

PORT OF NEWPORT REGULAR MONTHLY COMMISSION MEETING AGENDA

Tuesday, October 23 2018, 6:00 p.m.
South Beach Activities Room
2120 SE Marine Science Drive, Newport, OR 97365

	<u>Page</u>
I. Call to Order	
II. Commissioner Changes to the Agenda	
III. Public Comment (3 minute limit per person)	
IV. Consent Calendar	
A. Minutes	
1. Regular Commission Meeting & Supplemental Budget Hearing 9/25/18.....	3
2. Special Commission Meeting 10/15/18.....	7
B. Financial Reports	11
V. Correspondence/Presentations	
A. William Lackner for the members of the Clam Diggers Association of Oregon Crabbing at the International Terminal.....	29
B. Sea Scout Rampart, Leon Noble.....	35
C. Loyalty Days Carnival	41
VI. Old Business	
A. Items Removed from Consent Calendar	
B. Accounts Paid	43
VII. New Business	
A. General Manager Hiring Process	
1. Position Description.....	61
2. Draft Timeline.....	65
3. SDAO Consulting Services Contract.....	67
B. Director of Business Operations (Formerly Director of Finance)	
1. Organizational Chart.....	71
2. Position Description.....	73
VIII. Staff Reports	
A. Accounting Supervisor.....	77
B. Director of Operations	79
1. September Occupancy Report.....	89
C. General Manager.....	91
IX. Commissioner Reports/Comments	
X. Calendar/Future Considerations	<u>2018</u>
Fishermen’s Appreciation Day	11/9
Dia de los Muertos Run	11/3
Veteran's Day Observed - Office Closed	11/12
Newport Turkey Trot	11/22
Strategic Business Plan Kick-off Meetings	11/19-11/20
Thanksgiving Holiday – Office Closed	11/22-11/23
Regular Commission Meeting	11/27
Port Holiday Party.....	12/7
Cascades West Area Commission on Transportation Commission Meeting	12/13
Regular Commission Meeting	12/18
Christmas Day – Office Closed	12/25

- 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

September 25, 2018

Supplemental Budget Hearing and 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

I. CALL TO ORDER

0:00

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 Jeff Lackey (Pos. #4). Jim Burke (Pos. #5) participated by phone.

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: Becca Bishop, Port Accounting Clerk; Barb Dudley, U-DA-MAN; Pat Ruddiman, ILWU; Yale Fogarty, ILWU; Doug Cooper, Hampton Lumber; Evan Hall, Rondys, Inc.; George Hall, Rondys, Inc.; Ed Backus, Collaborative Fisheries Associates, LLC.

I. SUPPLEMENTAL BUDGET HEARING; PUBLIC COMMENT

0:34

Commission President Stewart Lamerdin called the Supplemental Budget Hearing of the Port of Newport Board of Commissioners in accordance with ORS 294.471 to order at 6:02 pm.

There was no public comment at this time.

II. FISCAL YEAR 2018-19 SUPPLEMENTAL BUDGET HEARING

0:49

A. Resolution 2018-13 Updating the Port of Newport's Capital Improvement Project Prioritization List

A motion was made by Lackey and seconded by Chuck to adopt Resolution 2018-13 Updating the Port of Newport's Capital Improvement Project Prioritization List. The motion passed 5 – 0......

*6:29
Change in
order
*1:35

B. Resolution 2018-14 Adopting a Supplemental Budget for Fiscal Year 2018-19

Harris introduced the draft Resolution included in the Meeting Packet and offered a correction to the Supplemental Budget Total Appropriations from \$4,545,705 to \$4,570,706 to include the change to Materials and Services for consulting for the Strategic Business Plan. Chuck commented on the need to adopt a Supplemental Budget for this year.

A motion was made by Chuck and seconded by Skamser to adopt Resolution 2018-14 Adopting a Supplemental Budget for Fiscal Year 2018-2019 and Making Appropriations as corrected. The motion passed 5 – 0......

5:07

Commission President Stewart Lamerdin closed the Supplemental Budget Hearing and reconvened the Regular Meeting of the Port of Newport Board of Commissioners at 6:07 pm.

III. COMMISSIONER CHANGES TO THE AGENDA..... 7:32

There were no changes to the Agenda.

IV. PUBLIC COMMENT..... 7:39

Barb Dudley thanked the Port and Port staff for supporting U-DA-MAN and shared some details about the upcoming event.

V. CONSENT CALENDAR..... 8:52

- A. Minutes
 - 1. Commission Work SessionAugust 27, 2018
 - 2. Regular Monthly Commission Meeting.....August 28, 2018
- B. Resolutions
 - 1. Resolution 2018-15 Designating Bank Accounts and Authorizing Check Signers
- C. Financial Reports
- D. Contracts
 - 1. Recreational Marina Fuel Dock Solenoid Cut-off Valve
- E. Special Use Permits
 - 1. Run with Paula – Bay to Brews ½ Marathon, 10K and 5K
- F. Declaration of Surplus Property – Two 110’ Pilings
- G. Grimstad & Associates Engagement Letter - Audit

A motion was made by Skamser and seconded by Lackey to approve the Consent Calendar. The motion passed 5 – 0..... 9:15

VI. OLD BUSINESS

A. Items Removed from Consent Calendar

No items were removed from the Consent Calendar.

B. Accounts Paid 9:32

Harris introduced the report included in the Meeting Packet and commented that the reports were now up to date. Commissioners asked questions about some of the disbursements, and staff responded.

C. Commission Liaison Assignments – Update 13:00

Lamerdin thanked Hewitt for completing the updated list.

VII. NEW BUSINESS

A. <u>Strategic Business Plan Consultant Proposals</u>	13:28
--	-------

Dresler updated the Commission on the status of obtaining proposals. Dresler said she would provide additional information to the Commission and plans to have a phone meeting when staff is prepared to offer a recommendation, and outlined steps for moving forward.

B. <u>Rondys Inc. Proposed Lease Amendment</u>	19:07
--	-------

Bretz introduced the staff report and Proposed Lease Addendum and an email chain with questions from Heather Mann for Midwater Trawlers Cooperative, which were included in Addenda to the Meeting Packet. Bretz discussed some of the negotiations that had taken place, and responded to questions from the Commission. The Commission also discussed the Port’s nine-acre property adjacent to the Rondys property at McLean Point, the dredge spoils located there, and the wetlands area. Lackey asked for clarification of the dates the changes would occur, and Evan Hall responded. The Commissioners also commented on the cooperation with Rondys in developing the area.

<u>A motion was made by Chuck and seconded by Lackey to approve and execute the Addendum to Lease with Rondys, Inc. The motion passed 5 – 0.</u>	35:10
---	-------

VIII. DEPARTMENTAL REPORTS

A. <u>Accounting Supervisor</u>	35:36
---------------------------------------	-------

Harris introduced the staff report included in the Meeting Packet. He thanked the accounting staff for their work on the audit. Chuck suggested the Port continue to keep track of the interest rate for the Oregon Local Government Investment Pool.

B. <u>Director of Operations</u>	40:41
--	-------

Bretz introduced the staff report included in the Meeting Packet. He also spoke about ORPIN as a resource to attract bids on projects. There was additional discussion about the problems at the toe of the South Beach boat ramp. Bretz and Lamerdin commented on the good work being done by the Maintenance Crew.

C. <u>General Manager</u>	52:42
---------------------------------	-------

Dresler introduced the staff report included in the Meeting Packet. She commented that this was her fifth week at the Port and it was amazing to work with the Port team. She added she is learning about Port business and will be looking to tighten up procedures and policies. Dresler provided additional information about the work with SDAO on Human Resource and Personnel policies review and the steps to be taken to comply with the Equity Pay Law. Dresler spoke about the opportunities provided by attending conferences and pointed out the links provided on the Agenda. She also spoke of a possible outline for updating the Strategic Business Plan and Capital Facilities Plan.

Lackey requested that a “year at a glance” document be submitted to the Commission to get an idea of when projects are expected to take place. Dresler said staff would work on that. Chuck asked about the recruitment of a Chief Financial Officer. Dresler said there was need for development of a job description that reflected the Port’s needs.

Dresler shared that Harris had been named as Greater Newport Chamber of Commerce for the month of September and read the submission.

IX. COMMISSIONER REPORTS 1:12:20

Skamser requested that the Agenda item Commission Reports also refer to Commissioner Comments; Lamerdin agreed to make that modification. Skamser also talked about how the Commission could use the Commercial Fishing Users Group Committee. She also suggested considering a fee schedule for passenger vessels at the Terminal.

Chuck said that he attended the Ocean Policy Advisory Council (OPAC) Meeting where the wind energy test facility was discussed.

Lamerdin said he had attended the Oregon Cascade West Council of Governments (OCWCOG) meeting, which he considered valuable for funding and networking opportunities. Chuck said membership also included membership in the Cascade West Area Commission On Transportation, which was important when seeking Connect Oregon funds.

X. CALENDAR/FUTURE CONSIDERATIONS 1:22:10

There were no changes to the Calendar/Future Considerations. Hewitt was asked to send out a Doodle Poll for available dates until the end of the year for meeting scheduling.

XI. PUBLIC COMMENT 1:25:39

Evan Hall thanked Lamerdin, Bretz and Dresler for working on the Lease addendum and looked forward to working with the Port moving forward.

XII. ADJOURNMENT 1:26:58

Having no further business, the meeting adjourned at 7:26 pm.

ATTESTED:

Stewart Lamerdin, President

Walter Chuck, Secretary/Treasurer

PORT OF NEWPORT MINUTES

October 15, 2018

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 Special Meeting of the Port of Newport Board of Commissioners to order at 12:00 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; Jeff Lackey (Pos. #4); and Jim Burke (Pos. #5).

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

Members of the Public and Media: Fred Yeck; Heather Mann, Midwater Trawlers Cooperative (MTC); E Backus, Collaborative Fisheries Associates; Fred Yeck, Jr.; Jim Shaw; Jim Seavers; and Jim Cline.

I. PUBLIC COMMENT

1:18

Fred Yeck commented that he was a long-time user of the Port facilities at the International Terminal, and that it was important for people to know more about how the commercial fishing industry was using that facility and what the industry brought to the community.

II. CONTRACT WITH BERGERABAM FOR THE PORT’S STRATEGIC BUSINESS PLAN

6:50

Dresler introduced the staff report and proposed contract. She explained the reasons for the increased scope of work from the original proposal, the staff review of the proposals submitted, and the reasons for recommending BergerABAM. Dresler said it was a priority to get this process moving forward, and there would be some flexibility as the process unfolded. She pointed out for transparency that the Port was also contracting with BergerABAM for the Rogue Seawall evaluation.

Lamerdin commented that while this Strategic Business Plan would encompass the whole Port, a deeper dive into the International Terminal would be valuable, along with recommendations from BergerABAM. Lackey said he appreciated the methodical selection, the broad scope of the proposal, and the focus on community outreach. Dresler clarified in response to Lackey’s question that a product in four months would be preferred, but up to six months may be needed. Chuck added that he expected BergerABAM to do a good job this time, as they had done so with the last Strategic Business Plan. Skamser asked that some of the relationships between the Port properties and other businesses be clarified. Burke added that the completion of the plan was imperative for future grants.

Heather Mann commented on the use of the Terminal by large trawl vessels as a primary customer in recent years. She referred to a report previously submitted to the Commission (Jan. 23, 2018 Meeting Packet) with suggestions about Terminal usage. Mann also commented that the Commercial Fishing Users Group Committee recommended moving forward with the Strategic Business Plan.

Ed Backus commented on the need to consider the Port properties importance as part of the Urban Renewal District when preparing the Strategic Business Plan, and asked that BergerABAM prepare a usable 20 – 30 page product that could be referred to.

A motion was made by Chuck and seconded by Burke to authorize the Interim General Manager to enter into a contract with BergerABAM to provide consulting services to update the 2013 Port of Newport Strategic Business Plan and Capital Facilities Plan not to exceed \$60,000. The motion passed 5 - 0.

28:13

III. RONDYS LEASE ADDENDUM

28:50

Dresler introduced the staff report and proposed Addendum to Lease. She explained that the agreement presented included a correction to a typographical error in Section 4, but the lease intent did not change. Dresler and Bretz both commented on the negotiations moving forward with Rondys regarding the gear storage area.

A motion was made by Lackey and seconded by Skamser to accept this edit to Section 4 and authorize the Interim General Manager to execute Rondys Addendum to Lease. The motion passed 5 – 0.

31:50

IV. NOAA MOC-P DREDGING 2018-2019 CONTRACT

33:20

Bretz introduced the staff report and proposed contract. He said this was added to the Meeting Packet because the City plans to move a significant amount of material in the upcoming in-water work period and it would help to coordinate with the dredging. Bretz explained the review process and the reasons for recommending Bergerson Construction based on using the cutter head dredge. Durkee added that this type of equipment may be better able to cut the slope. Bretz responded to Skamser’s question about the Army Corps of Engineers response to the eel grass damage; he anticipated a response soon.

A motion was made by Burke and seconded by Chuck to authorize the General Manager to enter into a contract for maintenance dredging services with Bergerson Construction in the amount of \$439,350 for the NOAA MOC-P Wharf Maintenance Dredging 2108. The motion passed 5 – 0.

37:21

V. PUBLIC COMMENT

38:00

Jim Shaw commented that he was a “user pay” individual and that use of the Terminal should pay for the bond, and that should be considered in the Strategic Business Plan.

Jim Seavers said he agreed with “user pay” but much of the bond paid for mitigation, and the fishermen were not responsible for that.

Heather Mann commented on the commercial fishing industry’s contribution to income at the terminal.

VI. ADJOURNMENT

43:06

Having no further business, the meeting adjourned at 12:43 pm.

ATTESTED:

Stewart Lamerdin, President

Walter Chuck, Secretary/Treasurer

Port of Newport - General Operating Fund

Balance Sheet

As of September 30, 2018

	Sep 30, 18	Sep 30, 17	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
11000 · Available Cash & Equivalents	1,789,964	1,884,644	(94,679)
11070 · Restricted Cash & Equivalents	1,032,680	693,756	338,924
Total Checking/Savings	2,822,645	2,578,400	244,245
Accounts Receivable			
11200 · Accounts Receivable	339,363	327,728	11,635
Total Accounts Receivable	339,363	327,728	11,635
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	7,658	8,290	(632)
11300 · Prepaid Expenses	120,805	89,363	31,442
11400 · Due from Other Funds	45,296	6,658	38,638
11480 · PERS - NPA(L)	(635,021)	(635,021)	0
11485 · PERS - Deferred OF	369,154	369,154	0
Total Other Current Assets	(111,773)	(181,221)	69,448
Total Current Assets	3,050,234	2,724,906	325,328
Fixed Assets			
11500 · Capital Assets	77,538,301	80,525,304	(2,987,003)
Total Fixed Assets	77,538,301	80,525,304	(2,987,003)
TOTAL ASSETS	80,588,535	83,250,210	(2,661,675)
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
12000 · Accounts Payable	95,296	228,746	(133,451)
Total Accounts Payable	95,296	228,746	(133,451)
Other Current Liabilities			
12020 · Lodging/Room Tax Payable	15,765	5,482	10,283
12100 · Payroll Liabilities	97,392	42,881	54,511
12200 · Due to other Funds	0	4,046	(4,046)
12250 · Deferred Revenue	105,497	62,609	42,889
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	765,028	583,029	181,999
Total Current Liabilities	860,324	811,776	48,548
Long Term Liabilities			
12380 · 2013 FF&C Bond Premium	115,146	115,146	0
12400 · Long Term Debt	7,130,463	7,613,525	(483,062)
12900 · PERS - Deferred IF	109,947	109,947	0
Total Long Term Liabilities	7,355,555	7,838,618	(483,062)
Total Liabilities	8,215,880	8,650,393	(434,514)

Port of Newport - General Operating Fund

Balance Sheet

As of September 30, 2018

	<u>Sep 30, 18</u>	<u>Sep 30, 17</u>	<u>\$ Change</u>
Equity			
13000 · Fund Balance	64,772,692	67,022,657	(2,249,965)
13050 · FB - Contributed Capital	7,130,788	7,130,788	0
13210 · FB - Loan Proceeds	0	(35,303)	35,303
Net Income	469,176	481,674	(12,499)
Total Equity	<u>72,372,656</u>	<u>74,599,817</u>	<u>(2,227,161)</u>
TOTAL LIABILITIES & EQUITY	<u>80,588,535</u>	<u>83,250,210</u>	<u>(2,661,675)</u>

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

	<u>Jul - Sep 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
14000 · Lease Revenues	155,638	687,000	(531,362)	23%
14100 · Moorage	420,916	1,323,310	(902,394)	32%
14200 · Hoist Dock & Services	164,555	661,370	(496,815)	25%
14300 · Shipping Terminal Revenues	1,560	0	1,560	100%
14400 · RV Parks	467,792	960,000	(492,208)	49%
14500 · Launch Ramp & Trailer Storage	34,723	112,200	(77,478)	31%
14600 · Miscellaneous Revenue	33,704	132,020	(98,316)	26%
Total Income	<u>1,278,887</u>	<u>3,875,900</u>	<u>(2,597,013)</u>	<u>33%</u>
Gross Profit	1,278,887	3,875,900	(2,597,013)	33%
Expense				
15000 · Personnel Services	340,459	1,530,000	(1,189,541)	22%
16000 · Materials & Services	407,109	1,702,200	(1,295,091)	24%
17000 · Debt Service	53,996	883,714	(829,718)	6%
Total Expense	<u>801,564</u>	<u>4,115,914</u>	<u>(3,314,350)</u>	<u>19%</u>
Net Ordinary Income	477,324	(240,014)	717,338	(199)%
Other Income/Expense				
Other Income				
18100 · Property Tax Revenue	1,585	102,000	(100,415)	2%
18200 · Interest Income	2,339	8,000	(5,661)	29%
18300 · Grants	1,800	88,050	(86,250)	2%
18500 · Capital Contributions	0	34,500	(34,500)	0%
18700 · Property & Dredge Sales	314	5,000	(4,686)	6%
Total Other Income	<u>6,038</u>	<u>237,550</u>	<u>(231,512)</u>	<u>3%</u>
Other Expense				
19000 · Capital Outlay	14,186	30,000	(15,814)	47%
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>14,186</u>	<u>1,726,754</u>	<u>(1,712,568)</u>	<u>1%</u>
Net Other Income	<u>(8,148)</u>	<u>(1,489,204)</u>	<u>1,481,056</u>	<u>1%</u>
Net Income	<u><u>469,176</u></u>	<u><u>(1,729,218)</u></u>	<u><u>2,198,394</u></u>	<u><u>(27)%</u></u>

