December 31, 2018. The Membership list, including expiration dates can be found by clicking [HERE](#). Please review this list to see when the term of the Member from your jurisdiction expires. **Click [HERE](#) to nominate a new Member or Alternate to the CWACT Full Commission by January 31, 2019.** Nominations only need to be submitted for those with expiring terms, or to nominate a new Member or Alternate for any reason.

The primary Member for each jurisdiction must be an elected official. Alternates do not need to be elected officials. Nominations must be made during a legally convened public meeting of the City Council, Commission, or Tribal Council, as appropriate.

The CWACT Full Commission meets in Albany (1400 Queen Avenue SE) from 5:00 pm to 7:00 pm, the fourth Thursday of every other month (beginning in January), with video conferencing available in Toledo (203 North Main Street). Nominated Members are asked to commit to attend the meetings.

The CWACT is a standing committee of the Oregon Cascades West Council of Governments (OCWCOG), and the OCWCOG Board of Directors will formally appoint Full Commission Members in early 2019. More information about CWACT is available by clicking [HERE](#).

If you have any questions, please contact Emma Chavez at echavez@ocwcog.org or by calling 541-924-8405.

Thank you,

Phil

Phil Warnock

Community and Economic Development Director

Oregon Cascades West Council of Governments

1400 Queen Ave SE, Suite 205

Albany, OR 97322

541-924-8474

pwarnock@ocwcog.org

**PORT OF NEWPORT
RESOLUTION NO. 2019-XX**

**A RESOLUTION AMENDING THE PORT OF NEWPORT FACILITIES CODE TO ADD A
DEFINITION OF REGULAR HOURS BY LOCATION AND CLARIFY HOIST DOCK USAGE
STANDARDS**

WHEREAS, the Port of Newport Board of Commissioners adopted Ord. No. 1-2013 on May 28, 2013 creating the Port of Newport Facilities Code (PONFC); and

WHEREAS, the PONFC may be amended from time to time by resolution of the Commission; and

WHEREAS, the Commission last amended the PONFC via Resolution No. 2018-11 on August 28, 2018;
and

WHEREAS, the PONFC addresses Port Facilities in Chapter 2; and

WHEREAS, however, the PONFC does not include a definition of Regular Hours and Hoist Dock Usage standards; and

WHEREAS, now the Port Commission would like to update the PONFC to include a definition of Regular Hours per location and clarify Hoist Dock Usage standards;

NOW THEREFORE,

THE PORT OF NEWPORT BOARD OF COMMISSIONERS RESOLVES AS FOLLOWS:

Section I. Amend Section 2.1 as follows:

Chapter 2. Port Facilities

2.1 Application. Unless otherwise specified, the provisions of this chapter apply at all Port-owned or operated facilities and properties except for those Port-owned upland properties leased to others.

- (a) Anyone parking/storing personal property at the Port does so subject to this, the Facilities Code, and at his/her own risk. The Port does not assume responsibility for loss, damage or theft to any property within the Port area. The owner/operator is responsible for any cost incurred in removal of the property. The owner/operator shall maintain automobile liability insurance at all times on any vehicle parked in and around Port facilities.
- (b) Hoist Docks Usage (Commercial Marina and International Terminal)
 - (1) Services are provided on a first come/first served basis
 - (2) Priority will be given to fishing vessels removing or resetting gear
 - (3) Buyers cannot claim, hold or reserve hoist prior to boat's arrival
 - (4) Buyers are limited to use of one hoist at a given time
 - (5) Harbormasters or the Director of OPS have the right to override these usage rules at any time
- (c) Regular Hours of Operation
 - (1) Commercial Marina Operations, Monday through Sunday, 8 am to 5 pm
 - (2) International Terminal Operations, Monday through Friday, 8 am to 5 pm
 - (3) Recreational Marina/RV Park Operations, Monday through Sunday, 8 am to 5 pm
 - (4) Recreational Marina/RV Park Office, Monday through Sunday, hours vary seasonally

(5) Administration Office, Monday through Friday, 8 am to 5 pm.

Section II. This resolution becomes effective upon adoption.

Section III. Staff is directed to codify this amendment into the Port of Newport Facilities Code (PONFC) according to past administrative practices.

APPROVED AND ADOPTED BY THE BOARD OF COMMISSIONERS this 26th day of February, 2019.

ATTESTED:

Stewart Lamerdin, President

Walter Chuck, Secretary/Treasurer

-###-

**PORT OF NEWPORT
RESOLUTION NO. 2019-03**

A RESOLUTION SUPPORTING FUNDING EFFORTS FOR THE PORT DOCK 5 PIER

WHEREAS, economic development and support of water dependent and water related business is included in the vision of the Port of Newport;

WHEREAS, leadership and service are governing values of the Port of Newport, which are guided by a pursuit of economic progress, support of the fishing fleet, and support for the tourism industry for the betterment of the citizens in the Port District;

WHEREAS, the Commercial Fishing Industry is the cornerstone of the current economic base in the region, and vital to the success of the Maritime Industry in Yaquina Bay;

WHEREAS, the Port Dock 5 Pier is the main artery that connects the largest commercial fishing moorage facility in Lincoln County to the shoreline, and carries people, supplies, fuel and utilities to more than 65 permanent businesses in the commercial marina, and;

WHEREAS, the Port Dock 5 Pier is critical infrastructure that is beyond its service life and can no longer bear the current use of the marina, nor the much-needed future expansion of Port Dock 5 that can accommodate additional businesses and jobs to Lincoln County in support of the regional economy. NOW THEREFORE

THE PORT OF NEWPORT BOARD OF COMMISSIONERS RESOLVES AS FOLLOWS:

Section 1. The Port Commission intends to follow through with the construction of a new Port Dock 5 Pier in the coming fiscal year, after having completed a two-year planning effort. Project cost is estimated to be \$2.4M.

Section 2. The Port Commission asserts that the construction project is shovel-ready for the in water work period beginning on November 1st, 2019 and permits from the Army Corps and State of Oregon are in hand.

Section 3. The Port Commission is applying for a Public Works and Economic Adjustment Assistance Program Grant through the Economic Development Administration in the amount of \$1,195,562.00, which would cover 50% of the project cost. Port staff will continue to seek additional funding sources to support the project.

Section 4. The Port Commission projects to carry \$2.25M of unrestricted cash reserves into Fiscal Year 2019-20.

Section 5. The Port Commission intends to place the highest priority on completing the Port Dock 5 Pier construction project in the coming fiscal year.

Section 6. Options for matching funds could include committing Port financial resources for the project in the FY 2019 – 20 budget if additional grant funding is not identified.

Section 7. This resolution shall take effect immediately upon its adoption by the Port Commission.

Section 8. The Commission of the Port of Newport shall forward a copy of this resolution to the regional office of the Economic Development Administration for consideration as part of the Port's grant request.

