

2021 ANNUAL REPORT TO THE  
PORT OF NEWPORT BOARD OF COMMISSIONERS

This Annual Report is filed with the Port of Newport Board of Commissioners by the President, Vice-President, and Secretary/Treasurer

Action	Date	Type	Vote Y/N
Approved a Contract for NOAA Cathodic Protection Syst. Anode Replacement - Associated Underwater Svc	1/7/2020	Contract	4 - 0
Burke attended the Association of Pacific Ports (APP) Conference 1/21 - 24.....	1/21/2020	Conf/Training	
Approved Payne West NOAA Facilities Earthquake & Flood Insurance (\$85,686.25).....	1/28/2020	Contract	4 - 0
Approved Silver Dollar Disposal - Port of Toledo NTE \$10,000.....	1/28/2020	Contract	4 - 0
Approved annual Contract with HYAK for Network and Video System (\$7,700.00).....	1/28/2020	Contract	4 - 0
Issued 2020 Annual Report of Commission Actions in 2019 .....	1/28/2020	Other	
Approved Lease with Newport Belle Bed & Breakfast.....	1/28/2020	Lease	
Authorized the General Manager to contract with Road & Driveway to conduct boat ramp repairs in the amount of \$16,155.71 .....	1/28/2020	Contract	4 - 0
Accepted the Audit Report for Fiscal Year 2018-2019 - Kern Thompson, CPAs.....	1/28/2020	Finance	Consensus
Adopted Resolution 2020-01 Adopting a Prevention of Workplace Discrimination, Harassment & Retaliation Policy...	2/25/2020	Policy	4 - 0
Approved Marine Liability Renewal & Vessel Coverage - Arthur J. Gallagher Risk Management Services, Inc. (\$11,738.50) .....	2/25/2020	Contract	4 - 0
Adopted Resolution 2020-02 Adopting a Supplemental Budget for Fiscal Year 2019-2020 and Making Appropriations .....	2/25/2020	Finance	4 - 0
Adopted Resolution 2020-03 Authorizing Use of Local Government Investment Pool, Designating Signers, and Authorizing Refinancing of Loans.....	2/25/2020	Finance	4 - 0
Adopted Resolution 2020-04 Designating Bank Accounts, Banking Institutions, and Signers.....	2/25/2020	Finance	4 - 0
Authorized the General Manager to accept the Department of Commerce's Economic Development Administration Grant in the amount of \$1,195,563.00 requiring a Port match of the same amount.....	2/25/2020	Finance	4 - 0
Authorized the General Manager to record an Easement with Clearwater Restaurant pending approval by the Port's attorney .....	2/25/2020	Other	4 - 0
Authorized the General Manager to execute the amended Memorandum of Understanding with the City of Newport regarding dredge spoils .....	2/25/2020	Contract	4 - 0
Chuck attended PNWA Mission to Washington.....	3/1/2020	Conf/Training	
Adopted Resolution 2020-6 Authorizing Transfer of Appropriated Funds within the 2019-2020 FY Budget.....	4/28/2020	Finance	4 - 0
Offered Miranda a salary increase to \$141,000.....	4/28/2020	Personnel	4 - 0
Authorized the General Manager or designee to appoint WHA Insurance as the Port's insurance representative and Producer of Record for all matters relating to and concerning the Port's insurance, and authorized payment of insurance premiums related to this Request for Proposal .....	4/28/2020	Contract	4 - 0
Adopted Resolution 2020-07 Adopting the 2020-2021 Fiscal Year Budget, Making Appropriations, and Levying and Categorizing the Tax .....	5/26/2020	Finance	4 - 0