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

	<u>Jul - Sep 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
14600 · Miscellaneous Revenue	1,539	34,800	(33,261)	4%
Total Income	<u>1,539</u>	<u>34,800</u>	<u>(33,261)</u>	<u>4%</u>
Gross Profit	1,539	34,800	(33,261)	4%
Expense				
15000 · Personnel Services	136,341	594,278	(457,937)	23%
16000 · Materials & Services	88,090	518,051	(429,961)	17%
17000 · Debt Service	4,463	121,350	(116,887)	4%
Total Expense	<u>228,894</u>	<u>1,233,679</u>	<u>(1,004,785)</u>	<u>19%</u>
Net Ordinary Income	(227,355)	(1,198,879)	971,524	19%
Other Income/Expense				
Other Income				
18100 · Property Tax Revenue	1,585	102,000	(100,415)	2%
18200 · Interest Income	2,339	8,000	(5,661)	29%
18500 · Capital Contributions	0	34,500	(34,500)	0%
Total Other Income	<u>3,924</u>	<u>144,500</u>	<u>(140,576)</u>	<u>3%</u>
Other Expense				
19600 · Contingency	0	150,000	(150,000)	0%
19700 · Transfers Out to Other Funds	0	274,792	(274,792)	0%
19902 · UEFB	0	1,271,962	(1,271,962)	0%
Total Other Expense	<u>0</u>	<u>1,696,754</u>	<u>(1,696,754)</u>	<u>0%</u>
Net Other Income	<u>3,924</u>	<u>(1,552,254)</u>	<u>1,556,178</u>	<u>(0)%</u>
Net Income	<u>(223,432)</u>	<u>(2,751,133)</u>	<u>2,527,701</u>	<u>8%</u>

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

	<u>Jul - Sep 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
14100 · Moorage	19,140	100,000	(80,860)	19%
14200 · Hoist Dock & Services	57,829	314,600	(256,771)	18%
14300 · Shipping Terminal Revenues	1,560	0	1,560	100%
14600 · Miscellaneous Revenue	1,454	0	1,454	100%
Total Income	<u>79,983</u>	<u>414,600</u>	<u>(334,617)</u>	<u>19%</u>
Gross Profit	79,983	414,600	(334,617)	19%
Expense				
15000 · Personnel Services	19,526	74,623	(55,097)	26%
16000 · Materials & Services	44,471	143,702	(99,231)	31%
17000 · Debt Service	38,328	506,581	(468,253)	8%
Total Expense	<u>102,324</u>	<u>724,906</u>	<u>(622,582)</u>	<u>14%</u>
Net Ordinary Income	(22,341)	(310,306)	287,965	7%
Other Income/Expense				
Other Income				
18300 · Grants	0	86,250	(86,250)	0%
Total Other Income	0	86,250	(86,250)	0%
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	(1,200)	86,250	(87,450)	(1)%
Net Income	<u><u>(23,541)</u></u>	<u><u>(224,056)</u></u>	<u><u>200,515</u></u>	<u><u>11%</u></u>

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

	<u>Jul - Sep 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
14100 · Moorage	144,409	454,800	(310,391)	32%
14200 · Hoist Dock & Services	104,256	339,150	(234,894)	31%
14600 · Miscellaneous Revenue	2,057	3,350	(1,293)	61%
Total Income	<u>250,722</u>	<u>797,300</u>	<u>(546,578)</u>	<u>31%</u>
Gross Profit	250,722	797,300	(546,578)	31%
Expense				
15000 · Personnel Services	75,456	282,245	(206,789)	27%
16000 · Materials & Services	64,934	326,200	(261,266)	20%
17000 · Debt Service	3,718	11,450	(7,732)	32%
Total Expense	<u>144,107</u>	<u>619,895</u>	<u>(475,788)</u>	<u>23%</u>
Net Ordinary Income	106,615	177,405	(70,790)	60%
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><u>93,634</u></u>	<u><u>163,405</u></u>	<u><u>(69,771)</u></u>	<u><u>57%</u></u>

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

	<u>Jul - Sep 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
14100 · Moorage	253,902	768,510	(514,608)	33%
14200 · Hoist Dock & Services	1,176	7,620	(6,444)	15%
14400 · RV Parks	467,792	960,000	(492,208)	49%
14500 · Launch Ramp & Trailer Storage	34,723	112,200	(77,478)	31%
14600 · Miscellaneous Revenue	28,654	93,870	(65,216)	31%
Total Income	<u>786,246</u>	<u>1,942,200</u>	<u>(1,155,954)</u>	<u>40%</u>
Gross Profit	786,246	1,942,200	(1,155,954)	40%
Expense				
15000 · Personnel Services	96,664	423,826	(327,162)	23%
16000 · Materials & Services	209,224	714,247	(505,023)	29%
17000 · Debt Service	0	214,383	(214,383)	0%
Total Expense	<u>305,888</u>	<u>1,352,456</u>	<u>(1,046,568)</u>	<u>23%</u>
Net Ordinary Income	480,358	589,744	(109,386)	81%
Other Income/Expense				
Other Income				
18300 · Grants	1,800	1,800	0	100%
18700 · Property & Dredge Sales	314	5,000	(4,686)	6%
Total Other Income	<u>2,114</u>	<u>6,800</u>	<u>(4,686)</u>	<u>31%</u>
Other Expense				
19000 · Capital Outlay	5	16,000	(15,995)	0%
Total Other Expense	<u>5</u>	<u>16,000</u>	<u>(15,995)</u>	<u>0%</u>
Net Other Income	<u>2,109</u>	<u>(9,200)</u>	<u>11,309</u>	<u>(23)%</u>
Net Income	<u><u>482,467</u></u>	<u><u>580,544</u></u>	<u><u>(98,077)</u></u>	<u><u>83%</u></u>

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

	<u>Jul - Sep 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Expense				
15000 · Personnel Services	12,472	155,028	(142,556)	8%
Total Expense	12,472	155,028	(142,556)	8%
Net Ordinary Income	(12,472)	(155,028)	142,556	8%
Net Income	<u>(12,472)</u>	<u>(155,028)</u>	<u>142,556</u>	<u>8%</u>

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

	<u>Jul - Sep 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
14000 · Lease Revenues	155,638	687,000	(531,362)	23%
14100 · Moorage	3,465	0	3,465	100%
14200 · Hoist Dock & Services	1,294	0	1,294	100%
Total Income	<u>160,397</u>	<u>687,000</u>	<u>(526,603)</u>	<u>23%</u>
Gross Profit	160,397	687,000	(526,603)	23%
Expense				
16000 · Materials & Services	391	0	391	100%
17000 · Debt Service	7,488	29,950	(22,462)	25%
Total Expense	<u>7,878</u>	<u>29,950</u>	<u>(22,072)</u>	<u>26%</u>
Net Ordinary Income	<u>152,519</u>	<u>657,050</u>	<u>(504,531)</u>	<u>23%</u>
Net Income	<u><u>152,519</u></u>	<u><u>657,050</u></u>	<u><u>(504,531)</u></u>	<u><u>23%</u></u>

Port of Newport - NOAA Fund

Balance Sheet

As of September 30, 2018

	<u>Sep 30, 18</u>	<u>Sep 30, 17</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
51000 · Cash & Equivalents	5,081,527	4,869,137	212,390
Total Checking/Savings	5,081,527	4,869,137	212,390
Other Current Assets			
51300 · Prepaid Expenses	55,468	37,130	18,338
51400 · Due from Other Funds	0	363	(363)
51480 · Net Pension Asset	(45,912)	(45,912)	0
51485 · PERS - Derfered OF	26,690	26,690	0
Total Other Current Assets	36,246	18,271	17,975
Total Current Assets	5,117,774	4,887,408	230,365
TOTAL ASSETS	<u>5,117,774</u>	<u>4,887,408</u>	<u>230,365</u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
52000 · Accounts Payable	5,324	14,287	(8,963)
Total Accounts Payable	5,324	14,287	(8,963)
Other Current Liabilities			
52105 · Accrued Payroll	712	0	712
52110 · Accrued PTO	6,247	8,303	(2,056)
52115 · Payroll Taxes & Deducts Payable	301	0	301
52200 · Due to Other Funds	42,273	6,177	36,096
52300 · Accrued Interest Payable	447,306	462,477	(15,171)
52350 · Current Portion Long-Term Debt	945,000	910,000	35,000
Total Other Current Liabilities	1,441,839	1,386,958	54,881
Total Current Liabilities	1,447,163	1,401,245	45,918
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	17,994,233	18,939,233	(945,000)
Total Liabilities	19,441,396	20,340,478	(899,082)
Equity			
53000 · Fund Balance	(13397667)	(14534551)	1,136,884
Net Income	(925,956)	(918,519)	(7,437)
Total Equity	(14323622)	(15453070)	1,129,448
TOTAL LIABILITIES & EQUITY	<u>5,117,774</u>	<u>4,887,408</u>	<u>230,365</u>

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

	Jul - Sep 18	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
54000 · Lease Revenue	636,165	2,544,000	(1,907,835)	25%
Total Income	636,165	2,544,000	(1,907,835)	25%
Expense				
55000 · Personnel Services	19,098	78,306	(59,208)	24%
56000 · Materials & Services	69,962	750,500	(680,538)	9%
57000 · Debt Service	1,481,767	1,997,271	(515,504)	74%
Total Expense	1,570,827	2,826,077	(1,255,250)	56%
Net Ordinary Income	(934,662)	(282,077)	(652,585)	331%
Other Income/Expense				
Other Income				
58200 · Interest Income	4,026	12,000	(7,974)	34%
58800 · Miscellaneous Revenue	4,680	950	3,730	493%
Total Other Income	8,706	12,950	(4,244)	67%
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	8,706	(5,436,073)	5,444,779	(0)%
Net Income	(925,956)	(5,718,150)	4,792,194	16%

Port of Newport - Facility Maintenance Reserve Fund

Balance Sheet

As of September 30, 2018

	<u>Sep 30, 18</u>	<u>Sep 30, 17</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
31000 · Cash & Cash Equivalents	131,096	72,350	58,746
Total Checking/Savings	<u>131,096</u>	<u>72,350</u>	<u>58,746</u>
Total Current Assets	<u>131,096</u>	<u>72,350</u>	<u>58,746</u>
TOTAL ASSETS	<u>131,096</u>	<u>72,350</u>	<u>58,746</u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
32000 · Accounts Payable	1,223	0	1,223
Total Accounts Payable	<u>1,223</u>	<u>0</u>	<u>1,223</u>
Total Current Liabilities	<u>1,223</u>	<u>0</u>	<u>1,223</u>
Total Liabilities	1,223	0	1,223
Equity			
33000 · Fund Balance	31,045	22,323	8,722
33020 · FB - Assigned for Future Expend	100,000	50,000	50,000
Net Income	<u>(1,173)</u>	<u>27</u>	<u>(1,200)</u>
Total Equity	<u>129,873</u>	<u>72,350</u>	<u>57,523</u>
TOTAL LIABILITIES & EQUITY	<u>131,096</u>	<u>72,350</u>	<u>58,746</u>

Port of Newport - Facility Maintenance Reserve Fund

Profit & Loss Budget vs. Actual

July through September 2018

	<u>Jul - Sep 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Other Income/Expense				
Other Income				
38200 · Interest Income	50	100	(50)	50%
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	50	264,892	(264,842)	0%
Other Expense				
39000 · Capital Outlay				
39303 · PD5 Pier Engineering	0	86,625	(86,625)	0%
39306 · PD5 & 7 Pile Replacement	1,223	120,000	(118,777)	1%
39307 · Fuel Dock Solenoid Valve	0	15,000	(15,000)	0%
39308 · Electric Load Centers - RM	<u>0</u>	<u>38,000</u>	<u>(38,000)</u>	<u>0%</u>
Total 39000 · Capital Outlay	1,223	259,625	(258,402)	0%
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>1,223</u>	<u>319,625</u>	<u>(318,402)</u>	<u>0%</u>
Net Other Income	<u>(1,173)</u>	<u>(54,733)</u>	<u>53,560</u>	<u>2%</u>
Net Income	<u><u>(1,173)</u></u>	<u><u>(54,733)</u></u>	<u><u>53,560</u></u>	<u><u>2%</u></u>

Port of Newport - Construction Fund

Balance Sheet

As of September 30, 2018

	Sep 30, 18	Sep 30, 17	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
41000 · Cash & Cash Equivalents	43,774	53,156	(9,383)
Total Checking/Savings	43,774	53,156	(9,383)
Total Current Assets	43,774	53,156	(9,383)
TOTAL ASSETS	43,774	53,156	(9,383)
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
42000 · Accounts Payable	0	2,970	(2,970)
Total Accounts Payable	0	2,970	(2,970)
Other Current Liabilities			
42200 · Due To Other funds	1,800	480	1,320
Total Other Current Liabilities	1,800	480	1,320
Total Current Liabilities	1,800	3,450	(1,650)
Total Liabilities	1,800	3,450	(1,650)
Equity			
43000 · Fund Balance	41,932	52,840	(10,908)
Net Income	42	(3,134)	3,175
Total Equity	41,974	49,706	(7,732)
TOTAL LIABILITIES & EQUITY	43,774	53,156	(9,383)

Port of Newport - Construction Fund

Profit & Loss Budget vs. Actual

July through September 2018

	Jul - Sep 18	Budget	\$ Over Budget	% of Budget
Other Income/Expense				
Other Income				
48200 · Interest Income	42	120	(78)	35%
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	42	10,120	(10,078)	0%
Other Expense				
49000 · Capital Outlay				
49500 · Rogue Brewery Seawall Eval	0	10,000	(10,000)	0%
49501 · RV Park Annex Upgarde	0	18,000	(18,000)	0%
Total 49000 · Capital Outlay	0	28,000	(28,000)	0%
49600 · Contingency	0	10,000	(10,000)	0%
49900 · Unappropriated Ending FB	0	16,175	(16,175)	0%
Total Other Expense	0	54,175	(54,175)	0%
Net Other Income	42	(44,055)	44,097	(0)%
Net Income	42	(44,055)	44,097	(0)%

Port of Newport - Bonded Debt Fund

Balance Sheet

As of September 30, 2018

	Sep 30, 18	Sep 30, 17	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
21000 · Cash & Cash Equivalents	371,975	257,194	114,781
Total Checking/Savings	371,975	257,194	114,781
Other Current Assets			
21270 · Property Tax Receivable	86,925	86,925	0
21400 · Due from Other Funds	0	3,683	(3,683)
Total Other Current Assets	86,925	90,608	(3,683)
Total Current Assets	458,900	347,802	111,098
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	877,966	766,868	111,098
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	15,418	13,396	2,022
Total Equity	(12,299,509)	(12,735,607)	436,098
TOTAL LIABILITIES & EQUITY	877,966	766,868	111,098

Port of Newport - Bonded Debt Fund

Profit & Loss Budget vs. Actual

July through September 2018

	Jul - Sep 18	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
28100 · Bond Levy Proceeds	14,841	513,455	(498,614)	3%
Total Income	14,841	513,455	(498,614)	3%
Gross Profit	14,841	513,455	(498,614)	3%
Expense				
27000 · Debt Service	0	880,955	(880,955)	0%
Total Expense	0	880,955	(880,955)	0%
Net Ordinary Income	14,841	(367,500)	382,341	(4)%
Other Income/Expense				
Other Income				
28200 · Bank Interest Income	578	1,800	(1,222)	32%
Total Other Income	578	1,800	(1,222)	32%
Other Expense				
29902 · UEFB	0	30,000	(30,000)	0%
Total Other Expense	0	30,000	(30,000)	0%
Net Other Income	578	(28,200)	28,778	(2)%
Net Income	15,418	(395,700)	411,118	(4)%

From: WILLIAM LACKNER [<mailto:williamlackner001@msn.com>]

Sent: Thursday, September 20, 2018 10:07 AM

To: Teri Dresler <tdresler@portofnewport.com>; Rep.DavidGomberg <rep.davidgomberg@state.or.us>; Stewart Lamerdin <slamerdin@portofnewport.com>; Sara Skamser <sskamser@portofnewport.com>; Jeff Lackey <jlackey@portofnewport.com>; Walter Chuck <wchuck@portofnewport.com>; James Burke <jburke@portofnewport.com>; oregonpva@oregonpva.org

Subject: Fw: Crabbing from the Port of Newport International docks



Fishermen jigging for Herring from the Port docks at the International Port of Newport

Dear Teri, thank you for the opportunity to speak to the Commissioners for the Port of Newport. The 23rd of October works for me.

We believe in the Multiple Use concept of sharing the natural resources common to the Oregon Coast. The Port of Newport has a history of public use of the natural resources associated with Yaquina Bay. Restricting public access to utilizing or sharing those resources is a recent event. There are a number of Ports in Oregon that allow the public access to the natural resources associated with those Ports. Refer to the above image showing multiple use of the Terminal Facilities.

What does it take to overcome the objections of insurance companies to allow public use of our Port of Newport Facilities?

We are requesting multiple use by the public of the facilities associated with the Port of Newport's International Terminals during the period when the Terminals are not being used by merchant or fishing vessels.

Thank you for your consideration,

William Lackner for the members of the Clam Diggers Association of Oregon

From: Teri Dresler <tdresler@portofnewport.com>
Sent: Tuesday, September 18, 2018 11:20 AM
To: WILLIAM LACKNER; Rep.DavidGomberg; oregonpva@oregonpva.org
Cc: Karen Hewitt; Aaron Bretz
Subject: RE: Crabbing from the Port of Newport International docks

Hello Bill,

I understand your concerns and desire to speak with the Port Commission directly.