ATTEST

Stewart Lamerdin, President

Walter Chuck, Secretary/Treasurer

**PORT OF NEWPORT
RESOLUTION NO. 2019-XX**

A RESOLUTION ADOPTING FISCAL MANAGEMENT POLICIES

WHEREAS, the Port of Newport Board of Commissioners By-laws states in section 2 that the Board of Commissioners shall adopt policies for the governance of the Port, and

WHEREAS, the Port of Newport Board of Commissioners has a responsibility to ensure the Port of Newport handles public funds appropriately, and

WHEREAS, the Port of Newport Board of Commissioners recognizes that fiscal management policies will assist the Port of Newport in complying with applicable laws and regulations and operating in a manner consistent with its mission statement and strategic vision, and

WHEREAS, the Port of Newport presently does not have enumerated policies with regard to fiscal management, and

WHEREAS, the interim Director of Finance and staff have prepared a Port of Newport Fiscal Management Policies document, attached hereto as Exhibit A, that outlines policies and procedures for public funds management, NOW THEREFORE

THE PORT OF NEWPORT BOARD OF COMMISSIONERS RESOLVES AS FOLLOWS:

Section 1. The Port of Newport Fiscal Management Policies document, attached hereto as Exhibit A, is hereby adopted.

Section 2. Staff is directed to codify this policy according to past administrative practices.

APPROVED AND ADOPTED BY THE BOARD OF COMMISSIONERS this 26th day of February, 2019.

ATTEST:

Stewart Lamerdin, President

Walter Chuck, Secretary/Treasurer



Port of Newport

FISCAL MANAGEMENT POLICIES

Adopted by Resolution 2019- February 26, 2019

PORT OF NEWPORT FISCAL MANAGEMENT POLICIES

Table of Contents

Purpose	3
Section 1. Financial Oversight.....	3
1.1 Adoption of Management Systems.....	3
1.2 Budget Overview	3
1.3 Commission Responsibilities for Finances	3
1.4 Review of Financial Statements	4
1.5 Audit	4
1.6 Non-Discrimination	4
1.7 Grant and Audit Standard	4
1.8 Insurance and Bonding.....	4
1.9 Compliance.....	5
1.10 Internal Controls	5
1.11 Oregon Government Ethics.....	5
Gifts	5
Conflict of Interest.....	6
Section 2. Organizational and General Accounting Policies.....	6
2.1 Use of Funds.....	6
2.2 Accounting Policies.....	6
Section 3. Payments.....	8
3.1 Procurement	8
3.2 Credit Cards.....	10
3.3 Debit Cards.....	10
3.4 Check Signing.....	10
3.5 Expense Reimbursements.....	10
Section 4. Cash Management	11
4.1 Cash Receipting/Depositing	11
4.2 Bank Reconciliation	11

4.3 Investments	11
Section 5. Capital Asset Management	11
5.1 Definition	11
5.2 Capitalization or Expenditure of Special Items	12
5.3 Depreciation	12
5.4 Inventory Tracking	12
5.5 Property Dispositions	13
5.6 Property Maintenance and Insurance	13
Section 6. Public Retention and Records	13
6.1 Policy	13
Section 7. Personnel Policies	13
<i>(Refer to Separately Approved Port of Newport Personnel Manual)</i>	
Section 8. Accounts Receivable Collections	13
8.1 Introduction	13
8.2 General Terms and Conditions	14
8.3 Delinquent Accounts	14
8.4 Collection Strategy	14
8.5 Customer Account Write-offs	15
Section 9. Grant Acceptance	15
9.1 Grants	15
9.2 Grant Application	15
9.3 Grant Acceptance	15
Section 10. Other Financial Policies	16
10.1 Restricted Funds	16
10.2 Designated Funds	16
10.3 Prepaid Expenses	16

PORT OF NEWPORT

FISCAL MANAGEMENT POLICIES

PURPOSE: This document will communicate the general management and financial policies established by the Port of Newport Board of Commissioners in order to ensure the Port of Newport (Port) complies with applicable laws and regulations and operates in a manner consistent with the organization's mission statement and strategic vision.

SECTION 1: FINANCIAL OVERSIGHT

1.1 ADOPTION OF MANAGEMENT SYSTEMS: The Board Treasurer will review fiscal policies and procedures at least every five years. The Board Treasurer will recommend changes to the Board of Commissioners.

1.2 BUDGET OVERVIEW:

Local budget law: The Port is subject to budget provisions established by law as determined by Oregon's Local Budget Law, found in ORS Chapter 294.

Budget Committee: The Budget Committee consists of the Port Commission and five additional electors from within the district appointed by the Port Commission. The additional members serve terms of three years, with appointed terms staggered. Vacancies among the additional electors on the budget committee will be filled promptly and not later than one month prior to a scheduled budget meeting.

Meetings: In July of each year, the budget officer is assigned for the upcoming fiscal year. During the first Budget Committee meeting of each budget cycle (typically in May), the Budget Committee will elect a chairperson and a secretary and the new budget is proposed by the budget officer.

Additional meetings may be held through-out the year as needed to approve supplemental budgets.

Approval: The Port Commission shall enact resolutions or ordinances to adopt the budget no later than June 30th. The budget officer shall submit the approved budget and certification documents to the assessor's office no later than July 15th. The budgetary fiscal period coincides with the annual reporting period (July 1 through June 30). Original appropriations may be increased or decreased, through resolutions, by transferring amounts between appropriations in the same fund or by transferring from an appropriation in the General Fund to an appropriation in another fund, or they may be increased through the adoption of a supplemental budget. By state law, budget appropriations lapse at year-end.

1.3 COMMISSION RESPONSIBILITIES FOR FINANCES: The Commission is responsible for overseeing the financial operations of the Port including income, investments, expenditures, cash flow and audit. The Treasurer shall ensure that adequate accounts of receipts and expenditures are kept to show

the financial condition of the Port, and shall cause these accounts to be opened at suitable times for the inspection of the Commission. The Treasurer will verify the accuracy and validity of all vouchers prior to each monthly meeting.

1.4 REVIEW OF FINANCIAL STATEMENTS: The General Manager, or their designee, shall prepare monthly financial reports sufficient for evaluating the organization's ongoing financial situation. The Commission will review applicable financial reports, as deemed necessary.

Program Managers will have access to monthly financial information for assigned programs and/or projects.

1.5 AUDIT: The Commission shall evaluate the need for the Port to request bids for auditing services every 3 years. If a bid is recommended, the General Manager, or their designee, shall secure bids from at least three independent CPAs for conducting an annual audit. The selected CPA will conduct the audit within 6 months of the fiscal year end. The Treasurer will ascertain that an audit of the Port's financial condition is conducted at the close of each fiscal year. The CPA shall perform all audits under the accounting and auditing standards applicable to a government agency.

The audit must conform to the Minimum Standards for Audits of Oregon Municipal Corporations as defined by OAR 162-010. If Federal funds have been received during the audit period and exceed the federal threshold requiring an audit, the audit must also conform to *2 CFR Part 200 – Super Circular* and any applicable amendments.

The audit must be approved by the Commission prior to filing with the Secretary of State Audits Division.

1.6 NON-DISCRIMINATION: The Port will not discriminate in the selection of vendors, suppliers, professional services, or in the hiring, promotion or termination of employees on the basis of gender, race, creed, national origin, color, religion, marital status, veteran status, disability, age or sexual orientation.

1.7 GRANT AND AUDIT STANDARDS: As an Oregon municipality and a recipient of federal grants, the Port will adhere to and incorporate into its policy manuals *2 CFR Part 200 – Super Circular*.

1.8 INSURANCE AND BONDING: The Port will obtain various types of insurance to protect Port property, activities and interests as deemed necessary to minimize risk. Refer to separate document for the Risk Management Policy.

At a minimum, the Board of Commissioners will authorize the purchase of Fidelity Bonding for the officers of the Board and the General Manager.

