

**PORT OF NEWPORT BUDGET HEARING AND
REGULAR MONTHLY COMMISSION MEETING AGENDA**

Monday, June 24, 2019, 6:00 p.m.

South Beach Activities Room

2120 SE Marine Science Drive, Newport, OR 97365

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

Fiscal Year 2019-20 Budget Hearing (ORS 294.430)		Page
I.	Call to Order	
II.	Public Comment (3 minute limit per person)	
III.	Resolution 2019-xx Adopting the 2019-2020 Fiscal Year Budget, Making Appropriations, and Levying and Categorizing the Tax. (2019-09).....	3
IV.	Adjournment	

Regular Monthly Commission Meeting

I.	Call to Order	
II.	Changes to the Agenda	
III.	Public Comment (3 minute limit per person)	
IV.	Consent Calendar	<u>2019</u>
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X.	Calendar/Future Considerations	
	<u>Item</u>	<u>2019</u>
	Warm Springs Productions Filming	June 27 - 29
	NOAA Eelgrass Monitoring Survey	July 3 – July 5
	Independence Day, Port Office Closed	July 4
	Western Display Fireworks	July 4
	Celebration Run	July 4
	Barrel to Keg Relay	July 13

Association of Pacific Ports Conference	July 14 - 17
Regular Commission Meeting	July 23
Oregon Sea Grant – Shop at the Dock	August 2 - 30
Oregon Coastal Caucus Economic Summit	Aug 21 - 22
XI. Public Comment (3 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:
<https://www.portofnewport.com/recreational-marina-rv-parks-maps>

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BUDGET HEARING AGENDA ITEM

DATE: *June 24, 2019*
RE: *Resolution Adopting the 2019-2020 Fiscal Year Budget*
TO: *Port of Newport Board of Commissioners*
ISSUED BY: *General Manager*

The Adoption of the Budget is the final action taken by the Commission in the Budget Process.

The following actions preceded this Resolution, which provide the background for the final Budget:

1. Budget Priorities Work Sessions on April 9 and April 23, 2019
2. Approval of the FY2019-20 Budget by the Budget Committee on May 14, 2019
3. Adoption of Resolutions:
 - a. 2019-05 Updating the Port of Newport's Capital Improvement Project Prioritization List
 - b. 2019-06 Adopting a Compensation Plan for Port Employees
 - c. 2019-07 Setting Rates, Fees & Charges

RECOMMENDATION

I would recommend that a Commissioner make a MOTION TO APPROVE RESOLUTION 2019-09 ADOPTING THE 2019-2020 FISCAL YEAR BUDGET, MAKING APPROPRIATIONS, AND LEVYING AND CATEGORIZING THE TAX, AS PRESENTED.

PORT OF NEWPORT MINUTES

May 28, 2019

Regular Commission Meeting

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

Agenda Item

**Audio
Time**

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 6:01 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: Paula Miranda, General Manager; Aaron Bretz, Director of Operations; and Karen Hewitt, Administrative Supervisor and Jim Durkee, PON NOAA Facilities Manager.

Members of the Public and Media: Doug Cooper, Hampton Lumber; Angela Nebel, Summit Public Relations; Mike Hopkins, NOAA; Yale Fogarty, ILWU; Pat Ruddiman, ILWU; and Jim Shaw, South Beach resident.

Lamerdin reminded those present of the options for Public Comment.

II. CHANGES TO THE AGENDA

0:29

There were no changes to the Agenda.

III. PUBLIC COMMENT

0:35

There was no public comment at this time.

IV. CONSENT CALENDAR

0:45

A. Minutes

- 1. Regular Commission Meeting April 30, 2019
- 2. Budget Committee Meeting May 14, 2019

B. Financial Reports

- 3. As of March 31, 2019
- 4. As of April 30, 2019

A motion was made by Chuck and seconded by Burke to approve the Consent Calendar as presented. The motion passed 5 – 0.

V. OLD BUSINESS

2:22

A. Items Removed from Consent Calendar

There were no items removed from the Consent Calendar.

B. Accounts Paid

2:31

Lamerdin asked about the payment on page 66 to the Parking District and asked what value this brought to the Port. Bretz said this was a payment for the 2017-18 fiscal year per the Intergovernmental Agreement (IGA) with the City of Newport. There was some discussion about the original intent of the Parking Pass fees going toward the Parking District, and additional discussion about the plans moving forward by the Parking District. Miranda said she would look into the IGA and talk to the City. Lackey said he would provide more information about the Parking District under Commissioner Reports. Lamerdin asked how the Master Gardener program partnership had worked out; Bretz said two South Beach maintenance crew members had completed the program, and one in particular contributed a lot to the landscaping in South Beach. Skamser asked how the cost of TCB Security might compare with the cost of getting more security cameras.

A motion was made by Lackey and seconded by Burke to accept the Accounts Paid. The motion passed 5 – 0.

C. Resolution Adopting FY 2019-20 Capital Improvement List
(Bylaws §6(H))(Res. 2018-13)

13:36

Lamerdin asked about the exclusion of the RV Park Annex redesign from the projects for Fiscal Year 2019-20. Bretz said he was still evaluating how to include that in the FY budget. Miranda will look into qualifying for a Connect Oregon or planning grant. There was additional discussion about this project.

A motion was made by Burke and seconded by Chuck to approve Resolution 2019-05 Adopting FY 2019-20 Capital Improvement List. The motion passed 5 – 0.

D. Resolution Adopting Compensation Plan.....
(Bylaws §6(E))(Res. 2018-06)

20:03

There was some discussion about the difference between the updates regarding pay equity and Fair Labor laws vs. adjustments to the compensation plan to be market competitive. Lamerdin commented there was a budget allocation for possible adjustments. Chuck recommended reviewing the RV Park Manager salary when the new Director of Finance was in place. Miranda commented on the value of the market competitive research and adjustments moving forward.

A motion was made by Burke and seconded by Lackey to adopt Resolution 2019-06 Adopting a Compensation Plan as written. The motion passed 5 – 0.

E. Resolution Setting Rates, Fees & Charges.....
(ORS 294.160)(Res. 2018-07)

23:30

Lamerdin asked about previously discussed increases in rates for downwind slips and for high traffic times. Bretz said this was removed based on staff recommendations. There was discussion about the potential impact of such increases, and discussion about implementation in future years with some discussion and input with users prior to that. Chuck commented on the difficulty with

contacting the approximately 70% of users who aren't in the marina full-time. Bretz commented that the new rates for the Recreational Marina don't go into effect until October 1st, so there could be further discussion. Skamser stated concern for the additional bookkeeping needed if these changes were made. Lamerdin also asked why the rates weren't rounded. Bretz said the percent increases were rounded.

A motion was made by Chuck and seconded by Lackey to adopt Resolution 2019-07 Setting Rates, Fees and Charges. The motion passed 5 – 0.

F. Resolution 2019-08 Adopting Fiscal Management Policies.....

40:29

Staff provided information about the changes made since the initial presentation in February. Skamser asked about flexibility to make changes; Hewitt referred to Section 2 of the Resolution.

A motion was made by Lackey and seconded by Burke to adopt Resolution 2019-08 Adopting Fiscal Management Policies as written. The motion passed 5 – 0.

G. Lease Negotiations with Rondys Inc. For Gear Storage at NIT (including an update on Community Ice planning)

42:27

Bretz reviewed a PowerPoint presentation regarding gear storage at the International Terminal (NIT), included in the Meeting Packet. There was discussion about what would be considered “unusable gear” and whether to ask users to remove that gear from storage at the Port. Skamser said it was important to look to keep gear on Port property, and the difficulty of setting what is usable gear at the policy level. Miranda said that there should be a policy set by the Commission regarding storage at the Terminal and said she would welcome a meeting to discuss that issue, should they want to make a distinction on acceptable storage items. There was additional discussion about what would need to happen if Rondys gave 90 days’ notice of termination of the lease. Skamser commented on the loss of space to stretch out nets with the location of Community Ice. Lamerdin asked if there are currently agreements in place regarding storage and suggested clarifying and formalizing those arrangements. Miranda said she would look into that. She proposed that the Commission could decide to wait until the next meeting when an agreement form could be presented, or allow staff to complete the negotiations with Rondys and sign a lease. There was discussion about the impact to users should Rondys exercise the 90 day option. Skamser commented that storage was a policy issue and part of the discussion of policy on NIT usage, so it would take a while to implement changes to storage. Bretz commented that storage terms were part of the current Moorage License Agreement which made it simple for staff to use. Skamser asked that a notice be sent to the users of NIT saying that there still will be storage available and the terms have changed, including the 90 days term. Miranda said she would work with Aaron on what storage agreements are currently in place and any changes that need to be made. There was further discussion about what a storage agreement should cover including the 90 day notice, and storage options. Lackey asked if this would also apply at the Commercial Marina and suggested having a Commercial Fishing Users Group Committee Meeting to discuss storage. Lamerdin commented that there were other contracts, agreements and policies that needed to be formalized at the Port. Jim Durkee added that creating delineated storage areas had been discussed and dismissed before; the current system allowed for fluidity. He said that storage needs are also seasonal. Because the contract with Rondys expires June 25th which is the date of the next Commission Meeting, Miranda said the Commission could authorize a contract with Rondys as presented or it could be worked on by staff and discussed further at the next Commission meeting. Bretz said the rate of \$2,000 per month was the lowest Rondys was willing to offer.

A motion was made by Lackey and seconded by Burke to authorize the General Manager to enter into contract negotiations with Rondys for a gear storage lease, at the rate of \$2,000 per month, for 12 months, with a 90 day notification by both parties. The motion passed 5 – 0.

Bretz introduced the Staff Report included in the Meeting Packet. He said Community Ice wanted to access the Port’s water line, and easements would be needed for other utilities. Miranda said the current sublease was expiring on June 25th so a new agreement would be prepared to address services provided. Skamser said she was glad administrative fees were accounted for. There was additional discussion about forklift use and the intention on including related terms in the agreement. Miranda said the Port would have an agreement in place before Commercial Ice was operational. She added there could be additional discussion about the footprint to allow for stretching nets. Bretz responded to questions from the Commission that there is no current discussion about Community Ice using the NIT pier.

1:18:50

- H. Final 2019 Strategic Business Plan Update – for Review Only (Addendum Link)
https://www.portofnewport.com/files/cbc37be92/2019.05.28+RM+Addendum+-+PoNewport_SBP+Final_10_May-2019.pdf

There was no deliberation on this item.

VI. STAFF REPORTS

- A. Accounting Supervisor.....

1:37:43

Miranda introduced the report since Harris was not in attendance. She said that she is looking into selecting a Director of Finance. Ten applications were reviewed by her and Harris, and she intended to get Bretz involved. Miranda plans to set up phone interviews, hopefully the next week. Lamerdin said that staff could manage the recruitment without a Commissioner involved.

- B. Director of Operations.....
 - 1. Security Details/Enforcement Options
 - 2. April Occupancy Report

1:41:03

Bretz introduced the Staff Report included in the Meeting Packet. He commented that the weather had affected both recreational halibut and squid. Bretz added he will present information regarding squid at the Port at the next Commission Meeting. He said that the Chelsea Rose may need more time. Bretz said the Port should hear by the end of June from the committee regarding the EDA grant. He added that the gear storage cost/benefit information was included in response to Lackey’s request. Bretz said the information regarding enforcement was for information, not a recommendation. He added that signs regarding the policy will be installed at the Recreational Marina. Lamerdin asked how far east the Federal dredging project would go. Bretz said the dredging would be for access to the Commercial Marina. The Commissioners made some suggestions for possible sources for additional letters of support.

Bretz commented that the closure of residential RV parks around town had been a reason for increased use of the RV Annex. Lamerdin asked if the Seafood and Wine issues were being addressed. Bretz said that the contractor for the festival had not put tar paper under the curbing, which had caused some damage. He added there was a deposit for needed repairs but it was difficult to assess the damage for

this year. Miranda said they were in discussions with the Chamber to about what could work in the long run. There was additional discussion about future festivals.

C. General Manager..... 2:05:52
1. NOAA Pier Requirements

Miranda introduced the staff report included in the Meeting Packet. She invited Lackey as the parking liaison to join a meeting scheduled for Friday with the Chief of Police regarding parking tickets on Marine Science Drive. She referred to the Commission and staff concerns about non-NOAA vessels mooring at the NOAA pier, rather than at NIT. Miranda said she reviewed the NOAA Lease (excerpt in the Meeting Packet) and the Resolution regarding pier access (in the Meeting Packet). There was additional discussion about the issue. Miranda said she would follow up for clarification and a possible amendment to the lease to specify what vessels could moor at NOAA. Lamerdin commented that it may be difficult to modify the lease but there were concerns about liability and lost revenue for the Port. Miranda agreed she would also have the Port attorney review the terms and send notice to NOAA about the Port. Miranda referred to the Staff Report regarding the Strategic Business Plan, and added that she had received positive feedback from Dave Harlan. Miranda said she would be looking at options at NIT for the future. She also said she was discussing with Bretz replacement funds for the next 5/10 year capital projects.

D. COMMISSIONER REPORTS/COMMENTS..... 2:34:02

Burke welcomed Miranda. Lackey spoke about the discussions that had taken place regarding the study by the City’s Parking Committee. Chuck commented that the Port had two representatives on the Committee, and Miranda added that typically if the liaison was chosen by the Commission they could vote as part of a Committee unless the Commission had expressed disagreement. Lamerdin commented that it would be reasonable for staff to prepare a template for a storage agreement at NIT for inclusion in the June Commission Meeting. He also said that he and Miranda had been on a BOSS radio show. Skamser requested the Commissioners be told in advance if radio appearances were happening.

VII. CALENDAR/FUTURE CONSIDERATIONS..... 2:45:20

<u>Item</u>	<u>Date (2019)</u>
Newport Marathon	June 1
Pacific Northwest Waterway Association (PNWA)	
-- Summer Conference	June 25 - 27
Public Hearing & Adopt Budget Resolution.....	June 25
Regular Monthly Commission Meeting.....	June 25
Association of Pacific Ports (APP) Annual Conference	July 14 – 17

*Please advise before June 20th if you plan to attend

The Regular Meeting for June was moved to June 24th because of the conflict with the PNWA Summer Conference. There was discussion about the Port’s membership in organizations. Lamerdin suggested that he and Miranda should attend the conference.

VIII. PUBLIC COMMENT..... 2:50:09

Yale Fogarty welcomed Miranda and said he was looking forward to resolving issues and moving forward. He commented that parking passes were not intended to provide profit for the Port and may

no longer be required with the City imposes parking permitting fees. Fogarty said he was willing to help work toward putting NIT to use to increase Port revenue without displacing users.

2:52:40

IX. ADJOURNMENT

Having no further business, the meeting adjourned at 8:54 pm

ATTESTED:

Stewart Lamerdin, President

Walter Chuck, Secretary/Treasurer

Port of Newport - General Operating Fund

Balance Sheet

As of May 31, 2019

	May 31, 19	May 31, 18	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
11000 · Cash & Equivalents	3,234,687	2,912,597	322,090
Total Checking/Savings	3,234,687	2,912,597	322,090
Accounts Receivable			
11200 · Accounts Receivable	497,860	339,033	158,826
Total Accounts Receivable	497,860	339,033	158,826
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	14,009	0	14,009
11300 · Prepaid Expenses	144,026	61,933	82,094
11400 · Due from Other Funds	127,407	104,273	23,135
11480 · PERS - NPA(L)	(1,070,645)	(635,021)	(435,624)
11485 · PERS - Deferred OF	705,254	369,154	336,100
Total Other Current Assets	(99,614)	(119,327)	19,714
Total Current Assets	3,632,933	3,132,303	500,630
Fixed Assets			
11500 · Capital Assets	77,538,301	80,525,304	(2,987,003)
Total Fixed Assets	77,538,301	80,525,304	(2,987,003)
TOTAL ASSETS	81,171,234	83,657,606	(2,486,372)
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
12000 · Accounts Payable	263,325	229,700	33,625
Total Accounts Payable	263,325	229,700	33,625
Other Current Liabilities			
12020 · Lodging/Room Tax Payable	4,693	1,790	2,903
12100 · Payroll Liabilities	111,834	51,071	60,764
12200 · Due to other Funds	0	81,928	(81,928)
12250 · Deferred Revenue	357,738	248,617	109,121
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	1,020,640	851,418	169,222
Total Current Liabilities	1,283,964	1,081,118	202,847
Long Term Liabilities			
12380 · 2013 FF&C Bond Premium	107,808	115,146	(7,338)
12400 · Long Term Debt	7,130,463	7,667,618	(537,155)
12900 · PERS - Deferred IF	119,917	109,947	9,970
Total Long Term Liabilities	7,358,187	7,892,711	(534,523)
Total Liabilities	8,642,151	8,973,828	(331,677)

Port of Newport - General Operating Fund

Balance Sheet

As of May 31, 2019

	<u>May 31, 19</u>	<u>May 31, 18</u>	<u>\$ Change</u>
Equity			
13000 · Fund Balance	64,672,748	67,022,657	(2,349,910)
13050 · FB - Contributed Capital	7,130,788	7,130,788	0
13210 · FB - Loan Proceeds	0	(89,396)	89,396
Net Income	725,547	619,729	105,818
Total Equity	<u>72,529,082</u>	<u>74,683,778</u>	<u>(2,154,696)</u>
TOTAL LIABILITIES & EQUITY	<u>81,171,234</u>	<u>83,657,606</u>	<u>(2,486,372)</u>

Port of Newport - General Operating Fund

Profit & Loss Budget vs. Actual

July 2018 through May 2019

	Jul '18 - May 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
14000 · Lease Revenues	654,515	687,000	(32,485)	95%
14100 · Moorage	1,286,838	1,323,310	(36,472)	97%
14200 · Hoist Dock & Services	814,652	661,370	153,282	123%
14300 · Shipping Terminal Revenues	1,572	0	1,572	100%
14400 · RV Parks	933,881	960,000	(26,119)	97%
14500 · Launch Ramp & Trailer Storage	74,745	112,200	(37,455)	67%
14600 · Miscellaneous Revenue	104,792	132,020	(27,228)	79%
Total Income	<u>3,870,996</u>	<u>3,875,900</u>	<u>(4,904)</u>	<u>100%</u>
Gross Profit	3,870,996	3,875,900	(4,904)	100%
Expense				
15000 · Personnel Services	1,276,734	1,530,000	(253,266)	83%
16000 · Materials & Services	1,535,135	1,702,200	(167,065)	90%
17000 · Debt Service	497,726	883,714	(385,988)	56%
Total Expense	<u>3,309,595</u>	<u>4,115,914</u>	<u>(806,319)</u>	<u>80%</u>
Net Ordinary Income	561,401	(240,014)	801,415	(234)%
Other Income/Expense				
Other Income				
18100 · Property Tax Revenue	110,689	102,000	8,689	109%
18200 · Interest Income	30,450	8,000	22,450	381%
18300 · Grants	1,800	88,050	(86,250)	2%
18500 · Capital Contributions	0	34,500	(34,500)	0%
18600 · Gain/(Loss) on Sale of Assets	(8,374)	0	(8,374)	100%
18700 · Property & Dredge Sales	54,679	5,000	49,679	1,094%
Total Other Income	<u>189,245</u>	<u>237,550</u>	<u>(48,305)</u>	<u>80%</u>
Other Expense				
19000 · Capital Outlay	25,099	30,000	(4,901)	84%
19600 · Contingency	0	150,000	(150,000)	0%
19700 · Transfers Out to Other Funds	0	274,792	(274,792)	0%
19902 · UEFB	0	1,271,962	(1,271,962)	0%
Total Other Expense	<u>25,099</u>	<u>1,726,754</u>	<u>(1,701,655)</u>	<u>1%</u>
Net Other Income	164,146	(1,489,204)	1,653,350	(11)%
Net Income	<u><u>725,547</u></u>	<u><u>(1,729,218)</u></u>	<u><u>2,454,765</u></u>	<u><u>(42)%</u></u>

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

	Jul '18 - May 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
14000 · Lease Revenues	11,820	0	11,820	100%
14600 · Miscellaneous Revenue	24,793	34,800	(10,007)	71%
Total Income	<u>36,613</u>	<u>34,800</u>	<u>1,813</u>	<u>105%</u>
Gross Profit	36,613	34,800	1,813	105%
Expense				
15000 · Personnel Services	467,990	594,278	(126,288)	79%
16000 · Materials & Services	464,195	518,051	(53,856)	90%
17000 · Debt Service	13,399	121,350	(107,951)	11%
Total Expense	<u>945,584</u>	<u>1,233,679</u>	<u>(288,095)</u>	<u>77%</u>
Net Ordinary Income	(908,971)	(1,198,879)	289,908	76%
Other Income/Expense				
Other Income				
18100 · Property Tax Revenue	110,689	102,000	8,689	109%
18200 · Interest Income	30,450	8,000	22,450	381%
18500 · Capital Contributions	0	34,500	(34,500)	0%
Total Other Income	<u>141,139</u>	<u>144,500</u>	<u>(3,361)</u>	<u>98%</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	141,139	(1,552,254)	1,693,393	(9)%
Net Income	<u><u>(767,831)</u></u>	<u><u>(2,751,133)</u></u>	<u><u>1,983,302</u></u>	<u><u>28%</u></u>