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Approved DSL Amended Waterway Lease 11720-ML, South Beach Marina (\$12,812.09).....	5/26/2020	Lease	4 - 0
Approved additional security for South Beach fillet tables (\$8,064).....	5/26/2020	Contract	4 - 0
Approved Cari Brandberg as Pos. #4 on the Commercial Fishing Users Group Committee.....	5/26/2020	Other	4 - 0
Appointed Kelley Retherford to fill vacant Commission position #2 expiring 6/30/2021.....	5/26/2020	Personnel	4 - 0
Adopted Resolution 2020-08 Authorizing Engagement of Auditor.....	6/23/2020	Finance	5 - 0
Adopted Resolution 2020-09 Authorizing Check Signers.....	6/23/2020	Finance	5 - 0
Adopted Resolution 2020-10 Setting Rates, Fees & Charges.....	6/23/2020	Finance	5 - 0
Adopted Resolution 2020-11 Adopting a Port of Newport Employee Handbook and Replacing the Personnel Manual	6/23/2020	Policy	5 - 0
Approved DSL Amended Waterway Lease 11873-ML, Commercial Marina (\$36,016.23).....	6/23/2020	Lease	5 - 0
Approved contract for NOAA Landscape Maintenance – Spiro Landscapes (\$450/month).....	6/23/2020	Contract	5 - 0
Authorized the General Manager to contract with Summit Public Relations Strategies, LLC nte \$23,800.....	6/23/2020	Contract	4 - 1
Elected Commission Officers for FY 2020-2021.....	6/23/2020	Other	5 - 0
Approved Purchase of a Commercial Marina Forklift from Toyota Lift Northwest (\$41,626).....	7/28/2020	Contract	5 - 0
Approved Purchase of South Beach Towable Dumpsters from Rule Steel (\$12,000).....	7/28/2020	Contract	5 - 0
Approved Pacific Northwest Waterways Association Membership Renewal (\$8,260).....	7/28/2020	Contract	5 - 0
Increased the General Manager Procurement Authority to \$10,000.....	7/28/2020	Finance	5 - 0
Authorized the General Manager to contract with Hyak as a Managed Services Provider.....	7/28/2020	Contract	5 - 0
Authorized the General Manager to contract with Capri Architecture and DH Goebel Architecture, and move forward with Schematic Design Phase 2 for the Administration Building .....	7/28/2020	Contract	5 - 0
Authorized the General Manager to accept the Amended Grant Agreement and the award available under Section 601(a) of the Social Security Act, as added by Section 5001 of the Coronavirus Aid, Relief and Economic Security Act, for an amount not to exceed \$257,048 .....	8/6/2020	Finance	4 - 0
Authorized the General Manager to contract with Critical Repairs to repair the crane in an amount not to exceed \$27,000 which includes a 10% contingency .....	8/6/2020	Contract	4 - 0
Adopted Resolution 2020-12 Authorizing a Contract with HDR Engineering for Project Management for the Port Dock 5 Pier Project .....	8/13/2020	Contract	4 - 0
Approved 2020 NOAA UPS Battery Replacement, M.C.Dean (\$14,763).....	9/29/2020	Contract	5 - 0
Approved Purchase of New Dryers for South Beach Marina RV Park (\$15,000) .....	9/29/2020	Contract	5 - 0
Approved Capri & Goebel Architecture Change Order.....	9/29/2020	Contract	5 - 0
Authorized the General Manager to contract with Alpha Environmental to remove the old bilge waste tank and clean the facility in an amount not to exceed \$21,708.00 which includes a 10% contingency.....	9/29/2020	Contract	5 - 0
Authorized the General Manager to negotiate a contract with Alliance Consulting Engineers for Port Docks 3 & 5 electrical engineering in an amount not to exceed \$25,000 .....	9/29/2020	Contract	5 - 0
Approve the SDAO/OPPA Annual Membership Renewal (\$15,666).....	10/27/2020	Contract	4 - 0
Approved a Waterline Use License Extension for Community Ice LLC.....	10/27/2020	Lease	4 - 0
Authorized the General Manager to enter into a contract with Capri Architecture & DH Goebel Architect for Admin Building architectural design in an amount not to exceed \$107,000.....	10/27/2020	Contract	4 - 0
Authorized the General Manager to execute the Second Amendment to Lease Agreement (House of Spirits).....	10/27/2020	Lease	4 - 0
Authorized the General Manager to execute the Fourth Amendment to Lease Agreement (Distillery).....	10/27/2020	Lease	4 - 0

Action	Date	Type	Vote Y/N
Authorized the General Manager to enter into a contract with DOWL for PD5 Pier Project engineering in the amount of \$105,113 .....	10/27/2020	Contract	4 - 0
Approved a Contract for NOAA Common Area Painting (\$15,890) with Fitzpatrick Painting.....	11/17/2020	Contract	5- 0
Approved a Contract for 2020 NOAA Cathodic Protection System Anode Replacement (\$50,284) with Crux Diving...	11/17/2020	Contract	5 - 0
Adopted Resolution 2020-13 Adopting a Supplemental Budget for Fiscal Year 2020-21.....	12/15/2020	Finance	5 - 0
Adopted Resolution 2020-14 Authorizing an Interfund Loan.....	12/15/2020	Finance	5 - 0
Adopted Resolution 2020-15 Adopting an External Computer Use Policy.....	12/15/2020	Policy	5 - 0
Adopted Resolution 2020-16 Approving an Application for a Loan from Business Oregon for the Administration Building .....	12/15/2020	Finance	5 - 0
Adopted Resolution 2020-17 Adopting an Education Assistance Policy.....	12/15/2020	Policy	5 - 0
Adopted Resolution 2020-18 Authorizing a Lease Amendment with Rondys Inc.....	12/15/2020	Lease	5 - 0
Authorized the General Manager to enter into a Contract with Western State Electrical Construction in an amount not to exceed \$667,583.....	12/15/2020	Contract	5 - 0
Adopted Resolution 2020-19 Authorizing Contract with Advanced American Engineering for PD5 Pier Construction.....	12/28/2020	Contract	3 - 0

2020 proved to be a challenging year. The COVID-19 pandemic and neighboring wildfires affected the region's residents and businesses both personally and economically. The President, Vice President, and Secretary/Treasurer are proud of the work accomplished by our Commission and staff in supporting the essential industries served by the Port and continuing to move forward with needed projects. We look forward to a successful 2021. This Annual Report is submitted to the Port of Newport by:

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James Burke, President

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Gil Sylvia, Vice President

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Walter Chuck, Secretary/Treasurer

at their January 26, 2021 Regular Board Meeting.