1.9 COMPLIANCE: The Port of Newport is committed to complying with all Federal, State and local laws and regulations. Ethical conduct and integrity guide the organization's actions and is part of excellent business practice. The Port will:

- Comply with all relevant legislation, laws, standards, codes and internal policies;
- Maintain awareness by providing training and obtaining legal advice as needed;
- Develop and implement processes to ensure compliance and ethical obligations;
- Monitor compliance with its legal and ethical obligations; and
- Take appropriate corrective action to prevent future compliance violations.

1.10 INTERNAL CONTROLS: The Port's policy is to establish and maintain an effective system of internal controls that allow for organizational structure and procedures to ensure the safeguarding of assets and the integrity of financial records. These controls reduce the possibility of error, mismanagement and fraud. The responsibility for these systems of control is delegated to the Director of Finance & Business Services and includes ongoing monitoring and enforcement of these control activities. The Director of Finance & Business Services should periodically review the established controls and assess their effectiveness and report the results to the General Manager and the current Port Treasurer and implement changes as needed.

1.11 OREGON GOVERNMENT ETHICS: The Oregon Government Ethics Law applies to all elected and appointed officials, employees and volunteers ("public official") at all levels of state and local government. The law states that no public official shall use or attempt to use an official position to obtain financial gain or avoid financial detriment. Oregon's ethics laws prohibit each public official from gaining a financial benefit or avoiding a financial cost as a result of his or her position. However, several specific benefits, such as compensation packages and reimbursed expenses, are allowed.

GIFTS

No public official shall solicit or receive any gift(s) with a total value of more than \$50 from any single source who could reasonably be known to have a financial interest in the official actions of that public official. A gift is defined as something of value given to a public official, for which the official does not pay an equal value. Gifts of entertainment are included in the \$50 gift limit. This does not mean that an official cannot receive any gifts. The law only restricts gifts from sources that have an administrative or legislative interest in the public official's actions, and does allow the public official to receive up to \$50 worth of gifts from each source. In addition, unlimited gifts may be accepted from a source that does not have a legislative or administrative interest in the public official.

CONFLICT OF INTEREST

A conflict exists if a decision or recommendation could affect the finances of the public official or the finances of a relative. A few other situations can present a conflict of interest, as well. If a conflict of interest exists, the public official must always give notice of the conflict to a responsible party, and in some situations the public official is restricted in his ability to participate in the matter that presents the conflict of interest.

SECTION 2: ORGANIZATIONAL AND GENERAL ACCOUNTING POLICIES

2.1 USE OF FUNDS

The Port is a municipal corporation subject to Oregon Local Budget Law. As such, the general ledger must be maintained and reported by fund. A fund is defined as a self-balancing set of general ledger accounts. The Port currently maintains five individual funds for state legal compliance that are combined and reported as a unitary enterprise similar to a commercial entity organized for profit for financial reporting. When necessary, additional funds may be recommended by the Director of Finance & Business Services, reviewed by the budget committee and authorized by the Port Commission as deemed necessary and in accordance with applicable accounting standards. The Port's funds and general use of each are as follows:

General Fund – Used to account for the financial resources of the Port that are not accounted for in any other fund. Principal sources of revenue are from property taxes, service fees and lease revenue. Primary expenditures are for maintenance and general administration.

Bonded Debt Fund – Used to account for the redemption of general obligation bonds and interest thereon. The principal source of revenue is property taxes.

Facilities Maintenance Fund – Used to account for the accumulation of funds for maintenance, repairs and capital improvements.

Construction Fund – Used to account for capital improvements and acquisitions.

NOAA Lease Revenue Fund – Used to account for expenditures relating to capital improvements for the NOAA MOC-P facility. Primary resources were initially proceeds from revenue bonds and grant funds. Current resources consist primarily of lease revenue. This fund services the bond repayment and covers facilities maintenance costs over the term of the lease.

2.2 ACCOUNTING POLICIES

The financial statements of the Port have been prepared in accordance with generally accepted accounting principles (GAAP) as applied to governmental units. The Governmental Accounting

Standards Board (GASB) is the standard-setting body for governmental accounting and financial reporting.

Basis of Accounting - The annual financial statements are prepared on the accrual basis of accounting, while the budget and monthly financial statements are prepared on the modified accrual basis of accounting.

Property taxes - The State of Oregon constitution and state statutes provide for several types of tax levies, all of which require voter approval before being levied. Included among such authorized levies are a permanent tax rate, which can result in a different levy amount each year as assessed valuations change, bonded debt levies which can be levied each year the related general obligation bonds mature, and local option levies for a voter-approved number of years.

The Port of Newport levies a permanent tax rate property tax levy. By July 15 of each year, the Port certifies its property tax levy to Lincoln County, Oregon. Lincoln County makes all assessments of property value and levies, collects, and distributes property taxes for all taxing districts within its boundaries. Assessments of property values are as of July 1 of each year, and the taxes levied are a lien on the properties as of July 1 of the year levied.

Taxes are payable in three installments on November 15, February 15, and May 15 following the levy date and become delinquent May 15. The County pools tax collections and makes distributions to taxing districts according to their pro-rata share of the total levy each fiscal year which collections are received.

Capital assets - Purchased or constructed capital assets, including property, plant and equipment, and infrastructure (roadways, piers, drainage systems, etc.), are reported at cost or estimated historical cost where no historical cost exists. The Port defines capital assets as assets with an initial cost of more than \$5,000 and an estimated life in excess of one year. See Section 5 of this manual for additional information and policies.

Unused compensated absences - Employees are permitted to accumulate earned but unused personal time off and related employee benefits. Personal time off and holiday pay are recognized as expense when earned. See the Port's Personnel Manual for additional policies regarding earning, using and pay-outs of personal time off and related employee benefits.

Long-term liabilities – General obligation bonds are payable from property taxes. Revenue bonds are payable from uniquely identified revenue sources. All other long-term obligations are payable from operations.

Pensions - For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Oregon Public Employees Retirement System (OPERS) and additions to/deductions from OPERS's fiduciary net position have been determined on the same basis as they are reported by OPERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

Other post-employment benefits (“OPEB”) obligations - The Port's net OPEB Obligation is recognized as a liability and the annual OPEB cost is expensed, as determined by the Port's actuary.

Net position - The Port's net position is classified as follows:

- *Net Investment in capital assets.* This consists of the historical cost of capital assets less accumulated depreciation and less any debt that remains outstanding that was used to finance those assets plus deferred outflows of resources less deferred inflows of resources related to those assets.
- *Restricted for debt service.* This represents assets that have externally-imposed restrictions related to making debt service payments.
- *Restricted for maintenance reserve.* This represents assets that have externally-imposed restrictions related to making required repairs and maintenance payments.
- *Unrestricted.* Resources not included in other classifications are unrestricted.

Restricted Assets and Related Liabilities – Assets whose use is restricted for construction related to the marine terminal redevelopment project (NOAA-MOC-P), the facilities maintenance reserve and the payment of bonded debt service, as well as all related liabilities are segregated on the Statement of Net Position.

When both restricted and unrestricted resources are available for use, it is the Port's policy to use restricted resources first, then unrestricted resources as they are needed.

SECTION 3: PAYMENTS

3.1 PROCUREMENT:

3.1a AUTHORITY: The Port Commission shall authorize all purchases necessary for the operation of the Port as included in the annual operating budget. The General Manager may enter into a contract or agreement to purchase goods and services, and may enter into an intergovernmental agreement provided the contract has received proper approval and is a budgeted item.