I would be happy to add you to the Port of Newport Commission agenda for the September 25th Commission meeting at 6 pm. If you would send a letter addressed to the Port Commission to the email addresses below, that will ensure each of the Commissioners receive a copy. Please also send me a copy. By sending correspondence, you will have the opportunity to speak to your request during the correspondence section of the agenda. If you choose not to send a letter, you are welcome speak during the public comment period, but you will be limited to 3 minutes.

If September 25th is not convenient for you, the next Commission meeting will be October 23rd. We hold meetings on the fourth Tuesday of every month at 6 pm in the South Beach RV Park Activities Room.

slamerdin@portofnewport.com
sskamser@portofnewport.com
jlackey@portofnewport.com
wchuck@portofnewport.com
jburke@portofnewport.com

Thank you and please let me know if you have questions about any of the information above.

Teri Dresler
Interim General Manager



541-265-7758
www.portofnewport.com
www.facebook.com/PortofNewport/

DISCLAIMER: This e-mail may be a public record of the Port of Newport and may be subject to the State of Oregon Retention Schedule and may be subject to public disclosure under the Oregon Public Records Law. This e-mail, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, use, disclosure, or distribution

is prohibited. If you are not the intended recipient, please send a reply e-mail to let the sender know of the error and destroy all copies of the original message.

From: WILLIAM LACKNER [<mailto:williamlackner001@msn.com>]

Sent: Tuesday, September 18, 2018 10:47 AM

To: Teri Dresler <tdresler@portofnewport.com>; Rep.DavidGomberg <rep.davidgomberg@state.or.us>; oregonpva@oregonpva.org

Subject: Re: Crabbing from the Port of Newport International docks

Dear Teri, thank you for your prompt response.

Crabbing from the South Beach crabbing dock is problematical for crabbers using folding crab traps. The tidal current is too fast for the traps to be deployed efficiently for much of the incoming or outgoing tide. The periods of slack tide are the exception. Crabbing from the South Beach crabbing dock is usually accomplished by crabbers using crab rings and crab pots. Large and cumbersome crab rings and pots are extremely difficult for disabled person to handle.

Folding crab traps are the ideal trap used by the disabled crabber. The traps are lightweight and easily deployed. Their use opens the window of opportunity usually unavailable for use by disabled veterans.

The diminished tidal current on the north side of the bay produce the best results for crabbers deploying folding crab traps. The ability to work the traps throughout the entire incoming tide adds to the crabber's chance for a successful crabbing experience. The disabled crabbers ability to access their vehicle for crabbing equipment and bait is a goal for those disabled persons who are able to achieve a level of independence. The best part of the experience is the companionship the disabled develop when crabbing with friends and family.

I would like the opportunity to discuss the issue of liability insurance and accessibility of crabbing at the Port Terminals with the Port Commissioners.

Thank you for your consideration, William Lackner

From: Teri Dresler <tdresler@portofnewport.com>

Sent: Monday, September 17, 2018 5:15 PM

To: williamlackner001@msn.com

Cc: Aaron Bretz; Karen Hewitt

Subject: FW: Crabbing from the Port of Newport International docks

Hello Bill,

Thank you for your request on behalf of disabled veterans interested in crabbing in Yaquina Bay. We are unable to grant your request to crab off of the dock at the International Terminal due to our policy against any fishing or crabbing at that location. The policy is based on safety and liability concerns for

the public as we have large ships frequenting the terminal docks. We do however invite you to publicize our ADA accessible fishing and crabbing dock on the South Beach side of Yaquina Bay. That dock is designed for wheelchair accessibility with parking nearby.

Thanks for all you do to promote recreational crabbing, clam digging and fishing on the Oregon Coast.

Teri Dresler
Interim General Manager



541-265-7758
www.portofnewport.com
www.facebook.com/PortofNewport/

DISCLAIMER: This e-mail may be a public record of the Port of Newport and may be subject to the State of Oregon Retention Schedule and may be subject to public disclosure under the Oregon Public Records Law. This e-mail, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, use, disclosure, or distribution is prohibited. If you are not the intended recipient, please send a reply e-mail to let the sender know of the error and destroy all copies of the original message.

From: Karen Hewitt
Sent: Monday, September 17, 2018 3:47 PM
To: Teri Dresler <tdresler@portofnewport.com>; Aaron Bretz <abretz@portofnewport.com>
Subject: FW: Crabbing from the Port of Newport Internaional docks

FYI

Karen Hewitt
Administrative Supervisor
The logo for the Port of Newport, featuring the text "Port of Newport" in a blue serif font, with a stylized bridge graphic below it.

541-265-7758
www.portofnewport.com
www.facebook.com/PortofNewport/

DISCLAIMER: This e-mail may be a public record of the Port of Newport and may be subject to the State of Oregon Retention Schedule and may be subject to public disclosure under the Oregon Public Records Law. This e-mail, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, use, disclosure, or distribution is prohibited. If you are not the intended recipient, please send a reply e-mail to let the sender know of the error and destroy all copies of the original message.

From: WILLIAM LACKNER [<mailto:williamlackner001@msn.com>]
Sent: Monday, September 17, 2018 3:27 PM
To: Karen Hewitt <khewitt@portofnewport.com>
Subject: Crabbing from the Port of Newport Internationaional docks

Hi there, Bill Lackner here, we would like to arrange the ability for the paralyzed veterans to crab off of the Port's International docks severals days in early Fall.

Refer to my websites to see the level of my commitment to teaching people how to dig clams and crab. www.clamdigging.info and www.milebymile.info,

Mile by Mile Recreational Guide for the Oregon Coast

Oregon's Recreational Mile by Mile Guide to the Oregon Coast.

www.milebymile.info

Razor Clams - clam digging

The information contained in Oregon's Clams and Oregon's Razor Clams will make you a better clam digger. The adventure begins with the narrative describing in detail how to dig clams, clean clams, cook clams and ends when you take your first limit of clams home.

www.clamdigging.info

Thank you, William Lackner 541 265 5847

Port of Newport Facilities Proposal

Bullet Points For 10/23/18 Regular Meeting.



The SSS Rampart program consists of two main parts;

SSS Rampart definition:

- coed program for youth
- ages 14 to 21 (or 13 and completed 8th grade)
- chartered with the Boy Scouts of America as Sea Scout Ship 5255
- cross industry Vocational Training program

Windjammer program definition:

- serves those ages that cannot officially join the Sea Scout organization
- is operated as a Crew within SSS Rampart's hierarchy
- gives boating opportunities to those that may not have them
- assists in the development of integrity, service, and compassion
- provides emergency preparedness knowledge and skills
- begins vocational training by
 - teaching layout
 - invoking creativity in design
 - hand tool use
 - creates a solid base to build from

We intend to provide instruction and skills to the young adults that will provide ownership and manpower in the workforce of the future.

Further, the organization is already offering outreach to other programs in the county. The Sea Scouts will be offering emergency preparedness, first aid, and other programs to the public; as examples:

- a shop day for those participating in the area Pinewood Derby open class competition held in February
- establishing a yearly Rain Gutter Regatta in October or November
- hosting a Uniform Exchange for the local Scouting units
- participating in the already established Lighted Boat Parade
- establishing an annual safety skills event
- partnering with local emergency services to further their goals and information distribution
- establishing a Naval show to benefit tourism in the area.



To meet these lofty goals, we need space to accomplish these desires.

Currently identified space considerations;

Indoor space:

- 2000 to 4000 square feet indoors
- immediate need:
 - wood shop
 - metal shop
 - upholstery shop
 - classroom/conference space
- planned within the year
 - sail loft (to be combined with the upholstery shop)
 - retail space
 - design lab

Outdoor space:

- 1400 to 2000 square feet additional parking outdoors
 - dedicated to storage of the operational fleet and projects in queue
 - does not include parking for vehicles temporarily parked by program participants
- current fleet (being stored at the kindness and waning patience of the Newport Elk's Lodge)
 - 28 ft Carver Santa Cruz 28
 - 20 ft Jensen Cal20 monohull
 - 18 ft Campion runabout
 - 16 ft Hobie Catamaran
 - 11 ft Dinghy (Oars/power)
- expected additions (awaiting capacity)
 - Sutton 44 Steel Hull Ketch
 - 21 ft power boat
 - canoes
 - kayaks
 - rowboats

As we are currently a fledgling program, we have no budget for this purpose and need investment by the community to get started.

Request:

- 2000 square feet or greater of indoor space
 - with appropriate utilities
- 1600 square feet of outdoor storage and workspace
- until December 31st, 2019
- at a zero cost
- while we build the program
- SSS Rampart will carry insurance on all boats
- Business liability insurance will cover the facility



SSS Rampart will revisit the cost of the facility with the Port in October/November of 2019 towards an established and mutually beneficial rental contract.

Until that time, because service is built into the Sea Scout program at the National level, SSS Rampart will provide manpower to the Port for the purposes of both, paying in service for the Port's support, and increasing the Port's physical capital in manpower, giving the Port some ability to do more for less.

Additionally, the Port receives advertising from meeting mentions on the Facebook page, a highlighted placement on the SSS Rampart website, and Public Relations goodwill by being host to the program.

Internet references:

- Facebook.com/SSSRampart
- sssrampart.weebly.com

Respectfully,

R Leon Noble
Skipper, SSS Rampart (5255)
rl.noble@wtechlink.us
(541) 379-0730

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: SSS Rampart (Sea Scout Ship 5255)

Event Date: Ongoing Time(s): _____

Total Days: Ongoing

Location: Former Yaquina Bay Fruit Processors facility and surrounding.

Facilities to Be Used:

Former Yaquina Bay Fruit Processors facility and surrounding - 2000 sq ft or more indoors and 1600 sq ft or more outdoors.

Set-up Dates and Start Times: Ongoing

Take-down Dates and End Times: Ongoing

Estimated Number of Participants: Contestants: _____

Vendors / Volunteers: 200+ over the first year

Attendees: 200+ over the first year

Applicant / Signer: R Leon Noble, Skipper, SSS Rampart

Mailing Address: 305 NE 36th St #3 Newport , OR 97365

Telephone: (541) 379-0730 E-mail: rl.noble@wtechlink.us

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:

Please see detailed Bullet Point proposal.

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? No
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?
Any funds raised on site will go into the program.
3. What is the Port's cost to provide services for the event?
Unknown
4. Does the event provide any direct benefit to the Port?
Training the next generation of mariners and related personnel, advertising, and manpower from service projects.

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

The Port will continue to be mentioned as a location in use by the program on Facebook and continue to be listed on the SSS Rampart website. Future footage from SSS Rampart's activities in the bay will be accessible to the Port for their own designs. The Port will be featured in many marketing efforts of the SSS Rampart marketing program.

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:

Full waiver requested until the end of 2019, after which, SSS Rampart will have established a budget for maintaining the property.

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

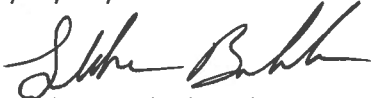
Port of Newport Board Members,

The Loyalty Days Parade and Committee would like to propose to the board, to lower the Port of Newport's usage fees for the Newport Loyalty Days Carnival, back to the rate of 500.00 or the cleaning and operations fee of the grounds in use.

We are a 100% nonprofit organization that is community based. All the money from the carnival that we receive goes to the Princess Scholarship fund and Loyalty Days Parade operations fund. Four princesses from the local high school spend countless hours volunteering in the community for these scholarships of \$1200.00 each. Last year the Port of Portland raised the rate from \$500.00 to \$1500.00 taking about one scholarship amount away from the funds. Honestly the Committee has such a small margin of money that this year we did not even break even and had to take out of the general fund of the parade for the scholarship.

Please consider our proposal to lower the cost and allow this organization that has given back to the City of Newport since 1938 to continue to be a community base event.

Loyalty Days Committee

A handwritten signature in black ink, appearing to read 'Luke Bobeda', written in a cursive style.

Signed SGT Bobeda, Luke



**Operating Fund
September 16, 2018 through October 17, 2018**

Date	Num	Name	Memo	Class	Amount
09/28/2018	40438	Eclipse - OLD OWNERS	Refund moorage - sold boat		
09/17/2018	Refund		Sold boat 9/1/18 - refund moorage 9/1/18-12/31/18	Commercial Marina	-865.36
					<u>-865.36</u>
09/28/2018	40439	Ken McKay	Refund storage - overpaid Reino Randall building storage fees		
08/23/2018	4886	Ken McKay			-527.41
					<u>-527.41</u>
09/28/2018	40440	Airgas USA LLC			
09/07/2018	9080079326		Industrial shielding gas mixture	International Terminal	-61.86
			Carbon steel wire	International Terminal	-23.32
09/10/2018	9079752293		Welder Multimatic 200	Maintenance	-2,069.28
					<u>-2,154.46</u>
09/28/2018	40441	Amazon Capital Services Inc			
09/13/2018	1P3L-DK97-PN3Y		Strongway utility blower and ventilating hose	Maintenance	-214.99
			Shipping	Maintenance	-26.50
09/19/2018	1R7P-F6NK-7HDF		Lexan sheets to replace forklift windows	Commercial Marina	-103.34
			Shipping	Commercial Marina	-10.48
09/20/2018	1D7V-FVXQ-LPPD		Brass crimp TV cable connectors	South Beach:SB Operations	-84.94
			Shipping	South Beach:SB Operations	-7.92
					<u>-448.17</u>
09/28/2018	40442	Business Oregon - OBDD	Loan 655-36-02, Q10001 October 2018		
09/17/2018	655-36-02Q1001 10-18		Loan 655-36-02, Q10001 October 2018	International Terminal	-5,203.50
			Loan 655-36-02, Q10001 October 2018	International Terminal	-2,596.50
					<u>-7,800.00</u>
09/28/2018	40443	Cardinal Services Inc	Wages for temp services		
09/28/2018	1155000		Wages for temp services	South Beach:SB Operations	-766.64
			Wages for temp services	South Beach:SB Admin & Overhead	-1,359.75
			Wages for temp services	South Beach:SB Admin & Overhead	-1,367.52
			Wages for temp services OT	South Beach:SB Admin & Overhead	-373.12
			Wages for temp services OT	South Beach:SB Admin & Overhead	-46.64
					<u>-3,913.67</u>
09/28/2018	40444	CenturyLink - Business Service			
08/31/2018	1449372384		Telephone	Administration	-82.38
09/19/2018	1450836545		Telephone	Administration	-7.70
					<u>-90.08</u>



**Operating Fund
September 16, 2018 through October 17, 2018**

Date	Num	Name	Memo	Class	Amount
09/28/2018	40445	CFO Selections LLC	Professional services per contract		
09/24/2018	31372		Professional services per contract	Administration	-3,018.75
					<u>-3,018.75</u>
09/28/2018	40446	Cheyenne Livestock & Products Inc	"Tough Guy" fiberglass life ring cabinet		
09/21/2018	32017		"Tough Guy" fiberglass life ring cabinet	International Terminal	-465.00
			Shipping	International Terminal	-44.00
					<u>-509.00</u>
09/28/2018	40447	Christopher Robart	Refund RV - cancelled reservation		
09/10/2018	6787456		Refund RV - cancelled reservation	South Beach:Annex	-29.73
					<u>-29.73</u>
09/28/2018	40448	Chuck Pavlik	Refund moorage - sold boat and changed moorage from semi-annual to monthly		
09/22/2018	6453244		Refund moorage - sold boat and changed moorage from semi-annual to monthly	South Beach:SB Marina	-77.10
					<u>-77.10</u>
09/28/2018	40449	Design Space	Customs office		
09/21/2018	1048516		Customs office	Administration	-217.00
					<u>-217.00</u>
09/28/2018	40450	Fastenal Company			
09/13/2018	ORNEW130621		Hardware for dumpsters	South Beach:SB Operations	-33.65
09/14/2018	ORNEW130638		Hardware for dumpsters	South Beach:SB Operations	-41.33
09/18/2018	ORNEW130689		Hardware for dumpsters	South Beach:SB Operations	-26.11
09/19/2018	ORNEW130714		Hardware for dumpsters	South Beach:SB Operations	-40.77
					<u>-141.86</u>
09/28/2018	40451	Financial Pacific Leasing Inc	2017 NIT forklift		
09/14/2018	4835024		2017 NIT forklift - principal	International Terminal	-815.53
			2017 NIT forklift - interest	International Terminal	-210.47
					<u>-1,026.00</u>
09/28/2018	40452	G & K Floors	Janitorial services - Port office, SB and customs trailer		
09/21/2018	100118		Janitorial services - SB	South Beach:SB Admin & Overhead	-3,760.00
			Janitorial services - customs trailer	Administration	-120.00
			Janitorial services - Port office	Administration	-200.00
					<u>-4,080.00</u>
09/28/2018	40453	Employee			
09/18/2018	Travel Reimbursement		PCC conference - baggage fees, economy parking, mileage	Commercial Marina	-279.68
09/21/2018	Travel Reimbursement		PCC conference - meals	Commercial Marina	-317.70
					<u>-597.38</u>