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

	Jul '18 - May 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
14100 · Moorage	90,779	100,000	(9,221)	91%
14200 · Hoist Dock & Services	382,350	314,600	67,750	122%
14300 · Shipping Terminal Revenues	1,572	0	1,572	100%
14600 · Miscellaneous Revenue	1,851	0	1,851	100%
Total Income	<u>476,553</u>	<u>414,600</u>	<u>61,953</u>	<u>115%</u>
Gross Profit	476,553	414,600	61,953	115%
Expense				
15000 · Personnel Services	74,370	74,623	(253)	100%
16000 · Materials & Services	143,691	143,702	(11)	100%
17000 · Debt Service	232,386	506,581	(274,195)	46%
Total Expense	<u>450,447</u>	<u>724,906</u>	<u>(274,459)</u>	<u>62%</u>
Net Ordinary Income	26,106	(310,306)	336,412	(8)%
Other Income/Expense				
Other Income				
18300 · Grants	0	86,250	(86,250)	0%
18700 · Property & Dredge Sales	50,623	0	50,623	100%
Total Other Income	<u>50,623</u>	<u>86,250</u>	<u>(35,627)</u>	<u>59%</u>
Other Expense				
19000 · Capital Outlay	1,200	0	1,200	100%
Total Other Expense	<u>1,200</u>	<u>0</u>	<u>1,200</u>	<u>100%</u>
Net Other Income	<u>49,423</u>	<u>86,250</u>	<u>(36,827)</u>	<u>57%</u>
Net Income	<u><u>75,529</u></u>	<u><u>(224,056)</u></u>	<u><u>299,585</u></u>	<u><u>(34)%</u></u>

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

	Jul '18 - May 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
14100 · Moorage	427,784	454,800	(27,016)	94%
14200 · Hoist Dock & Services	421,601	339,150	82,451	124%
14600 · Miscellaneous Revenue	5,266	3,350	1,916	157%
Total Income	<u>854,651</u>	<u>797,300</u>	<u>57,351</u>	<u>107%</u>
Gross Profit	854,651	797,300	57,351	107%
Expense				
15000 · Personnel Services	280,044	282,245	(2,201)	99%
16000 · Materials & Services	289,533	326,200	(36,667)	89%
17000 · Debt Service	10,153	11,450	(1,297)	89%
Total Expense	<u>579,730</u>	<u>619,895</u>	<u>(40,165)</u>	<u>94%</u>
Net Ordinary Income	274,921	177,405	97,516	155%
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>261,940</u></u>	<u><u>163,405</u></u>	<u><u>98,535</u></u>	<u><u>160%</u></u>

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

	<u>Jul '18 - May 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
14100 · Moorage	763,297	768,510	(5,213)	99%
14200 · Hoist Dock & Services	6,833	7,620	(787)	90%
14400 · RV Parks	933,881	960,000	(26,119)	97%
14500 · Launch Ramp & Trailer Storage	74,745	112,200	(37,455)	67%
14600 · Miscellaneous Revenue	66,128	93,870	(27,742)	70%
Total Income	<u>1,844,885</u>	<u>1,942,200</u>	<u>(97,315)</u>	<u>95%</u>
Gross Profit	1,844,885	1,942,200	(97,315)	95%
Expense				
15000 · Personnel Services	384,426	423,826	(39,400)	91%
16000 · Materials & Services	626,081	714,247	(88,166)	88%
17000 · Debt Service	214,333	214,383	(50)	100%
Total Expense	<u>1,224,840</u>	<u>1,352,456</u>	<u>(127,616)</u>	<u>91%</u>
Net Ordinary Income	620,045	589,744	30,301	105%
Other Income/Expense				
Other Income				
18300 · Grants	1,800	1,800	0	100%
18600 · Gain/(Loss) on Sale of Assets	(8,374)	0	(8,374)	100%
18700 · Property & Dredge Sales	4,056	5,000	(944)	81%
Total Other Income	<u>(2,518)</u>	<u>6,800</u>	<u>(9,318)</u>	<u>(37)%</u>
Other Expense				
19000 · Capital Outlay	10,918	16,000	(5,082)	68%
Total Other Expense	<u>10,918</u>	<u>16,000</u>	<u>(5,082)</u>	<u>68%</u>
Net Other Income	<u>(13,436)</u>	<u>(9,200)</u>	<u>(4,236)</u>	<u>146%</u>
Net Income	<u>606,609</u>	<u>580,544</u>	<u>26,065</u>	<u>104%</u>

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

	<u>Jul '18 - May 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Expense				
15000 · Personnel Services	69,905	155,028	(85,123)	45%
16000 · Materials & Services	8,381	0	8,381	100%
Total Expense	<u>78,286</u>	<u>155,028</u>	<u>(76,742)</u>	<u>50%</u>
Net Ordinary Income	<u>(78,286)</u>	<u>(155,028)</u>	<u>76,742</u>	<u>50%</u>
Net Income	<u>(78,286)</u>	<u>(155,028)</u>	<u>76,742</u>	<u>50%</u>

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

	Jul '18 - May 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
14000 · Lease Revenues	642,695	687,000	(44,305)	94%
14100 · Moorage	4,977	0	4,977	100%
14200 · Hoist Dock & Services	3,868	0	3,868	100%
14600 · Miscellaneous Revenue	6,753	0	6,753	100%
Total Income	<u>658,294</u>	<u>687,000</u>	<u>(28,706)</u>	<u>96%</u>
Gross Profit	658,294	687,000	(28,706)	96%
Expense				
16000 · Materials & Services	3,253	0	3,253	100%
17000 · Debt Service	27,455	29,950	(2,495)	92%
Total Expense	<u>30,708</u>	<u>29,950</u>	<u>758</u>	<u>103%</u>
Net Ordinary Income	<u>627,586</u>	<u>657,050</u>	<u>(29,464)</u>	<u>96%</u>
Net Income	<u>627,586</u>	<u>657,050</u>	<u>(29,464)</u>	<u>96%</u>

Port of Newport - NOAA Fund
Balance Sheet
As of May 31, 2019

	May 31, 19	May 31, 18	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
51000 · Cash & Equivalents	5,672,405	5,795,096	(122,690)
Total Checking/Savings	5,672,405	5,795,096	(122,690)
Other Current Assets			
51300 · Prepaid Expenses	88,078	40,235	47,843
51480 · PERS - NPA(L)	(37,869)	(45,912)	8,043
51485 · PERS - Derfered OF	18,144	26,690	(8,546)
Total Other Current Assets	68,353	21,013	47,340
Total Current Assets	5,740,758	5,816,109	(75,351)
TOTAL ASSETS	5,740,758	5,816,109	(75,351)
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
52000 · Accounts Payable	30,490	15,931	14,559
Total Accounts Payable	30,490	15,931	14,559
Other Current Liabilities			
52110 · Accrued PTO	8,147	5,467	2,679
52200 · Due to Other Funds	6,601	2,885	3,716
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	1,407,054	1,380,830	26,224
Total Current Liabilities	1,437,544	1,396,761	40,783
Long Term Liabilities			
52400 · Long-Term Debt	18,942,865	19,841,284	(898,419)
52800 · Less Current Portion LT Debt	(945,000)	(910,000)	(35,000)
52900 · PERS - Deferred IF	6,474	7,949	(1,475)
Total Long Term Liabilities	18,004,339	18,939,233	(934,894)
Total Liabilities	19,441,883	20,335,994	(894,111)
Equity			
53000 · Fund Balance	(13407592)	(14534551)	1,126,959
Net Income	(293,533)	14,666	(308,199)
Total Equity	(13701125)	(14519885)	818,760
TOTAL LIABILITIES & EQUITY	5,740,758	5,816,109	(75,351)

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

	<u>Jul '18 - May 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
54000 · Lease Revenue	2,332,756	2,544,000	(211,244)	92%
Total Income	2,332,756	2,544,000	(211,244)	92%
Expense				
55000 · Personnel Services	73,350	78,306	(4,956)	94%
56000 · Materials & Services	587,202	750,500	(163,298)	78%
57000 · Debt Service	1,997,271	1,997,271	0	100%
Total Expense	2,657,823	2,826,077	(168,254)	94%
Net Ordinary Income	(325,067)	(282,077)	(42,990)	115%
Other Income/Expense				
Other Income				
58200 · Interest Income	54,927	12,000	42,927	458%
58800 · Miscellaneous Revenue	5,159	950	4,209	543%
Total Other Income	60,086	12,950	47,136	464%
Other Expense				
59000 · Capital Outlay	28,552	86,000	(57,449)	33%
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	28,552	5,449,023	(5,420,472)	1%
Net Other Income	31,535	(5,436,073)	5,467,608	(1)%
Net Income	(293,533)	(5,718,150)	5,424,617	5%

Port of Newport - Facility Maintenance Reserve Fund

Balance Sheet

As of May 31, 2019

	<u>May 31, 19</u>	<u>May 31, 18</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
31000 · Cash & Cash Equivalents	132,234	72,422	59,812
Total Checking/Savings	<u>132,234</u>	<u>72,422</u>	<u>59,812</u>
Total Current Assets	<u>132,234</u>	<u>72,422</u>	<u>59,812</u>
TOTAL ASSETS	<u>132,234</u>	<u>72,422</u>	<u>59,812</u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
32000 · Accounts Payable	119,214	101,387	17,826
Total Accounts Payable	<u>119,214</u>	<u>101,387</u>	<u>17,826</u>
Total Current Liabilities	<u>119,214</u>	<u>101,387</u>	<u>17,826</u>
Total Liabilities	119,214	101,387	17,826
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>(118,025)</u>	<u>(101,288)</u>	<u>(16,737)</u>
Total Equity	<u>13,020</u>	<u>(28,965)</u>	<u>41,985</u>
TOTAL LIABILITIES & EQUITY	<u>132,234</u>	<u>72,422</u>	<u>59,812</u>

Port of Newport - Facility Maintenance Reserve Fund

Profit & Loss Budget vs. Actual

July 2018 through May 2019

	<u>Jul '18 - May 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Other Income/Expense				
Other Income				
38200 · Interest Income	1,189	100	1,089	1,189%
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	1,189	264,892	(263,703)	0%
Other Expense				
39000 · Capital Outlay				
39303 · PD5 Pier Engineering	111,538	111,625	(87)	100%
39306 · PD5 & 7 Pile Replacement	1,223	95,000	(93,777)	1%
39307 · Fuel Dock Solenoid Valve	6,453	15,000	(8,547)	43%
39308 · Electric Load Centers - RM	<u>0</u>	<u>38,000</u>	<u>(38,000)</u>	<u>0%</u>
Total 39000 · Capital Outlay	119,214	259,625	(140,411)	46%
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>119,214</u>	<u>319,625</u>	<u>(200,411)</u>	<u>37%</u>
Net Other Income	<u>(118,025)</u>	<u>(54,733)</u>	<u>(63,292)</u>	<u>216%</u>
Net Income	<u><u>(118,025)</u></u>	<u><u>(54,733)</u></u>	<u><u>(63,292)</u></u>	<u><u>216%</u></u>

Port of Newport - Construction Fund

Balance Sheet

As of May 31, 2019

	<u>May 31, 19</u>	<u>May 31, 18</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
41000 · Cash & Cash Equivalents	31,142	44,052	(12,910)
Total Checking/Savings	<u>31,142</u>	<u>44,052</u>	<u>(12,910)</u>
Total Current Assets	<u>31,142</u>	<u>44,052</u>	<u>(12,910)</u>
TOTAL ASSETS	<u>31,142</u>	<u>44,052</u>	<u>(12,910)</u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
42000 · Accounts Payable	1,593	2,132	(539)
Total Accounts Payable	<u>1,593</u>	<u>2,132</u>	<u>(539)</u>
Total Current Liabilities	<u>1,593</u>	<u>2,132</u>	<u>(539)</u>
Total Liabilities	1,593	2,132	(539)
Equity			
43000 · Fund Balance	41,932	52,840	(10,908)
Net Income	<u>(12,383)</u>	<u>(10,920)</u>	<u>(1,463)</u>
Total Equity	<u>29,549</u>	<u>41,920</u>	<u>(12,371)</u>
TOTAL LIABILITIES & EQUITY	<u>31,142</u>	<u>44,052</u>	<u>(12,910)</u>

Port of Newport - Construction Fund

Profit & Loss Budget vs. Actual

July 2018 through May 2019

	Jul '18 - May 19	Budget	\$ Over Budget	% of Budget
Other Income/Expense				
Other Income				
48200 · Interest Income	88	120	(32)	74%
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	88	10,120	(10,032)	1%
Other Expense				
49000 · Capital Outlay				
49400 · Construction & Management	879	0	879	100%
49450 · Contracted Services	1,593	0	1,593	100%
49500 · Rogue Brewery Seawall Eval	10,000	10,000	0	100%
49501 · RV Park Annex Upgarde	0	18,000	(18,000)	0%
Total 49000 · Capital Outlay	12,471	28,000	(15,529)	45%
49600 · Contingency	0	10,000	(10,000)	0%
49900 · Unappropriated Ending FB	0	16,175	(16,175)	0%
Total Other Expense	12,471	54,175	(41,704)	23%
Net Other Income	(12,383)	(44,055)	31,672	28%
Net Income	(12,383)	(44,055)	31,672	28%

Port of Newport - Bonded Debt Fund

Balance Sheet

As of May 31, 2019

	<u>May 31, 19</u>	<u>May 31, 18</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
21000 · Cash & Cash Equivalents	272,748	536,278	(263,530)
Total Checking/Savings	<u>272,748</u>	<u>536,278</u>	<u>(263,530)</u>
Other Current Assets			
21270 · Property Tax Receivable	86,925	86,925	0
21400 · Due from Other Funds	0	81,928	(81,928)
Total Other Current Assets	<u>86,925</u>	<u>168,853</u>	<u>(81,928)</u>
Total Current Assets	<u>359,673</u>	<u>705,131</u>	<u>(345,458)</u>
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	<u>419,066</u>	<u>419,066</u>	<u>0</u>
TOTAL ASSETS	<u>778,739</u>	<u>1,124,197</u>	<u>(345,458)</u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Other Current Liabilities			
22350 · Bonds Payable - Current	340,000	325,000	15,000
Total Other Current Liabilities	<u>340,000</u>	<u>325,000</u>	<u>15,000</u>
Total Current Liabilities	<u>340,000</u>	<u>325,000</u>	<u>15,000</u>
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	7,313,195	7,455,000	(141,805)
22590 · Bond Premiums	796,865	838,806	(41,941)
22800 · Less Current Portion LTD	(340,000)	(325,000)	(15,000)
22920 · Deferred IF - Refund Valuation	20,808	0	20,808
Total Long Term Liabilities	<u>12,809,537</u>	<u>13,177,475</u>	<u>(367,938)</u>
Total Liabilities	<u>13,149,537</u>	<u>13,502,475</u>	<u>(352,938)</u>
Equity			
23000 · Fund Balance	(12,286,989)	(12,749,003)	462,014
Net Income	(83,808)	370,725	(454,534)
Total Equity	<u>(12,370,798)</u>	<u>(12,378,278)</u>	<u>7,480</u>
TOTAL LIABILITIES & EQUITY	<u>778,739</u>	<u>1,124,197</u>	<u>(345,458)</u>

Port of Newport - Bonded Debt Fund

Profit & Loss Budget vs. Actual

July 2018 through May 2019

	<u>Jul '18 - May 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
28100 · Bond Levy Proceeds	522,438	513,455	8,983	102%
Total Income	522,438	513,455	8,983	102%
Gross Profit	522,438	513,455	8,983	102%
Expense				
27000 · Debt Service	610,478	880,955	(270,478)	69%
Total Expense	610,478	880,955	(270,478)	69%
Net Ordinary Income	(88,039)	(367,500)	279,461	24%
Other Income/Expense				
Other Income				
28200 · Bank Interest Income	4,231	1,800	2,431	235%
Total Other Income	4,231	1,800	2,431	235%
Other Expense				
29902 · UEFB	0	30,000	(30,000)	0%
Total Other Expense	0	30,000	(30,000)	0%
Net Other Income	4,231	(28,200)	32,431	(15)%
Net Income	<u>(83,808)</u>	<u>(395,700)</u>	<u>311,892</u>	<u>21%</u>



CONSENT CALENDAR AGENDA ITEM

DATE: *June 24, 2019*
RE: *Pacific NW Waterways Association Membership Dues*
TO: *Port of Newport Board of Commissioners*
ISSUED BY: *Paula J. Miranda, General Manager*

BACKGROUND

The Port of Newport has been a member of PNWA since 1934 along with most of the Ports in Oregon, Washington and Idaho. PNWA is the regional association working with Congress, federal agencies and decision makers on navigation, transportation, trade, tourism, energy and environmental policy to enhance economic development and environmental sustainability in the Pacific Northwest. In Newport, PNWA lobbies on the Port's behalf to increase funding for US Army Corps of Engineers for dredging and jetty maintenance in the lower Yaquina Bay.

DETAIL SUPPORTING MEMBERSHIP

PNWA has advocated on the Port of Newport's behalf on the following issues:

- Three years straight of \$3-million USACE dredging in Yaquina Bay.
- Advocating for USACE dredging of the South Beach Recreational Marina.
- Advocating for the retention of the USCG Air Facility in Newport.
- Advocating for the relocation of NOAA MOC-P to Newport.
- Supported with the establishment of a federal NAV project under the CAP program in the commercial marina

Additional projects and priorities can be found at www.pnwa.net.

ALTERNATE CONSIDERATIONS

The Port could pull its membership, but would lose an effective voice in Washington D.C. lobbying on issues that are extremely important to commerce in Yaquina Bay.

BUDGET IMPLICATIONS

Existing membership dues were budgeted for in the General Fund – Administration Department. This is a budgeted item reviewed by the Budget Committee. Total line item for Dues and Subscription: \$25,000.

RECOMMENDATION

I would recommend that a Commissioner make a motion to renew the Port of Newport membership with PNWA in an amount not to exceed \$8,010.00.

June 1, 2019



Paula Miranda
Port of Newport
600 S.E. Bay Boulevard
Newport, OR 97365

Dear Paula,

Thank you for your membership in PNWA. Your dues enable us to maintain, strengthen and build our partnerships with federal agencies, Members of Congress and their staff, and many national, state and local partners and stakeholders. It also allows us to be everywhere we need to be, both here in the region and in Washington DC, to make the biggest impact on your behalf and represent a membership whose breadth and depth continues to grow. PNWA now includes over 140 navigation, transportation, trade, tourism, agriculture, forest products, energy and local government interests in Oregon, Washington, and Idaho.

PNWA is always looking for ways to ensure that we are delivering for our members, and we are pleased to tell you that our record of success continues. Our efforts helped to bring record funding in FY2019 for many of our region's coastal and inland navigation projects. We also continue to be the leader for navigation on the Columbia River Treaty and conversations about the future of the river system. Our regulatory work continues to build as well, with PNWA staff leading efforts in the region to decrease permit review times and improve communication between our members and agencies like the Corps of Engineers and NOAA.

I invite you and your staff to be as active as possible in our association. Your participation and communication is a critical component in our ability to advocate for your needs. We have numerous opportunities to engage, including our upcoming Summer Conference in Hood River and our Annual Convention this October in Vancouver. We also have regional meetings in February and of course our famous Mission to Washington DC in March. PNWA holds monthly calls to update you on the latest information and to solicit your feedback, and sends frequent regulatory and government relations updates. You'll also see us around the region, speaking to groups, providing testimony, and learning about the projects our members support. If you would like us to visit your organization, or you know of a group that should hear from PNWA, please give me a call.

We look forward to partnering with you to make the coming year productive and successful. Your invoice for 2019-2020 dues is enclosed. The PNWA staff has worked hard to minimize costs, such that our Board has again kept this year's dues adjustment to just 2.5%. If you have any questions about your membership, or how PNWA works for you, please don't hesitate to get in touch. We appreciate your support!