3.1b PURCHASING APPROVALS:

Program managers, as designated by the General Manager, may approve purchases that meet the following definitions:

- a) The purchase is within the budgetary restrictions as outlined in a grant/contract or the annual Port operating budget.

- b) The purchase is necessary for the execution of the grant/contract or department operation.
- c) The purchase is reasonable, allocable and allowable to the grants/contract or indirectly to the Port, as per federal guidelines and/or terms of the agreement.
- d) The purchase represents a best value option to the Port, as determined through general market inquiries or a formal bidding process, as deemed necessary, and according to policy.
- e) The appropriate Commission action has been taken.
- f) The purchase may not exceed \$500 for Department Managers, \$2,500 for Directors and may not exceed \$6,500 for the General Manager.

All purchases that do not meet the above definitions must be approved by the Port Commission, and in accordance with Local Contract Review Board Rules as adopted by the Commission.

3.1c REQUESTS FOR PAYMENT: Once the service has been performed and goods have been received with satisfaction, requests for payments shall be submitted to finance via vendor invoices, purchase orders, or employee expense reports. These requests shall be accompanied by the following required documentation:

- a) Approved purchase order
- b) Supporting documentation (i.e. Invoice, Employee Expense Report),
- c) Proper approval, per Section 3.1b of the Financial Policies Manual,
- d) Account coding specific to grant/program/account dimensions,
- e) Contract, Service Agreement, or for goods, a signed notice of delivery. (IF APPLICABLE).
- f) Vendor W-9 (NEW VENDORS)
- g) Insurance certificate (If worked performed on Port property)

3.1d CONTRACTS AND COMPETITIVE BIDDING: The Port of Newport Board of Commissioners has adopted Local Contract Review Board Rules as documented in Resolution and Order No. 2007-07.

See also the Corresponding Procurement Chart incorporated into the Port's financial policies and attached in **Exhibit A**. Procedural guidelines for procurements not specifically addressed by Port Commission Resolutions should be obtained from The Oregon Attorney General's Model Public Contract Rules, entitled Oregon Administrative Rules, Chapter 137, Divisions 46-49.

3.2 CREDIT CARDS: The Port will provide the General Manager, and other staff, as designated by the General Manager, with access to a business credit card. The Credit Card Policy – Terms and Conditions of Card Use must be signed by the cardholder and approved by the General Manager prior to use. Annual training shall be provided regarding the use and applicable procedures of Port credit cards.

Employees with business credit cards must use the Port issued credit card for essential business purposes only, i.e., transactions authorized or needed to carry out required duties. Employees must pay for personal purchases (i.e., transactions for the benefit of anyone or anything other than the Port) with their own funds or personal credit cards.

If any employee uses the Port credit card for personal purchases in violation of this policy, the cost of these purchase(s) will be considered an advance of future wages, and may be recovered in full from the employee's next paycheck. If an employee uses a Port credit card for any other type of unauthorized transaction, i.e., incurs financial liability on the Port's behalf that is not within the scope of the employee's duties or authorization, the transaction(s) may become the financial responsibility of the employee and/or may result in disciplinary action, up to and including termination of employment.

Monthly, Port credit card holders should complete a Credit Card Activity form, attach supporting receipts, obtain required approvals and submit to the Finance Department for processing. The General Manager's credit card report shall be reviewed and approved by the Director of Finance & Business Services, and subject to review by the Commission Treasurer as requested.

3.3 DEBIT CARDS: The Port may provide employees with access to a company Debit Card for use while on Port business. Debit Cards will be preloaded with a maximum daily spending threshold, commensurate with anticipated spending needs. After the intended purpose is served, employees must remit receipts for all purchases, other than Meals and Incidental Expenses (per diem).

3.4 CHECK SIGNING: All checks must be reviewed and signed by the General Manager or a Director in accordance with check signature authority rules approved by the Port Commission. All checks should be accompanied with proper supporting documentation at time of signature.

Check signature cards shall be kept up-to-date and reflect changes within 30 days.

3.4a VOIDED CHECKS: Checks containing errors, omissions, partially destroyed or those not otherwise approved shall be "Voided", bank routing information on the check destroyed, and filed for reference as needed.

3.5 EXPENSE REIMBURSEMENTS: Most purchases should be initiated through the Port's Finance Department and be pre-approved. Travel expenses and other miscellaneous small transactions (under \$100) may be initiated at the employee level and later reimbursed.

For the travel related expense policy, refer to the Port's Personnel Manual.

SECTION 4: CASH MANAGEMENT

4.1 CASH RECEIPTING/DEPOSITING: As cash and checks are received, staff shall deposit funds within two working days, or within three working days if the total deposit is less than \$500. Funds received shall be restrictively endorsed upon receipt and locked until deposited.

4.2 BANK RECONCILIATION: Each month, the Finance Department shall prepare bank reconciliations for all bank accounts, and they should be reviewed within 30 days of month-end by the Director of Finance & Business Services.

4.3 INVESTMENTS: The Port will manage all cash and investments according to the Commission approved Investment Policy maintained as **Exhibit B** in the finance manual.

SECTION 5: CAPITAL ASSET MANAGEMENT:

5.1 DEFINITION: The following guidelines are used in maintaining appropriate records for land, buildings, land improvements, vehicles, equipment, and furniture and fixtures.

Asset acquisitions are recorded as Capital Assets when the asset has a useful life greater than one year and when the cost exceeds \$5,000. Assets purchased that do not meet this threshold are expensed as incurred. Grouping of individual costs less than \$5,000 is not appropriate for capitalization purposes unless the costs are individual components of an entire project. The purchase must result in an item of physical existence or must benefit future years through increased revenues or reduced expenses.

Costs incurred to achieve greater future benefits shall be capitalized, and expenditures that simply maintain a given level of service should be expensed. In order for costs to achieve greater future benefits, one of three conditions must be met:

- a) The useful life of the asset must be increased (increased from its original estimated life, not restoring an asset in poor condition to its original estimated life);
- b) The quantity of services produced from the asset must be increased; or
- c) The quality of the units or services provided must be enhanced.

5.2 CAPITALIZATION OR EXPENDITURE OF SPECIAL ITEMS:

Studies & Planning: Studies, master plans, strategic plans, development plans, marketing plans, and permits are expensed as incurred.

Dredging: Maintenance dredging is considered a routine and ongoing cost of operations and is therefore not a capitalizable expenditure. It is the Port's policy to capitalize the deepening of channels and berths and to categorize such expenditures as Land Improvements, and therefore not depreciated.

Direct labor allocation: From time to time, the Port may devote considerable direct staff time to the development of capital projects. In the event allocable Port staff wages are anticipated to exceed \$10,000, the Port shall separately identify and capitalize the expenditure to the project. This policy is intended to capture direct internal costs only. However, if allocable Port staff wages exceed \$100,000 to a single project, the Port, at its discretion, may also allocate a pro-rata share of indirect costs.

Interest: Interest paid on long-term debt during construction projects shall be capitalized in accordance with applicable accounting rules.

5.3 DEPRECIATION: Depreciation is calculated using the straight-line method, where the asset acquisition cost less salvage value, is divided by the estimated useful life and expensed monthly. Depreciation will begin in the month in which the asset is placed into service and is generally available for use.