**Operating Fund
September 16, 2018 through October 17, 2018**

Date	Num	Name	Memo	Class	Amount
09/28/2018	40454	Lance P Stimely	Diving and video of launch ramp toe deterioration		
09/08/2018	6981-7		Diving and video of launch ramp toe deterioration	South Beach:SB Operations	-250.00
					<u>-250.00</u>
09/28/2018	40455	Larry Metzker	Refund RV - cancelled reservation		
09/24/2018	7360489		Refund RV - cancelled reservation	South Beach:Main RV Park	-32.07
					<u>-32.07</u>
09/28/2018	40456	National Business Solutions			
09/07/2018	IN49506		IT contract charge - 9/18	Administration	-373.96
09/07/2018	IN49505		E-mail support - 5/8/18-6/7/18	Administration	-398.75
					<u>-772.71</u>
09/28/2018	40457	NW Natural			
09/17/2018	1584561-3 9-18		SB gas - Shop	South Beach:SB Operations	-17.69
09/17/2018	1584562-1 9-18		SB gas	South Beach:Main RV Park	-117.25
					<u>-134.94</u>
09/28/2018	40458	Petty Cash			
09/20/2018	Petty Cash - SB		Golf cart keys	South Beach:SB Operations	-5.99
			1/2" flat washers	South Beach:SB Operations	-17.95
			3/8" nylon flat washers	South Beach:SB Operations	-10.00
			6-D finish nails	South Beach:SB Operations	-2.05
			Chamber lunch	South Beach:SB Admin & Overhead	-10.00
			Paint and rollers	South Beach:SB Operations	-15.96
			Connector hose nipple for chemical toilet	South Beach:SB Operations	-1.79
			OSP Dock improvement, ss nuts, bolts	South Beach:SB Operations	-5.06
			Guest purchased two launch passes, one refunded	South Beach:SB Admin & Overhead	-6.00
			Park host letters	South Beach:SB Admin & Overhead	-4.00
			Washer refund	South Beach:SB Admin & Overhead	-2.00
			30 screws	South Beach:SB Operations	-5.10
09/20/2018	Petty Cash		Petty cash	Administration	-9.75
					<u>-95.65</u>
09/28/2018	40459	Pioneer Printing Inc	Copies - public records for ILWU		
09/17/2018	66233		Copies - public records for ILWU	Administration	-330.55
					<u>-330.55</u>
09/28/2018	40460	Schiewe Marine Supply	Plastic washers for dumpsters		
09/18/2018	1508		Plastic washers for dumpsters	South Beach:SB Operations	-67.50
					<u>-67.50</u>



**Operating Fund
September 16, 2018 through October 17, 2018**

Date	Num	Name	Memo	Class	Amount
09/28/2018	40461	Siuslaw Broadband	Web filtering 9/30/18-10/29/18		
09/16/2018	14970		Web filtering 9/30/18-10/29/18	Administration	-200.00
					<u>-200.00</u>
09/28/2018	40462	TCB Security Services Inc	Monthly security contract		
09/27/2018	225904		Monthly security contract - SB Marina	South Beach:SB Marina	-1,852.64
			Monthly security contract - SB RV	South Beach:Main RV Park	-1,852.64
			Monthly security contract - CM	Commercial Marina	-1,852.64
			Monthly security contract - NIT	International Terminal	-958.08
					<u>-6,516.00</u>
09/28/2018	40463	Employee	Reimbursement for Newport Chamber lunches		
09/21/2018	Reimburse 09/18		Reimbursement for Newport Chamber lunches	Administration	-42.00
					<u>-42.00</u>
09/28/2018	40464	Toyota Industries Commercial Finance Inc			
09/06/2018	4002229141-13		2013 CM forklift - principal	Commercial Marina	-571.41
			2013 CM forklift - interest	Commercial Marina	-8.24
09/06/2018	4002229141-17		2017 CM forklift - principal	Commercial Marina	-545.62
			2017 CM forklift - interest	Commercial Marina	-113.93
					<u>-1,239.20</u>
09/28/2018	40465	Toyota Lift NW	Water pump repair on 8FGU18 forklift		
09/25/2018	14122598		Water pump repair on 8FGU18 forklift	Commercial Marina	-941.33
					<u>-941.33</u>
09/28/2018	40466	Verizon Wireless	Port cell phones and mifi		
09/12/2018	9814514586		Monthly cell phone - Admin	Administration	-32.68
			Monthly cell phone - CM	Commercial Marina	-32.68
			Monthly cell phone - NIT	International Terminal	-16.34
			Monthly cell phone - SB	South Beach:SB Operations	-65.71
			Monthly mifi - SB Admin	South Beach:SB Admin & Overhead	-10.02
			Monthly cell phone plan - Admin	Administration	-136.50
					<u>-293.93</u>
09/28/2018	40467	Yaquina Boat Equipment Inc	Sand blast and zinc steel plate		
09/12/2018	35822		Sand blast and zinc steel plate	Commercial Marina	-221.25
					<u>-221.25</u>
10/03/2018	40468	Department of Environmental Quality	401 WQC 2011-00369-1 review fee - PD5 Approach Pier Engineering		
10/01/2018	WQDFC18-0311		401 WQC 2011-00369-1 review fee - PD5 Approach Pier Engineering	Commercial Marina	-985.00
					<u>-985.00</u>



**Operating Fund
September 16, 2018 through October 17, 2018**

Date	Num	Name	Memo	Class	Amount
10/08/2018	40469	City of Newport Water/Sewer			
08/31/2018	94861.00-8-18		Water G & H docks - August	South Beach:SB Marina	-226.55
09/30/2018	94861.00-9-18		Water G & H docks - September	South Beach:SB Marina	-358.55
					<u>-585.10</u>
09/30/2018	40470	VOID	VOID		0.00
10/17/2018	40471	ACE Hardware	Hose fitting for restroom		
10/10/2018	25/1		Hose fitting for restroom	Commercial Marina	-18.77
					<u>-18.77</u>
10/17/2018	40472	Airgas USA LLC	Filling acetylene and oxygen tanks		
09/24/2018	9080618012		Filling acetylene and oxygen tanks	Maintenance	-176.75
					<u>-176.75</u>
10/17/2018	40473	Alan Brown Tire Center			
09/18/2018	72500320842		Tires for E250501 Ranger	South Beach:SB Operations	-467.32
09/21/2018	72500321288		Dumpster tires	South Beach:SB Operations	-1,019.00
			Freight	South Beach:SB Operations	-55.00
					<u>-1,541.32</u>
10/17/2018	40474	Alsco			
09/05/2018	LPOR2178013		Shop towels, shirt, mats	Administration	-33.97
09/07/2018	LPOR2179686		SB mats	South Beach:SB Admin & Overhead	-58.99
09/12/2018	LPOR2181959		Shop towels, shirt, mats	Administration	-33.97
09/14/2018	LPOR2183506		SB mats	South Beach:SB Admin & Overhead	-58.99
09/19/2018	LPOR2185846		Shop towels, shirt, mats	Administration	-33.97
09/21/2018	LPOR2187512		SB mats	South Beach:SB Admin & Overhead	-58.99
09/26/2018	LPOR2189923		Shop towels, shirt, mats	Administration	-33.97
09/28/2018	LPOR2191599		SB mats	South Beach:SB Admin & Overhead	-58.99
					<u>-371.84</u>
10/17/2018	40475	Amazon Capital Services Inc			
09/26/2018	1VV7-4D33-NLLR	Amazon Capital Services Inc	Cell phone case		0.00
09/28/2018	1WJK-WDKY-LHK3		Gel highlighters	Administration	-11.72
09/30/2018	1NM4-V77C-9V49		Hanging folders, file dividers, 3-hole punch	Administration	-46.02
10/01/2018	1C47-FCG1-LGK9		Cell phone case and stamp	Administration	-49.74
			Cell phone case	Maintenance	-44.96
					<u>-152.44</u>



**Operating Fund
September 16, 2018 through October 17, 2018**

Date	Num	Name	Memo	Class	Amount
10/17/2018	40476	Angela Burrows	Refund Annex RV - shortened stay		
10/01/2018	7260895		Refund Annex RV - shortened stay	South Beach:Annex	-157.96
					<u>-157.96</u>
10/17/2018	40477	Barrelhead Supply Inc			
09/07/2018	256479		Wheelbarrow handles	South Beach:SB Operations	-167.88
09/21/2018	257180		Garden hose and 2-gal spray bottle	South Beach:SB Operations	-49.98
09/26/2018	257405		Silt fence for 9-acre dirt pile	International Terminal	-213.56
					<u>-431.42</u>
10/17/2018	40478	Braxling & Braxling Inc	40 yards of 1.5" gravel		
09/30/2018	4687		40 yards of 1.5" gravel	International Terminal	-560.00
					<u>-560.00</u>
10/17/2018	40479	Cardinal Services Inc			
10/11/2018	1155788		Wages for temp services	South Beach:SB Admin & Overhead	-528.36
10/15/2018	1155900		Wages for temp services	South Beach:SB Admin & Overhead	-264.18
					<u>-792.54</u>
10/17/2018	40480	Carrot-Top Industries Inc	US and Oregon Flags		
10/05/2018	40364700		US and Oregon Flags	Commercial Marina	-275.85
			Shipping	Commercial Marina	-18.39
					<u>-294.24</u>
10/17/2018	40481	Carson Oil Co Inc	Fuel - CM		
09/30/2018	CP-00159084		Fuel - CM	Commercial Marina	-222.08
					<u>-222.08</u>
10/17/2018	40482	Century Link			
10/05/2018	5412657758840B-10/18		Telephone-Monthly Charges Acct #541-265-7758 840B	Administration	-209.23
10/05/2018	5412659651245B-10/18		Telephone-Monthly Charges Acct #541-265-9651 245B	International Terminal	-198.10
					<u>-407.33</u>
10/17/2018	40483	CenturyLink - Business Service	Telephone		
09/30/2018	1451812008		Telephone	Administration	-49.08
					<u>-49.08</u>



**Operating Fund
September 16, 2018 through October 17, 2018**

Date	Num	Name	Memo	Class	Amount
10/17/2018	40484	Chase - Visa			
09/14/2018	Ram Steel		Steel flatbars and angle iron for dumpster repairs	South Beach:SB Operations	-256.54
09/15/2018	Land's End		Hotel for PCC conference	Commercial Marina	-379.66
09/17/2018	Pac States Galvanize		Galvanize flat bar for SB dock	South Beach:SB Operations	-250.00
09/19/2018	General Credit Forms		Visa terminal thermal paper rolls	Administration	-32.63
09/20/2018	HR Answers		OR Pay Equity consulting package	Administration	-5,400.00
09/21/2018	Doubletree Hotel		Lodging - Stormwater Inspector training	International Terminal	-576.50
09/21/2018	Doubletree Hotel		Lodging - Stormwater Inspector training	International Terminal	-576.50
09/22/2018	Holiday Inn		Lodging - OAMR annual conference	Administration	-594.96
09/25/2018	Harbor Freight Tools		Welding tools	Maintenance	-73.93
09/25/2018	Industrial Rebuilder		Grinding stones	Maintenance	-95.00
09/27/2018	GFOA		Annual membership for Government Finance Officers Association	Administration	-160.00
09/27/2018	Safeway		Food for Port party	Administration	-591.25
10/02/2018	PNWA		Pacific Northwest Waterways Association annual convention	Administration	-450.00
10/03/2018	Adobe Acrobat Pro		Adobe Acrobat Pro software renewal	Administration	-32.98
					<u>-9,469.95</u>
10/17/2018	40485	City of Newport Room Tax	Transient room tax - Sept 2018		
10/01/2018	Sept 2018 Room Tax		Transient room tax - Sept 2018	South Beach:Main RV Park	-9,641.00
					<u>-9,641.00</u>
10/17/2018	40486	City of Newport Water/Sewer			
08/31/2018	172421.00-8-18		Water/sewer RV dump new - August	South Beach:Main RV Park	-86.20
09/30/2018	172421.00-9-18		Water/sewer RV dump new - September	South Beach:Main RV Park	-107.90
					<u>-194.10</u>
10/17/2018	40487	Coastal Paper & Supply Inc			
09/05/2018	548271		Paper products and cleaning supplies	South Beach:SB Operations	-419.60
			Freight	South Beach:SB Operations	-4.00
09/11/2018	548579		Paper products and cleaning supplies	South Beach:SB Operations	-492.18
			Freight	South Beach:SB Operations	-4.00
09/25/2018	549286		Paper products and cleaning supplies	South Beach:SB Operations	-485.58
			Freight	South Beach:SB Operations	-4.00
					<u>-1,409.36</u>



**Operating Fund
September 16, 2018 through October 17, 2018**

Date	Num	Name	Memo	Class	Amount
10/17/2018	40488	CoastCom Inc			
09/15/2018	0299000117 10-18		Internet - October 2018	South Beach:SB Admin & Overhead	-375.00
			Internet - October 2018	Administration	-125.00
10/15/2018	0299000117 11-18		Internet - November 2018	South Beach:SB Admin & Overhead	-375.00
			Internet - November 2018	Administration	-125.00
					<u>-1,000.00</u>
10/17/2018	40489	Copeland Lumber Yards			
09/05/2018	1809-106686		Aluminum speed square	Maintenance	-22.99
09/06/2018	1809-107494		Sawzall blades	Commercial Marina	-22.79
09/07/2018	1809-108074		2x8 boards	Commercial Marina	-45.40
09/21/2018	1809-116334		Spray zinc for dumpsters	South Beach:SB Operations	-53.94
09/25/2018	1809-118460		Nails, post numbers, Spee-d round grate for site posts	South Beach:SB Operations	-19.24
09/28/2018	1809-120298		Jig saw, blades, and screws	Commercial Marina	-81.61
					<u>-245.97</u>
10/17/2018	40490	Department of Environmental Quality			
09/24/2018	WQ19STM-0756		122669 GEN12C - Water Quality Annual Permit	International Terminal	-1,009.00
10/02/2018	AQCDP19-2191		21-0077-22-01 ACDP - Air Contaminant Discharge Annual Permit SB 010119-123119	South Beach:SB Operations	-144.00
					<u>-1,153.00</u>
10/17/2018	40491	Design Space	Temporary office rental		
10/05/2018	1050298		Temporary office rental	Administration	-877.00
					<u>-877.00</u>
10/17/2018	40492	Direct TV			
09/26/2018	35138748185		Monthly cable SB RV Park	South Beach:Main RV Park	-879.69
09/30/2018	35166321824		Monthly cable SB Annex	South Beach:Annex	-568.81
					<u>-1,448.50</u>
10/17/2018	40493	Englund Marine Supply Co Inc			
09/05/2018	749066		Hardware for PD7 garbage compound camera relocation	Commercial Marina	-29.50
09/05/2018	749084		6" ss bolts for PD7 garbage compound camera relocation	Commercial Marina	-15.68
09/10/2018	749236		Paint and rollers for crane	International Terminal	-37.29
09/18/2018	897139		Chain to anchor CO2 bottle	International Terminal	-2.21
09/20/2018	749509		Boots	Commercial Marina	-81.03
09/25/2018	749674		String for finishing posts	South Beach:SB Operations	-10.29
09/27/2018	749753		Tarp to cover Mariner III parts	Administration	-33.20
					<u>-209.20</u>



**Operating Fund
September 16, 2018 through October 17, 2018**

Date	Num	Name	Memo	Class	Amount
10/17/2018	40494	Fastenal Company			
10/02/2018	ORNEW130899		Bolts for dumpsters	South Beach:SB Operations	-14.39
10/05/2018	ORNEW130994		Zinc and ss nuts for A-dock ramp repair	South Beach:SB Operations	-21.10
10/08/2018	ORNEW131005		Nuts and bolts for dumpsters	South Beach:SB Operations	-23.19
10/10/2018	ORNEW131074		Bolts for dumpsters	South Beach:SB Operations	-21.23
					<u>-79.91</u>
10/17/2018	40495	Fidelis Screening Solutions	Background checks		
10/01/2018	4457		Background checks	South Beach:SB Admin & Overhead	-239.20
					<u>-239.20</u>
10/17/2018	40496	Fred Meyer Customer Charges			
08/06/2018	38391		Garage door remote batteries and bluetooth earpiece for cell	International Terminal	-42.78
08/08/2018	38394		Small garbage cans and batteries	International Terminal	-19.97
08/08/2018	38395		Boots	Maintenance	-199.98
08/21/2018	12223		Garden hoses	Commercial Marina	-85.96
			Batteries	Commercial Marina	-11.99
			Water	Commercial Marina	-32.00
					<u>-392.68</u>
10/17/2018	40497	Garland's Inc	Washers for dumpsters		
10/04/2018	5496251		Washers for dumpsters	South Beach:SB Operations	-133.63
					<u>-133.63</u>
10/17/2018	40498	GenXsys Solutions	Hosted exchange & archiving mailbox - November 2018		
10/15/2018	10428		Hosted exchange & archiving mailbox - November 2018	Administration	-437.00
					<u>-437.00</u>
10/17/2018	40499	Halco Welding Inc			
09/06/2018	69490		Steel plate for dumpster brackets	South Beach:SB Operations	-1,284.00
09/26/2018	69587		Pipe for dumpsters	South Beach:SB Operations	-100.00
09/28/2018	69593		Have metal cut for dumpsters	South Beach:SB Operations	-20.00
					<u>-1,404.00</u>
10/17/2018	40500	Industrial Welding Supply Inc			
09/12/2018	990658		Trade small tanks and fill	South Beach:SB Operations	-30.74
09/14/2018	991186		Respirators	Maintenance	-88.42
09/21/2018	991973		Peanut grinder	South Beach:SB Operations	-124.99
09/25/2018	992530		Cylinder one-year lease	International Terminal	-364.00
					<u>-608.15</u>



**Operating Fund
September 16, 2018 through October 17, 2018**

Date	Num	Name	Memo	Class	Amount
10/17/2018	40501	Employee			
10/09/2018	Expense Report		TWIC credentials reimbursement	International Terminal	-125.25
10/09/2018	Mileage Reimbursemnt		Mileage reimbursement to get TWIC credentials	International Terminal	-106.82
					<u>-232.07</u>
10/17/2018	40502	Lincoln County Public Works	Fuel for trucks		
10/01/2018	5874		Fuel for trucks - CM	Commercial Marina	-162.71
			Fuel for trucks - Admin	Administration	-57.97
			Fuel for trucks - SB	South Beach:SB Operations	-166.68
			Fuel for trucks - Maint	Maintenance	-39.04
					<u>-426.40</u>
10/17/2018	40503	MacPherson Gintner & Diaz	Professional services		
09/30/2018	80123		Professional services	Administration	-457.50
					<u>-457.50</u>
10/17/2018	40504	Newport Booster Club Inc	Yearbook ad		
10/03/2018	529		Yearbook ad	Administration	-75.00
					<u>-75.00</u>
10/17/2018	40505	Newport Gutter Cleaning	Gutter cleaning for Rogue Brewery		
10/12/2018	101218-01		Gutter cleaning for Rogue Brewery	South Beach:SB Operations	-2,920.50
					<u>-2,920.50</u>
10/17/2018	40506	Newport News-Times			
09/19/2018	331175		Supplemental budget hearing notification	Administration	-193.80
09/28/2018	2531-18		Newport News-Times 12-month subscription	Administration	-95.00
09/28/2018	331607		Travel Newport ad - Fall/Winter 2018-19	South Beach:SB Admin & Overhead	-550.00
					<u>-838.80</u>
10/17/2018	40507	Newport Rental Service			
08/09/2018	91781		Rent chainsaw chain, file, handle	Commercial Marina	-72.35
09/21/2018	93207		Rent manlift for security and fire alarm system installation	International Terminal	-473.00
09/25/2018	93498		Rent skid steer for grading gravel behind NIT and FWT shops	International Terminal	-304.50
					<u>-849.85</u>
10/17/2018	40508	Newport Signs	Rates and dates stickers for dry camp signs		
10/09/2018	9564		Rates and dates stickers for dry camp signs	South Beach:SB Operations	-68.00
					<u>-68.00</u>
10/17/2018	40509	OR Dept of Administrative Services	Annual OR Cooperative Procurement Program membership - 7/1/18-6/30/19		
09/24/2018	ARQ18968		Annual OR Cooperative Procurement Program membership - 7/1/18-6/30/19	Administration	-500.00
					<u>-500.00</u>