Sincerely,

Kristin Meira
Executive Director
Pacific Northwest Waterways Association

RECEIVED

JUN 13 2019

PORT OF NEWPORT

Pacific Northwest Waterways Association
 4224 NE Halsey Street, Suite 325
 Portland, OR 97213
 (503) 234-8550
 www.pnwa.net



Invoice

RECEIVED

BILL TO

Paula Miranda
 Port of Newport
 600 S.E. Bay Boulevard
 Newport, OR 97365

JUN 13 2019

PORT OF NEWPORT

INVOICE # 5674
 DATE 06/05/2019
 DUE DATE 07/05/2019
 TERMS Net 30

ACTIVITY	QTY	RATE	AMOUNT
2019/2020 Dues PNWA 2019 PNWA Membership Dues (covering 7/1/2019 to 6/30/2020)We appreciate your support!	1	8,010.00	8,010.00

Substitute W-9: For tax purposes, PNWA is exempt from withholding as a not-for-profit 501(c)(6) corporation, federal tax ID #91-0267335.

The Omnibus Budget Reconciliation Act of 1993 requires that we notify our members that dues paid to PNWA on or after January 1, 1994 will only be partially deductible if you pay federal income tax and deduct PNWA dues as a business expense. Dues supporting certain lobbying activities are not deductible. PNWA estimates that 10% of PNWA dues associated with this invoice are not deductible.

BALANCE DUE **\$8,010.00**

Port of Newport

600 S.E. BAY BOULEVARD NEWPORT, OREGON 97365 PHONE (541) 265-7758 FAX (541) 265-4235 www.portofnewport.com

June 12, 2019

Dana Jenkins
Lincoln County Clerk
225 Olive St – Rm 201
Newport, OR 97365

Dear Dana,

Thank you for the official Abstracts of Votes for the May 21, 2019 Special Election. The Port of Newport herein certifies the results of the Port of Newport election as follows:

Walter Chuck, Jr., Commissioner Position 1	1628 votes
Stewart Lamerdin, Commissioner Position 3	1173 votes
Jim Burke, Commissioner Position 5	1632 votes

Positions 1, 3 and 5 are four year terms, effective July 1, 2019 through June 30, 2023. Based upon provisions found in ORS 236 and 198, these candidates are qualified to hold the office of Port of Newport Commissioner.

Please feel free to call if you have any questions.

Sincerely,



Paula J. Miranda
General Manager



Dana W. Jenkins
LINCOLN COUNTY CLERK
225 W. Olive Street-Room 201
Newport, Oregon 97365

County of Lincoln
"Customer Service is #1"
www.co.lincoln.or.us/clerk/
(541) 265-4131

DATE: June 6, 2019
TO: Electoral Districts in the May 21, 2019 Election
FROM: Dana Jenkins, Lincoln County Clerk
RE: Official Abstracts of Votes

Enclosed is the Official Abstracts of Votes for the May 21, 2019 Special District Election (for each position or measure in your district).

Also enclosed is a copy of the Final Official Election Results for the election.

Please let us know if you approve of the results, as per ORS 255.295, and we will issue Certificates of Election to the winners!

Thanks for all your help!

RECEIVED

JUN 10 2019

PORT OF NEWPORT

Commissioner, Position 1, 4 Year Term
Port of Newport
(VOTE FOR) 1
01 = Walter Chuck, Jr
02 = WRITE-IN

VOTES PERCENT

VOTES PERCENT

1,628 98.31
28 1.69

03 = OVER VOTES
04 = UNDER VOTES

0
702

	01	02	03	04
0007 07 SEAL ROCK	254	3	0	172
0008 08 SOUTH BEACH	193	2	0	78
0009 09 NYE CREEK	164	2	0	58
0010 10 NEWPORT BAY	102	2	0	33
0011 11 OCEANVIEW	153	3	0	46
0012 12 YAQUINA	223	7	0	92
0013 13 PACIFIC	242	2	0	100
0014 14 AGATE BEACH	229	6	0	78
0015 15 OTTER ROCK	68	1	0	45
0027 27 FRUITVALE	0	0	0	0

I certify that the votes recorded on this abstract correctly summarize the tally of votes cast at the election indicated.

DATED this 6th day of June, 2019.

Dana W. Jenkins, Lincoln County Clerk



	VOTES		PERCENT			VOTES		PERCENT	
Commissioner, Position 3, 4 Year Term									
Port of Newport									
(VOTE FOR) 1									
01 = Rob Halverson			863	42.20					
02 = Stewart Lamerdin			1,173	57.36	04 = OVER VOTES		2		
03 = WRITE-IN			9	.44	05 = UNDER VOTES		311		
	01	02	03	04	05				
0007 07 SEAL ROCK	117	182	1	0	129				
0008 08 SOUTH BEACH	92	143	0	0	38				
0009 09 NYE CREEK	92	116	0	0	16				
0010 10 NEWPORT BAY	52	78	0	1	6				
0011 11 OCEANVIEW	68	120	3	0	11				
0012 12 YAQUINA	128	160	2	1	31				
0013 13 PACIFIC	180	144	1	0	19				
0014 14 AGATE BEACH	110	176	2	0	25				
0015 15 OTTER ROCK	24	54	0	0	36				
0027 27 FRUITVALE	0	0	0	0	0				

I certify that the votes recorded on this abstract correctly summarize the tally of votes cast at the election indicated.

DATED this 6th day of June, 2019.

Dana W. Jenkins, Lincoln County Clerk



		VOTES	PERCENT			VOTES	PERCENT
Commissioner, Position 5, 4 Year Term							
Port of Newport							
(VOTE FOR) 1							
01 = Jim Burke		1,632	99.03	03 = OVER VOTES		0	
02 = WRITE-IN		16	.97	04 = UNDER VOTES		710	

		01	02	03	04		

0007 07 SEAL ROCK		253	1	0	175		
0008 08 SOUTH BEACH		196	1	0	76		
0009 09 NYE CREEK		171	1	0	52		
0010 10 NEWPORT BAY		105	1	0	31		
0011 11 OCEANVIEW		149	2	0	51		
0012 12 YAQUINA		232	1	0	89		
0013 13 PACIFIC		242	4	0	98		
0014 14 AGATE BEACH		219	4	0	90		
0015 15 OTTER ROCK		65	1	0	48		
0027 27 FRUITVALE		0	0	0	0		

I certify that the votes recorded on this abstract correctly summarize the tally of votes cast at the election indicated.

DATED this 6th day of June, 2019.

Dana W. Jenkins, Lincoln County Clerk



SUMMARY REPORT

Lincoln County, Oregon
 Special Election
 May 21, 2019

Run Date:06/06/19 02:39 PM

Total Voting: 7,672
 # Registered: 35,705
 % Counted 100%
 Turnout: 21.49%
 06/06/2019 @ 2:39pm
Final Official Results

EL45 Page 001

	VOTES	PERCENT
PRECINCTS COUNTED (OF 32)	32	100.00
REGISTERED VOTERS - TOTAL	35,705	
BALLOTS CAST - TOTAL	7,672	
BALLOTS CAST - BLANK	72	.94
VOTER TURNOUT - TOTAL		21.49
VOTER TURNOUT - BLANK		.20

Board of Directors, Zone 7, 4 Year Term
 Linn-Benton-Lincoln Education Service District, Zone 7
 (VOTE FOR) 1

David Jon Dunsdon	4,815	99.09
WRITE-IN	44	.91
Over Votes	0	
Under Votes	1,841	

Board of Education, Zone 3, 4 Year Term
 Oregon Coast Community College District
 (VOTE FOR) 1

J F (Jeff) Ouderkirk	831	99.16
WRITE-IN	7	.84
Over Votes	0	
Under Votes	176	

Board of Education, Zone 4, 4 Year Term
 Oregon Coast Community College District
 (VOTE FOR) 1

Nancy Osterlund	582	99.49
WRITE-IN	3	.51
Over Votes	0	
Under Votes	49	

Board of Education, Zone 6, 4 Year Term
 Oregon Coast Community College District
 (VOTE FOR) 1

Clifford H Ryer	693	99.14
WRITE-IN	6	.86
Over Votes	0	
Under Votes	305	

Board of Education, Zone 7, 4 Year Term
 Oregon Coast Community College District
 (VOTE FOR) 1

Deborah Kilduff	1,135	99.21
WRITE-IN	9	.79
Over Votes	0	
Under Votes	588	

Board of Directors, Zone 1, 4 Year Term
 Lincoln County School District
 (VOTE FOR) 1

Megan Cawley	5,379	98.86
WRITE-IN	62	1.14
Over Votes	0	
Under Votes	2,231	

Board of Directors, Zone 2, 4 Year Term
 Lincoln County School District
 (VOTE FOR) 1

Liz Martin	5,707	99.05
WRITE-IN	55	.95
Over Votes	0	
Under Votes	1,910	

Board Member, Zone 3, 4 Year Term
 Lincoln County Library District - Zone 3
 (VOTE FOR) 1

No Candidate Filed	0	
WRITE-IN	74	100.00
Over Votes	0	
Under Votes	1,132	

Board Member, Zone 4, 4 Year Term
 Lincoln County Library District - Zone 4
 (VOTE FOR) 1

Virginia Tardaewether	410	99.51
WRITE-IN	2	.49
Over Votes	0	
Under Votes	128	

Board Member, Zone 5, 4 Year Term
 Lincoln County Library District - Zone 5
 (VOTE FOR) 1

Brian Fodness	587	98.82
WRITE-IN	7	1.18
Over Votes	0	
Under Votes	238	

Director, Position 4, 4 Year Term
 Greater Toledo Pool Recreation District
 (VOTE FOR) 1

Peter Vince	498	98.81
WRITE-IN	6	1.19
Over Votes	0	
Under Votes	72	

VOTES PERCENT

Director, Position 5, 4 Year Term
Greater Toledo Pool Recreation District
(VOTE FOR) 1

Kay Chambers	520	99.43
WRITE-IN.	3	.57
Over Votes	0	
Under Votes	53	

VOTES PERCENT

Commissioner, Position 2, 4 Year Term
Port of Toledo
(VOTE FOR) 1

Chuck Gerttula.	778	99.36
WRITE-IN.	5	.64
Over Votes	0	
Under Votes	113	

Commissioner, Position 2, 4 Year Term
Port of Alsea
(VOTE FOR) 1

Rob L Bishop	1,102	99.37
WRITE-IN.	7	.63
Over Votes	0	
Under Votes	623	

Commissioner, Position 4, 4 Year Term
Port of Toledo
(VOTE FOR) 1

Mike Kriz	789	99.87
WRITE-IN.	1	.13
Over Votes	0	
Under Votes	106	

Commissioner, Position 4, 4 Year Term
Port of Alsea
(VOTE FOR) 1

Jan Power	1,078	99.26
WRITE-IN.	8	.74
Over Votes	0	
Under Votes	646	

Commissioner, Position 5, 4 Year Term
Port of Toledo
(VOTE FOR) 1

Penny Ryerson	739	98.93
WRITE-IN.	8	1.07
Over Votes	0	
Under Votes	149	

Commissioner, Position 1, 4 Year Term
Port of Newport
(VOTE FOR) 1

Walter Chuck, Jr.	1,628	98.31
WRITE-IN.	28	1.69
Over Votes	0	
Under Votes	702	

Director, Position 1, 4 Year Term
North Lincoln Health District
(VOTE FOR) 1

Bettye Ruth Gamester.	1,685	98.37
WRITE-IN.	28	1.63
Over Votes	0	
Under Votes	580	

Commissioner, Position 3, 4 Year Term
Port of Newport
(VOTE FOR) 1

Rob Halverson	863	42.20
Stewart Lamerdin	1,173	57.36
WRITE-IN.	9	.44
Over Votes	2	
Under Votes	311	

Director, Position 4, 4 Year Term
North Lincoln Health District
(VOTE FOR) 1

Kitty Bushman	1,684	98.77
WRITE-IN.	21	1.23
Over Votes	0	
Under Votes	588	

Commissioner, Position 5, 4 Year Term
Port of Newport
(VOTE FOR) 1

Jim Burke	1,632	99.03
WRITE-IN.	16	.97
Over Votes	0	
Under Votes	710	

Director, Position 5, 4 Year Term
North Lincoln Health District
(VOTE FOR) 1

Dick Anderson	1,671	96.93
WRITE-IN.	53	3.07
Over Votes	0	
Under Votes	569	

Director, Position 6, 4 Year Term
North Lincoln Health District
(VOTE FOR) 1

Terry Buggenhagen	1,726	98.85
WRITE-IN.	20	1.15
Over Votes	0	
Under Votes	547	

Director, Position 4, 4 Year Term
Central Oregon Coast Fire & Rescue District
(VOTE FOR) 1

Kevin Battles	420	98.59
WRITE-IN.	6	1.41
Over Votes	0	
Under Votes	70	

Director, Position 1, 4 Year Term
Pacific Communities Health District
(VOTE FOR) 1

Bonnie Saxton	3,152	98.87
WRITE-IN.	36	1.13
Over Votes	0	
Under Votes	1,301	

Director, Position 5, 4 Year Term
Central Oregon Coast Fire & Rescue District
(VOTE FOR) 1

Reda Eckerman	388	98.23
WRITE-IN.	7	1.77
Over Votes	0	
Under Votes	101	

Director, Position 2, 4 Year Term
Pacific Communities Health District
(VOTE FOR) 1

Ralph A Breitenstein.	2,982	99.04
WRITE-IN.	29	.96
Over Votes	0	
Under Votes	1,478	

Director, Position 2, 2 Year Unexpired Term
Depoe Bay Rural Fire Protection District
(VOTE FOR) 1

Janel Gifford	653	98.49
WRITE-IN.	10	1.51
Over Votes	0	
Under Votes	159	

Director, Position 2, 2 Year Unexpired Term
Alsea Rural Fire Protection District
(VOTE FOR) 1

Al France	9	100.00
WRITE-IN.	0	
Over Votes	0	
Under Votes	0	

Director, Position 4, 4 Year Term
Depoe Bay Rural Fire Protection District
(VOTE FOR) 1

Richard J Krolak	631	99.06
WRITE-IN.	6	.94
Over Votes	0	
Under Votes	185	

Director, Position 4, 4 Year Term
Alsea Rural Fire Protection District
(VOTE FOR) 1

Mike Follett	9	100.00
WRITE-IN.	0	
Over Votes	0	
Under Votes	0	

Director, Position 5, 4 Year Term
Depoe Bay Rural Fire Protection District
(VOTE FOR) 1

Barbara Leff	657	98.50
WRITE-IN.	10	1.50
Over Votes	0	
Under Votes	155	

Director, Position 5, 4 Year Term
Alsea Rural Fire Protection District
(VOTE FOR) 1

Jake Sapp	9	100.00
WRITE-IN.	0	
Over Votes	0	
Under Votes	0	

Director, Position 1, 4 Year Term
Newport Rural Fire Protection District
(VOTE FOR) 1

Stan Parker.	272	100.00
WRITE-IN.	0	
Over Votes	0	
Under Votes	111	

VOTES PERCENT

VOTES PERCENT

Director, Position 2, 4 Year Term
Newport Rural Fire Protection District
(VOTE FOR) 1

Peter A Boris	273	99.64
WRITE-IN.	1	.36
Over Votes	0	
Under Votes	109	

Director, Position 3, 4 Year Term
Seal Rock Rural Fire Protection District
(VOTE FOR) 1

Larry Silverthorn.	241	33.61
Dustin Joll.	297	41.42
Paul Rimola.	179	24.97
WRITE-IN.	0	
Over Votes	1	
Under Votes	138	

Director, Position 3, 4 Year Term
Newport Rural Fire Protection District
(VOTE FOR) 1

No Candidate Filed	0	
WRITE-IN.	19	100.00
Over Votes	0	
Under Votes	364	

Director, Position 4, 4 Year Term
Seal Rock Rural Fire Protection District
(VOTE FOR) 1

Erik Dedijs-Small	317	44.46
Peter Benjamin.	393	55.12
WRITE-IN.	3	.42
Over Votes	0	
Under Votes	143	

Director, Position 1, 4 Year Term
North Lincoln Fire & Rescue District #1
(VOTE FOR) 1

George Blacketer	661	40.18
Ron W Woodard, II.	974	59.21
WRITE-IN.	10	.61
Over Votes	0	
Under Votes	282	

Director, Position 1, 4 Year Term
Siletz Rural Fire Protection District
(VOTE FOR) 1

Richard L Olson	217	99.54
WRITE-IN.	1	.46
Over Votes	0	
Under Votes	34	

Director, Position 2, 4 Year Term
North Lincoln Fire & Rescue District #1
(VOTE FOR) 1

Tim J Beatty	1,000	63.01
Roy Cabal	574	36.17
WRITE-IN.	13	.82
Over Votes	1	
Under Votes	339	

Director, Position 2, 4 Year Term
Siletz Rural Fire Protection District
(VOTE FOR) 1

Patrizia R Skauge.	218	100.00
WRITE-IN.	0	
Over Votes	0	
Under Votes	34	

Director, Position 3, 4 Year Term
North Lincoln Fire & Rescue District #1
(VOTE FOR) 1

Dan Stuebgen	568	36.60
Alan Lee.	971	62.56
WRITE-IN.	13	.84
Over Votes	0	
Under Votes	375	

Director, Position 3, 4 Year Term
Toledo Rural Fire Protection District
(VOTE FOR) 1

Jeff Doyle	190	100.00
WRITE-IN.	0	
Over Votes	0	
Under Votes	54	

Director, Position 2, 4 Year Term
Seal Rock Rural Fire Protection District
(VOTE FOR) 1

Larry Henson	168	23.01
Karl T Kowalski	138	18.90
Tina Fritz	424	58.08
WRITE-IN.	0	
Over Votes	2	
Under Votes	124	

Director, Position 4, 4 Year Term
Toledo Rural Fire Protection District
(VOTE FOR) 1

David Loomis	203	100.00
WRITE-IN.	0	
Over Votes	0	
Under Votes	41	

VOTES PERCENT

VOTES PERCENT

Director, Position 5, 4 Year Term
Toledo Rural Fire Protection District
(VOTE FOR) 1

David Boyce	188	99.47
WRITE-IN.	1	.53
Over Votes	0	
Under Votes	55	

Commissioner, Position 1, 4 Year Term
Carmel Beach Water District
(VOTE FOR) 1

No Candidate Filed	0	
WRITE-IN.	6	100.00
Over Votes	0	
Under Votes	3	

Director, Position 1, 4 Year Term
Yachats Rural Fire Protection District
(VOTE FOR) 1

Drew Tracy	114	19.03
Cy Kauffman.	141	23.54
A'lyce A Ruberg	341	56.93
WRITE-IN.	3	.50
Over Votes	1	
Under Votes	134	

Commissioner, Position 2, 4 Year Term
Carmel Beach Water District
(VOTE FOR) 1

No Candidate Filed	0	
WRITE-IN.	5	100.00
Over Votes	0	
Under Votes	4	

Director, Position 2, 4 Year Term
Yachats Rural Fire Protection District
(VOTE FOR) 1

Katherine Guenther	505	99.02
WRITE-IN.	5	.98
Over Votes	0	
Under Votes	224	

Commissioner, Position 3, 2 Year Unexpired Term
Carmel Beach Water District
(VOTE FOR) 1

No Candidate Filed	0	
WRITE-IN.	5	100.00
Over Votes	0	
Under Votes	4	

Director, Position 3, 2 Year Unexpired Term
Yachats Rural Fire Protection District
(VOTE FOR) 1

Ernest I Smith.	198	45.94
Donald Tucker	229	53.13
WRITE-IN.	4	.93
Over Votes	1	
Under Votes	302	

Commissioner, Position 5, 2 Year Unexpired Term
Carmel Beach Water District
(VOTE FOR) 1

No Candidate Filed	0	
WRITE-IN.	5	100.00
Over Votes	0	
Under Votes	4	

Commissioner, Position 4, 4 Year Term
Beverly Beach Water District
(VOTE FOR) 1

No Candidate Filed	0	
WRITE-IN.	5	100.00
Over Votes	0	
Under Votes	24	

Commissioner, Position 1, 2 Year Unexpired Term
Kernville-Gleneden Beach-Lincoln Beach Water District
(VOTE FOR) 1

Dave Mitchell	388	98.98
WRITE-IN.	4	1.02
Over Votes	0	
Under Votes	75	

Commissioner, Position 5, 4 Year Term
Beverly Beach Water District
(VOTE FOR) 1

No Candidate Filed	0	
WRITE-IN.	4	100.00
Over Votes	0	
Under Votes	25	

Commissioner, Position 3, 4 Year Term
Kernville-Gleneden Beach-Lincoln Beach Water District
(VOTE FOR) 1