The estimated useful lives by asset class are as follows:

- | | | |
|----|----------------------|---------------|
| a) | Buildings | 25 – 40 years |
| b) | Land Improvements | 10 – 20 years |
| c) | Docks & piers | 20 – 40 years |
| d) | Equipment & Vehicles | 5 – 10 years |

5.4 INVENTORY TRACKING: Furniture and equipment is tagged at time of purchase with numbered tags. Items directly expensed due to cost limitation are placed on an inventory listing and tagged with appropriate labels.

The Port will inventory all property and equipment at least once every three years. Subsidiary ledgers (capital assets schedules) are used as additional detail in support of the general ledger.

5.5 PROPERTY DISPOSITIONS: The General Manager shall approve disposition of all personal property deemed to have a current net value to the Port of \$5,000 or less. Personal property with a current net value exceeding \$5,000 may only be declared surplus by the Commission.

Items declared surplus that are worth less than \$5,000 may be sold in a manner that will yield the greatest return to the Port. Items worth less than \$5,000 may be transferred without remuneration to other public agencies and any non-profit corporations certified to receive state or federal surplus property. Items worth more than \$5,000 shall be auctioned, unless the Commission determines another means of disposition would best serve the interests of the Port.

Items declared surplus can be traded in on other equipment for a reduction in the purchase price on the new equipment without auction and without seeking other offers.

Any property with an original acquisition cost of \$5,000 or more and which was acquired with Federal funds shall not be disposed of without prior funding source approval. All such disposals shall be made in accordance with 2 CFR, 200.311.

5.6 PROPERTY MAINTENANCE AND INSURANCE: The Port shall provide for proper maintenance and upkeep of property. When available and prudent, maintenance agreements shall be entered into and proper insurance should be obtained.

SECTION 6: PUBLIC RETENTION AND RECORDS

6.1 POLICY: The Port shall retain the financial and programmatic records, supporting documents, statistical records, and all other records relating to the Port's operations according to OAR Chapter 166 Division 150 and any Port adopted Retention Policy.

SECTION 7: PERSONNEL POLICIES (REFER TO SEPARATELY APPROVED PORT OF NEWPORT PERSONNEL MANUAL)

SECTION 8: ACCOUNTS RECEIVABLE COLLECTIONS

8.1 INTRODUCTION: Customers are expected to pay all invoices on or before the designated due date. When a customer is past due, the intent of this process is to determine the reason for non-payment and take appropriate steps to collect from customers unable to pay or correct the defect that renders the customer unwilling to pay. Actions are taken to obtain payment as quickly as possible, in a cost-effective manner, consistent with local laws and business practices. Effective collection practices serve to identify and minimize risk of loss and improve cash flow and serve to identify and minimize risk of loss.

8.2 GENERAL TERMS AND CONDITIONS: General payment terms and conditions for Port customers are established in the Port of Newport Facilities Code, the Moorage License Agreement, and individual property lease agreements. The following criteria apply to all Port customer accounts receivable and collection efforts, unless it is in conflict with separate, legally binding agreements.

8.3 DELINQUENT ACCOUNTS: Accounts are considered delinquent when there is: a) failure to register and prepay moorage within 24 hours of arrival or expiration of prior transient license; or b) failure to pay at the time services are rendered ; or c) for written agreements with the Port, accounts 30 days past due.

8.4 COLLECTION STRATEGY: For accounts deemed to be delinquent, the following strategy should be implemented:

- Immediately upon delinquency, mail or email an account statement marked “PAST DUE” and include applicable invoices.
- If possible, follow-up with a phone call to verify receipt of invoices and when customer indicates their ability to make payment.
- Upon 30 days of delinquency, mail or email a 30-Day Collections Warning Letter. For Port Tenants, mail or email Default Notice, signed by a Port Director.
- Upon 60 days of delinquency, mail or email a 60-Day Collections Warning Letter.
- Upon 75 days of delinquency, assign customer to third-party collections vendor and mail or email customer a final collections letter.
- For balances owed greater than \$5,000, consult with the General Manager to determine whether legal action will be pursued.
- In exceptional cases where a customer is unable to pay their obligations within the standard timeframe, a payment plan may be agreed upon. Payment plans must be approved by the General Manager, or their designee. If the customer fails to adhere to payment plan conditions, the account should immediately be assigned to the third-party collections vendor, and notice provided to the customer.

Monitor payments received from customers and periodically follow-up with third-party collections vendor regarding progress and efforts made.

8.5 CUSTOMER ACCOUNT WRITE-OFFS: The Port of Newport may create a reserve for past-due accounts as needed, and write-off accounts determined to be uncollectible.

A write-off of uncollectible accounts from the Port’s accounting records does not constitute forgiveness of the debt, nor should be considered a gift of public funds.

At least annually, the Director of Finance & Business Services will review outstanding customer account balances and determine the collectability. The General Manager, or his/her designee is authorized to approve the write-off of accounts with an outstanding balance up to \$5,000. Write-off of accounts with an outstanding customer balance greater than \$5,000 must be approved by the Port Commission.

SECTION 9: GRANT ACCEPTANCE

9.1 GRANTS: From time to time, the Port has opportunities to apply for and accept grant funds. Grant funds are available from various Federal, State and Local governments and are generally awarded for specific public purposes. Grantees are typically required to use the awarded funding as agreed upon in the stated grant award document as well as follow other applicable laws and regulations. Additionally, it is common for grants to require matching funds as part of the total award. Grant funding should generally be used for programs or capital projects which address the Port's current priorities and leverage existing Port funds when possible. Inconsistent and/or fluctuating grants should not be used for ongoing operating needs.

9.2 GRANT APPLICATION:

Grant applications shall be coordinated across all departments by the Director Finance & Business Services and evaluated based on several criteria, including:

- Ability to successfully implement the grant, based on terms and conditions, staff availability and current working capital.
- Alignment with the Port's Strategic Plan, Capital Project priorities and budget
- Ability to locate required matching funds.
- Ongoing obligations required in connection with the acceptance of grant funds.

The Director of Finance & Business Services will present all grant applications exceeding \$25,000 to the Port Commission for consideration and approval prior to completion. From time to time, grant applications may require an expedited response due to a pending deadline. In these circumstances when prior approval is not determined to be feasible, the grant application will be presented for approval at the next regularly scheduled Commission meeting.

9.3 GRANT ACCEPTANCE: Grants awarded to the Port shall be reviewed and re-assessed using the grant application criteria as described in Section 9.2. Port Staff shall present grant awards exceeding \$25,000 to the Port Commission for consideration and approval.

SECTION 10: OTHER FINANCIAL POLICIES

10.1 RESTRICTED FUNDS: Funds may be restricted for various purposes from time to time. Restrictions may be placed on funds either by lender/grantor request and defined as follows:

- a. Externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments
- b. Imposed by law through constitutional provisions or enabling legislation.

Restricted funding will only be used for the purposes agreed upon and will be tracked separately. Restricted funds will be classified in the Port's net position as Restricted.

10.2 DESIGNATED FUNDS: Funds may be designated or reserved for various purposes by the Port Commission from time to time. These designations shall be tracked within the general ledger and classified in the Port's net position as Unrestricted.

10.3 PREPAID EXPENSES: Costs affecting subsequent accounting periods (minimum three months), if material in amount, are recorded as prepaid expenses or deferred charges and amortized to the appropriate expense over applicable accounting periods.

Minimum costs to be amortized are those expenses and charges greater than \$5,000.