**Operating Fund
September 16, 2018 through October 17, 2018**

Date	Num	Name	Memo	Class	Amount
10/17/2018	40510	Overton Safety Training Inc	Hydraulic mobile crane operator qualification		
08/17/2018	18-2697		Hydraulic mobile crane operator qualification	International Terminal	-595.00
					<u>-595.00</u>
10/17/2018	40511	Pacific Habitat Services Inc	Environmental consulting for PD7 emergency permitting - JPA update and submittal		
09/24/2018	1-6332-02		Environmental consulting for PD7 emergency permitting - JPA update and submittal	Commercial Marina	-1,223.00
					<u>-1,223.00</u>
10/17/2018	40512	Pioneer Printing Inc			
09/04/2018	66027		#10 window envelopes	Administration	-203.10
10/03/2018	66237		Business cards	Administration	-274.50
			Business cards	South Beach:SB Admin & Overhead	-87.70
			Business cards	Maintenance	-87.70
10/08/2018	66173		Full color SB site maps	South Beach:SB Admin & Overhead	-1,012.35
10/09/2018	66539		Downsizing brochure for website	Administration	-15.00
					<u>-1,680.35</u>
10/17/2018	40513	Pioneer Telephone Cooperative			
10/01/2018	2288313		SB shop phone - acct #BUS-115083	South Beach:SB Operations	-40.83
10/01/2018	2288273		SB office phone - acct #BUS-113823	South Beach:SB Admin & Overhead	-225.27
					<u>-266.10</u>
10/17/2018	40514	Platt Electric Supply			
08/29/2018	T198484		50 amp circuit breaker for shop	International Terminal	-17.53
09/18/2018	T354259		Welder extension cord	Maintenance	-235.70
09/19/2018	T354415		50 amp plug and receptacle for welder	Maintenance	-74.16
					<u>-327.39</u>
10/17/2018	40515	Road & Driveway Co Inc	Lot sweeping - NIT		
09/25/2018	0025387-IN		Lot sweeping - NIT	International Terminal	-494.00
					<u>-494.00</u>
10/17/2018	40516	Sherwin-Williams	Floor paint for FWT concrete		
09/05/2018	9607-8		Floor paint for FWT concrete	International Terminal	-55.98
					<u>-55.98</u>
10/17/2018	40517	Siuslaw Broadband	Web filtering 10/30/18-11/29/18		
10/16/2018	15340		Web filtering 10/30/18-11/29/18	Administration	-200.00
					<u>-200.00</u>



**Operating Fund
September 16, 2018 through October 17, 2018**

Date	Num	Name	Memo	Class	Amount
10/17/2018	40518	Smart Foodservice - Cash & Carry			
09/05/2018	5410540019992		Cleaning supplies and water	International Terminal	-78.32
09/21/2018	5410540012572		Cleaning supplies	South Beach:SB Operations	-31.90
			Breakroom supplies	South Beach:SB Operations	-47.56
09/26/2018	5410540013408		Breakroom supplies	South Beach:SB Admin & Overhead	-96.72
					<u>-254.50</u>
10/17/2018	40519	Solmar Hydro Inc	Swede's Dock single beam bathy survey		
10/03/2018	PON_2_18		Swede's Dock single beam bathy survey	Commercial Marina	-1,900.00
					<u>-1,900.00</u>
10/17/2018	40520	Special Districts Association of Oregon	SDAO membership & OPPA annual dues		
09/24/2018	Membership 2019		SDAO membership & OPPA annual dues	Administration	-11,726.45
					<u>-11,726.45</u>
10/17/2018	40521	Special Districts Insurance Services	Monthly health-dental-life insurance		
10/01/2018	Nov Health-Dental-Lf		Monthly health-dental-life insurance	Administration	-3,553.58
			Monthly health-dental-life insurance	Commercial Marina	-2,675.45
			Monthly health-dental-life insurance	South Beach:SB Admin & Overhead	-1,503.44
			Monthly health-dental-life insurance	South Beach:SB Operations	-3,690.26
			Monthly health-dental-life insurance	International Terminal	-956.74
					<u>-12,379.47</u>
10/17/2018	40522	Staples			
08/30/2018	2152998821		Office supplies	South Beach:SB Admin & Overhead	-94.64
09/06/2018	2156721991		White board with supplies	Administration	-85.57
09/11/2018	2159513051		Office supplies	South Beach:SB Admin & Overhead	-128.94
09/11/2018	2159572141		Flash drives	South Beach:SB Admin & Overhead	-23.99
09/15/2018	2162556761		Copy paper	Administration	-49.98
09/19/2018	2164647091		Reusable coffee filter cups	Administration	-9.89
09/28/2018	2169744031		TP	Administration	-31.01
					<u>-424.02</u>
10/17/2018	40523	Suburban Propane	Propane		
09/30/2018	1568-103888SB 09-18		Propane	South Beach:SB Operations	-237.79
					<u>-237.79</u>



**Operating Fund
September 16, 2018 through October 17, 2018**

Date	Num	Name	Memo	Class	Amount
10/17/2018	40524	T & L Septic Tank Service			
08/26/2018	143831		Chemical toilet rental - SB Dry Camp	South Beach:SB Operations	-160.00
08/26/2018	143832		Chemical toilet rental - SB South restroom	South Beach:SB Operations	-80.00
08/26/2018	143833		Chemical toilet rental - Bayfront	Commercial Marina	-236.00
08/26/2018	143834		Chemical toilet rental - Bayfront	Commercial Marina	-200.00
					<u>-676.00</u>
10/17/2018	40525	Employee	Reimbursement for Newport Chamber lunches, conference parking, cell phone case		
10/15/2018	Reimburse 10/18		Reimbursement for Newport Chamber lunches	Administration	-42.00
			Parking for PNWA conference	Administration	-21.00
			Cell phone case	Administration	-19.99
					<u>-82.99</u>
10/17/2018	40526	Thompson's Sanitary Service Inc			
09/30/2018	12058 9-2018		Trash disposal - NIT	International Terminal	-1,063.50
09/30/2018	13499 9-2018		Trash disposal - CM PD7	Commercial Marina	-1,805.64
			Two boxes of shredding	Administration	-30.00
09/30/2018	12514 9-2018		Trash disposal - SB	South Beach:SB Operations	-6,353.29
					<u>-9,252.43</u>
10/17/2018	40527	Toyota Industries Commercial Finance Inc			
10/08/2018	4002253464-17		2017 CM forklift - principal	Commercial Marina	-547.78
			2017 CM forklift - interest	Commercial Marina	-111.77
10/08/2018	4002253464-13		2013 CM forklift - principal	Commercial Marina	-573.46
			2013 CM forklift - interest	Commercial Marina	-6.19
					<u>-1,239.20</u>
10/17/2018	40528	Toyota Lift NW			
10/16/2018	14782318		Forklift maintenance - 63502	Commercial Marina	-78.00
10/16/2018	14782319		Forklift maintenance - 40334	Commercial Marina	-135.26
10/16/2018	14780958		Forklift maintenance - 65199	Commercial Marina	-142.26
					<u>-355.52</u>
10/17/2018	40529	TWGW Inc NAPA Auto Parts			
09/04/2018	865-690235		Marine battery for small boat	Commercial Marina	-94.52
09/12/2018	865-691944		Grease gun	South Beach:SB Operations	-4.33
09/19/2018	865-693209		Spray paint for forklift window repair	Commercial Marina	-25.72
					<u>-124.57</u>



**Operating Fund
September 16, 2018 through October 17, 2018**

Date	Num	Name	Memo	Class	Amount
10/17/2018	40530	Voya (State of Oregon Plan)	Monthly Employee Contributions		
10/01/2018	Sept - 2018			Administration	-50.00
					<u>-50.00</u>
10/17/2018	40531	Western Fishboat Owners Association	Supporting membership dues		
10/16/2018	Membership 2019		Supporting membership dues	Administration	-100.00
					<u>-100.00</u>
10/17/2018	40532	Xerox Corporation			
10/01/2018	094725717		Copier lease and print charges - Port office	Administration	-210.30
10/01/2018	094725718		Copier lease and print charges - SB	South Beach:SB Admin & Overhead	-231.37
					<u>-441.67</u>
10/17/2018	40533	Yaquina Bay Communications	Banner Ad - Monthly Pkg		
09/30/2018	176312		Banner ad - monthly pkg	Administration	-150.00
					<u>-150.00</u>
10/17/2018	40534	Yaquina Boat Equipment Inc			
09/28/2018	35889		Blast and metal spray threaded MS A-dock ramp studs	South Beach:SB Operations	-110.00
10/03/2018	35932		Steel flatbar for transition on PD5	Commercial Marina	-43.56
					<u>-153.56</u>
10/17/2018	40535	National Business Solutions	IT contract charge - 10/18		
		National Business Solutions	IT contract charge - 10/18	Administration	7.48
10/09/2018	IN50822		IT contract charge - 10/18	Administration	-373.96
					<u>-366.48</u>
				Total	<u>-123,446.21</u>



**NOAA Fund
September 16, 2018 through October 17, 2018**

Date	Num	Name	Memo	Amount
09/28/2018	13412	Amazon Capital Services Inc		
08/20/2018	1RGK-JXNP-KJV1	Amazon Capital Services Inc	Windssock tube man, sprinkler, and tape to relocate seagulls	0.00
09/05/2018	19NN-39PD-3TK1	Amazon Capital Services Inc	Short cycle timer for windssock tube man	0.00
09/15/2018	1LP1-Q1X7-DG1N		Turbo heads for pressure washer and batteries	-46.71
09/15/2018	1QVY-LV3X-3LPP		Motion-activated sprinklers and hose splitters	-295.94
			Shipping	-11.72
				<u>-354.37</u>
09/28/2018	13413	Cheyenne Livestock & Products Inc	Fire extinguisher cabinets for pier	
09/14/2018	31841		Fire extinguisher cabinets for pier	-2,118.00
			Shipping	-180.00
				<u>-2,298.00</u>
09/28/2018	13414	Coastal Refrigeration Heating & AC LLC	Annual service and maintenance inspection for HVAC equipment	
09/06/2018	1187-9404		Annual service and maintenance inspection for HVAC equipment	-2,200.00
				<u>-2,200.00</u>
09/28/2018	13415	Daily Journal of Commerce	RFQ for maintenance dredging	
09/14/2018	743942999		RFQ for maintenance dredging	-66.30
				<u>-66.30</u>
09/28/2018	13416	Grainger	Axial cooling fan for lighting inverter	
09/19/2018	9909337314		Axial cooling fan for lighting inverter	-44.00
			Shipping	-10.98
				<u>-54.98</u>
09/28/2018	13417	Petty Cash	Petty Cash	
09/20/2018	Petty Cash		Eelgrass counting- Seal Rock Bakery	-30.00
			Eelgrass counting- Seal Rock Bakery	-30.00
			Smart Foodservice- plates and water	-40.83
				<u>-100.83</u>



**NOAA Fund
September 16, 2018 through October 17, 2018**

Date	Num	Name	Memo	Amount
09/28/2018	13418	TCB Security Services Inc	Elevator phone monitoring NOAA	
09/27/2018	225904		Elevator phone monitoring NOAA	-20.00
				<u>-20.00</u>
09/28/2018	13419	Ultimate Pest Control LLC		
09/12/2018	59668		Pest control	-135.00
				<u>-135.00</u>
09/28/2018	13420	Verizon Wireless	Phone charges and mifi	
09/12/2018	9814514586		Phone charges and mifi	-26.36
				<u>-26.36</u>
10/17/2018	13421	Allstart Auto Electric	Batteries for emergency generator	
10/15/2018	59013		Batteries for emergency generator	-540.00
				<u>-540.00</u>
10/17/2018	13422	AVS Elevator	Perform quarterly service	
09/28/2018	2888		Perform quarterly service	-551.62
				<u>-551.62</u>
10/17/2018	13423	Englund Marine & Industrial Supply	Raingear, gloves, boots	
09/27/2018	749757		Raingear, gloves, boots	-374.25
				<u>-374.25</u>
10/17/2018	13424	Lincoln County Public Works	Gas for truck	
10/01/2018	5874		Gas for truck	-105.05
				<u>-105.05</u>
10/17/2018	13425	Newport News Times	RFQ for maintenance dredging	
09/07/2018	330767		RFQ for maintenance dredging	-48.45
				<u>-48.45</u>
10/17/2018	13426	Newport Rental Service		
08/31/2018	92338		Scissor lift rental for overhead door and HVAC annual service	-220.00
				<u>-220.00</u>



**NOAA Fund
September 16, 2018 through October 17, 2018**

Date	Num	Name	Memo	Amount
10/17/2018	13427	Pacific Habitat Services Inc	Revised JPA prep for dredging	
09/24/2018	1-5851-10		Revised JPA prep for dredging	-1,311.00
				<u>-1,311.00</u>
10/17/2018	13428	Pioneer Telephone Cooperative		
10/01/2018	2288752		Telephone - acct #BUS-159375	-239.26
				<u>-239.26</u>
10/17/2018	13429	Special Districts Association of Oregon	SDAO membership & OPPA annual dues	
09/24/2018	Membership 2019		SDAO membership & OPPA annual dues	-2,334.39
				<u>-2,334.39</u>
10/17/2018	13430	Special Districts Insurance Services	Monthly health-dental-life insurance	
10/01/2018	Nov Health-Dental-Lf		Monthly health-dental-life insurance	-683.38
				<u>-683.38</u>
10/17/2018	13431	Thompsons Sanitary Service	Sept service	
09/30/2018	22644 9-2018		Sept service	-410.20
				<u>-410.20</u>
10/17/2018	13432	TWGW Inc NAPA Auto Parts		
08/30/2018	689475		Drive belts for air handling units	-23.74
08/30/2018	689476		Fan belt	-17.57
08/30/2018	689477		Fan belt	-15.67
08/30/2018	689478		Drive belts for air handling units	-17.57
				<u>-74.55</u>
			Total	<u>-12,147.99</u>

Port of Newport

General Manager

Position Overview

The Port of Newport General Manager is responsible for organizational leadership and leading the implementation of the Port's Strategic Business Plan and Capital Facilities Plan. The GM guides the overall operation of Port facilities, personnel and financial performance in addition to directing operational policy and providing program direction in support of the Port's mission. This position reports directly to a 5 member elected Port Commission.

The Port of Newport employs approximately 25 employees who carry out the mission to build and maintain waterfront facilities, and promote/support projects and programs in cooperation with other community organizations and businesses that will retain and create new jobs and increase community economic development.

The General Manager is responsible for the success of the Port in achieving its mission and is expected to be an effective, professional leader who gets results; supervises employees for peak performance; and demonstrates positive, effective, interpersonal and communication skills.

A successful candidate will demonstrate skills and experience related to leadership of a complex, public facing maritime operation. The execution of strategic plans, economic development, public budgeting, workforce leadership, and working closely with elected officials are all essential components of a successful candidate's skillset.

Positions Supervised

Director of Operations, Director of Business Operations, Administrative Supervisor

Summary of Essential Duties

Leads the Port in implementing the goals and strategies outlined in the Strategic Business Plan and Capital Facilities Plan.

Envisions and accomplishes sound business initiatives.

Represents the Commission in relationships with customers, local, state and federal officials.

Develops and maintains positive relationships with community leaders, users of Yaquina Bay, nearby Ports, and the media.

Responsible for the application of best practices pertaining to personnel management actions for Port employees.

Coordinates the activities of all consultants to the Commission, including legal counsel, planners, auditors, architects and engineers.

Approves the development and execution of policies, processes, and procedures.

Reviews, modifies, and approves major program and operating plans and budgets to ensure they are consistent with Commission objectives.

Works with Director of Business Operations to provide oversight and guidance with fiscal and budget responsibilities.

Provides direction to managers/supervisors in cultivating a culture of proactive customer service for their area of responsibility by monitoring and taking initiative in identifying areas for improvements. Collaboratively develop plans solutions and alternatives to improve organizational efficiency.

Designated signature and appointing authority for the Port, as appropriate, including but not limited to contracts, operating expenditures, program related expenditures; and employee appointments.

Responsible for ensuring marketing, economic development, revenue creation, and outreach programs are effectively managed.

Ensures Port-wide consistency and standards for all business functions. Manages and coordinates complex issues that cross work areas.

Provides oversight and leadership to the agency's Director of Business Operations as it relates to complex financial transactions, particularly those with significant legal or contractual components.

Provides the Commission with current information regarding business trends, market conditions, and opportunities relevant to the Commission's short and long-term goals.

Responsible for timely and accurate preparation, submission and adherence to the Port's annual operating budget and capital improvement planning in strict compliance with applicable Oregon budget law.

Regularly reviews Port departmental policies and procedures, and recommends revision when appropriate, in consultation with the Port Commission.

Coordinates with the Director of Operations and the Director of Business Operations on negotiation of rental/lease agreements, collective bargaining agreements, grant writing and other related business transactions.

Ensures regular inspection and timely maintenance of all Port facilities, compliance with all applicable laws and regulations, and the securing of all permits from regulatory agencies necessary to conduct Port business.

Oversees the scheduling of all Commission meetings following the guidelines of Oregon Public Meeting Laws. Attends all meetings unless excused by the Commission.