Lucinda A Woods	377	98.95
WRITE-IN.	4	1.05
Over Votes	0	
Under Votes	86	

VOTES PERCENT

VOTES PERCENT

Commissioner, Position 4, 4 Year Term
 Kernville-Gleneden Beach-Lincoln Beach Water District
 (VOTE FOR) 1
 Julie Shafer 384 98.97
 WRITE-IN. 4 1.03
 Over Votes 0
 Under Votes 79

Commissioner, Position 3, 4 Year Term
 Otter Rock Water District
 (VOTE FOR) 1
 Patricia Anderson. 45 95.74
 WRITE-IN. 2 4.26
 Over Votes 0
 Under Votes 22

Commissioner, Position 5, 4 Year Term
 Kernville-Gleneden Beach-Lincoln Beach Water District
 (VOTE FOR) 1
 John F Grotvik. 366 99.19
 WRITE-IN. 3 .81
 Over Votes 0
 Under Votes 98

Commissioner, Position 4, 2 Year Unexpired Term
 Otter Rock Water District
 (VOTE FOR) 1
 Buck Boston. 54 79.41
 Ricardo (Coach) Alcocer. 14 20.59
 WRITE-IN. 0
 Over Votes 0
 Under Votes 1

Commissioner, Position 1, 4 Year Term
 Lower Siletz Water District
 (VOTE FOR) 1
 No Candidate Filed 0
 WRITE-IN. 7 100.00
 Over Votes 0
 Under Votes 15

Commissioner, Position 5, 4 Year Term
 Otter Rock Water District
 (VOTE FOR) 1
 Dan Gleason. 52 100.00
 WRITE-IN. 0
 Over Votes 0
 Under Votes 17

Commissioner, Position 4, 4 Year Term
 Lower Siletz Water District
 (VOTE FOR) 1
 No Candidate Filed 0
 WRITE-IN. 5 100.00
 Over Votes 0
 Under Votes 17

Commissioner, Position 1, 4 Year Term
 Panther Creek Water District
 (VOTE FOR) 1
 No Candidate Filed 0
 WRITE-IN. 18 100.00
 Over Votes 0
 Under Votes 35

Commissioner, Position 5, 4 Year Term
 Lower Siletz Water District
 (VOTE FOR) 1
 No Candidate Filed 0
 WRITE-IN. 5 100.00
 Over Votes 0
 Under Votes 17

Commissioner, Position 4, 4 Year Term
 Panther Creek Water District
 (VOTE FOR) 1
 Dan Harvey 36 83.72
 WRITE-IN. 7 16.28
 Over Votes 0
 Under Votes 10

Commissioner, Position 2, 4 Year Term
 Otter Rock Water District
 (VOTE FOR) 1
 Earl (Buz) Backenstow 52 100.00
 WRITE-IN. 0
 Over Votes 0
 Under Votes 17

Commissioner, Position 5, 4 Year Term
 Panther Creek Water District
 (VOTE FOR) 1
 Ginny Seyhanli. 32 82.05
 WRITE-IN. 7 17.95
 Over Votes 0
 Under Votes 14

		VOTES	PERCENT			VOTES	PERCENT
Commissioner, Position 4, 4 Year Term Seal Rock Water District (VOTE FOR) 1				Director, Position 2, 4 Year Term Devils Lake Water Improvement District (VOTE FOR) 1			
Glen Morris	638	98.76		Tina French	953	96.36	
WRITE-IN	8	1.24		WRITE-IN	36	3.64	
Over Votes	0			Over Votes	0		
Under Votes	343			Under Votes	328		
Commissioner, Position 5, 4 Year Term Seal Rock Water District (VOTE FOR) 1				Director, Position 3, 4 Year Term Devils Lake Water Improvement District (VOTE FOR) 1			
Rob Mills	627	99.84		Bill X Sexton	996	97.94	
WRITE-IN	1	.16		WRITE-IN	21	2.06	
Over Votes	0			Over Votes	1		
Under Votes	361			Under Votes	299		
Commissioner, Position 3, 4 Year Term Southwest Lincoln County Water District (VOTE FOR) 1				Commissioner, Position 2, 4 Year Term Bear Creek Hideout No. 2 Special Road District (VOTE FOR) 1			
Robert Whitson	223	99.11		No Candidate Filed	0		
WRITE-IN	2	.89		WRITE-IN	0		
Over Votes	0			Over Votes	0		
Under Votes	129			Under Votes	9		
Commissioner, Position 4, 4 Year Term Southwest Lincoln County Water District (VOTE FOR) 1				Commissioner, Position 3, 2 Year Unexpired Term Bear Creek Hideout No. 2 Special Road District (VOTE FOR) 1			
Bill Turner	235	100.00		Lynn McNeill Smith	9	100.00	
WRITE-IN	0			WRITE-IN	0		
Over Votes	0			Over Votes	0		
Under Votes	119			Under Votes	0		
Commissioner, Position 5, 4 Year Term Southwest Lincoln County Water District (VOTE FOR) 1				Commissioner, Position 1, 4 Year Term California Street Special Road District (VOTE FOR) 1			
Andy Bacigalupo	222	100.00		Robyn S Krohn	14	82.35	
WRITE-IN	0			WRITE-IN	3	17.65	
Over Votes	0			Over Votes	0		
Under Votes	132			Under Votes	3		
Director, Position 1, 4 Year Term Devils Lake Water Improvement District (VOTE FOR) 1				Commissioner, Position 3, 4 Year Term California Street Special Road District (VOTE FOR) 1			
Kent C Norris	979	96.83		Mary McCusker	16	94.12	
WRITE-IN	32	3.17		WRITE-IN	1	5.88	
Over Votes	1			Over Votes	0		
Under Votes	305			Under Votes	3		

VOTES PERCENT

VOTES PERCENT

Commissioner, Position 1, 4 Year Term
Little Switzerland Special Road District
(VOTE FOR) 1
Bruce Harness 15 100.00
WRITE-IN. 0
Over Votes 0
Under Votes 0

Commissioner, Position 1, 4 Year Term
Panther Creek Special Road District
(VOTE FOR) 1
Daniel V Harvey 36 80.00
WRITE-IN. 9 20.00
Over Votes 0
Under Votes 8

Commissioner, Position 3, 4 Year Term
Little Switzerland Special Road District
(VOTE FOR) 1
Jo Leach. 13 100.00
WRITE-IN. 0
Over Votes 0
Under Votes 2

Commissioner, Position 3, 4 Year Term
Panther Creek Special Road District
(VOTE FOR) 1
Ginny Seyhanli. 33 75.00
WRITE-IN. 11 25.00
Over Votes 0
Under Votes 9

Commissioner, Position 1, 4 Year Term
NE San Marine Special Road District
(VOTE FOR) 1
Carol A Culton. 13 92.86
WRITE-IN. 1 7.14
Over Votes 0
Under Votes 1

Commissioner, Position 2, 4 Year Term
Starr Creek Special Road District
(VOTE FOR) 1
No Candidate Filed 0
WRITE-IN. 13 100.00
Over Votes 0
Under Votes 29

Commissioner, Position 3, 4 Year Term
NE San Marine Special Road District
(VOTE FOR) 1
Julie Bongers 10 90.91
WRITE-IN. 1 9.09
Over Votes 0
Under Votes 4

Commissioner, Position 2, 4 Year Term
Surfland Special Road District
(VOTE FOR) 1
Raymond L Kimbell. 23 92.00
WRITE-IN. 2 8.00
Over Votes 0
Under Votes 4

Commissioner, Position 1, 2 Year Unexpired Term
New Bridge Special Road District
(VOTE FOR) 1
Bradly J Guthrie 6 75.00
WRITE-IN. 2 25.00
Over Votes 0
Under Votes 5

Commissioner, Position 1, 4 Year Term
Westwood Village Special Road District
(VOTE FOR) 1
No Candidate Filed 0
WRITE-IN. 1 100.00
Over Votes 0
Under Votes 10

Commissioner, Position 2, 4 Year Term
New Bridge Special Road District
(VOTE FOR) 1
Kenneth M Moore 6 66.67
WRITE-IN. 3 33.33
Over Votes 0
Under Votes 4

Commissioner, Position 2, 2 Year Unexpired Term
Westwood Village Special Road District
(VOTE FOR) 1
No Candidate Filed 0
WRITE-IN. 0
Over Votes 0
Under Votes 11

VOTES PERCENT

Commissioner, Position 3, 4 Year Term
Westwood Village Special Road District
(VOTE FOR) 1
Becky Groves 9 100.00
WRITE-IN. 0
Over Votes 0
Under Votes 2

VOTES PERCENT

Director, Position 4, 4 Year Term
Siletz Keys Sanitary District
(VOTE FOR) 1
Jack Cleeland 10 100.00
WRITE-IN. 0
Over Votes 0
Under Votes 0

Directors, At Large, Vote for Three, 4 Year Terms
Cape Foulweather Sanitary District
(VOTE FOR) 3
Mary Conser. 61 32.80
Don Chapin 57 30.65
Kenneth L Hunt. 61 32.80
WRITE-IN. 7 3.76
Over Votes 0
Under Votes 144

Director, Position 5, 4 Year Term
Siletz Keys Sanitary District
(VOTE FOR) 1
Beverley Phillipson 10 100.00
WRITE-IN. 0
Over Votes 0
Under Votes 0

Directors, At Large, Vote for Three, 4 Year Terms
Gleneden Beach Sanitary District
(VOTE FOR) 3
Kent Stevens 262 33.00
Phillip Jensen. 264 33.25
Gary Wakeman 260 32.75
WRITE-IN. 8 1.01
Over Votes 0
Under Votes 268

21-195 City of Yachats
Measure proposing amendments to City of Yachats Charter
(VOTE FOR) 1
Yes 239 71.34
No. 96 28.66
Over Votes 0
Under Votes 8

Director, Position 1, 4 Year Term
Salishan Sanitary District
(VOTE FOR) 1
Terry Buggenhagen. 69 98.57
WRITE-IN. 1 1.43
Over Votes 0
Under Votes 9

21-193 Seal Rock Rural Fire Protection District
Five-year Local Option Levy to Hire Firefighters
(VOTE FOR) 1
Yes 326 39.80
No. 493 60.20
Over Votes 0
Under Votes 37

Director, Position 2, 4 Year Term
Salishan Sanitary District
(VOTE FOR) 1
Rolland Baxter. 66 98.51
WRITE-IN. 1 1.49
Over Votes 0
Under Votes 12

21-192 Yachats Rural Fire Protection District
Renewal of local option tax for the Yachats RFPD
(VOTE FOR) 1
Yes 539 75.28
No. 177 24.72
Over Votes 0
Under Votes 18

Director, Position 3, 4 Year Term
Salishan Sanitary District
(VOTE FOR) 1
John Collier 67 97.10
WRITE-IN. 2 2.90
Over Votes 0
Under Votes 10

21-194 Bear Valley Special Road District
Ten-Year Capital Improvement Tax for Roads
(VOTE FOR) 1
Yes 31 62.00
No. 19 38.00
Over Votes 0
Under Votes 0



**Operating Fund
May 16, 2019 through June, 2019**

Date	Num	Name	Memo	Class	Amount
06/12/2019	41104	Employee	Reimburse for mileage in April		
06/03/2019	Reimburse 4/19		Reimburse for mileage in April	Administration	27.84
					<u>27.84</u>
06/12/2019	41105	Business Oregon - IFA	Debt service 520161		
06/01/2019	520161 06/19		Loan 520161	Administration	4,396.22
			Loan 520161	Administration	66.78
					<u>4,463.00</u>
06/12/2019	41106	Business Oregon - OBDD	Debt service Q10001		
05/16/2019	655-36-02Q1001 6-19		Loan 655-36-02, Q10001 June 2019	International Terminal	5,223.59
			Loan 655-36-02, Q10001 June 2019	International Terminal	2,576.41
					<u>7,800.00</u>
06/12/2019	41107	City of Newport SDC Financing	Debt service-SDC for permit #13743		
06/01/2019	SDC 13743 0619		Debt service-SDC for permit #13743 - 06/05/19	International Terminal	5,427.61
			Debt service-SDC for permit #13743 - 06/05/19	International Terminal	2,725.39
					<u>8,153.00</u>
06/12/2019	41108	Employee	Reimburse for office supplies		
05/15/2019	Reimburse		Reimburse for office candy	Administration	63.20
					<u>63.20</u>
06/12/2019	41109	Direct TV	Cable SB RV Park		
05/26/2019	36316174055		Cable SB RV Park	South Beach:Main RV Park	936.40
			Service Fees	Administration	2.14
					<u>938.54</u>



**Operating Fund
May 16, 2019 through June, 2019**

Date	Num	Name	Memo	Class	Amount
06/12/2019	41110	Employee	Mileage for NIT supervisor		
06/07/2019	Mileage-1/19-5/19		Mileage for NIT supervisor	International Terminal	232.00
					<u>232.00</u>
06/12/2019	41111	Ed Bynon	Refund RV - shortened stay by a month		
06/04/2019	7405088		Refund RV - shortened stay by a month	South Beach:Main RV Park	850.00
					<u>850.00</u>
06/12/2019	41112	G & K Floors	Janitorial services - Port office, SB and customs trailer		
05/21/2019	060119		Janitorial Services - SB	South Beach:SB Admin	3,760.00
			Janitorial Services - Customs Trailer	Administration	120.00
			Janitorial - Port Office	Administration	200.00
					<u>4,080.00</u>
06/12/2019	41113	Employee			
05/31/2019	Relocation costs		Reimbursement of relocation costs	Administration	1,727.48
					<u>1,727.48</u>
06/12/2019	41114	Petty Cash			
			Operating and office supplies	Administration	101.65
			Operating and office supplies, lunch for Commission work session	South Beach	106.81
					<u>208.46</u>
06/12/2019	41115	Randy Russell	Refund moorage - sold boat		
05/23/2019	7421109		Refund moorage - sold boat	South Beach:SB Marina	713.00
					<u>713.00</u>



**Operating Fund
May 16, 2019 through June, 2019**

Date	Num	Name	Memo	Class	Amount
06/12/2019	41116	Richard Schneider	Refund moorage - sold boat and shortened reservation		
03/31/2019	7370016		Refund moorage - sold boat and shortened reservation	South Beach:SB Marina	620.00
					<u>620.00</u>
05/17/2019	7580360		Refund RV - cancelled reservation	South Beach:Main RV Park	35.09
					<u>35.09</u>
06/12/2019	41118	Commissioner	Reimbursement for mileage to Salem		
05/21/2019	Reimburse		Reimbursement for mileage to Salem	Administration	104.40
					<u>104.40</u>
06/13/2019	41119	AboveBoard Electric Inc	Troubleshoot shore power outlets		
05/14/2019	15775		Troubleshoot shore power outlets	International Terminal	165.00
					<u>165.00</u>
06/13/2019	41120	ACE Hardware Inc			
05/15/2019	455/1		Starting fluid and surge protector for weed eater	Commercial Marina	38.96
05/23/2019	474/1		Valves and nipples for water line on PD7	Commercial Marina	21.97
05/23/2019	477/1		Air hose, holder, and fittings	Commercial Marina	188.69
					<u>249.62</u>
06/13/2019	41121	Amazon Capital Services Inc			
05/16/2019	19MC-P4KP-KJD4		Hose bibs and nitrail gloves	Commercial Marina	91.80
			Nitrile gloves	Commercial Marina	9.62
			Shipping	Commercial Marina	29.29
					<u>130.71</u>



**Operating Fund
May 16, 2019 through June, 2019**

Date	Num	Name	Memo	Class	Amount
06/13/2019	41122	Cardinal Services Inc			
05/15/2019	1165584		Wages for Temp Services - William Stewart	South Beach:SB Operations	1,650.88
05/16/2019	1165711		Wages for temp services - Stewart Parker	South Beach:SB Admin	1,210.40
			Wages for temp services - OT - Stewart Parker	South Beach:SB Admin	90.80
05/31/2019	1166329		Wages for temp services - William Stewart	South Beach:SB Operations	1,650.88
			Wages for temp services - Stewart Parker	South Beach:SB Admin	1,210.40
			Wages for temp services - OT - Stewart Parker	South Beach:SB Admin	45.40
			Wages for temp services - Levi Jimenez Martinez	International Terminal	41.28
			Wages for temp services - Giovanni Sanchez	International Terminal	85.03
					<u>5,985.07</u>
06/13/2019	41123	Carver Inc			
04/22/2019	Lessee Reimburse		Reimbursement of Port's 66.66% of R&M costs per lease agreement	South Beach:SB Operations	1,580.57
					<u>1,580.57</u>
06/13/2019	41124	Century Link			
05/05/2019	5412659651245B-5/19		Telephone-Monthly Charges Acct	International Terminal	196.67
05/05/2019	5412657758840B-5/19		Telephone-Monthly Charges Acct	Administration	204.64
06/05/2019	5412659651245B-5/19		Telephone-Monthly Charges Acct	International Terminal	200.60
06/05/2019	5412657758840B-5/19		Telephone-Monthly Charges Acct	Administration	208.73
					<u>810.64</u>
06/13/2019	41125	CenturyLink - Business Service			
05/31/2019	1469636882		Telephone	Administration	38.56
					<u>38.56</u>



**Operating Fund
May 16, 2019 through June, 2019**

Date	Num	Name	Memo	Class	Amount
06/13/2019	41126	CFO Selections LLC			
05/20/2019	34639		Professional services per contract	Administration	768.74
					<u>768.74</u>
06/13/2019	41127	City of Newport Room Tax			
05/31/2019	May 2019 Room Tax		Transient room tax - May 2019	South Beach:Main RV Park	6,516.71
					<u>6,516.71</u>
06/13/2019	41128	City of Newport Water/Sewer			
05/31/2019	94861.00-05-19		Water G & H Docks	South Beach:SB Marina	193.40
					<u>193.40</u>
06/13/2019	41129	Coast Equipment LLC			
06/05/2019	7154		Shipping container for Safe Haven Hill emergency storage	Administration	5,200.00
					<u>5,200.00</u>
06/13/2019	41130	CoastCom Inc			
05/15/2019	0299000117 06-19		Internet - June 2019	South Beach:SB Admin	1,039.52
			Internet - June 2019	Administration	500.00
					<u>1,539.52</u>
06/13/2019	41131	Department of Environmental Quality			
05/23/2019	USTC19-1059		Analysis, planning, and tech assistance for Fuel Dock cleanup 2014	South Beach:SB Operations	856.51
					<u>856.51</u>



**Operating Fund
May 16, 2019 through June, 2019**

Date	Num	Name	Memo	Class	Amount
06/13/2019	41132	Design Space			
05/17/2019	1080318-IN		Customs Office	Administration	217.00
06/07/2019	1082871-IN		Temporary office rental	Administration	877.00
					<u>1,094.00</u>
06/13/2019	41133	Fastenal Company Inc			
05/10/2019	ORNEW134797		Concrete screws and anchors for barricades	South Beach:SB Operations	34.62
					<u>34.62</u>
06/13/2019	41134	Fidelis Screening Solutions			
06/01/2019	4975		Background checks	South Beach:SB Admin	74.75
					<u>74.75</u>
06/13/2019	41135	GenXsys Solutions			
05/15/2019	10958		365 Business Essential - June 2019	Administration	10.00
					<u>10.00</u>
06/13/2019	41136	Harvey's Lock & Key			
05/16/2019	22268		Repair locks and make keys for CM shop and restrooms	Commercial Marina	335.50
					<u>335.50</u>
06/13/2019	41137	IconiPro Security and Alarms			
06/01/2019	28830		Cellular security monitoring services (7/1/19-9/30/19)	South Beach:SB Admin	131.49
					<u>131.49</u>
06/13/2019	41138	MacPherson Gintner & Diaz			
05/31/2019	80696		Professional Services	Administration	675.00
					<u>675.00</u>



**Operating Fund
May 16, 2019 through June, 2019**

Date	Num	Name	Memo	Class	Amount
					675.00
06/13/2019	41139	National Business Solutions Inc			
05/09/2019	IN59492		Copier lease print charges - Port office	Administration	41.62
			Copier lease print charges - SB office	Administration	30.23
05/17/2019	IN59851		IT contract charge plus Symantec - 5/19	Administration	715.46
					<u>787.31</u>
06/13/2019	41140	NW Natural			
05/16/2019	1584562-1 5-19		SB Gas	South Beach:Main RV Park	147.30
05/16/2019	1584561-3 5-19		SB Gas - Shop	South Beach:SB Operations	102.96
					<u>250.26</u>
06/13/2019	41141	Oregon Department of Agriculture			
05/16/2019	Fuel Meter 132343		Fuel Meter Annual Lease SB - AG-L0087063G	South Beach:SB Operations	376.00
			Fuel Meter Annual Lease SB - AG-L0145567F	South Beach:SB Operations	135.00
					<u>511.00</u>
06/13/2019	41142	Pacific Coast Lock & Safe LLC			
05/18/2019	11330		Battery for SB Admin building door lock	South Beach:SB Operations	135.00
					<u>135.00</u>
06/13/2019	41143	Pioneer Connect			
06/01/2019	2395973		SB office phone - acct #BUS-113823	South Beach:SB Operations	40.67
06/01/2019	2395933			South Beach:SB Admin	224.55
					<u>265.22</u>