FINANCE DEPARTMENT MONTHLY REPORT

DATE: February 26, 2019
PERIOD: January 2019
TO: Teri Dresler, Interim General Manager
ISSUED BY: Mark Harris, Accounting Supervisor

January 2019 Financial Reports

Financial reports as of January 31, 2019 have been included. The target percentage of budget expended by January 31 is 58%. Actual operating expenses for the reporting period came in under this target. Year-to-date operating revenues continue to increase over the same period in the prior fiscal year.

Days of Cash on Hand

At the January 22, 2019 regular commission meeting there was discussion about drafting a resolution setting a target amount of unrestricted cash reserves or days of cash on hand. Days of cash on hand is a cash flow measurement that calculates the number of days an organization could meet its operating expenses if there was a sudden, drastic reduction in operating income. Organizations typically strive for at least 90 to 180 days of cash on hand.

The following table calculates the Port's days of cash on hand using the figures from the 2017-18 audit.

FY 2017-18						
Fund	Annual Operating Expenses		Cash Outflow per Day Budgeted	Unrestricted Cash 6/30/2018	DAYS of Cash on Hand	MONTHS of Cash on Hand
	Budgeted	Actual				
General	\$ 3,708,600	\$ 3,464,293	\$ 10,161	\$ 2,490,907	245	8
NOAA	\$ 2,450,589	\$ 2,311,377	\$ 6,714	\$ 1,653,262	246	8

In the table, the higher, budgeted operating expense figures were used in the calculation of days/months of cash on hand instead of the actual operating expenses for the fiscal year. Included in the budgeted operating expense totals were personnel services,

materials and services, and debt service expenses. The Port has a healthy balance of unrestricted cash.

By setting a target balance of unrestricted cash reserves, the Board of Commissioners can maintain the Port's current stability.

Other Finance Department Work-in-progress

- The FY 2017-18 audit report will be filed with the State by the February 28th deadline.
- With the adoption of the Fiscal Management Policies, updated accounting procedures will be implemented and evaluated.
- FY 2019-20 budget planning and reporting documents are being drafted and preliminary estimates are being calculated.
- Proofs of concept from several software providers are being reviewed. These new systems would move the Port's commercial vessel inventory tracking and service revenue recording systems into an online environment as beginning steps to automating our accounting processes.

###



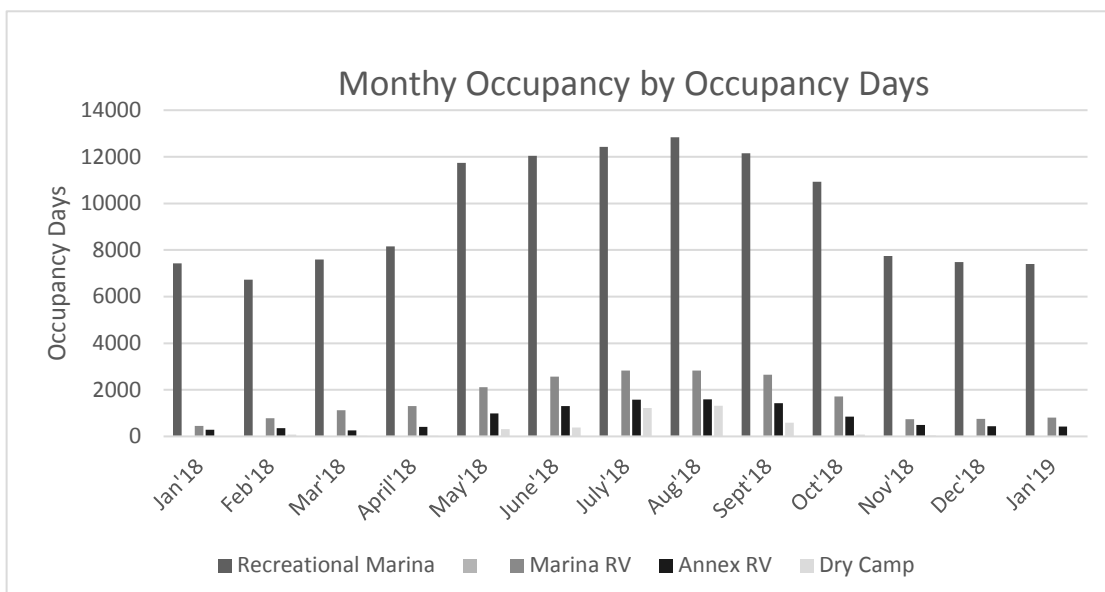
RV PARK & RECREATIONAL MARINA OCCUPANCY REPORT

DATE: *06 February 2019*
RE: *Month Ending 31 January 2019*
TO: *Aaron Bretz, Director of Operations*
ISSUED BY: *Bill Hewitt, RV Park Supervisor*

2019 got off to nice start probably due to the mild winter. January 2019 was ahead of January 2018 in the Marina RV, the Annex and dry camping. The recreational marina was slightly below last years' numbers. All the hookup sites for Wine and Seafood have been sold except for a few emergency sites. Some dry camping has also been reserved for Wine and Seafood. The majority of the dry camp sites sell on the day of the event. We should have a good dry camp turnout since we lowered that price and have put the word out to the public on our website, the phone and in person.

OCCUPANCY DAYS - MONTH & YTD

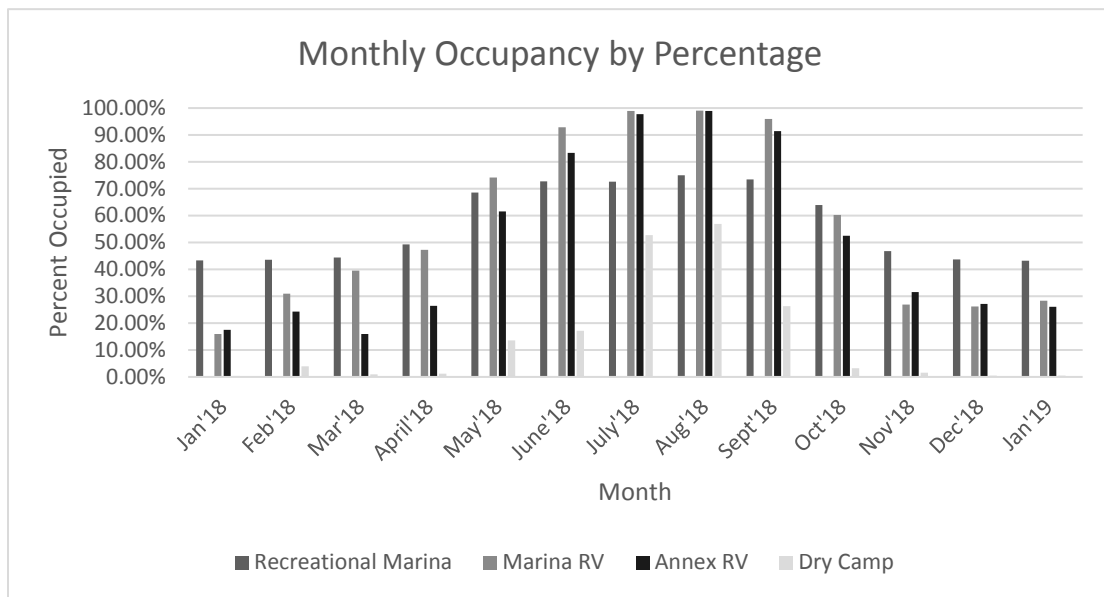
Jan'2019	2018	2019	Change	YTD 2018	YTD 2019	Change
Recreational Marina	7433	7400	-0.41%	7433	7400	-0.44%
Marina RV	455	810	78.02%	455	810	78.02%
Annex RV	282	420	48.94%	282	420	48.94%
Dry Camp	9	12	33.33%	9	12	33.33%