Assists the Commission in developing and maintaining communication with the Commission's constituency.

Performs other duties and responsibilities as assigned by the Commission.

Working Conditions

Primarily in an office setting with some travel. Requires weekend and evening work, often with frequent interaction with other individuals and groups.

The person in this position must have the ability to manage a heavy workload with multiple tasks, constant interruptions with competing deadlines.

The incumbent must maintain confidentiality and exercise discretion.

Contact with Others

Considerable contact with persons from within and outside the Port offices, including public speaking and communicating with Commission, federal/state/local officials, recreational and commercial fishers, clients, tenants, media, contractors, union representatives, and consultants.

Minimum experience and Knowledge

A Bachelor's degree in business administration, public administration or a related field, or equivalent.

At least 6 years' experience in a public or private organization which included responsibility for **each** of the following: (a) senior leadership role in a complex public facing maritime operation, including the management of staff, (b) development and implementation of strategic long and short-range plans/goals for an organization, (c) successfully working under the direction of a board, (d) budget preparation including capital improvements, (e) contract and lease negotiations, (f) networking and building relationships with community leaders, stakeholders and elected officials, (g) facilitating legal matters with attorneys and risk managers, (h) economic development outreach; and/or an equivalent combination of training, education and experience which demonstrates the knowledge, skills and abilities necessary to successfully perform the essential duties of the job.

Preferred Experience, Knowledge and Training

- ✓ 5 years' experience in a general manager or director role.
- ✓ Experience in the operations of a public port;

- ✓ Successful Strategic Business Plan and Capital Facilities Plan implementation;
- ✓ Economic development;
- ✓ Human Resource best practices;
- ✓ Public finance and budget requirements;
- ✓ Property and facility management best practices;
- ✓ Oversight of complex engineering and construction projects;
- ✓ Governmental ethics and standards.

Skills and Abilities

- ✓ Demonstrated leadership style which includes honesty, confidence, integrity, credibility, approachability, and a strong commitment to teamwork and collaboration across all levels in the organization and with stakeholders.
- ✓ Skill in communicating effectively in writing and the ability to speak about and explain complex issues clearly; effective public speaking and consensus building among a wide variety of audiences.
- ✓ The ability to anticipate, identify, and analyze complex and sensitive issues and situations, develop alternative solutions, forecast consequences of proposed actions, and through intentional engagement consider and appreciate multiple perspectives, backgrounds, and values, integrating them, throughout the organization, creating opportunities to effectively achieve organizational goals.

Required Licenses

Valid driver's license and must be insurable by Ports insurance provider. Ability to obtain a TWIC card.

Salary & Benefit Package

- Salary Range \$113,505 - \$141,129
- Health & Dental Insurance
- Oregon Public Employees Retirement System (PERS)
- Deferred Compensation Plan
- Flexible Spending Account (FSA)
- 20 days Annual Paid Time Off (PTO) to start
- 11 Annual Paid Holidays

**Port of Newport
General Manager Hiring Process
Draft Timeline October 10, 2018**

October 23, 2018	Board Meeting, Approve agreement with SDAO, approval of job description, benefit package and process timeline.
October 29, 2018	Recruitment Period Opens, Special Districts Association of Oregon (SDAO) posts job description and profile.
November 26, 2018	Recruitment Period Closes at 4:00 PM
November 28, 2018	Candidate resume's to Search Committees for review and ranking.
December 3, 2018	Search Committee Meeting in Newport to create a list of semi-finalists.
December 17, 2018	Selection process and Special Board of Commissioners Meeting and Selection Committee Interviews
December 18, 2018	Board of Commissioners announces tentative offer made to New General Manager.
January 2019	Complete Background checks and Final Agreement with Candidate
February 1, 2019	Start Date for New General Manager

Board Members,

Special Districts Association of Oregon, through their SDAO Management Consulting Services Program, routinely assists special districts with Executive Officer recruitment and hiring processes.

The assistance provided by SDAO is based on the needs and desires of each individual special district's board of directors, and may include all aspects from recruitment to final contract negotiations with the final candidate.

It is important that the board of directors of a special district include the following when developing plans for an executive recruitment and hiring process.

1. Develop/review a clear and concise job description for the position, outlining minimum standards, expectations and performance evaluation process. (Public Process)
2. Review/develop benefit package for position. (Public Process)
3. Review/develop description of work environment, description of district.
4. Determine recruitment/hiring process to be conducted: (Public Process)
 - A. Internal opening/recruitment.
 - B. External/internal recruitment.
 - C. Selection/screening process:
 - 1) Assessment center.
 - 2) Modified assessment center.
 - 3) Community and technical interview panels.
 - 4) Board interviews only.
5. Contract for assistance in process or conduct entire process internally.
6. Open the position and require an introductory letter with attached résumé.
7. Review résumés to insure candidate meets minimum standards outlined in job description. Can be done internally or by contracted service.
8. All applications and résumés reviewed by individual board members.
9. Perform reference checks on selection of three to six semifinalists.
10. Board interviews of two to three finalists.(May be done in Executive Session if 1-4 done in Public Session)
11. Tentative job offer to final candidate.
12. Complete background check/medical/physical/technical confirmations completed.
13. Contract negotiations, tentative agreement.
14. Contract approved by board of directors. (Public Process)
15. Press release developed and released that announces new hiring and start date.

The list above is intended to be a check list that may not include all aspects of the hiring process desired by any specific board of directors. SDAO has attempted to include those steps necessary to help boards determine a process that is appropriate for its organization and the community it serves.

The Management Consulting Services Program of SDAO is willing to assist member districts with the process if desired.

Best wishes,

George Dunkel, Administrator
SDAO Management Consulting Services
503-369-2050

**Special Districts Association of Oregon
Management Consulting Services Program**

**Port of Newport
General Manager Selection Process**

**Draft
June 2018**

1. Meet with Board and/or search committee to:
 - Update Job Description
 - Update position benefit package
 - Determine selection process
 - Develop process timeline
2. Develop position recruitment announcement.
3. Place recruitment announcement on SDAO web site and other free association web sites applicable to District.
4. Help District determine recruitment advertising methods, paid site and newspapers etc applicable for their District. (District Cost)
5. Receive letters of interest and resumes at SDAO Tigard office.
 - Collect
 - Review
 - Screen on minimums/education/experience/
 - Prepare for distribution to Board and/or Search Committee
6. Meet with Board/Search Committee to screen candidates and select semi-finalist
 - Conduct preliminary reference checks
 - Conduct phone interviews if required
 - Perform online public background check
7. Assist District with development of interview/evaluation process for semi-finalist.
Recommended Components:
 - Technical Interview Panel: 3 to 5 panelists
 - Community Based Interview Panel 3 to 5 panelists
 - Public Budgeting Component
 - Human Resource Component
 - Board of Directors, Initial Interview
8. Facilitate interview/evaluation process at site determined by District Board.
9. Assist Board with final interview and selection of new Library Director
 - Conduct back ground check as requested
 - Arrange site visits if required

- Perform necessary functions to help determine appropriate selection

10. Additional assistance is available for the following.

- Assistance with finalist contract negotiations
- Arrangement of medical/mental evaluation of finalist

**Special Districts Association of Oregon
Consulting Services Agreement**

This agreement is entered into between the Special Districts Association of Oregon (SDAO) and Port of Newport.

SDAO agrees to provide facilitation and assistance with Executive Director/General Manager Recruitment and Hiring process as part of SDAO's Management Consulting Services program.

SDAO agrees to provide the consulting services at a rate of \$50.00 per hour not to exceed 80 hours (\$4,000.00) plus expenses not to exceed \$1000.00 without additional approval.

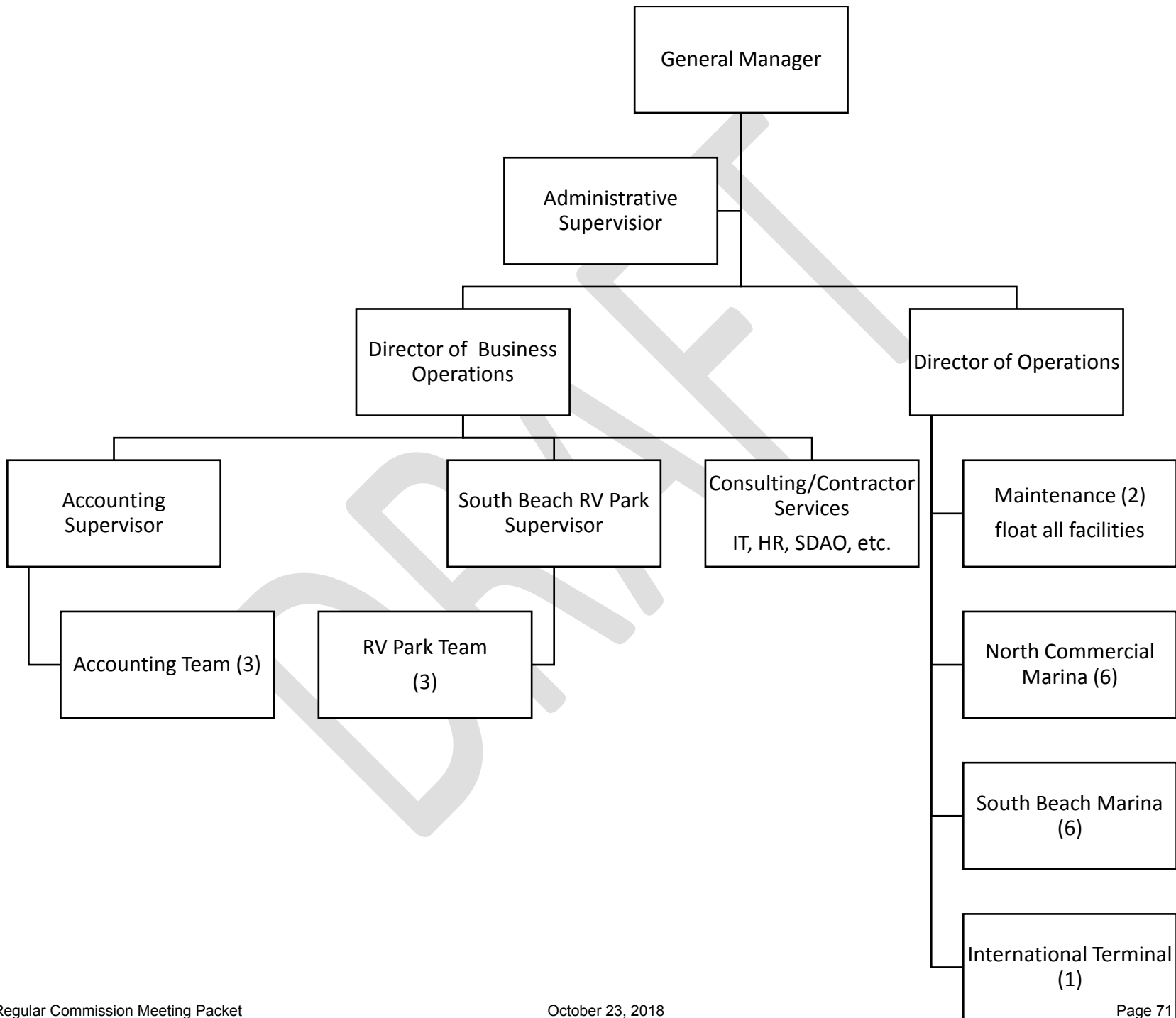
This agreement is made and entered into on this ____ day of _____, 2018

Special Districts Association of Oregon

By: _____
George Dunkel
SDAO Consulting Services Administrator

Port of Newport

By: _____
Board Chair/President



Port of Newport

Director of Business Operations

Position Overview

The Director of Business Operations is a key member of the Port of Newport leadership team. The Director serves as an advisor to the Port General Manager, Director of Operations and the Port Commission on financial and business matters pertaining to the Port's Strategic Plan enabling the Port to optimize its operating efficiency and achieve its mission. This position is responsible for executing a strategic approach to financial management, human resource management, and economic development as directed by the General Manager. Significant responsibilities include; maximizing the development of business opportunities, identifying and applying for appropriate grants, ongoing evaluation of the Port's financial position, and continual improvement of the of Port's internal business operations.

Positions Supervised

Accounting Supervisor, RV Park Supervisor, Contractor/Consultant Services (HR, IT, Communications)

Summary of Essential Duties

Direct and lead the Port's financial functions including financial planning and analysis, accounting, cash management, financing, procurement, risk management, grant writing and management, asset management, and other matters.

Monitor and evaluate contract performance of external auditor and lead the activities associated with the year-end audit.

Manage and coordinate annual budget preparation including; forecasting, development, preparation and updating of relevant information.

Create and implement policies and procedures to ensure established timelines are met with regard to revenue, expense and budget reporting to the Port Commission.

In coordination with the General Manager, collaborate and provide leadership and strategic business analysis in support of the Port's economic development activities.

Develop appropriate relationships to further the ability of the Port to perform its mission.

Oversee Information Technology governance and security protocols. Set Port IT strategic plan and vision. Lead budget friendly implementation of IT projects.

Provide leadership and direction in the development and implementation of a coordinated human resources program using the talent of in-house staff and outside consultants.

Ensure contracts and leases comply with State law and best practices, including evaluation of the financial implications of proposed leases and contracts in the context of the Port's overall financial position.

Working Conditions

Primarily in an office setting with some travel.

The person in this position must have the ability to manage a heavy workload with multiple tasks, constant interruptions with competing deadlines.

The incumbent must maintain confidentiality and exercise discretion.

Contact with Others

Considerable contact with persons from within and outside the Port offices, including public speaking and communicating with Commission, federal/state/local officials, recreational and commercial fishers, clients, tenants, media, contractors, union representatives, and consultants.

Minimum experience and Knowledge

A Bachelor's degree in finance, business administration or a related field, or equivalent.

At least 5 years progressively responsible experience in a public or private organization which included responsibility for **each** of the following: (a) financial planning and analysis for a complex organization including management of assets, investments, and debt, (b) part of a team responsible for development and implementation of strategic long and short-range plans/goals for an organization, (c) public budget preparation including capital improvements, (d) contract and lease negotiations, (e) public accounting, (f) leadership of human resource programs and IT strategy for an organization, (g) working successfully with a board; and/or an equivalent combination of training, education and experience which demonstrates the knowledge, skills and abilities necessary to successfully perform the essential duties of the job.

Preferred Experience, Knowledge and Training

- ✓ 4 years' experience in a director role.
- ✓ Experience in the operations of a public port;
- ✓ Successful Strategic Business Plan and Capital Facilities Plan implementation;
- ✓ Economic development;
- ✓ Human Resource best practices;
- ✓ Public finance and budget requirements;

- ✓ Property and facility management best practices;
- ✓ Governmental ethics and standards.

DRAFT



FINANCE DEPARTMENT MONTHLY REPORT

DATE: October 23, 2018
PERIOD: September 2018
TO: Teri Dresler, Interim General Manager
ISSUED BY: Mark Harris, Accounting Supervisor

OVERVIEW

Financial reports as of September 30, 2018 have been included. The budget figures on the profit and loss reports have been updated per the FY 2018-19 supplemental budget adopted on September 25, 2018.

The Accounts Paid Report (cash disbursements) has undergone a remodel. All of the information that has been reported in past reports will be reported in the new, reformatted version. The prior format required hours of work to copy accounting data, research invoices, and type in descriptions. With the new format, data will be exported directly from our accounting software and will require only a few adjustments greatly reducing production time.

A brief financial analysis of June 30, 2018 fiscal year-end balances has been completed and emailed to commissioners. This analysis will be used to prepare the Management's Discussion and Analysis portion of the annual audit report which will contain additional reporting on the 2017-18 fiscal year.

With the completion of the FY 2017-18 audit preparation work, a summary of the Port's long-term debt has been included for reference. The first two pages report outstanding debt balances as of June 30, 2018 and the budgeted debt service payments due in this current fiscal year. The final page lists original issue dates and amounts, interest rates, and maturity dates for each debt issue.

###



DIRECTOR OF OPERATIONS REPORT

DATE: 10/17/2018
PERIOD: August 2018 – September 2018
TO: Teri Dressler, Interim GM
ISSUED BY: Aaron Bretz

OVERVIEW DIROPS

Summary:

The Terminal is beginning to pick up the pace of operations as we see the ending of shrimp season. Some vessels are setting up for rockfish, while most are preparing for crab season. In the Commercial marina, preparations for crab season are starting up. The RV Park remains busy, and the boat ramp is starting to slow. This month, I have worked to finalize the selection of a contractor for NOAA Dredging and continued to guide OBEC through the final design of the Port Dock 5 Pier. I also received an inquiry from Rondys about fill material from our 9 acre property, so I prepared a request for proposals for sorting the material in order to make it available when the time comes. I conducted a tour of the Rogue Brewery with BergerABAM engineers to begin their assessment, and have researched and provided them with applicable as-built plans along with the original geotechnical report on the fill material from 1978.

Detail:

- **Port Dock 5 Pier**

I participated in a conference call with OBEC's electrical engineers, who requested as-built plans for the current electrical infrastructure. In particular, they are interested in the lines going into and coming out of the breaker cabinet (pictured attached) at Port Dock 5. The cabinet will have to be moved toward the shore because the length of the gangway that leads to the landing float will be longer. We have not been able to locate the as-built plans for the current cabinet, so rather than delay the project to search more we elected to create a more general plan, the details of which will be completed during the bidding process. I have requested that OBEC provide me with the cost of installing conductors capable of 50 amp service leading from the shore to this breaker cabinet to see if we can make that upgrade during this project, but leave the transition from 30 amp service on the docks for later work.

Construction plans are nearly complete; we are still on time, and roughly two weeks out from submission of the plans to the Port.

We have received the Nationwide Permit for the Port Dock 5 project.

Timeline for PD5 Engineering:

19OCT: OBEC Q&A begins

Timeline for PD5 Engineering (cont.):

09NOV: Final draft submitted to the Port

14DEC: Pending approval by the Port, submit to building dept.