**Operating Fund
May 16, 2019 through June, 2019**

Date	Num	Name	Memo	Class	Amount
06/13/2019	41144	Siuslaw Broadband			
03/14/2019	17105		Replace wireless gear at House of Spirits, restrooms, and main office	South Beach:SB Operations	2,609.92
05/19/2019	17783		Web filtering 6/2/19-7/1/19	Administration	200.00
					<u>2,809.92</u>
06/13/2019	41145	Special Districts Insurance Services			
01/01/2019	Gen Liab/Property		Quarterly general liability/property insurance		32,809.91
			Quarterly general liability/property insurance		10,907.59
					<u>43,717.50</u>
06/13/2019	41146	Streamline			
05/14/2019	100412		Website monthly fee	Administration	450.00
					<u>450.00</u>
06/13/2019	41147	Summit Public Relations Strategies LLC			
06/03/2019	667		Communication support services for May 2019	Administration	2,887.50
					<u>2,887.50</u>
06/13/2019	41148	Sunbelt Rentals Inc			
04/19/2019	88533596-0001		Forklift rentals for squid offload	International Terminal	3,354.38
05/17/2019	88533596-0002		Forklift rentals for squid offload	International Terminal	2,721.88
05/31/2019	88533596-0003		Forklift rentals for squid offload	International Terminal	189.19
					<u>6,265.45</u>



**Operating Fund
May 16, 2019 through June, 2019**

Date	Num	Name	Memo	Class	Amount
06/13/2019	41149	T & L Septic Tank Service			
04/26/2019	145917		Chemical toilet rental - Bay Front 4/26/19-5/25/19	Commercial Marina	260.00
04/26/2019	145918		Chemical toilet rental - Bay Front	Commercial Marina	200.00
04/26/2019	145919		Chemical toilet - Bay Front - clean up vandalism	Commercial Marina	45.00
04/26/2019	145920		Chemical toilet rental - SB South Restroom	South Beach:SB Operations	80.00
04/26/2019	145921		Chemical toilet rental - Marina & RV Park	South Beach:SB Operations	80.00
04/26/2019	145922		Chemical toilet rental - NIT (4/26/19-5/25/19)	International Terminal	80.00
04/26/2019	145923		Chemical toilet rental - NIT for squid (5/10/19-6/09/19)	International Terminal	240.00
05/06/2019	145729		Chemical toilet rental - SB Dry Camp	South Beach:SB Operations	83.20
					<u>1,068.20</u>
06/13/2019	41150	TCB Security Services Inc			
05/28/2019	227347		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>
06/13/2019	41151	Toyota Industries Commercial Finance Inc			
05/14/2019	23845947 5/1		Service fee	Administration	123.68
06/06/2019	4002456035 06-17		2017 CM Forklift - Principal	Commercial Marina	565.37
			2017 CM Forklift - Interest	Commercial Marina	94.18
					<u>783.23</u>
06/13/2019	41152	Trionic Corp			
04/11/2019	34844		10 dock boxes	South Beach:SB Operations	3,135.00
					<u>3,135.00</u>



**Operating Fund
May 16, 2019 through June, 2019**

Date	Num	Name	Memo	Class	Amount
06/13/2019	41153	US Bank			
05/24/2019	5371832	GO Bond 2011	GO Bonds 2011 Administration Fees - 5/1/19 - 4/30/20	Administration	495.00
					<u>495.00</u>
06/13/2019	41154	Valley Fire Control Inc			
05/10/2019	80971		Annual inspection, service, and extinguisher with bracket for tractor	South Beach:SB Operations	339.30
					<u>339.30</u>
06/13/2019	41155	Verizon Wireless	Port cell phones and MiFi		
05/12/2019	9830012834		Monthly cell phone - Admin	Administration	90.28
			Monthly cell phone - CM	Commercial Marina	32.84
			Monthly cell phone - NIT	International Terminal	16.42
			Monthly cell phone - SB	South Beach:SB Operations	66.07
			Monthly MiFi - SB Admin	South Beach:SB Admin	10.02
			Monthly cell phone plan - Admin	Administration	136.50
			Monthly cell phone - Maint	Maintenance Dept	36.93
					<u>389.06</u>
06/13/2019	41156	Voya (State of Oregon Plan)	Monthly Employee Contributions		
06/01/2019	May - 2019		Employee	Administration	50.00
					<u>50.00</u>
06/13/2019	41157	Wells Fargo Financial Leasing			
05/03/2019	5006252688		603-0208292 Copier Leases - North Office	Administration	179.00
			603-0208292 Copier Leases - SB Office	South Beach:SB Admin	179.00
06/05/2019	5006398073		603-0208292 Copier Leases - North Office	Administration	141.50
			603-0208292 Copier Leases - SB Office	South Beach:SB Admin	141.50
					<u>141.50</u>



**Operating Fund
May 16, 2019 through June, 2019**

Date	Num	Name	Memo	Class	Amount
					641.00
06/13/2019	41158	Wiggins Hauling Works			
05/14/2019	2622-2009		Fill hauling - SDC permit 13743 - development of export shipping yard	International Terminal	<u>807.50</u>
					807.50
06/13/2019	41159	WSP USA Inc			
05/16/2019	326626		Outreach, Draft SBP Update, BST, Expenses - Strategic Business Plan U; Administration		<u>5,033.45</u>
					5,033.45
06/13/2019	41160	Wiggins Hauling Works			
05/17/2019	2622-2007		Fill hauling - SDC permit 13743 - development of export shipping yard	International Terminal	<u>785.00</u>
					785.00
Total					<u><u>134,603.07</u></u>



**NOAA Fund
May 16, 2019 through June 15, 2019**

Date	Num	Name	Memo	Amount
06/12/2019	13536	Bill's Pest Control LLC		
05/08/2019	4993		Reg. Service 2-0111 5-19	135.00
				<u>135.00</u>
06/12/2019	13537	Employee	Reimbursement for training & irrigation supplies	
05/24/2019	May Expense		Reimbursement for training	523.18
			Reimbursement for irrigation supplies	64.75
				<u>587.93</u>
06/12/2019	13538	Petty Cash	Petty Cash	
05/14/2019	Petty Cash		Barrelhead - brass clips for NOAA flag	20.00
			Ace Hardware - fasteners for NOAA main gate	22.37
				<u>42.37</u>
06/12/2019	13539	IconiPro Security & Alarms		
06/01/2019	28830		Quarterly fire alarm monitoring service - 7/1/19 to 9/30/19	81.90
				<u>81.90</u>
06/13/2019	13540	ISCO Industries Inc		
05/23/2019	17052849		Camel chain backer pipes	27,385.50
				<u>27,385.50</u>



**NOAA Fund
May 16, 2019 through June 15, 2019**

Date	Num	Name	Memo	Amount
06/13/2019	13541	Pacific Habitat Services Inc		
05/24/2019	1-4549-67		Memorandum for Corps of Engineers-permit modification	772.50
				<u>772.50</u>
06/13/2019	13542	Performance System Integration LLC		
05/31/2019	676170		Repairs to the fire alarm system	1,055.00
				<u>1,055.00</u>
06/13/2019	13543	Pioneer Connect		
06/01/2019	2396385		Telephone - acct #BUS-159375	238.62
				<u>238.62</u>
06/13/2019	13544	Thompsons Sanitary Service		
05/31/2019	22644 5-2019		May service	410.20
				<u>410.20</u>
06/13/2019	13545	Verizon Wireless		
05/12/2019	9830012834		Phone Charges and Mifi	26.44
				<u>26.44</u>
			Total	<u>\$ 30,735.46</u>



STAFF REPORT

DATE: June 24, 2019
RE: Strategic Communications Contract with Summit *Public Relations Strategies, LLC*
TO: Port of Newport Board of Commissioners
ISSUED BY: Paula J. Miranda, General Manager

BACKGROUND

On March 26, 2019, the Port of Newport entered into an agreement with Summit Communications for consulting and implementation of a communications strategy. The goal is to create a consistent, comprehensive communication effort to help the Port further develop community understanding of the important contribution the Port makes to the community, region and state.

Attached is a copy of the Communication Strategy Plan prepared by Summit Communications.

In addition, Summit Communications has provided two pathways in moving forward with the implementation of the Communication Strategy.

Option #1 is a more comprehensive approach, which cover most of the communication strategies outline on the plan. Cost of the first option, including third party costs would be up to \$28,100.00.

Option #2 is a limited approach, which only cover the bare minimum, including social media and some press releases. Cost of the second option, including some third party costs would be up to \$13,700.00.

BUDGET IMPLICATIONS

The Port has budgeted \$30,000 for communications consultant under Professional Fees. Plus the Port also has a budget of \$ 20,200 for Marketing and Promotion for FY 2019/2020. The estimated \$18,000 for Summit work plus additional professional services would come out of the Professional Fees, while postage, printing would come out of the Marketing and Promotion Budget.

RECOMMENDATIONS

I recommend a motion to authorize the General Manager to contract with Summit Public Relations Strategies, LLC, and move forward with Option #1, not to exceed \$28,100.

COMMUNICATION STRATEGY

JUNE 2019



Prepared by
Summit Public Relations Strategies LLC
PO Box 2147
Newport OR 97365

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PROJECT OVERVIEW

Early in 2019, the Port of Newport generated a Request for Proposals with the stated desire of hiring a consultant to assist the organization in communicating “the Port narrative in a factual and compelling manner.” In February of 2019, Summit Public Relations Strategies LLC submitted a proposal to the Port of Newport to provide Strategic Communication Support and was named the vendor of choice on March 26, 2019. In the proposal, Summit outlined an approach that was built on the foundation of a written communication plan. It was agreed that the majority of the effort to take place in this initial engagement would encompass the creation of a plan to provide future guidance to the Port as it attempted to build stronger communication with audiences.

Over the past two months, Summit has engaged Port Commissioners, staff, community stakeholders, elected officials, leaseholders, port district residents and others with the express purpose of better understanding the Port’s assets, its role in area economic development, the public perceptions around the port and its work, and the ways in which the organization could improve relationships and communication with a variety of audiences. All total, Summit was informed by interviews with 27 individuals, document review, and archival information (website, local news etc) in the preparation of this plan.

A VISION FOR THE PORT

Through the process of updating its Strategic Business Plan in 2019, the Port confirmed the following as its vision statement:

The Port of Newport will serve as the foremost Oregon coast port for commercial fishing, recreational fishing and tourism, and marine research support. We will fully utilize the international terminal with fishing, waterborne commerce, and other uses. We will continue to protect and enhance the beauty and integrity of the natural environment, which is at the foundation of our working waterfront community.

A NOTE ABOUT PLAN LAYOUT

After reviewing the communication-related goals which were expressed by Port Commissioners and others, the public relations objectives that will guide this plan are outlined. Once the target audiences are reviewed, a number of communication channels and tactics are reviewed as possible tools available to the Port. Like a menu, that listing explains the various attributes for each channel. After that review, specific strategy recommendations are outlined and the suggested channels and tactics are connected to those strategies. The goal is for the reader to understand both the channels that are available and the way in which they would be employed for the recommended strategies. Guiding messages are then

outlined, followed by some suggestions for monitoring and measuring the result of this work.

ESTABLISHING GOALS

Port of Newport Port Commissioners outlined several communication-related goals in one-on-one interviews conducted with each of the five members. The following list represents the overall themes raised during the course of the interviews:

- Get the truth / facts out about the Port of Newport
- Share the message about what the Port does in and for the community
- Celebrate successes
- Be transparent
- Get public faith back
- Build pride in the port
- Provide a communication infrastructure to be utilized by staff and Commission
- Create a plan to build communication with stakeholders and elected officials
- Showcase the people, skills, and services represented at the Port
- Help the Port Commission get more engaged in the community

Stakeholder interviews were also conducted to solicit feedback and gauge local perceptions of the Port's communication with various audiences. A summary of feedback is provided in Appendix A at the conclusion of this report.

Additionally, the Port's Strategic Business Plan 2019 Update outlines marketing goals identified by the consultants who guided the process of Business Plan creation. (See page 32 of the SBP.) Two goals were specifically identified:

Goal 1: Market the Port District, its services, assets, opportunities, innovations, and communities in three focused areas: (1) promotion, protection, and expansion of existing Port tenants and users; (2) recruitment of international, national, and/or local industries to maximize use of Port facilities; and (3) exploration of tourism, recreation, research, and education opportunities.

Goal 2: Build trust, transparency, and excitement within the local community.

These goals overlap with those outlined by Port Commissioners and are consistent with the feedback garnered from Stakeholders. They also came with policy recommendations in the Strategic Business Plan.

Policy 1.1: Develop marketing materials that focus on the Port District and local community assets, resources, job opportunities and land availability.

Policy 2.1: Develop public relations strategies that highlight the history of the Port, build community excitement and pride around the future of the Port, and establish a reliable communication mechanism between Port staff and Commissioners and the community.

PUBLIC RELATIONS OBJECTIVES

The input from Port Commissioners, the marketing goals and policies outlined in Strategic Business Plan Update 2019, and the feedback of Stakeholders and staff all provide guidance and inspiration for the recommended Public Relations objectives that will be teased out and addressed in the pages that follow. Summit identifies the following four objectives as those that should guide Port communication planning:

1. To educate community members on the Port's role in managing the waterfront, fostering business opportunity, and creating economic growth in the region.
2. To foster a more robust, inclusive conversation with local stakeholders and elected officials.
3. To create the materials necessary for disseminating information about the Port to potential business partners, community stakeholders, and residents.
4. To build community excitement and pride around Port activities.

TARGET AUDIENCES

There are four primary audiences for the Port of Newport's communication strategy: Port District residents/taxpayers, stakeholders, community partners, and elected officials.

1. **PORT DISTRICT RESIDENTS AND TAXPAYERS:** The Port district's estimated population in 2018 was 15,152, according the Port's 2019 Strategic Business Plan. County elections officials indicate that 9,754 individuals are registered to vote within the Port District. Trends indicate that the age of Port District voters is increasing. Informal conversations with a small number of Port District voters indicated a considerable void in the overall understanding of the Port's operations, holdings and economic impact. This represents a tremendous opportunity for a well-executed communication strategy.

2. **STAKEHOLDERS:** Stakeholders are comprised of a number of sub-groups. Commercial fishing interests, shipping interests, labor representatives, Port property leaseholders, recreational marina/RV park users, marine industry vendors and suppliers, and others with a business interest or relationship to the Port of Newport.
3. **COMMUNITY PARTNERS:** Port of Newport has numerous community partners, defined for these purposes as those with whom they share the goal of “retaining and creating business opportunities and increasing economic development for the Port and the community” as expressed in the Port’s mission statement. These partners include, but are not limited to, Newport City Council, Newport Chamber of Commerce, Destination Newport, Lincoln County Commission, Economic Development Alliance of Lincoln County, Oregon Sea Grant, Port of Toledo, Yaquina Bay Economic Foundation (YBEF), and similar organizations.
4. **STATE AND FEDERAL ELECTED OFFICIALS AND GRANTING AGENCIES:** Improving communication with elected leaders from the State and Federal branches of government, as well as with the associated granting agencies is imperative in rebuilding relationships that are critical to the success of any port. This audience includes, but is not limited, Rep. David Gomberg, Sen. Arnie Roblan, the offices of Sen. Jeff Merkley, Sen. Ron Wyden and Congressman Kurt Schrader, and members of the Coastal Caucus.

CHANNELS & TACTICS

In today’s noise-filled environment, it is important to employ a number of communication channels and tactics that can reach the different audiences previously outlined. The more channels the Port can utilize and the more ways it can embed its messages, the greater the odds of reaching audiences and improving the level of understanding of Port operations and initiatives. Listed below are short summaries of each of the channels and tactics to consider for future planning.

1. DIRECT MAIL

Direct mail offers you the opportunity to avoid the inbox clutter that comes from email marketing and place your message directly in the hands of Port District residents. It is an effective layer of a multi-channel campaign to raise awareness, where you control both the design and the information that is disseminated.

A Port District newsletter could be generated to build local understanding of the work of the Port, demonstrate how it impacts the area’s economy, and update readers on any projects or initiatives that are forthcoming or under study or review.

An effective newsletter would also make a strong referral back to the Port’s online presence (mainly your website and social media channels) to familiarize residents with the

amount of information they can obtain in those locations, as well as the resources that are available at the Port of Newport.

Unlike a website or social media, which relies on the audience to seek out information, a newsletter delivered via direct mail comes straight to the Port District resident. Realistically, we know that mailbox delivery doesn't guarantee the attentions of the recipient, but it does increase the odds, particularly when imagery is of a local nature and the content is designed to draw in the reader.

Direct mail has the benefit of reaching nearly all of your audiences. In interviewing stakeholders around the community, there was a widespread belief that the Port needed to be more proactive in communicating with the public. While the information in a newsletter is more generalized, stakeholders who work closely with you will look positively on this effort to better inform Port District residents.

Aside from newsletters, there are other means of contacting key audiences by mail. Although not traditionally thought of as direct mail, billing inserts are a great way to reach one segment of your audience. Annual moorage holders at the commercial marina receive monthly billing statements. Including information via insert in those bills would be another means of outreach when the circumstances or nature of the information is specific to that audience.

2. EMAIL OUTREACH

While email outreach is more difficult when it comes to the largest of all of your audiences – Port District residents – it can be an effective tool in communicating with your stakeholders, community partners, and elected officials. With the use of a template and one of the online services (Constant Contact, Mail Chimp, etc) – the creation and distribution of informational updates can be fairly straightforward. Those services also allow you to segment your mailings, so you can customize the message or send only to targeted individuals. Flexibility and speed are two of the biggest assets of email outreach. Through an opt-in process, you would also be emailing only those who had expressed an interest in receiving updates from the Port of Newport.

3. SOCIAL MEDIA

The Port of Newport has shown an interest in using Social Media but until recently, took a very limited approach to its use. That's likely due to the limitations of staff time and resources, as well as the archiving requirements that accompany government communication. It is, however, worth the investment of time and expense to further utilize these channels to reach all audiences, including those we haven't discussed – visitors to the RV park and marina.

Adult use of social media networks continues to climb each year. Hootsuite, a recognized expert in the field of social media, indicates that digital consumers spend nearly 2.5 hours on social networks and social messaging every day and 69 percent of U.S. adults use at least one social media site. As individuals search for information on a given topic, they frequently turn to social media sites for resources.

Aside from the reach of social media, this form of outreach also comes with several critical features: speed of use, timeliness of message, fixed cost, and the ability to engage in two-way communication. In addition to providing the Port a means of communicating a message, social media also provides an opportunity for the Port to listen.

Currently, the Port of Newport is utilizing Facebook (facebook.com/portofnewport) and Instagram (Port of Newport). The Port does have a couple of additional Facebook accounts that are specific to the RV Park and South Beach marina. Use of those pages has been secondary and worth review to determine whether they should be maintained or simply merged into the Port's larger business page.

While there are other social media platforms, these two are easily utilized, appropriate to your content, and already in use.

As mentioned earlier, archiving your social media presence in a fashion that is searchable is a legal requirement of effective use for governmental entities. After some research with other government users of social media, it is clear that there are vendors who specialize in archiving social media sites, which can be helpful on a number of levels. The specifics of this can be addressed later but for budgeting purposes, the Port would need to invest approximately \$2,400 annually for this service. While there may be a temptation to bypass a service like this, the end result is that your use of social media would be severely restricted and that would effectively remove what could be an important tool from your toolbox.

4. EARNED MEDIA

Over the years, the Port of Newport has primarily been covered by the local newspaper, radio talk programs, and online news sites. At times, that coverage has been spurred by a news release or notice sent out by the Port and, at other times, is something pursued by reporters independently of any release. Historically, the Port's commitment to generating press releases and engaging in media contact has really waxed and waned depending upon the current management, the Port's priorities, and the available time and resources needed to create consistent news releases.

A commitment to building Port communication with the community and stakeholders requires a more consistent approach to generating press releases and building media relations. On a monthly basis, the Port Commission meets to decide policy, address issues, and get updates on Port operations. Providing media with an update on the issues addressed at monthly meetings would be an asset and those press releases could also be available on the Port website, as well as via social media. There is sufficient content to warrant a monthly press release, at minimum.