OCCUPANCY PERCENT - MONTH & YTD

Jan'2019	2018	2019	Change	YTD 2018	YTD 2019	Change
Recreational Marina	43.44%	43.24%	-0.20%	43.44%	43.24%	-0.20%
Marina RV	15.95%	28.40%	12.45%	15.95%	28.40%	12.45%
Annex RV	17.49%	26.05%	8.56%	17.49%	26.05%	8.56%
Dry Camp	0.39%	0.52%	0.13%	0.39%	0.52%	0.13%





DIRECTOR OF OPERATIONS REPORT

DATE: 02/25/2019
PERIOD: January 2019 – February 2019
TO: Teri Dressler, Interim GM
ISSUED BY: Aaron Bretz

OVERVIEW DIROPS

Summary:

Dredging at the NOAA Facility was completed, and the depths we achieved were closer to design depths than had previously been attained. This was a result of using a cutter head rather than a Toyo pump. The pace of operations has remained steady at the Hoist Dock, Wine and Seafood went off in South Beach, and the International Terminal has picked up a little bit as a few of the larger Dungeness boats have begun to change gear for other fisheries. I put the RV Park Annex Redesign out for qualifications and bids, and worked with our dredging contractor through the end of the project to meet a few unforeseen challenges.

Detail:

- **NOAA MOC-P Dredging**

Dredging was completed on schedule; as expected, there was less material dredged than estimated during the permitting phase, but we attained depths closer to the design depth than was previously done. Final figures for the material dredged are still being computed. The box drain in the internal dike on the pile gave way near the end of the operation; we experienced an increase in flow off the pile for about 30 minutes as a result and immediately stopped dredging operations during this time. Repairs were made, and we resumed operations with no more problems. We made a report to DEQ out of an abundance of caution.

- **R/V Annex Redesign**

I submitted a request for qualifications on the project, and we received word from six firms around the area who were interested. We reduced that pool to the top four qualified and asked them to submit proposals. I expect to be able to determine the top proposer by the 15th of March.

- **Commercial Marina Electrical Infrastructure**

I expect to be able to present rough costs for replacement of electrical pedestals and infrastructure on PD5 at the next CFUG Meeting. I plan to be able to present some ideas on how to pay for these upgrades in the next 3 years; particularly since we've encountered some challenges with electrical infrastructure in the planning phase of the PD5 Pier, with the knowledge we now have regarding the PD5 electrical, I recommend that we attempt to get this project funded on a 3 year horizon to extend the life of the dock.

- **South Beach Electrical Load Centers, A, B, and C Docks**

I put the load center replacement job out for bid on ORPIN and also on our web page. We also contacted all the local electrical contractors we could to notify them of the work. We received only one attendee at the mandatory site meeting, and consequently received only one bid. Unfortunately, the work is far more expensive than was included in the budget. The work came in over \$199K, and we have budgeted for \$30K. The bulk of the cost in the bid was in materials, which is a cost that often varies little from one bid to another. We will have to seek further bids, but I anticipate that follow-on bids will also be over budget for this project.

- **South Beach Boat Ramp**

The South Beach Boat Ramp repair bid was about \$3,000. Since the cost will be much less than we anticipated, I don't plan to assemble all the data to submit for an OSMB grant.

- **Other**

- I called the Army Corps to request more information about dredging in the Commercial Marina and to ask about some possible sub-tidal mitigation projects. They expressed interest in the possibility of establishing a federal navigation project in the Commercial Marina.
- I met with the Chief of Planning from the Portland ACOE Office to learn more about how we might establish a federal navigation project in the Commercial Marina, and to better understand why one was established in the Recreational Marina, but not on the north side. We may be able to get a project in the Commercial Marina in order to dredge a channel that would accommodate deeper draft vessels throughout the entire marina as well as to the Hoist Dock. This doesn't apply to the berths within the marina, but would provide safe navigation and maneuvering for large vessels to have access to the entire marina so that we could start to move toward the improvements that can accommodate modern fishing vessels and those of the future. If the project were to come to fruition, the Federal Government would pay for the construction costs with a 10% fund match for the Port (if we selected a -20' channel).

Maintenance Crew

The Maintenance crew completed the refurbishing and installation of two truck beds on two of our Ford Rangers in South Beach.

Picked up enough scrap steel to build several more outrigger racks to save storage space at the Terminal. Purchased the steel at a discount rate of about 80%.

Framed in another storage room in the loft at the Terminal Building, prepared to move archived material from one of the break rooms into the new storage room.

Newport International Terminal- Don Moon, Supervisor

Billable Services Performed this Period (January)

- | | |
|---|--|
| <input checked="" type="checkbox"/> Forklift – 96.5 Hrs | <input checked="" type="checkbox"/> Moorage – 90.5 Days |
| <input checked="" type="checkbox"/> 30 Ton Hydraulic Crane – 32 Hrs | <input checked="" type="checkbox"/> Hoist Dock Tie Up – 60.5 Hrs |
| <input checked="" type="checkbox"/> Labor – 98.5 Hrs | <input checked="" type="checkbox"/> 120V power – 0 |
| <input checked="" type="checkbox"/> Other (Net Work) – 6 Days | <input checked="" type="checkbox"/> 208V power – 90.5 Hrs |

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

January was by far the busiest month at the hoist dock that we have ever seen. I believe this is because of the 2nd shift being available to the fish buyers all month long, as opposed to last year when the season started in the middle of the month and the most productive crabbing was stretched over into February.

NOAA MOC-P – Jim Durkee, Facility Manager

Special Projects:

Completed In Progress **NOAA Pier Dredging: Dredging is complete. The dredge spoil site equipment has been removed. Most of the dredge gear has been removed from McClean Point. Final survey has been conducted, initial chart looks good, awaiting final chart and removed yardage calculation.**

Completed In Progress **Camel Backer Pipes & Chains: Getting bids for foam filled HDPE backer pipes with pad eyes for chain attachment points.**

Completed In Progress **NOAA Pier Lighting: Lights and mounting hardware have been received. One test light was installed.**

Other:

Vessels Using the Facility Since My Last Report – NOAA vessel Rainier, NOAA vessel Bell M. Shimada.

Office Occupancy Admin Building – 65 Work Stations Total, 40 Occupied
Warehouse Bldg. – 23 Work Stations Total, 7 Occupied
Occupancy Rate – 53%

Due to government shutdown the research vessel Bell M. Shimada was unable to leave port early enough to have berth four dredged. It appears to be in compliance with the lease but it would have been nice to get it down further.

I spent a lot of my time overseeing the contractors performing the dredging and maintaining the spoils site and conducting turbidity monitoring during dredging operations.

Port Mates Volunteers

Continued gathering photos for the website and other promotional material.



A G E N D A I T E M

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

Update on Strategic Business Plan/Capital Facilities Plan – the consultant team from BergerABAM will be in Newport on March 20 to present the final draft plan to the Port Commission in a Work Session at 12 noon, followed by a community open house from 4 – 6 pm that evening. The scope of the current contract is being amended to include sub consultant BST performing the work necessary to complete the finance section of the plan. The final strategic plan will be presented April 10 due to a late start on the finance work.