- **Rogue Seawall Evaluation**

BergerABAM is reviewing original geotechnical data and building plans

- **NOAA Maintenance Dredging**

Contract documents are complete. I am currently working with Bergerson Construction and the City of Newport to try and allow the city to have access to material they need to complete projects through the dredging period. We are in the final phase of Army Corps permit approval; I anticipate that we will have the permit at the beginning of the in-water work period.

- **Rondys Lease**

Rondys has begun clearing brush on their property. I anticipate that as they clear brush, we will encounter debris and remnants of items long-since forgotten. I am currently working on a plan to remove two flatbed rail cars that have been left on the Rondys property, as well as a pile of old wood pilings (photos attached). Most of our cleanup efforts were previously focused on the western portion of McLean Point; we still have some items to remove further east. I've been in regular contact with Evan Hall of Rondys to respond as issues arise, and I will continue to maintain that contact.

Rondys is interested in getting access to the material that the Port has on our 9 acre lot to use as fill in appropriate areas during their development. To that end, I have issued a request for proposals to see if there are any contractors who could bring a portable crusher into our property and sort and categorize that material so that we can make it available. The desired end-state is that our property would be relatively level with the existing wetlands still in place, and grass planted across the rest of the property to prevent erosion. In order for us to get this work underway, I will have to present a plan to the Port Commission for funding and/or approval.

- **South Beach Boat Ramp**

We ordered signs to mark the underwater ending of the boat ramp after consulting with OSMB and legal regarding proper wording. As previously discussed, a permanent repair for the boat ramp toe will be delayed due to permitting and funding.

- **Rogue Brewery Gutters**

The gutters were installed on the original Rogue Brewery building with stainless hardware for mounting brackets. This created heavy corrosion due to dissimilar metals on the roofing panels. The gutters are now at risk of falling, and we will have to get bids on a repair.

- **Maintenance Crew**

The crew finished fabrication of a reinforced bracket for the landing float at "A" Dock and reconnected the float to the adjacent dock with assistance from a diver. They completed repairs to the float, and it is now working properly with the dock. This work was previously listed on the capital improvements list as a \$50,000 project.

Fabricated and installed a new connecting plate for PD5 B.

Rebuilt hinges for the security gate on the OSP Dock.

The maintenance crew also delivered and picked up our dump truck, which needed a new transmission.

Billable Services Performed this Period (August)

- | | |
|---|---|
| <input checked="" type="checkbox"/> Forklift – Hrs 15.75 | <input checked="" type="checkbox"/> Moorage – 44 days |
| <input checked="" type="checkbox"/> 30 Ton Hydraulic Crane – Hrs 13 | <input checked="" type="checkbox"/> Hoist Dock Tie Up – Hrs 5 |
| <input checked="" type="checkbox"/> Labor – Hrs 17 Hrs | <input type="checkbox"/> 120V power – 0 |
| <input checked="" type="checkbox"/> Other (Net Work) – 0 | <input checked="" type="checkbox"/> 208V power – 30 days |

Special Projects:

- Completed In Progress Expansion of west gravel lot
- Completed In Progress Expansion of property behind FWT
- Completed In Progress SDAO Inspection of NIT Shop
- Completed In Progress painting crane
- Completed in Progress Silt fence around dirt pile on 9 acre lot

Billable Services Performed this Period:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Forklift – 82.5Hrs | <input checked="" type="checkbox"/> Hoist Dock Crane(s) - 3Hrs |
| <input type="checkbox"/> 30 Ton Hydraulic Crane - Enter #.Hrs | <input checked="" type="checkbox"/> Dock Tie Up – 147.75Hrs |
| <input type="checkbox"/> Launch Tickets - Enter #. passes sold | <input type="checkbox"/> Other (Labor) – Hrs |

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

- | | |
|--|--------------------------------------|
| <input checked="" type="checkbox"/> Completed <input type="checkbox"/> In Progress | Moved Container Away From Hoist Dock |
| <input checked="" type="checkbox"/> Completed <input type="checkbox"/> In Progress | Replaced Lights at Hoist Dock |
| <input checked="" type="checkbox"/> Completed <input type="checkbox"/> In Progress | Installed Lexan Windows in Forklift |

Other:

Moved 20' container from the Hoist dock to lot for more room for fish buyers.

Attended the PCC conference in Homer AK. Sessions included, "Managing Projects the right way", "Emergency Response", "Conflict Resolution", "Getting Customers to pay" and "Derelict Boat Update...Latest Regulations and Programs" There was also a session on Towing that got members a hands on training on moving a barge with the Port of Homers 2 small harbor towboats.

NOAA MOC-P – Jim Durkee, Facility Manager

Special Projects:

Completed In Progress **NOAA Pier Dredging: Contractor selected.**

Other:

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

For 2018, over 1400 passengers have crossed the bar on vessels using the NOAA wharf.

Office Occupancy Admin Building – 65 Work Stations Total, 48 Occupied
Warehouse Bldg. – 23 Work Stations Total, 9 Occupied
Occupancy Rate – 64%

Annual inspection of fire alarm, sprinklers, hydrants, and pull stations with Performance Systems Integration.

Replaced the elevator system back-up batteries.

Replaced a dead cooling fan in the pier lighting inverter.

Annual inspection and service of the Liebert air conditioner in the Data Room with Vertiv Co.

Applied for and received a new TWIC.

Replaced batteries on the emergency generator.

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

Launch Tickets 1441 passes sold in Sept.

Still waiting on contractor to receive the new pumps for the sewer lift station so we can get them installed.

Hope to get the new solenoid valves installed at the fuel dock the contractor has rescheduled twice so far.

The maintenance crew has completed the repairs on the towable dumpsters and they are much easier and safer to push around.

Have received two of three quotes on the siding for the spirits building.

Finally found and hired a company to clean the gutters on the Roque brewery building only problem is that we have found that the gutters on the marina side are in danger of falling due to the hangers failing more to come on this.

We will be installing some new fasteners at the bottom of the ramp on A- dock this is another maintenance crew job and will be a major improvement.

U-DA-Mann fish tournament was a success even though they only caught one fish.

Bay to Brews was a success all though I forgot to unlock the south restroom for them.

We have started to install the new LED lights throw the PUD program and it is amazing the difference.

Volunteer Work Crews- The Mates

- Began Taking Photos for the New Website



Figure 1 Port Dock 5 Breaker Cabinet



Figure 2 The Port's 9 Acre Site at McLean Point



Figure 3 The Port's 9 Acre Site at McLean Point



Figure 4 Old Wooden Pilings on Hall Property



Figure 5 Flatbed Rail Car on Hall Property



Figure 6 Flatbed Rail Car on Hall Property

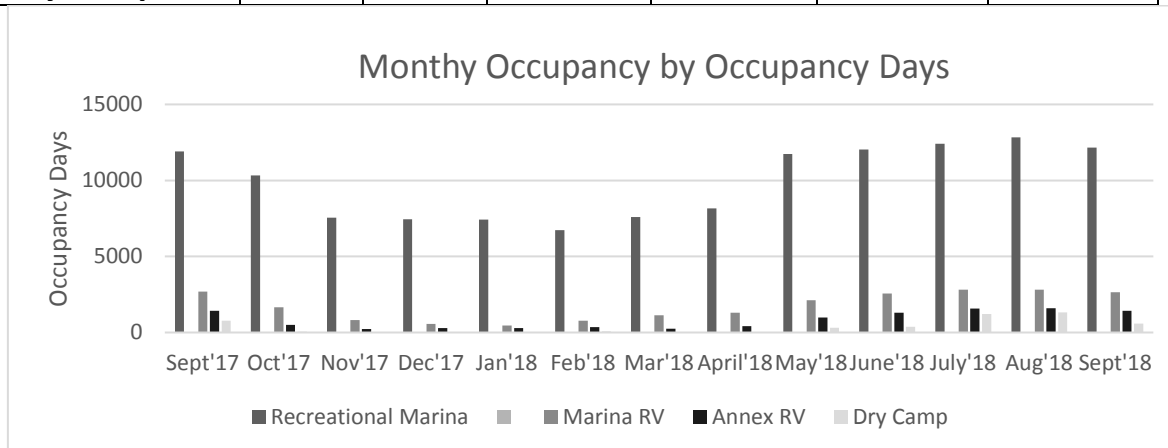


RV PARK & RECREATIONAL MARINA OCCUPANCY REPORT

DATE: *6 October 2018*
RE: *Month Ending 30 September 2018*
TO: *Aaron Bretz, Director of Operations*
ISSUED BY: *Bill Hewitt, RV Park Supervisor*

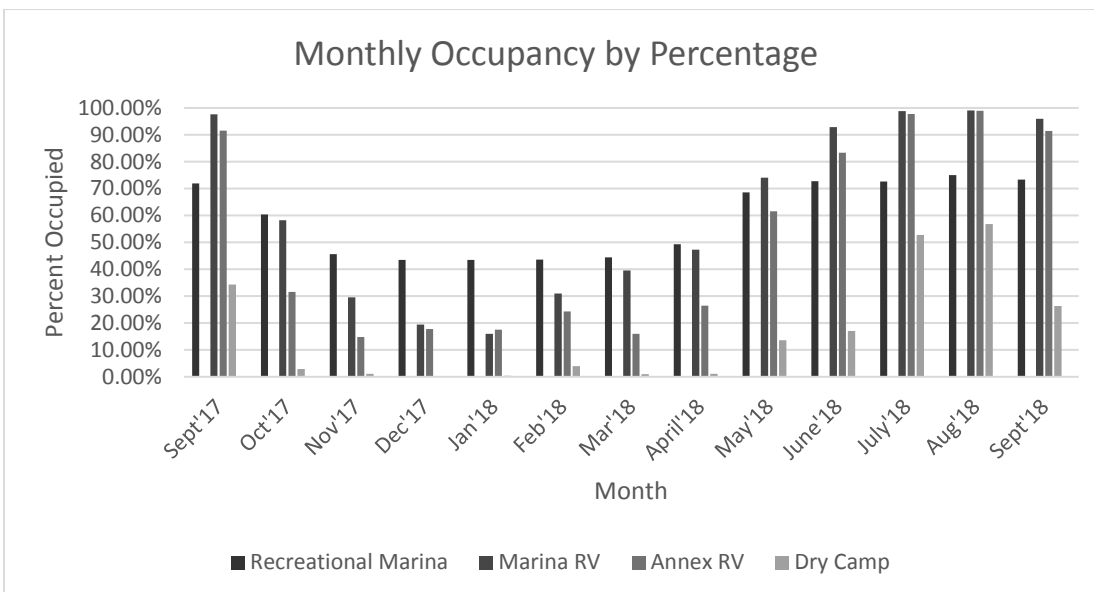
This September was busier than last September in the Marina. The Annex, Dry Camping and the Marina RV were slightly below last Septembers' pace. However, the year to date numbers for all four facilities are ahead of this time last year by multiple percentage points. The RV staff booked roughly 250,000 dollars plus worth of summer business on October 1st for 2019 monthly reservations. We have gotten very few complaints about the price increase and when we have, we have explained why. (Increased labor costs, general maintenance and upkeep, park improvements etc.) We have received countless compliments on how good the park looks and how nice, helpful and professional the staff is to work with. Not to say we don't get some complaints because we do, but we are giving it our best effort every day to make everyone's stay enjoyable. It has been our busiest year ever to date and I believe the entire staff has done an outstanding job to let the customer know we care about them and the quality of their stay.

OCCUPANCY DAYS MONTH & YTD						
Sept'18	2017	2018	Change	YTD2017	YTD2018	Change
Recreational Marina	11907	12156	2.09%	88040	91137	3.52%
Marina RV	2695	2648	-1.74%	15610	16643	6.62%
Annex RV	1429	1426	-0.21%	7703	8195	6.39%
Dry Camp	772	593	-23.19%	3345	3982	19.04%





OCCUPANCY PERCENT MONTH & YTD						
Sept'18	2017	2018	Change	YTD2017	YTD2018	Change
Recreational Marina	71.90%	73.41%	1.51%	58.42%	60.48%	2.06%
Marina RV	97.64%	95.94%	-1.70%	62.15%	66.26%	4.11%
Annex RV	91.60%	91.41%	-0.19%	54.26%	57.72%	3.46%
Dry Camp	34.31%	26.35%	-7.96%	15.91%	19.44%	3.53%





GENERAL MANAGER'S REPORT

DATE: October 19, 2018
PERIOD: September 25, 2018 – October 19, 2018
TO: Port Commissioners
ISSUED BY: Teri Dresler, Interim General Manager

OVERVIEW:

Thank you to Chris Urbach our South Beach Harbormaster who facilitated all of the arrangements to make the end of season BBQ for Port staff successful. The weather was beautiful and the steaks were enormous! Thank you to Commissioners Lamerdin, Skamser and Burke who were able to attend. The staff were very appreciative of the event.

Oregon Pay Equity work is underway with all staff completing Job Analysis Questionnaires. We expect to have this work completed within the December 31st deadline. In November I will be bringing pay equity information to you for consideration.

Aaron and I attended the Oregon Public Port Association meeting in Coos Bay this month. The meeting provided a great opportunity to meet and network with other port managers and meet and talk with Oregon Business staff and elected officials from the Coastal Caucus.

I attended the Pacific Northwest Waterways Association meeting in Vancouver WA this month. This was another great networking opportunity where I was able to meet with Army Corps of Engineers staff and NOAA fisheries staff. I learned about the business efficiency program underway at the national level that has impacts on our permitting turnaround times. It is valuable for the Port to stay active in this association.

The first two day site visit by the BergerABAM strategic planning team is set for November 19 & 20. The outline for those two days is:

Monday, 19 November

Early to 11AM team travel

11AM to 1PM – team kickoff meeting with Port Staff (Port staff, Scott, Nicole and Brian/BST)

1PM to 3PM – Port site visits (Port staff, Scott, Nicole and Brian/BST)

4PM to 6PM – SWOT analysis (Port Staff and Commissioners, Scott, Nicole and Brian/BST)

Tuesday, 20 November*

9 AM to 10 AM – Data gathering at Port offices (Port staff, Scott, Nicole and Brian/BST)

10 AM to 3 PM – Stakeholder Interviews (6) (Scott and Nicole; Brian/BST may sit in on 1 or 2 for market input or may get on phone/visit brokers)

4 PM to 6 PM – Open House No 1 (Port Staff, Scott and Nicole; Commissioners welcome!) No formal presentation; several stations 1) welcome/sign in; 2) what the SBP is and how it will serve the Port District; and 3) project and policy priorities – flip chart for input. 4) exit/refreshment/comment card.

6 PM – tear down and team travel (Brian will travel earlier and miss the open house; but we will provide a summary).

Calendar invitations will be coming out to all of you including information on locations.

You received a request for a letter of support from Heather Mann on behalf of MTC asking for a letter from the Commission supporting the buyback loan relief effort underway in the legislature. The west coast legislators are pursuing a \$10 million appropriation to pay down the accrued debt. The background information is attached for your review. I recommend that the Commission send a letter in support of this legislation. If you all agree, I will work with Heather on the letter.

The Coastal Caucus, the Oregon Congressional Delegation and Governor Kate Brown have all sent letters to the Corps of Engineers advocating the funding for Oregon as part of the Corps FY19 work plan development process. As you know the work the Corps does for Newport is essential to our stakeholders and operations of the Port. I am recommending that the Commission send a letter of appreciation to the Coastal Caucus for their work to advocate on our behalf for this funding. If you all agree, I will work on a letter for the Commission to sign.

From: Heather Mann [<mailto:heathermunromann@gmail.com>]

Sent: Thursday, October 11, 2018 3:34 PM

To: Stewart Lamerdin <slamerdin@portofnewport.com>; Jeff Lackey <jlackey@portofnewport.com>; Sara Skamser <sskamser@portofnewport.com>; James Burke <jburke@portofnewport.com>; Walter Chuck <wchuck@portofnewport.com>

Cc: Teri Dresler <tdresler@portofnewport.com>

Subject: Port of Newport Letter of Support for Buyback Loan Relief Efforts

Importance: High

Hello Stuart & Commissioners:

I'm writing to ask the Port Commission to send a Letter of Support for an effort that the west coast trawl industry is currently pursuing.

I've attached additional background, but the nuts and bolts are this: the trawl industry was deemed overcapitalized in the late 90's and the industry pursued a buyback loan. The government bought out 91 trawl vessels in 2003 and the remaining participants (165 trawl permit holders) are left to pay back the loan. Unfortunately, NMFS delayed promulgating the repayment regulations by 18 months after the loan was executed leading to \$4.2 million in additional interest to accrue while the fleet was prohibited from making loan payments. **The fleet originally borrowed \$28 million, has paid over \$34 million since 2005 (\$6 million more than we borrowed) and incredibly, still owes over \$22.4 million. Over half the remaining balance is a direct result of the NMFS delay – that \$4.2 million has compounded out to almost \$13 million over the life of the loan – through no fault of the industry.**

Currently our legislators are pursuing a \$10 million appropriation to pay down the accrued debt and get the balance of the loan closer to where we would be if it were not for the NMFS delay. We have had broad bi-partisan and bi-cameral support from our legislative leaders, including language in the senate report accompanying the CJS appropriation bill – but we need to convert that support into an actual appropriation. **We are seeking support from west coast ports, counties and cities in addition to secondary and tertiary businesses that rely, in part, on the commercial trawl fleet.** It makes sense to me that the Port of Newport would support this effort – the majority of the permit holders are in Oregon and a major portion of them are here in Newport. The current loan payments are 4.5% of a vessel's annual GROSS income from fishing. We have been averaging \$3-3.5 million in payments each year. This money should be staying here in coastal communities – in crew members' pockets, in infrastructure and marketing improvements, in boat maintenance and in gear innovation, not going into the black hole of the federal government. What's worse is that this is not something the fleet signed up for – this is the only Buyback Loan in the country that we are aware of where the repayment regulations were not implemented simultaneously with the loan execution.

Attached is some additional background and also a recently completed U.S. House of Representatives letter (signed by all five of Oregon's House members) to appropriators supporting the effort. MTC is coordinating a larger coalition that represents all trawl permit holders on the west coast.

It would be great to have the support of the Port of Newport on this issue. Let me know what the path would be to make that happen.