Additionally, the nature of the Port's operations, the work of its leaseholders, and the organization's stewardship of the waterfront around Yaquina Bay leads to a whole host of other story concepts just waiting to be explored. The Port could easily generate feature stories and photographic content for submission to local media outlets, as well as to industry-specific publications and other regional interests beyond our immediate area. See Appendix B for a sampling of ideas.

If Port officials wish to step up outreach efforts even further, the Port could also host some type of a monthly presence in the local media if an outlet is amenable. For instance, a monthly newspaper column, a regularly-scheduled blog, a recurring radio program, or other partnering relationships with local outlets could provide community members with timely updates on those projects that may not be the hottest topic in the news, but still worthy of discussion and notice. This, of course, would depend upon a willing media partner (unless doing a blog hosted on your own website) but it's worthy of further exploration once other outreach efforts are firmly underway.

5. OWNED MEDIA

Owned Media refers to those public relations channels owned by the client, which in the Port of Newport's case is primarily your website. You currently have a very thorough website and convey a good deal of information on the site, but the website is something we should still discuss and consider when it comes to your PR efforts. As part of this process, I have provided a list of recommendations for further improving your web presence. (See Appendix C.)

One thing to keep in mind is that all Port communication tools should carry the address of the website. Fittingly, the website should be the most thorough, more accurate representation of your work and your ongoing projects and priorities. The goal is to build a culture where people know to go to your website if they have a question or concern about the Port. The website also provides an easy avenue for them to contact the Port and share any concerns or ideas.

6. EVENT MARKETING

Currently, the Port engages in limited event marketing when it supports and sponsors events that occur on its property. The Port is a named sponsor in running events, bike races, an annual carnival, Seafood and Wine Festival, the Blessing of the Fleet and other events that are planned and executed by other organizations. Showing community support for these events is key and using the Port's own channels (website, social media, etc) to underscore its support of these beloved events is part of a solid communication strategy.

Additionally, however, the Port may maximize community understanding and exposure by hosting an event itself annually. A community barbecue, an open house, or some other celebration would provide an opportunity for people to connect while marketing the Port.

The Port of Toledo provides a great example of event marketing with its annual wooden boat show. This event is something the community looks forward to, but it also gives the Port a chance to demonstrate its commitment to the region, it gives the Port a mechanism to define itself, and it also cultivates goodwill ambassadors by keeping the event planning committee apprised of all of the Port's activities. The Port of Newport's event would not resemble the Port of Toledo's event, but it provides a fine example of how an annual event can impact community understanding of your organization.

7. COMMUNITY ENGAGEMENT

There are a number of ways the Port can build its involvement in the community. Attendance and participation at Newport Chamber of Commerce meetings and events is a good way to stay in touch with what's happening in the community, while also sharing what's happening at the Port.

The Oregon Coast Aquarium Advisory Board invites the Port General Manager to take a position on the board and participate in quarterly meetings.

Attendance at Economic Development Alliance of Lincoln County and the Yaquina Bay Economic Foundation meetings is also important.

Port Commissioners also serve as liaisons for several local boards and committees. Taking a proactive role with those boards and committees builds relationships with stakeholders. On a regular basis, perhaps quarterly, the Port should also ask to appear on the agenda for the Newport City Council, the Lincoln County Commission, and any other governmental partners who might benefit from regular presentations.

There are also a number of events and meetings that occur throughout the course of the year that, while not a requirement, would be an appropriate venue for Port presence. Being receptive to community invitations and participating when possible showcases the Port's interest in the community while once again giving you the opportunity to connect with stakeholders and community partners.

Tracking all appearances also provides an opportunity to review your outreach efforts annually and institute any change, if needed.

8. COLLATERAL MATERIALS

A multi-channel approach to communication is also supported by the creation of collateral materials. This blanket term can be used to describe any number of things, but for our purposes, we are focused on display materials and printed publications that can be left behind at presentations or distributed to interested parties upon inquiry. Collateral materials will typically carry your branding information and may include portable signage, display materials (posters, tent cards, brochures, etc) and logo wear. A presentation kit can also be assembled so it is ready for any occasion upon which Port Commissioners or staff are

appearing before a group and might include hand-outs, signage, and general Port background information.

RECOMMENDED STRATEGIES

This plan adopts five main strategies to accomplish your goals and objectives and employs a variety of tactics in pursuit of those strategies.

Strategy #1 – Present Port District residents with more thorough information, employing a variety of channels to build awareness of the Port’s work and its role in the local economy.

Strategy #2 – Expand communication with stakeholders utilizing timely updates.

Strategy #3 – Build community excitement around the Port of Newport by creating unique opportunities for the public to connect to the Port.

Strategy #4 – Establish a formal schedule and mechanism for providing updates to elected officials on the Port’s initiatives, opportunities, and challenges.

Strategy #5 – Create and/or revise Port marketing materials for use in the local community as well as with prospective business partners, showcasing the assets and services offered by the Port of Newport.

STRATEGY #1 –

Present Port District residents with thorough information, employing a variety of channels to build awareness of the Port’s work and its role in the local economy.

The first tactic recommended is **direct mail**. A more rigorous, direct opportunity to communicate with Port District residents is needed and direct mail eliminates any middleman and allows you to share your message directly. At a minimum of twice annually, the Port can provide a brief update on happenings around your various properties. A four-page, flat, glossy publication can showcase beautiful photography and the people and projects that make the Port a vibrant part of the community. In both size and frequency, this initial effort is modest, but it allows the Port to ease into the process of creating community mailings. Limiting the document to four pages also requires a critical editing eye to choose only that content that will be impactful and meaningful for readers. It is projected that nearly 5,500 households would receive your publication. The total cost for each newsletter creation, print and delivery is roughly estimated at \$4,200.

Playing a more active role in **earned media** and press coverage is critical to giving Port District residents a more thorough, factual picture of Port operations. As mentioned previously, the Port has been inconsistent in the past when it comes to generating press releases or issuing fact sheets or other informational items to help better explain issues and projects. A commitment to this strategy requires a commitment of at least one press release per month, most likely in relationship to Port Commission meetings. Earned media is more than simply issuing press releases. It involves scheduling regular radio interviews, assisting reporters in their efforts to obtain information or quotes, writing the occasional letter to the editor to explain a Port position, and other opportunities to increase the dialogue between the Port and media and the accuracy and information that gets disseminated to the public. An added benefit of this work is that press releases, radio interview recordings, and other related items can also live on the Port's website and social media, making it available to the public and media through those channels as well.

At the point that the Port is ready to further expand its information reach, exploration could take place around the concept of a regularly-occurring column, a recurring radio show, or an online blog.

Any plan to enhance communication in 2019 must include a **social media** strategy. There are numerous reasons why social media can be a great tool for Port of Newport. It provides low-cost, direct access to the people you are trying to reach. It allows you to build a relationship with people 52 weeks of the year. It brings people to your website, which is a strong asset already found in your promotional arsenal. The Port is also well positioned to provide the types of content people like to see. Photos from around the waterfront, videos of the interesting occupations or family fun opportunities, educational tips to help residents and visitors appreciate the unique nature of Yaquina Bay, and the list goes on but the end result is compelling social media posts that also keep audiences engaged with the Port of Newport.

To successfully leverage Facebook and Instagram, the Port of Newport must be committed to regular posting and must be equally committed to creating compelling content that will engage audience members. There are a multitude of studies examining optimal frequency, but a goal of posting something once daily on both channels is reasonable and doesn't overwhelm your followers. Utilizing video, creating social media events, and further optimizing your use of these tools is something that can develop over time. Again, it must be noted that utilizing the services of a social media archiving vendor at an estimated cost of \$2,400 annually is a MUST for future use of social media.

Your website (**owned media**) plays a supporting role as the place where residents and taxpayers can find more in-depth descriptions, maps, and explanations of plans and projects. Your website must be updated frequently and should encapsulate the successes celebrated by the Port. Engaging photography, easily-understood infographics, and other tools should elevate your website to a true resource that can be useful to industry insiders and laypeople alike. Additionally, your website gives residents and stakeholders the means of contacting staff and Port Commissioners.

STRATEGY #2

Expand communication with Stakeholders and Community Partners

As outlined in the Target Audiences section, stakeholders are those who have a business relationship with the port, including commercial fishing, shipping interests, Port property leaseholders, marine industry vendors and suppliers, and others with a business interest or relationship to the Port of Newport. Community partners are defined as those with whom the Port has the shared goals of bringing business opportunities and fostering economic growth, like the Newport City Council, Newport Chamber of Commerce, Destination Newport, Lincoln County, Economic Development Alliance of Lincoln County, Oregon Sea Grant, Port of Toledo, Yaquina Bay Economic Foundation (YBEF), and similar organizations.

Development of a consistent mechanism for keeping these individuals updated is crucial. **Email outreach** is the primary tool for this communication. Using an email marketing vendor (like Constant Contact, among others) would allow for the creation of templates and mailing lists that are easy to manage and provide the ability to measure the rate of opening, click-thrus and more. These tools can allow you to segment the mailings, too, so that you can easily switch from mailing a newsletter to your full email list to mailing a specific project update to a sub-group or committee. Cost for a service of this nature would likely be around \$500 annually.

It is recommended that you develop a baseline calendar of email updates, with a minimum goal of quarterly for the first year. Content might include:

- Updates on specific projects
- Notices of upcoming events, meetings, and dates of importance
- Opportunities to get involved at the Port or with related-groups
- Follow-up on topics of particular interest to stakeholder groups
- Invitation to provide feedback on issues
- Introduction of new Port staff members

At times, more specific, customized email communication will be warranted. For instance, the staff has compiled an email list for annual moorage holders in the commercial marina. The ability to reach that particular sub-group with maintenance information, policy changes, or anything else relevant to the successful operation of both the marina and their fishing business would be helpful and a step forward in building stronger communication.

Community engagement is another important tactic when it comes to expanding your communication with stakeholders and community partners. Port representatives should actively seek to update major stakeholders and partners in-person on at least an annual basis. Making presentations at Chamber of Commerce events, Rotary club meetings, EDA and

YBEF gatherings, and any meetings or gatherings organized by leaseholders or stakeholders at which you are invited to present.

Currently, the Port of Newport has a list of organizations with assigned liaisons coming from the Port Commission or staff. It is important that, when it comes to groups like the Newport City Council, the Newport Chamber of Commerce, and others that are active in the community, the liaisons are an engaged, regular presence in their midst. Someone once said that “80 percent of success is just showing up.” Just seeing Port representatives present at community meetings and gatherings sends a message to stakeholders, partners, and Port District residents in general.

To maximize the benefit of making a more vigorous attempt at community involvement, Port representatives should also provide feedback after appearing at any meetings to the Port General Manager. Questions that were asked, concerns that were expressed, and ideas that were shared are all relevant to building success and getting follow-up feedback (when appropriate) from Port staff will demonstrate to elected officials, stakeholders and partners that the Port is a high-functioning organization.

STRATEGY #3

Build community excitement around the Port of Newport by creating unique opportunities for the public to connect to the Port.

One way to help community members connect to the Port of Newport is by organizing and hosting **special events**. This could be anything from holding an open house jointly with leaseholders, to coordinating a community barbecue. There are endless possibilities – a lecture series on maritime-related topics, a “slime eel photo-op” or something equally fascinating, or a photo contest with an event-related conclusion.

The month of May lends itself to such an event. The Port of Newport held its first Port Commission meeting on May 26, 1910, which means 2020 will mark the Port’s 110th anniversary. This could link nicely with National Maritime Day, which is observed on May 22 each year. That particular timing, however, isn’t the only option.

If the Port were to embrace the idea of an annual celebration, a volunteer committee could be assembled to plan and execute the event. Whether constructed as an open house, a tour of facilities, a hands-on experience, special presentations, or some other form – the commitment to an annual event would allow the Port to show the community its appreciation on an annual basis.

The Port could also host multiple open houses for separate operations (i.e. commercial marina, South Beach RV and marina, International Terminals, etc) or it could plan some events that are interest-based. Essentially, the Port would have to commit to the concept of hosting a special event (beyond those it currently supports) and assemble a committee to take the concept to fruition.

Your website (**owned media**) can also play a role in building community excitement. An online photo contest, for instance, would invite individuals to submit photography from around Yaquina Bay and would be housed largely on your website but also featured on social media. The site can also highlight the accomplishments of the Port, its leaseholders and other community partners as a way of showcasing the meaningful collaboration happening around the waterfront.

Community engagement also plays a role in building pride in the Port. The Port of Newport's MATES program is another way to generate more community excitement about the Port. Currently, a small but dedicated group of volunteers assist the Port with special projects while also serving as ambassadors by representing the Port. Since this is an existing, successful program, the use of MATES to inspire more community excitement doesn't require re-inventing the wheel, but rather finding ways to fortify their efforts. One way would be the creation of more professional materials that promote the Port and its work. Volunteers will staff information tables at Shop at the Dock events, at the Aquarium upon request, and at other opportunities. Making sure their display has a professional appearance with hand-out materials that are engaging is recommended. Working with the MATES to explore more opportunities for them to expand their reach is also a worthy investment of time and thought. Additionally, individuals who are passionate about the Port's work and seeking new volunteer opportunities may wish to join the MATES and that, too, will help connect residents with the Port and inspire more community excitement.

Building community pride may also mean sharing some of your **collateral materials** with members of the public on appropriate occasions – specifically logo-branded apparel. Donating Port t-shirts, ballcaps or other branded items to local charitable endeavors as prizes, for instance, gets your brand out in the community and also shows the Port as a good partner to local agencies.

STRATEGY #4

Establish a formal schedule and mechanism for providing updates to elected officials on the Port's initiatives, opportunities, and challenges.

While improving communication with Port District residents, stakeholders, and community partners is important, the future success of the Port also depends upon creating a consistent communication practice with elected officials. Ports across Oregon and beyond rely upon state and federal grants to assist in the tremendous maintenance needs that accompany facilities like these. Keeping all elected officials up-to-date on Port happenings and keeping open lines of dialogue is imperative to future success.

Email communication is an obvious starting point. Quarterly written updates should provide the area's representatives and Coastal Caucus members with timely information on the Port's business strategies, financial outlook, and other matters deemed of particular interest by elected officials and granting agencies. These same updates could be sent to City

and County officials as well, as these government partners also play a role in the Port's success.

Additionally, in-person updates should also be scheduled, both at the Port and in Salem, as deemed appropriate. These could take the shape of joint Town Hall – style meetings to further **Community Engagement** or staff meet-and-greet events with time set aside for addressing any issues. The most important aspect of this strategy is consistency. Providing elected and appointed officials with consistent, helpful information on a timely basis will help further existing networks, repair any injured relationships, and form new ones in pursuit of a shared goal – economic success for Newport, Lincoln County, and the State of Oregon. The Port's new General Manager is committed to keeping elected officials informed of the Port's work and formalizing a plan for regular updates will be one additional tool in her communication toolbox.

STRATEGY #5

Create and/or revise Port marketing materials

The creation of print and brand **collateral materials** is an important part of presenting the Port and its mission in a consistent and professional manner. There are a variety of uses for these kinds of materials. A small sampling includes:

- A leave-behind piece that outlines the work and mission of the Port and its economic impact for use at public presentations
- A marketing publication suitable for sharing with prospective business partners about opportunities that exist in conjunction with the Port
- A fun , engaging publication to share with first-time marina or RV park visitors, people who interact with MATES at different community events, and other outreach opportunities.

While it is possible that one print piece could cover multiple objectives, it can also result in a message that is diluted. With budget considerations and time constraints in mind, it is recommended that the Port look at needs and prioritize the order in which these publications are created. It is worth noting that while professional design is paramount, small quantity needs may allow for in-house printing in some cases, keeping cost to a minimum.

Display materials are also critical to the Port's presentation at gatherings and events. A review of any banners, signage, or other display items used at events, trade shows, or elsewhere is in order. Brand consistency, professionalism and messaging should all be served by any and all display materials. If none currently exist, an investment in some simple marketing banners would prove useful and the visual interest of the Port's operations lends itself to some compelling displays.

Print materials created to promote the Port would also be featured on your website. Offering downloadable information that community partners can access is recommended as a tool to assist in local economic development efforts. Those promotional materials will also

be available to prospective business partners who may engage in preliminary research via your website.

POSITIONING & MESSAGING

The benefits of identifying the position you desire in the marketplace and the kinds of messages that will help you achieve goals are two-fold. First, it helps your organization gain greater clarity that will make all of your communication strategies more effective. Second, it insures that everyone in the organization is on the same page, communicating a consistent message and working toward the same outcome.

Positioning Statement: Your organization might choose to alter this position statement, but feedback indicates that the position you desire looks something like this:

The Port of Newport is committed to managing its extensive waterfront holdings in a fiscally-responsible manner that will benefit area residents by creating business opportunities and driving economic growth in the region.

Key Messages: The underpinnings of the Port's communication strategy are the following three messages:

The Port of Newport plays a fundamental role in nearly all of Newport's economic drivers. A thriving, multi-million dollar commercial fishing industry finds safe harbor and the necessary services at the Port. Newport's marine science industry is connected at its core to the Port, which is landlord to the National Oceanic and Atmospheric Administration and owns the property upon which OSU Hatfield Marine Science Center is located. Tourism also connects to the Port through the Oregon Coast Aquarium and Rogue Ales, both leaseholders at the Port and beloved attractions for visitors at the Port's 500-slip marina and 150-site RV Park.

The Port of Newport is focused on the future. The organization is actively searching for new business opportunities for the International Terminal, exploring options for future growth at the commercial marina, and interested in opportunities to help leaseholders and community partners succeed.

The Port of Newport is committed to community. The Port plays a thoughtful role in supporting community events, shares the Port's story with groups and organizations, and seeks out opportunities to collaborate with other agencies and organizations for the betterment of Newport and Lincoln County.

All communication materials created on behalf of the Port and delivered through any of the aforementioned channels should reflect at least one of these messages.

MONITORING & MEASUREMENT

Monitoring and measuring the impact of your plan can be accomplished in a number of ways. Typically, PR is measured by looking at outputs, outcomes, and business results. Related to the strategies and tactics contained in this plan, Port Commissioners can evaluate progress in several ways.

Output can be measured by the number of contacts made with community members and stakeholders in a calendar year through the tactics outlined. It can be measured by the quantity of social media posts and the number of press releases issued. It can be gauged by the number of appearances and presentations made, since you will be tracking that activity. You might even try to estimate audience for each presentation to track how many people were touched by presentations.

Outcome can be measured on social media by analyzing the insights available about most social media networks, including following, reach, views, and post engagement. It can also be measured by the number of stories found in earned media and through analysis of the use of your website, which should see an increase in page views, unique visitors, duration of visits, and other measures as a result of increase promotion of the site.

Measuring business results is a long-term proposition. Successfully expanding business operations on Port property is one tool of measurement. Interviewing stakeholders one year later to determine if there has been a change in their perceptions of the port is another measurement tool.

APPENDIX A: COMMUNITY INTERVIEWS

Before formulating a communication strategy for the Port of Newport, it was important to gain a baseline understanding of the perceptions held by various stakeholders and community members, as well as from Port staff and Port Commissioners. Over the course of two months, 27 people were interviewed. The feedback garnered from Community Stakeholders is compiled by topic below.

1.) Give the Port of Newport a letter grade when it comes to communication and then please elaborate on why you chose that grade.

This question was asked to get an assessment of the Port's current standing when it comes to communicating with stakeholders and their perception of how the Port communicates with the community at large. Grades ranged from a "B-" to an "F" and, in nearly all instances, interviewees acknowledged that the Port has been improving significantly in recent months. Numerous individuals mentioned that a period of management and leadership turnover had led to the Port retreating from community involvement and communication. There is a sense that the organization isn't doing enough to explain its position on various issues and, without explanation, some decisions have taken stakeholders by surprise. That created trust issues and, whether it was over the TIGER Grant or the Tall Ships, that lack of communication injured the Port's reputation in the community. As a result of discussions surrounding House Bill 2284 and, with the guidance of the Interim Manager and the selection of the permanent General Manager, there is a strong sense that the Port Commission is now beginning to rebuild its relationship with the community and stakeholders.

2.) What are the missed opportunities when it comes to communication?

Feedback on this question fell mostly into two categories: addressing issues and celebrating successes. Individuals mentioned that the Port had missed the opportunity to more clearly communicating its position when faced with tough or unpopular decisions. Stakeholders felt that, with better communication, the Port could have navigated through controversy more easily. The Tall Ship issue was raised by multiple individuals who saw more collaborative communication as the key to avoiding the eventual outcome. Many stakeholders said the Port doesn't do a sufficient job of celebrating its successes. The Port's operations and the operations of those who lease Port property are tremendously impactful to the area's overall economic picture, but that truth isn't discussed nearly enough. The Port also plays a supporting role in many community activities but doesn't get the recognition.