Update on General Manager recruitment – the GM semifinalist interviews are set for March 17 – March 19. The schedule specifics are as follows:

March 17: Public Meet and Greet with Candidates, 4 – 6 pm, South Beach Activities Room at the RV Park

March 18: Interviews, 8 am – 2:30 pm, location TBA

March 19: Port Commission Executive Session & Work Session regarding the possible announcement of a contingent offer to new General Manager.

Update on Director of Finance recruitment – We are bringing the top candidate in on Monday, March 4 for in person interviews and a tour of Port facilities.

SSS Rampart grant/facility challenges – there are currently two business looking at the possibility of leasing the old fruit production facility at South Beach. If we enter into a lease on the facility to a paying customer, we would not have space for the Sea Scout program. Aaron and I are trying to determine if there is any way to move forward with our plan to accommodate the program on Port property. The county did award the Port a grant in the amount of \$8900 to make basic repairs to the building that the Sea Scouts hope to occupy.

Outreach to ILWU – Aaron and I met in Salem with Mary Botkin ILWU lobbyist regarding her claims that the Port is ignoring hundreds of shipping opportunities. In that conversation Aaron and I learned that there were no specific shipping opportunities that Mary was aware of. She has been talking to agriculture and timber lobbyists not growers or producers.

Strategic Communications RFP – issued in early February. We had 6 good responses to the RFP for work assisting the Port in communicating our message on a number of fronts. Social media, web site, regular updates to the media, targeted messaging to elected officials, and other general outreach. We will be selecting a firm this week to enter into a contract with for the balance of the fiscal year.

Other general updates:

Our rate sheet lists a per cubic yard rate for the purchase of dredge spoils as \$2.65. We have adjusted that rate to \$2.68 to match the .03 rate adjustment made by the state.

I attended the SDAO conference February 7 - 9. At the conference, I gathered good information as well as participated in networking with other port managers and Commissioners. Also learned about additional opportunities to reduce our insurance premiums through SDAO's best practices program. The Port currently takes advantage of these programs, new this year is SDAO Board Practices Assessment, this entitles us to an additional 4% premium reductions. Working on scheduling that assessment in April.

As a follow up to prior conversations, I am finalizing the date for a training on Oregon Government Ethics Laws for April. SDAO is holding a regional training in Newport on August 7, on Board Roles and Responsibilities. Karen will facilitate registration for the Port Commission.

Aaron and I met with the Executive Director of the State of Oregon Maritime Pilots Association in Salem. We discussed their desire to have a pilot certified on the Yaquina Bay bar. There is currently a pilot in the Coos Bay area who needs additional crossing hours to gain certification. The Association will potentially work with the Corps of Engineers to gain crossing hours during dredging season.

A seagull is captured in mid-flight, its wings spread wide, flying from the upper left towards the center of the frame. Below it, a lighthouse with a white upper section and a red base stands on a rocky outcrop. The lighthouse has a lantern room at the top and a small octagonal structure with windows at its base. The ocean is visible in the lower left, with white foam from waves crashing against the rocks. The sky is a deep blue with scattered white clouds.

SDIS

SPECIAL DISTRICTS
INSURANCE SERVICES

2019 BEST PRACTICES PROGRAM



2019 SDIS Best Practices Program



**Receive up to a 14% discount on your general liability,
auto liability, and property insurance contributions.**

The SDIS Best Practices Program was designed to assist districts with implementing best practices to mitigate risk in areas of high exposure. This year's program offers each district up to a 14% credit on 2019 general liability, auto liability, and property insurance contributions. There are six opportunities to earn 2% - 4% toward your total discount. These opportunities include the following:

1. Affiliate Organization Membership | Credit: 2%

You will receive a 2% credit for being a member of any of the following affiliated organizations:

- Cemetery Association of Oregon
- Oregon Economic Development District Association
- Oregon PRIMA
- Oregon APCO-NENA
- Oregon Fire Chiefs Association
- Oregon Public Ports Association
- Oregon Association of Chiefs of Police
- Oregon Fire District Directors Association
- Oregon Recreation and Park Association
- Oregon Association of Clean Water Agencies
- Oregon Library Association
- Oregon Rural Health Association
- Oregon Association of Conservation Districts
- Oregon Mosquito & Vector Control Association
- Oregon Transit Association
- Oregon Association of Hospitals/Health Systems
- Oregon People's Utility Districts Association
- Oregon Water Resources Congress
- Oregon Association of Water Utilities

As we have several district types, this is *not* a comprehensive list. If you are a member of an organization that is not listed above or has qualified in prior years, please contact Jaime Keeling at jkeeling@sdao.com.

2. Public Records Checklist | Credit: 2%

To receive credit in this category, you must complete the public records checklist available within the Best Practices Survey on the SDIS Insurance Site. To access the Insurance Site, visit the SDAO website (www.sdao.com) and sign in. Next, click the Insurance Site button. If you do not have user access, please contact Member Services at 800.285.5461 or email memberservices@sdao.com for assistance.

3. Public Records Policy | Credit: 2%

In order to receive the 2% credit, your district must have adopted a public records policy that includes the new changes in the law pertaining to the timeframe for responding to requests. If you do not have one in place, visit <http://ref.sdao.com/bestpractices/policy.docx> for a sample policy.

4. Online Training (Available Spring 2019) | Credit: 2%

To receive credit for this category, you must complete the following online course:

- **Public Records** (Click on Extra Training and search 'Public Records')

Trainings are not accessible through the SDAO website. SDAO uses SafePersonnel to facilitate the online training program where a personalized training website is created for each member district to access the training library and take online courses. **If your district does not have a training website already set up through this program, please contact SDAO Member Services to get started. You can call us at 800-285-5461 or send an email with your name, district, and email address to memberservices@sdao.com. We will send your information to SafePersonnel.**

If your district's training website has already been created and you need assistance accessing the information, please contact SafePersonnel directly at 800-434-0154.

5. SDAO/SDIS Training | Credit: 2%

One board member or district staff member must attend **one** SDAO/SDIS Spring, Summer or Fall Regional Training, the 2019 SDAO Annual Conference, or any onsite risk management training conducted by SDAO risk management staff or management consulting staff during the current policy year (2019).

A list of upcoming trainings is available at www.sdao.com/events.

6. Board Practices Assessment (BPA) | Credit: 4%

This option is limited to the first 25 districts that sign up (not available to districts that have previously participated). You must complete a Board Practices Assessment provided by the SDAO Management Consulting Program. Contact George Dunkel at gdunkel@sdao.com for more information and to schedule. For more information, visit <http://ref.sdao.com/bestpractices/bpa.pdf>.

Receiving Credit

Completion of the Best Practices Survey (located online on the SDIS Insurance Site) is required to receive credit. The survey will be available online this spring and must be submitted by a district representative. The district representative will verify completion of the credit requirements within the survey. **Please note, each district is responsible for completing their own survey online.**

If you have any questions regarding the Best Practices Program or need help completing it online, please contact Jaime Keeling at jkeeling@sdao.com or 800.285.5461, ext. 122.



SD | I | S

SPECIAL DISTRICTS
INSURANCE SERVICES

Administered by
Special Districts Association of Oregon

Main Office: PO Box 12613 Salem, OR 97309-0613

Phone: 503-371-8667

Toll-free: 800-285-5461

Fax: 503-371-4781

Email: sdao@sdao.com

Web: www.sdao.com