Thanks so much for your consideration

Heather

--

Heather Munro Mann
Midwater Trawlers Cooperative
Newport, OR 97365
(541) 2724544
heathermunromann@gmail.com

West Coast Trawl Buyback Loan History & Status - September 25, 2018

- In 2000 the Pacific Fishery Management Council declared the west coast trawl fishery overcapitalized – meaning too many boats were chasing too few fish
- In late 2003 Congress authorized a “buyout” of excess fishing capacity in the west coast trawl fleet which was supported by the trawl industry
- 91 trawl vessels were bought out and subsequently retired from all federal and state fisheries. Congress appropriated \$46 million for the Buyout. \$10 million was in the form of a grant and \$36 million was in the form of a Buyback Loan. The trawl permit component of the loan was \$28 million.
- The remaining participants in the trawl fleet are responsible for paying back that loan. Theoretically with Buyback Loans, the remaining participants have access to more harvest (since excess capacity has been eliminated) and they have the ability to absorb the costs associated with loan payments
- In the case of the west coast trawl Buyback Loan there were two fatal flaws not anticipated by the industry: First, several species of rockfish were determined to be overfished and a federal fishery disaster was declared – meaning there was not the additional harvest for the remaining participants, but actually even less fish available. Second, while NMFS executed the loan in 2003, they delayed implementing the repayment regulations for 18 months. This delay resulted in over \$4 million in additional interest being added to the loan from the outset. The \$4 million has translated into over \$12 million additional dollars being added to the balance of the trawl portion of the loan
- The trawl fleet initially borrowed \$28 million. As of September 1st, the trawl fleet had paid back over \$34 million - \$6 million more than what was borrowed. Incredibly, the trawl fleet still owes the federal government \$22.4 million on this loan.
- About half of the balance currently owed is attributable to the NMFS delay in implements the regs
- A loan payment is made each time fish is delivered to the dock. Between September 2015 and December 21, 2017, 5% of the ex-vessel value of a load of fish was deducted from what harvesters were paid and sent to the federal government – that’s 5% off the gross value, not net. Beginning in 2018 the fee was reduced from 5% to 4.5% of ex-vessel value, which is still a huge off the top expense.
- In 2011 the trawl ITQ program was implemented. The program has huge costs for participants. The burden of the buyback loan has threatened the viability of the west coast trawl fishery. In addition to loan payments, trawl fishermen are also saddled with a 3% off-the-top deduction for cost recovery (paid to NFMS to manage the fishery) and the full cost of 100% monitoring of the fishery (which is subsidized in many other parts of the country) – these additional expenses came along with ITQ program implementation and are on top of the expense of commercial fishing in general
- With all the costs associated with the trawl ITQ program and a staggering interest rate of just under 7%, the industry sought to refinance the loan in 2014. Federal legislation (REFI) was passed and signed into law by President Obama in December. However, the Office of Management and Budget determined that we would have to come up with a \$10 million appropriation in order to make up for the income the government would lose by refinancing the loan. The REFI was never implemented.
- The industry is currently working with federal legislators to secure a \$10 million appropriation to pay down the interest on the loan that has accumulated due to the NMFS delay in promulgating repayment regulations. There is no other buyback loan in the country that we are aware of, where the repayment regulations were not published simultaneously with the loan execution.
- This is a problem that the federal government created, and only the federal government can fix.

Congress of the United States
Washington, DC 20515

October 1, 2018

The Honorable John Culberson
Subcommittee on Commerce, Justice,
Science, and Related Agencies
Committee on Appropriations
H-309, The Capitol
Washington, D.C. 20515

The Honorable José Serrano
Subcommittee on Commerce, Justice,
Science, and Related Agencies
Committee on Appropriations
1016 Longworth HOB
Washington, D.C. 20515

Dear Chairman Culberson and Ranking Member Serrano,

We write to request an appropriation to buy down additional debt accrued as the result of a mishandled financing program for the “buyback” of Pacific Coast groundfish fishery trawl vessels and permits.

Although the underlying agreement to rationalize the fishery paved the way for an environmental victory and the possibility of sustained economic success for Pacific Coast fishermen and communities, the delayed implementation of the program by the National Marine Fisheries Service (NMFS) has added over \$10 million in unexpected economic drag that threatens the industry. The Senate has recognized the issue in its report to its Fiscal Year 2019 Commerce, Justice, Science, and Related Agencies bill, S. 3072:

The Committee recognizes the ongoing impacts on the Pacific coast groundfish fishery trawl industry resulting from NMFS’s delay in promulgating regulations to collect loan payments for the 2003 fishing vessel and permit buyback program. This delay caused an additional \$4,000,000 in interest to accrue, resulting in an estimated \$10,000,000 of additional loan payments for the Pacific coast groundfish fishery trawl industry. The Committee notes the implementation of the Revitalizing the Economy of Fisheries in the Pacific Act of 2014, section 3095 of Public Law 113-291, which is intended to provide relief to this legacy issue.

We now ask that funds be appropriated to remedy the situation for this critical industry. As further background, after the fishing industry approved the buyback through a referendum, NMFS expended \$36 million in loan proceeds to retire fishing vessels in late 2003, and interest began accruing on March 1, 2004. However, NMFS failed to implement a repayment system until September of 2005. During this 18-month delay, NMFS prohibited the remaining vessels from making any loan repayments. This added \$4.2 million in interest at the outset, effectively increasing the outstanding loan to over \$40 million before NMFS allowed repayment to begin and causing interest to accrue on that \$4.2 million interest. NMFS’s inaction unilaterally changed the loan terms from what the industry had approved by referendum. To date, the Pacific Coast

groundfish industry has made payments of more than \$34 million towards this loan, but the industry currently owes \$22.4 million on the outstanding sub-loan for the groundfish fishery, which is \$10 million more than would have been owed if repayment had started immediately.

An appropriation of \$10 million would reduce the debt level by the amount roughly attributable to NMFS's failure to adopt a timely repayment mechanism. This would also significantly reduce the industry's annual repayment obligations to a level that is more aligned with that envisioned by the original loan terms.

Resolving this longstanding problem is one of the most important actions Congress could take to have a clear and direct positive impact on the entire Pacific Coast groundfish fishery trawl industry. This fishery is year-round, providing the glue that holds shoreside processing infrastructure together between seasonal fisheries. A robust groundfish fishery is essential to providing year-round economic stability for the fishing communities and the entire maritime economy of the communities we represent along the Pacific Coast.

Thank you for your consideration of this request.

Sincerely,



Jared Huffman
Member of Congress



Kurt Schrader
Member of Congress



Peter A. DeFazio
Member of Congress



Alan Lowenthal
Member of Congress



Anna G. Eshoo
Member of Congress



Dave Reichert
Member of Congress




Denny Heck
Member of Congress



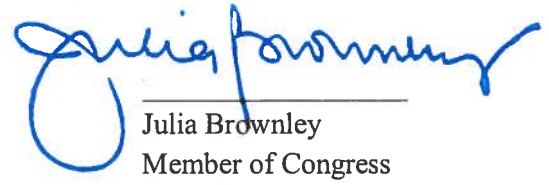
Earl Blumenauer
Member of Congress



Greg Walden
Member of Congress

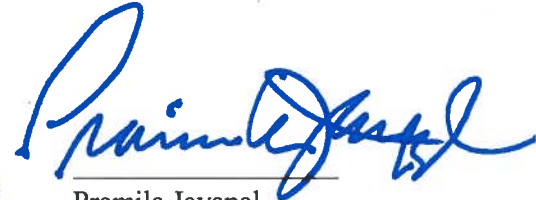

Jackie Speier
Member of Congress


Jimmy Panetta
Member of Congress


Julia Brownley
Member of Congress



Mark DeSaulnier
Member of Congress



Mike Thompson
Member of Congress

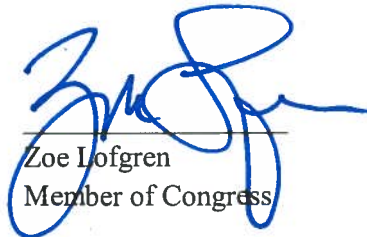

Pramila Jayapal
Member of Congress


Rick Larsen
Member of Congress


Salud O. Carbajal
Member of Congress


Suzan DelBene
Member of Congress


Suzanne Bonamici
Member of Congress


Zoe Lofgren
Member of Congress

From: Ray Bucheger [<mailto:Ray@federalrelations.com>]
Sent: Friday, October 12, 2018 1:50 PM
Subject: Oregon Congressional Delegation letter to USACE

Hello Ports:

Attached is the letter that the Oregon Congressional delegation sent to the Army Corps of Engineers, advocating for funding for Oregon as part of the FY19 work plan development process. I have included the Coastal Caucus letter and Governor Brown's letter so that you have all three in one place.

The work plan will likely be completed in late November. We will stay in touch with Corps leadership and OMB between now and then to keep Oregon port needs front and center.

Have a great weekend.

Ray

Ray Bucheger
FBB Federal Relations
Affiliated with Lindsay Hart, LLP
1120 G Street, NW Suite 1020
Washington, DC 20005
office: 202-783-3333
cell: 202-236-5101
<http://FBBFederalRelations.com>

Congress of the United States

Washington, DC 20515

October 4, 2018

The Honorable R.D. James
Assistant Secretary of the Army – Civil Works
Department of the Army
108 Army Pentagon
Washington, D.C. 20310-0108

Dear Assistant Secretary James:

We are writing to request that you include critical operations and maintenance funding for U.S. Army Corps of Engineers (USACE) projects in the State of Oregon in the fiscal year 2019 (FY2019) work plan for the USACE Civil Works program.

The FY2019 Energy and Water, Legislative Branch, and Military Construction and Veterans Affairs Appropriations Act (P.L. 115-244) provides considerable funding for the USACE, including additional funding for the Corps to carry out projects that did not receive sufficient funding in the President's FY2019 budget request, or that were left out of the budget altogether. In Oregon, this additional funding has played a critical role in past years in ensuring public safety and supporting economic development activities in our state. The needs in Oregon this year are no different.

Our harbors along the Oregon coast can be particularly challenging due to unpredictable weather, the increasing intensity of storms, and especially dangerous wave conditions at our entrance channels. Maintenance dredging and jetty repairs are needed to ensure our ports can serve their most critical purposes as economic engines for coastal communities and harbors of refuge for mariners of both commercial and recreational vessels. Maintenance of our navigation channels also plays a critical role in ensuring our U.S. Coast Guard partners can provide life-saving search and rescue activities from these ports. The following USACE projects in Oregon require additional funding in FY2019 to ensure safe, efficient movement of people and goods. For these reasons, we urge you to support the following projects, and request that your final FY2019 workplan reflect the following funding requests:

Project Name	Additional FY2019 Capability	Total FY2019 Request
Chetco River (Port of Brookings Harbor)	\$733,000	\$1,518,000
Coos Bay (Port of Coos Bay, including River Mile 12-15)	\$9,727,000	\$16,685,000
Coquille River (Port of Bandon)	\$929,000	\$955,000
Depoe Bay	\$868,000	\$878,000
Rogue River (Port of Gold Beach)	\$1,100,000	\$1,105,000
Siuslaw River (Port of Siuslaw)	\$1,273,000	\$1,283,000
Skipanon Channel, OR (Port of Astoria)	\$1,308,000	\$1,313,000
Tillamook Bay & Bar (Port of Garibaldi)	\$1,947,000	\$1,952,000
Umpqua River (Port of Umpqua)	\$954,000	\$1,893,000

Project Name	Additional FY2019 Capability	Total FY2019 Request
Yaquina Bay & Harbor, OR (Port of Newport)	\$975,000	\$4,055,000
Yaquina River (Port of Toledo)	\$290,000	\$290,000

Oregon's ports are the lynchpin for economic activity in many of the state's rural areas. These ports are hubs for international trade, recreation, and commercial fishing, and contribute to the local, regional and national economies. We thank you for your consideration of these projects, and for your continued support.

Sincerely,



Peter A. DeFazio
Member of Congress



Ron Wyden
U.S. Senator



Jeffrey A. Merkley
U.S. Senator



Earl Blumenauer
Member of Congress



Kurt Schrader
Member of Congress



Suzanne Bonamici
Member of Congress



Oregon Coastal Caucus

Sen. Betsy Johnson, Chair
Rep. David Brock Smith, Vice Chair
Sen. Arnie Roblan
Sen. Dallas Heard
Rep. Deborah Boone
Rep. David Gomberg
Rep. Caddy McKeown

October 5, 2018

The Honorable R.D. James
Assistant Secretary of the Army – Civil Works
Department of the Army
108 Army Pentagon
Washington, D.C. 20310-0108

Dear Assistant Secretary James:

On behalf of the Oregon State Legislature’s Coastal Caucus, who represent millions of rural and coastal residents, we encourage you in the strongest terms to provide the support needed for the critical operation and maintenance (O&M) funding for Corps projects in the State of Oregon in the fiscal year 2019 work plan for the U.S. Army Corps of Engineers (USACE) Civil Works program. This funding not only supports rural communities in Oregon, it will supplement significant investment by the state.

Oregon’s ports are the lynchpin for economic activity in many of the state’s rural areas. These small ports are hubs for international trade, recreation, and commercial fishing. Not only that, dredging and jetty maintenance in Oregon is a public safety issue. A lack of funding can result in build-up of sediment and deterioration of jetties that create very dangerous situations for mariners. Lack of funding for these projects not only puts mariners in harm’s way, it impedes the U.S. Coast Guard’s ability to carry out search and rescue missions.

The Energy and Water, Legislative Branch, and Military Construction and Veterans Affairs Appropriations Act, 2019 (Public Law 115-244) provides considerable funding for USACE. This includes additional funding for the Corps to carry out projects that did not receive sufficient funding in the President’s budget request, or were not funded at all. The following Corps projects fit that criteria and are priorities for us:

Project Name	Additional FY2019 Capability	Total FY2019 Request
Chetco River (Port of Brookings Harbor)	\$733,000	\$1,518,000
Coos Bay (Port of Coos Bay, including RM 12-15)	\$9,727,000	\$16,685,000
Coquille River (Port of Bandon)	\$929,000	\$955,000
Depoe Bay	\$868,000	\$878,000
Rogue River (Port of Gold Beach)	\$1,100,000	\$1,105,000
Siuslaw River (Port of Siuslaw)	\$1,273,000	\$1,283,000
Skipanon Channel, OR (Port of Astoria)	\$1,308,000	\$1,313,000
Tillamook Bay & Bar (Port of Garibaldi)	\$1,947,000	\$1,952,000
Umpqua River (Port of Umpqua)	\$954,000	\$1,893,000
Yaquina Bay & Harbor, OR (Port of Newport)	\$975,000	\$4,055,000
Yaquina River (Port of Toledo)	\$290,000	\$290,000



Oregon Coastal Caucus

Sen. Betsy Johnson, Chair
Rep. David Brock Smith, Vice Chair
Sen. Arnie Roblan
Sen. Dallas Heard
Rep. Deborah Boone
Rep. David Gomberg
Rep. Caddy McKeown

In Oregon, additional funding has played a critical role in past years, ensuring public safety and supporting economic development activities in rural Oregon. This funding has also supported sizeable state investments at these same ports. In fact, the ability of our ports to maximize the value of state funding is directly tied to the Corps' ability to maintain federal O&M projects in Oregon.

We appreciate your consideration of this request.

Sincerely,

Senator Betsy Johnson, Chair

Representative David Brock Smith, Chair

Representative Deborah Boone

Senator Arnie Roblan

Representative Caddy McKeown

Representative David Gomberg

Senator Dallas Heard



KATE BROWN
Governor

October 10, 2018

The Honorable R.D. James
Assistant Secretary of the Army – Civil Works
Department of the Army
108 Army Pentagon
Washington, D.C. 20310-0108

Dear Assistant Secretary James:

I am writing to request that, as you develop the Fiscal Year 2019 work plan for the U.S. Army Corps of Engineers (USACE) Civil Works program, you include critical operation and maintenance (O&M) funding for Corps projects in the State of Oregon. Funding for these projects provides support for rural communities in Oregon and supplements significant investment by the State.

Oregon's ports are hubs for international trade, recreation, and commercial fishing, and the lynchpin for economic activity in many of the state's rural areas. Funding is not only important for economic development, it is also critical for the safety of our mariners. Dredging and jetty maintenance prevent build-up of sediment and deterioration of jetties that can create dangerous situations for mariners. Lack of funding for these projects puts mariners in harm's way and impedes the U.S. Coast Guard's ability to carry out search and rescue missions.

The Energy and Water, Legislative Branch, and Military Construction and Veterans Affairs Appropriations Act, 2019 (Public Law 115-244) provides considerable funding for USACE, including additional funding for the Corps to carry out projects that did not receive sufficient funding in the President's budget request, or were not funded at all. The following Corps projects fit that criteria and are priorities for the State of Oregon:

Project Name	Additional FY2019 Capability	Total FY2019 Request
Chetco River (Port of Brookings Harbor)	\$733,000	\$1,518,000
Coos Bay (Port of Coos Bay, including RM 12-15)	\$9,727,000	\$16,685,000
Coquille River (Port of Bandon)	\$929,000	\$955,000
Depoe Bay	\$868,000	\$878,000
Rogue River (Port of Gold Beach)	\$1,100,000	\$1,105,000
Siuslaw River (Port of Siuslaw)	\$1,273,000	\$1,283,000



Asst. Secretary James
October 10, 2018
Page 2

Project Name	Additional FY2019 Capability	Total FY2019 Request
Skipanon Channel, OR (Port of Astoria)	\$1,308,000	\$1,313,000
Tillamook Bay & Bar (Port of Garibaldi)	\$1,947,000	\$1,952,000
Umpqua River (Port of Umpqua)	\$954,000	\$1,893,000
Yaquina Bay & Harbor, OR (Port of Newport)	\$975,000	\$4,055,000
Yaquina River (Port of Toledo)	\$290,000	\$290,000

USACE funding has been critically important for Oregon in past years by ensuring public safety, supporting economic development activities in rural areas and helping to leverage sizeable State investment at these ports. Continued funding in the FY19 work plan to maintain Corps projects is of utmost importance to the State of Oregon.

I appreciate your consideration of this request.

Sincerely,



Governor Kate Brown

cc: KB, bf, am, ejhr