3.) Do you think the community at large understands the role or work of the Port of Newport?

Most interviewees felt that community members (at least those who have no connection to the Port) had very limited understanding of Port operations. Some felt that district residents might know about one aspect or another, say commercial fishing or the International Terminals, but not about the breadth and depth of the full Port operation. Most felt that community members didn't connect the RV park to the Port, in part because that facility is used primarily by tourists. At least one stakeholder questioned whether the community would truly care about the Port's operations, but also added that public support is needed for the Port to be successful. Another individual commented that the Port is a world-class facility but people in the port district don't realize that because the information is lacking.

4.) What other observations or suggestions do you have for the Port with regard to communication?

Interviewees had a wide variety of suggestions and comments, including:

- Treat the need for communication as a matter of urgency and importance
- Be future and solution oriented
- Get new leadership involved in the community
- Don't be overly focused on one industry
- Spend some money on getting printed materials that promote the Port in a professional manner
- Have a plan for how to communicate complicated or difficult issues and use that plan to help Port Commissioners and staff communicate
- Take every opportunity to speak to groups
- Just do a better job of telling your own story so that others don't fill the void with inaccurate information
- It will take hard work to overcome the perception that the Port is closed to new business opportunities
- Going to need good communication to get grant agencies to support them again
- Don't catch people unaware of what you are doing
- Pay attention to communication, particularly with larger projects
- The Port is a great place and bringing the public closer to it is a great thing
- Commercial marina is home to many small family businesses that provide an employment base and that should be more widely appreciated
- Grow relationships with leaseholders because they are happy to work more with the Port
- Create fact sheets so people can learn more about the Port
- Keep moving forward
- Use a variety of communication methods and share the human stories that happen around the Port

- Provide regular, consistent updates to elected leaders
- Recognize the marine supply services that support the area

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Rep. David Gomberg
 Patti Ferry, Newport Chamber of Commerce
 Jack Waibel, Rogue Operations Director
 Bob Eder, Commercial Fisherman
 Evan Hall, Rondys
 Carrie Lewis, Oregon Coast Aquarium
 Yale Fogarty, ILWU
 Heather Mann, Midwater Trawlers Cooperative
 Kaety Jacobson, Lincoln County Commission
 Dietmar Goebel, City of Newport Council Member
 Sandy Roumagoux, Former Mayor, City of Newport
 Caroline Baumann, Economic Development Alliance of Lincoln County
 Bud Shoemake, Port of Toledo
 Lee Fries, Port of Newport MATES
 Candy Garrison, Port of Newport MATES

In addition to those listed above, Summit also conducted informal interviews with a small number of Port District residents to gauge general levels of understanding of the Port of Newport's holdings, operations, and economic impact.

APPENDIX B: COMPELLING STORY IDEAS

There are few local entities as diverse, complex and compelling as the Port of Newport, yielding an impressive array of story concepts that are worth exploring. While the ultimate goal is to further understanding of the Port and its work, we are fortunate to have an abundance of fascinating people, industries, vocations, and the natural surroundings in which they all operate to elevate interest in the organization's work. The following is a starting point for stories that could be pitched to local media, authored by the Port or its designees, shared in print or online, and featured using social media channels.

- Two Harbormasters and 60 Years of Combined Experience
- The Evolution of Fish Buyers on the Docks
- Landlord to the Stars: Newport's Most Fascinating Places Are on Port Property
- Fishing and Finance: Understanding the Cost of Operating Marinas
- Keeping the NOAA Facility Operating Smoothly: Meet Jim Durkee
- From Charter Fishing to RV Parks – the Port's Impact on Local Tourism
- Behind the Scenes: The Port of Newport's Unsung Heroes
- Introducing the MATES: The Port's Volunteers and their Unique Contributions
- The Yaquina Bay Yacht Club Teaches the Next Generation of Sailors
- The International Terminals: Exploring the Market for New Opportunities
- The Port and Commercial Fishing: Servicing the Fleet
- Research and Fishing: How this Symbiotic Relationship helps Everyone
- Customer Appreciation Day: An Annual Tradition in South Beach
- The Many Seasons of a Recreational Marina
- Sponsoring: What does it mean and why does it matter?
- OSU Extension's Shop at the Dock Program
- C.A.S.T. for Kids: A Special Day on the Water
- Get to Know the Distant Water Fleet
- Port of Newport and Port of Toledo: The Dynamic Duo of the Central Coast
- Making the Most of a Multi-Use Facility: The International Terminal
- Army Corps of Engineers and Future Dredging Projects
- The Many Small Business that Occupy the Commercial Marina
- An Evolving, Unpredictable Enterprise: Squid and the Port of Newport
- Future Vision: The Port of Newport's 5-Year Strategic Business Plan
- Festival Fun: Seafood & Wine, Loyalty Days and Other Events on Port Property

APPENDIX C: WEBSITE RECOMMENDATIONS

The Port of Newport's website provides a thorough, appealing overview of the Port. It is easy to navigate and has a clean, concise appearance. While the website is perfectly functional in its current form, the following are some recommendations to further showcase the Port's work and provide a more interactive experience.

Home Page Welcome Message:

Consider adding a brief welcome message on the home page. This can be a sentence or two from the General Manager or a simple paragraph inviting both visitors and business interests to engage with the Port. The list of facilities that currently occupies the home page can remain but consider having that simple welcome appear before the facilities list begins.

Feature waterfront visitor facilities on the site:

The Port operates several sites on the waterfront that appeal to visitors and community members alike. Some of these are community services that don't play a role in the Port's overall operations. Showcasing the Port's commitment to community is a worthy use of the website. Examples of what might be added include:

- South Beach Fishing Pier and Fish Cleaning Station
- Day Use park with picnic tables located near the fishing pier
- Port Dock One area overlooking the Sea Lion Docks

Adding Speaking Engagements to Calendar of Events:

Add presentations to the existing calendar whenever staff or Port Commissioners are engaging community groups. If meetings aren't open to the public, admission limitations can be noted. In addition to providing people an opportunity to hear information about the Port, this will also remind other community partners and stakeholders that Port officials are available to make presentations or talk about specific topics.

Add Instagram to your social links

Currently a Facebook link is on the site. Since Instagram has recently been redeployed as one of the Port's social networks, that link should appear, too.

Add an Email Address in addition to Contact Form

Currently, your site allows individuals to communicate with Port Commissioners and the Port administration through a form structure. While that is a useful tool, some business interactions are such that individuals will want to save a copy of online communications. Whether using an existing address or creating one specifically for website use (information@portofnewport.com would be one example) – consider adding at least one email option that doesn't require the use of a form.

Consider adding a Photo Gallery

Since there is a desire to build community pride in the Port of Newport, showcasing the Port facilities and activities in a photo gallery is a worthy endeavor. This doesn't have to involve an expenditure of money. Staff members, Port Commissioners, and other stakeholders likely have photos that can be shared and accumulated over time. You may also find that, with credit, area photographers are willing to share their photography with the Port. With or without outside contributions, interesting images are available to showcase the Port's vital, engaging operations. It is worth noting that, in addition to images that showcase physical facilities, it's also useful to show images of happy campers, successful anglers, hard-working men and women on the docks, interesting happenings at leaseholder sites, and other people-centric subject matter.

Opportunities page presents an opportunity

Currently, your opportunities page is a work in progress. This is the perfect location to outline the desire to develop a multi-use facility at the International Terminals and the Port's philosophy of making itself available to future business opportunities. You might also outline any services, property, or facilities that are currently available.

Create a location for sharing Press Releases from outside groups

From time to time, it is appropriate for the Port of Newport to share information from outside groups. For example, a fishing tournament held on Port property was cancelled and a press release went out to spread the word. With proper attribution, this would be appropriately placed on your page since people may come to the Port seeking more information. By including on your website, you can also provide links on social media, rather than having to share an entire press release on Facebook, which isn't the most engaging content for your Facebook page.

Information about the MATES

Your website is a good place to acknowledge the dedication of volunteers. A web page outlining volunteer opportunities and the contributions made the MATES would be a nice addition to your site.

Downloadable Content

It is recommended that any fact sheets, hand-outs, or other prepared collateral materials are also shared in a downloadable format on your website. This extends the useful life of those documents and also makes them available to people who may not have had another opportunity to access the materials.

June 19, 2019

Port of Newport
Paula Miranda, General Manager
600 SE Bay Blvd
Newport OR 97365



Dear Paula,

Thank you for meeting with me on June 18 to review the recommendations outlined in the Communication Strategy. Per your request, outlined below are two possible pathways to furthering the Port's efforts to better inform the community of its work, forge stronger relationships with stakeholders and community partners, and tell the compelling story of the work that happens every day at the Port of Newport.

Option #1 – Comprehensive Approach

Scope of Work: Under this option, Summit would be engaged to carry out nearly all of the recommended strategies outlined in the Communication Strategy. This would include writing and coordinating the production of a community newsletter, writing monthly press releases, pitching and/or writing special interest stories, providing social media support, creating at least one new publication describing the Port of Newport, utilizing email to update stakeholders and community partners on a quarterly basis, and generally providing communication consultation as needed. (This does not include the launch of a special event or coordination of community engagement as outlined in the Communication Strategy.)

Under this option, I would recommend an arrangement of 20 hours/month of Summit time for a total annual cost of \$18,000.

Additional cost to executing the comprehensive approach would include budgeting for the following:

- Printing (2 newsletters) - \$2,200
- Postage (2 newsletters) - \$2,500
- Design (2 newsletters plus misc additional hand-outs) \$2,000
- Email Marketing Vendor (ex: Constant Contact) - \$500
- Social Media Archiving Service (ex: Archive Social) - \$2,400
- Miscellaneous photography - \$500

Total Expenditure for Option #1 --- \$28,100

Resulting output from Option #1:

- 2 Community Newsletters
- Port of Newport Brochure or Similar Hand-Out
- Execution of quarterly email campaign
- News Media Engagement via monthly news releases
- Special Features highlighted in media, on website, and social media
- Comprehensive social media support
- Communication consultation as needed

Option #2: Limited Approach

Scope of Work: Under this option, the Port of Newport would engage Summit for the creation of monthly news releases, pitching and/or writing special interest stories, providing social media support, and assisting in the creation of a template for email updates.

Under this option, I would recommend an arrangement of 12 hours/month of Summit time for a total annual cost of \$10,800.

Additional cost to executing the comprehensive approach would include budgeting for the following:

Email Marketing Vendor (ex: Constant Contact) - \$500
Social Media Archiving Service (ex: Archive Social) - \$2,400

Total Expenditure for Option #2 --- \$13,700

Resulting output from option #2:

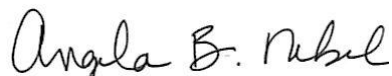
- News Media engagement via monthly news releases
- Special Features highlighted in media, on website, and social media
- Comprehensive social media support
- Creation of email campaign template

Regardless of which option is selected, please note that the monthly Summit hours are a targeted commitment, not a retainer-style relationship. Summit bills only for actual time worked. Through this time and materials arrangement, hours would be capped at either 240 hours (option 1) or 144 hours (options 2) annually and would only exceed those caps with pre-approval of the client.

Additionally, in all but one situation, the Port of Newport would be billed directly by the utilized vendor for the additional services mentioned in each option. Summit has a teaming relationship with a graphic designer, so design services outlined in option 1 would be billed through Summit.

I hope one of these options will meet your needs. Thank you for your consideration.

Sincerely,



Angela Nebel, Principal
Summit Public Relations Strategies LLC
PO Box 2147
Newport OR 97365
Phone: 541-264-8735
Email: angelasummitpr@gmail.com



FINANCE DEPARTMENT MONTHLY REPORT

DATE: June 25, 2019
PERIOD: May 2019
TO: Paula Miranda, General Manager
ISSUED BY: Mark Harris, Accounting Supervisor

Financial Reports

Financial reports as of May 31, 2019 have been included. Year-to-date operating revenues continue to increase over year-to-date figures for May 2018. Operating expenses remain within the current year's budget.

Financial Statement Audit Services

We have received proposals for audit services from 6 CPA firms. The proposals will be reviewed and scored in the coming month and a recommendation will be presented to the Commission at next month's meeting.

###



DIRECTOR OF OPERATIONS REPORT

DATE: 06/18/2019
PERIOD: May 2019 – June 2019
TO: Paula J. Miranda, General Manager
ISSUED BY: Aaron Bretz

OVERVIEW DIROPS

Summary:

We have had some turnover in personnel in this month due to a variety of reasons. Currently we are two people short on the north side of the Bay. The shrimp fleet is fishing, and squid has basically come to an end, which has freed up space in the Commercial Marina. The recreational fishing season has been slow so far; halibut has been particularly slow and not much salmon has been seen coming across the boat ramp yet. The new CHELSEA ROSE was launched from the Terminal and has now taken its regular berth at Port Dock 3. I have also approached more businesses about signing beneficiary forms for the Port Dock 5 Pier Project. I am trying to get those completed in time to be considered as part of the grant process, but as I've mentioned previously, this pier replacement project is a difficult project to approach from an economic *development* standpoint. We need to be cautious of the claims we attach to the project so that we can remain completely accurate and back up the grant package if we receive funding. I attended the Managing Stormwater in Oregon Conference in Salem and came back with a lot of new knowledge and contacts in the stormwater world.

Detail:

- **Squid**

This year did not yield as much as we had hoped for the squid fishery in Newport, but we did run a profitable operation.

- Over 12 days of actual operations (spread out across about 2 months), there were about 698,000 pounds offloaded on Port Property
- We allowed three pumps total; 2 at the International Terminal, 1 at the Hoist Dock
- We charged wharfage and charged truck traffic for using the facilities as well as other standard rates
- Gross revenue for those 12 days of actual operation was \$46,329
- Net revenue (including fully encumbered Port labor) was \$38,090

- **Moorage in the Commercial Marina**

We remain over-capacity in the Commercial Marina. The linear footage of annual and monthly moorage holders is 7,042' and the total linear footage of docks in the Commercial Marina is 7,576'. Bear in mind that the total linear footage of dock space is not usable due to setbacks in

the corners and space between vessels. In the marina industry, a facility is generally considered to be at its functional capacity when it's 85% occupied. We received yet another request last week for a new annual moorage agreement with a new 78' vessel.

- **Charter Boat Policy in South Beach**

We've procured the signs, and are finishing up the permit procedures so that we can collect on charter fees in South Beach.



- **EDA Grant**

The EDA office in Seattle indicated that we should hear something substantive on the status of our grant request for the Port Dock 5 Pier before the end of the month. They said that the date of review depends on the schedule of the committee who is reviewing the request and they would let us know when the committee can review the request.

I have been in touch with Phil Warnock of the Cascades West Economic Development District, who reached out to the EDA to see if there was any input he could provide and there was nothing additional to be done. There has been complete turnover of personnel in the Seattle EDA office, so the networking that previously existed has been temporarily disrupted. I have maintained contact with EDA personnel as much as possible to keep them aware of the importance of our project.

- **Maintenance Crew**
 - Began replacement of dock rods and whalers on a damaged portion of dock on PD 5
 - Received backer pipes for NOAA, devised a plan to help the NOAA maintenance supervisor get those pipes and chains replaced.

Newport International Terminal- Don Moon, Supervisor

Billable Services Performed this Period (November)

- Forklift – Hrs 66 Moorage – 139Days
- 30 Ton Hydraulic Crane – Hrs 46 Hoist Dock Tie Up – Hrs 119
- Labor – Hrs 97.50 120V power – 7.5
- Other (Net Work) – 38Days 208V power – 125 Hrs

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

- Completed In Progress
- Completed In Progress
- Completed In Progress Replace Gutter on West side of Terminal storage rentals.
- Completed In Progress
- Completed in Progress

Commercial Marina – Kent Gibson, Harbormaster

Billable Services Performed this Period:

- Forklift – 175.25Hrs Hoist Dock Crane(s) – 15.5 Hrs
- 30 Ton Hydraulic Crane - Enter #.Hrs Dock Tie Up – 290.75Hrs
- Launch Tickets - Enter #. passes sold Other (Labor) – Hrs

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

- Completed In Progress Click here to enter text.
- Completed In Progress Click here to enter text.
- Completed In Progress Click here to enter text.

Completed In Progress

[Click here to enter text.](#)

Completed In Progress

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

Year over year for the first 5 months, we had 1335 hours of Forklift time compared to 1139 last year for an increase of 17.25%, Crane use is 78.25 hours so far this year compared to 61.5 hours last year and Tie-up time is 2138 hours compared to 2066 hours last year for an increase of 3.5%.

Forklift and Hoist Dock use is starting to even out. Comparing May 2018 to May 2019, Forklift use was down 19% crane usage was the same and Tie-up time was down 13%. Year over year for the first 5 months, we had 1335 hours of Forklift time compared to 1139 last year for an increase of 17.25%,

Forklift use was up 4% over last month, crane use was down 22% and Tie-up time was down 7% from last month.

NOAA- Jim Durkee, Facilities Manager

Special Projects:

Completed In Progress **Backer pipes arrived. Shackles and some of the chain are in. We will install a couple of them after we hire a new maintenance crewman.**

Other:

Vessels Using the Facility Since My Last Report – NOAA vessels Hi’ialikai, Bell M. Shimada. WHOI vessel Atlantis.

Office Occupancy Admin Building – 65 Work Stations Total, 47 Occupied
Warehouse Bldg. – 23 Work Stations Total, 7 Occupied
Occupancy Rate – 61%

We had a continuing alarm in the fire panel that was annoying me and the guards every day. Performance Systems finally got down here and the system was still in alarm. They found a broken wire in one of the big pulling boxes out by the guard shack, probably happened while the new fiber-optic lines were being put in.

Quarterly inspections of the air handlers and overhead doors in the warehouse by me.

Annual inspection and maintenance of the Backflow Preventers by Advance Backflow.

Took a trip around the pier every other day to remove nesting material before the seagulls could set up house.

South Beach – Chris Urbach, Harbormaster

810 launches for the month of May.

I have contracted with Doug’s Electric to replace the main distribution panel down on e- dock and after the first of July we will change out the last remaining one on d-dock these are down on the dock not up on land.

We had the condensing unit and cooler door gaskets replaced on the walk in cooler for the store.

We have been installing the new LED lights throughout the marina.

It has been a really slow start for halibut this season due to bad ocean conditions. There is only 2 make up dates remaining for the spring season and we still have over half of the quota left.

Rogue has started the mural on the south side of the cooperage building.

We had a boat sink on e-dock it took several days to get it raised our local divers did not want to take this one on.

We are having a new sign made for the fishing pier.

The guys have been trying real hard to keep things looking good.

Port Mates Volunteers

Participated in planning for help with the 4th of July



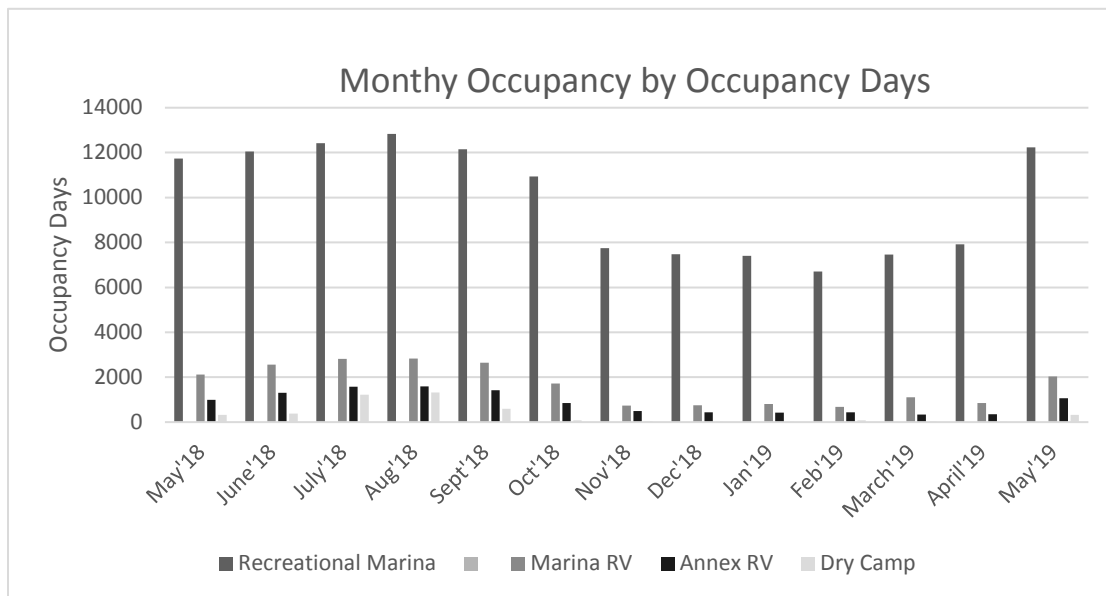
RV PARK & RECREATIONAL MARINA OCCUPANCY REPORT

DATE: 04 June 2019
RE: Month Ending 31 May 2019
TO: Aaron Bretz, Director of Operations
ISSUED BY: Bill Hewitt, RV Park Supervisor

The South Beach operation was very busy in May with the start of the halibut fishing season and the Memorial Day Holiday. The Marina had a nice month and was ahead of last May 2018. The Marina is also ahead of 2018 year to date thanks to May's strong numbers. The Annex is also ahead of last May 2018 and year to date. The Marina RV Park is slightly behind May 2018 and also slightly behind in year to date numbers. Dry camping was up a little from May 2018 and year to date just a little behind. We had a fair amount of boat and RV cancellations in May due to the rough ocean and the hunt for halibut. I think that this will help us in the long run as customers are rebooking for the halibut extension dates.

OCCUPANCY DAYS MONTH & YTD

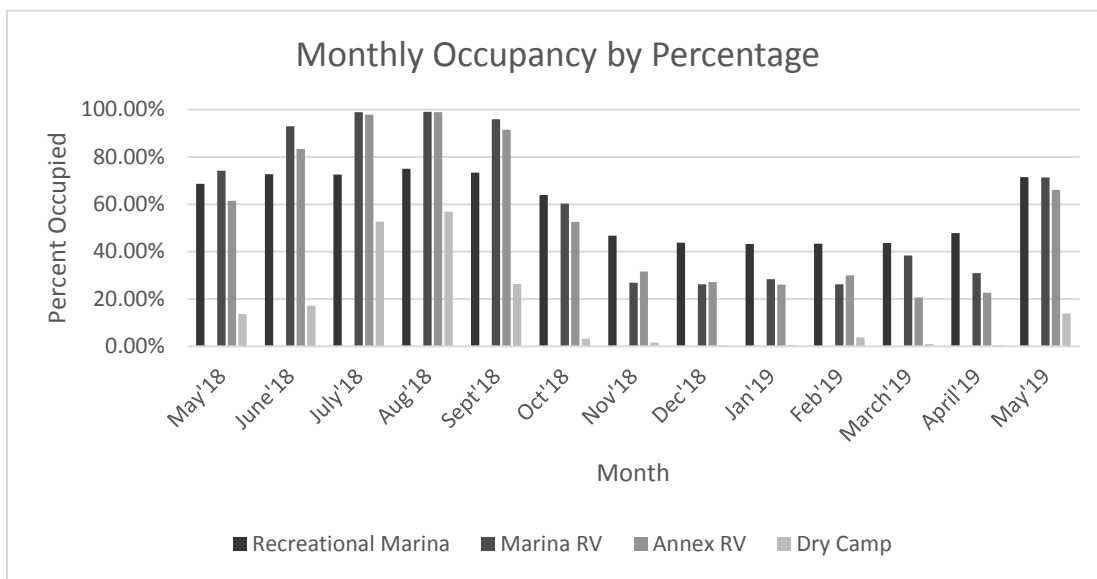
May'2019	2018	2019	Change	YTD 2018	YTD 2019	Change
Recreational Marina	11734	12238	4.30%	41665	41682	0.04%
Marina RV	2114	2036	-3.69%	5785	5475	-5.36%
Annex RV	992	1065	7.36%	2298	2609	13.53%
Dry Camp	316	323	2.22%	456	449	-1.54%





OCCUPANCY PERCENT MONTH & YTD

May'2019	2018	2019	Change	YTD 2018	YTD 2019	Change
Recreational Marina	68.57%	71.52%	2.95%	49.99%	50.24%	0.25%
Marina RV	74.12%	71.38%	-2.74%	41.64%	39.41%	-2.23%
Annex RV	61.53%	66.06%	4.53%	29.26%	33.21%	3.95%
Dry Camp	13.59%	13.89%	0.39%	4.02%	3.96%	-0.06%





GENERAL MANAGER MONTHLY REPORT

DATE: 06/24/2019
PERIOD: 05/24/19- 06/19/2019
TO: Board of Commissioners
ISSUED BY: Paula J. Miranda, General Manager

OVERVIEW

Summary:

I spent the first 1 ½ month getting to know some of the stakeholders; reading through Port's leases; trying to understand and address some of the issues at hand; interviewing for new director of finance's position and dealing with some staff issues. As we move forward we should continue to focus on improving port's communication, staff training and how to address some our infrastructure needs and revenues issues, including how to go after new businesses for NIT.

Work Actions:

- Letter sent to NOAA regarding usage of pier by visiting parties. 06/14
- A new lease was prepared and reviewed by attorney, sent to Rondys for signature regarding Gear Storage at NIT. Currently waiting for Rondys' signature.
- Discussed footprint for Community Ice with Evan Hall of Rondys. His preference is not to make any change at this time, but he is open to work with folks when nets need to be stretched past Community Ice. Should the area not be in use, they should be willing to allow nets to be stretched through the site.
- Staff has continued to work with the chamber regarding the Seafood & Wine issue with the pavement.
- Met with Chief Malloy and Tony Garbarino, Newport Police Parking Enforcement to discuss parking issues at South Beach, 05/31
- Working on a request for utilities easement from the Hatfield Research Center.
- Worked with Angela Nebel in finalizing her communication strategy and future port communication scope to be included on the agenda.
- **Director of Finance Update:** We have interviewed 4 qualified candidates by phone. We have narrowed down to 2 candidates, which are being interviewed this week in person. A candidate may be offered the job by commission meeting.

Special use Permits:

- Warm Springs Productions June 27-29
- Western Display Fireworks July 4
- Community Services Consortium
Barrel to Keg Relay July 13
- Oregon Sea Grant – Shop at the Dock August 2-30

Meetings:

The following is a list of meetings I attended and people I met:

- Met with Yale Fogarty and Longshoremen – Wednesday, 05/29
- Met with Rep. Gomberg – Salem – Thursday, 05/30
- Met with Senator Ernie Roblan – Salem - Thursday, 5/30
- Met with Mary Botkin (Lobbyist for longshore) while in Salem – 5/30
- David Ulbricht – SDAO Advisory Services (assists in evaluating, managing and structuring capital financing needs), 06/18
- Met with John Serra, Kurt Schrader's Aide – 06/20/19

Attended:

- Annual Economic Development Alliance Meeting – Hallmark Resort – Thursday, 06/06
- Chamber Meetings, including Chamber Meeting After Hours at Yaquina Bay Yacht Clubhouse
- Senator Merkley's Local Official Meet & Greet, 06/14

Schedule Meetings/Conferences:

- Kaety Jacobson, County Commissioner, 06/24
- PNWA – Hood River - 06/25-27
- Teevin Brothers – Meeting with Paul Langner on 06/27
- APP Conference – Portland – 07/14-17
- OPPA Meeting – Salem – 07/18

Leases Review: I will continue to review all of our commercial leases in order to assure compliance as well as understand their future impact on the Port moving forward.

International Terminal: I continued to meet interested parties, funding sources and trying to understand current leases, uses and possible future uses to determine a plan of action as far as bringing new businesses and new sources of revenues.

Strategic Plan: A final version has been issued by the consultant. Business Oregon is finalizing its review. Once Business Oregon has approved it, a final version will be brought to commission for final approval.



STAFF REPORT

DATE: *June 24, 2019*
RE: *Gear Storage Language*
TO: *Port of Newport Board of Commissioners*
ISSUED BY: *Paula J. Miranda, General Manager*

BACKGROUND

During the May Commission, Commissioners discussed concerns about the language protecting the Port as to liability and other possible issues regarding the storage of gear at Port's facilities and asked me to come up with a list of items that should be included in the agreement. After further evaluation of the Moorage License Agreement, I came to the conclusion that, even though the agreement does not include gear storage in its title, it does address "Lot Storage" and most other concerns brought up during the meeting, including the following:

- The Port's rights to revoke the license within 30 days' notice.
- Waiver of Responsibility, where the Port is not responsible or liable for damage or loss to gear or other property store at the Port's premises.
- Indemnification from Licensee for any loss, damage or injury resulting from the acts or omissions of Licensees, his employees, agents or invitees.
- No assignment, transfer or subleasing of the License Agreement.
- Port's rights upon nonpayment and abandonment.

RECOMMENDATION

At this time I would recommend we continue to use the existing agreement, as to avoid another layer of paper work to be managed by staff.

PORT OF NEWPORT SPECIAL USE PERMIT

This permit, effective from June 27, 2019, to June 29, 2019, from the Port of Newport, organized and existing under the laws of the State of Oregon, hereinafter referred to as "Port", to Warm Springs Productions LLC, hereinafter referred to as "Permittee."

The Port hereby grants permission to Permittee to use the Port of Newport Public Fishing Pier and surrounding area. Use of designated area by Permittee is for filming for an episode of HGTV's "Beach Hunters." As follows:

Proposed Activities:

The bulk of our filming will take place on private property but we'd like to film b-roll and aerial footage via drone of the surrounding area. Our b-roll crew is a much smaller crew and consists of 2-3 people, 1 camera, and 1 drone. We are not seeking any closures. Our larger crew (approx. 15 people) would like to film our couple (using two handheld cameras) crabbing on the pier just south of the bridge.

Proposed locations:

Larger Crew filming: The pier just south of the bridge on Sat morning, 06/29. (5:30AM -> 9:00PM Note: we will only likely be there for a few hours, but would like to have the flexibility to work with the weather conditions that day, etc.)

Smaller Crew B-Roll filming - Our crew will be traveling to multiple locations throughout the area to film b-roll and aerial footage each day, so it's likely they'll only be present at the pier for one of the three days for an hour or two during daylight hours only, but I'd like them to have the flexibility to be permitted for each locations to be filmed a bit each day from Thurs, 06/27 -> Sat, 06/29.

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

1. **Application Fee.** A nonrefundable application fee in the amount of \$110.00, received June 14, 2019.
2. **Usage Fees.** WAIVED in consideration of minimal impact to Port facilities and potential publicity for the City and Port of Newport.
3. **Reservation of Rights.** Port reserves the right to alter or amend the terms and conditions of this permit.
4. **Liability, indemnity of Port.** Permittee agrees to exercise due care in the activities described above and to abide by all Port rules, regulations and ordinances. Permittee shall indemnify and hold Port harmless from and against all claims, actions, proceedings, damages, and liabilities, including attorney fees, arising from or connected with Permittee's use of Port facilities. Permittee will carry a comprehensive general liability insurance policy with limits of \$2,000,000.00 per occurrence and \$2,000,000.00 in aggregate. If \$2 million per occurrence is not available, a \$1 million umbrella in addition to \$1 million per occurrence will be acceptable. Permittee has provided the Port with a Certificate of Insurance naming the Port as an additional insured on June 13, 2019.
5. **Condition of Premises.** Permittee acknowledges that Permittee has inspected the grounds and related facilities and is satisfied that these facilities are adequate for safe use for the above-described purpose. This permit is not a contract. Port's liability is limited to its sole negligence. Port's employees will make reasonable efforts to contact Permittee and notify Permittee of conditions requiring Permittee's attention, but Port assumes no responsibility of Permittee's use of the Port's facilities. At all times, Permittee shall keep the area in and about the premises free and clear of rubbish, debris and obstructions of every kind during and upon termination of Permittee's period of occupancy. Permittee agrees, excepting only acts of God and other conditions and occurrences beyond the control of the Permittee, that Permittee will leave the premises in a condition substantially equivalent or better than they were found. Permittee confirms and assures that there are not alcoholic beverages used or provided during this event and that certified and trained emergency response providers are on site.

6. **Nontransferability/Term.**
pm.

This permit is nontransferable. This permit expires June 29, 2019, 9:00

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

Port of Newport:

Accepted By:

Paula J. Miranda, General Manager

SIGNER
TITLE

ATTACHMENT: Exhibit A

SPECIAL USE PERMIT APPLICATION

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

**SUP CHECKLIST
(Port Use Only)**

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

This application must be completed, signed, and submitted with a nonrefundable \$110.00 application fee, to be paid in cash, by check or by credit card. Any usage fees required of the applicant must be submitted in full at least one week (7-days) prior to the event. 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.**

Permittee will be required to carry comprehensive general liability insurance with, at a minimum, 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. Additional coverage or limits may be required at the discretion of the General Manager. The Certificate of Insurance must be received by the Port at least one week (7-days) prior to the event.

Event Name: HGTV's "Beach Hunters" episode filming

Event Date(s) and Time(s): See Email

Set-up Date and Start Time: See Email

Take-down Date and End Time: See Email


Location: The public fishing piers in Newport

Facilities to be used: See Above

Estimated Number of Participants: N/A
Contestants: N/A

Vendors/Volunteers: N/A

Attendees: 1 group of 2-3 & 1 group of approx 15

Applicant/Signer:  Gillian Schilke c/o Warm Springs Productions

Mailing Address: 820 Spruce ST, Missoula, MT 59802

Telephone: (617) 877-1608 E-mail: gillian.schilke@warmsprings.tv

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:

See Email

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

Is the applicant a non-profit or for-profit entity? No

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?

N/A

What other facilities or services will be requested from the Port?

N/A

Does the event provide any direct benefit to the Port? Please describe.

We cannot guarantee that identifying information (logos, signage, verbal mentions, etc. of the Port or Piers will be used in the final program, but with your permission we would like to film an important scene of our couple crabbing off of the Pier located just south of the bridge on Sat, 06/29 AM which could possibly capture some identifying information of the port incidentally through the course of filming. (I hope this makes sense.)

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

- | | |
|---|---|
| <input type="checkbox"/> Logo placement on website | <input type="checkbox"/> Link to the Port of Newport on website |
| <input type="checkbox"/> Logo on event shirt | <input type="checkbox"/> Banner displayed at event |
| <input type="checkbox"/> Booth space at event | <input type="checkbox"/> Goodie Bag insert |
| <input type="checkbox"/> Mention in radio advertising | |

Other (please describe):

We cannot guarantee that identifying information (logos, signage, verbal mentions, etc. of the Port or Piers will be used in the final program, but with your permission we would like to film an important scene of our couple crabbing off of the Pier located just south of the bridge on Sat, 06/29 AM which could possibly capture some identifying information of the port incidentally while filming. (I hope this makes sense.)

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

We would like to request a full waiver for the usage fee because we aren't asking for any closures and the business of both piers should not be impeded in any way by our filming. And, while we cannot guarantee that identifying information (logos, signage, verbal mentions, etc. of the Port or Piers) will be used in the final program (current estimated airdate is sometime in Q4), but with your permission and pending appropriate weather, we would like to film an important scene for our show of our couple crabbing off of the Pier located just south of the bridge on Sat, 06/29 AM which could possibly capture some identifying information of the port incidentally while filming. (I hope this makes sense.)

Submitted by: 

 (Signature)

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)		

To submit electronically, save as **YOURNAME.supapp** and Submit Application to:

khewitt@portofnewport.com

Payment made be made over the phone by credit card, or mailed in by check or money order.

PORT OF NEWPORT SPECIAL USE PERMIT

This permit, effective from July 4, 2019, 9:00 am to July 4, 2019, 11:59 pm, from the Port of Newport, organized and existing under the laws of the State of Oregon, hereinafter referred to as "Port", to Western Display Fireworks, hereinafter referred to as "Permittee."

The Port hereby grants permission to Permittee to use the area at the Newport International Terminal (NIT) as shown on the attached map Use of designated area by Permittee is for the Newport 4th of July Fireworks. Permittee's activities will be the set-up, firing, and cleanup of the aerial fireworks display. See the attached application (Exhibit A) and attached map (Exhibit B) for more details.

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

1. **Application Fee.** A nonrefundable application fee in the amount of \$110.00, received May 2, 2019.
2. **Usage Fees.** WAIVED in consideration of community benefit.
3. **Reservation of Rights.** Port reserves the right to alter or amend the terms and conditions of this permit.
4. **Liability, indemnity of Port.** Permittee agrees to exercise due care in the activities described above and to abide by all Port rules, regulations and ordinances. Permittee shall indemnify and hold Port harmless from and against all claims, actions, proceedings, damages, and liabilities, including attorney fees, arising from or connected with Permittee's use of Port facilities. Permittee will carry a comprehensive general liability insurance policy with limits of \$2,000,000.00 per occurrence and \$2,000,000.00 in aggregate. If \$2 million per occurrence is not available, a \$1 million umbrella in addition to \$1 million per occurrence will be acceptable. Permittee provided the Port with a Certificate of Insurance naming the Port as an additional insured on May 2, 2019.
5. **Condition of Premises.** Permittee acknowledges that Permittee has inspected the grounds and related facilities and is satisfied that these facilities are adequate for safe use for the above-described purpose. This permit is not a contract. Port's liability is limited to its sole negligence. Port's employees will make reasonable efforts to contact Permittee and notify Permittee of conditions requiring Permittee's attention, but Port assumes no responsibility of Permittee's use of the Port's facilities. At all times, Permittee shall keep the area in and about the premises free and clear of rubbish, debris and obstructions of every kind during and upon termination of Permittee's period of occupancy. Permittee agrees, excepting only acts of God and other conditions and occurrences beyond the control of the Permittee, that Permittee will leave the premises in a condition substantially equivalent or better than they were found. Permittee confirms and assures that there are not alcoholic beverages used or provided during this event and that certified and trained emergency response providers are on site.
6. **Nontransferability/Term.** This permit is nontransferable. This permit expires July 4, 2019, 11:59 pm.

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

Port of Newport:

Accepted By:

Paula J. Miranda, General Manager

SIGNER
TITLE

ATTACHMENTS: Exhibit A and Exhibit B

SUP CHECKLIST
(Port Use Only)

- Application & App Fee
- Facility Supervisor Review
- Security Review
- General Manager Review
- Commission Approval
- Usage Fee waived
- 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 at least one week (7-days) prior to the event. 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.*

Permittee will be required to carry comprehensive general liability insurance with, at a minimum, 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. Additional coverage or limits may be required at the discretion of the General Manager. The Certificate of Insurance must be received by the Port at least one week (7-days) prior to the event.

Event Name: Newport 4th of July Fireworks

Event Date(s) and Time(s): 7/4/19 @ 10:00pm

Set-up Date and Start Time: 7/4/19 @ Approx: 9:00 AM

Take-down Date and End Time: 7/4/19 @ Approx: Midnight

Location: Port of Newport, near 1300 Yaquina Bay Rd, Newport, OR 97365

Facilities to be used: Port of Newport

Estimated Number of Participants: _____ Contestants: _____

Vendors/Volunteers: _____

Attendees: 7 crew members

Applicant/Signer: Western Display Fireworks/ Andrea Robitsch

Mailing Address: PO Box 932 Canby, OR 97013

Telephone: 503-656-1999 E-mail: andrea@westerndisplay.com

Contact Person (if different than applicant): Same

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

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

Set-up, firing and clean up of aerial fireworks display. Shot from Port with safety zone.
With approximately 7 crew members to

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

Is the applicant a non-profit or for-profit entity? No

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?

N/A

What other facilities or services will be requested from the Port?

N/A

Does the event provide any direct benefit to the Port? Please describe.

N/A

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

- | | |
|---|---|
| <input type="checkbox"/> Logo placement on website | <input type="checkbox"/> Link to the Port of Newport on website |
| <input type="checkbox"/> Logo on event shirt | <input type="checkbox"/> Banner displayed at event |
| <input type="checkbox"/> Booth space at event | <input type="checkbox"/> Goodie Bag insert |
| <input type="checkbox"/> Mention in radio advertising | |

Other (please describe):

Unknown- this would be up to the sponsor - The City of Newport

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:

This is a public event for the city of Newport 4th of July fireworks display. I am not sure if that qualifies to be waived.

Submitted by: Andrea Robitsch
(Signature)

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)		

To submit electronically, save as **YOURNAME.supapp** and Submit Application to:

khewitt@portofnewport.com

Payment made be made over the phone by credit card, or mailed in by check or money order.

Port of Newport
 600 SE Bay Blvd
 Newport, OR 97365

CM Daily Sales

Date	Inv #
5/2/2019	Spec Use

PAID
05/02/2019

Donor
Western Display Fireworks Andrea Robitsch PO Box 932 Canby, Oregon 97013

Project

Item	Description	Rate	Quantity	Amount
Special Use Permits	Application Fee	110.00	1	110.00
			Total	\$110.00

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**WAIVER OF TRANSFER OF RIGHTS OF RECOVERY
AGAINST OTHERS TO US**

This endorsement modifies insurance provided under the following:

OWNERS AND CONTRACTORS PROTECTIVE LIABILITY COVERAGE PART

SCHEDULE

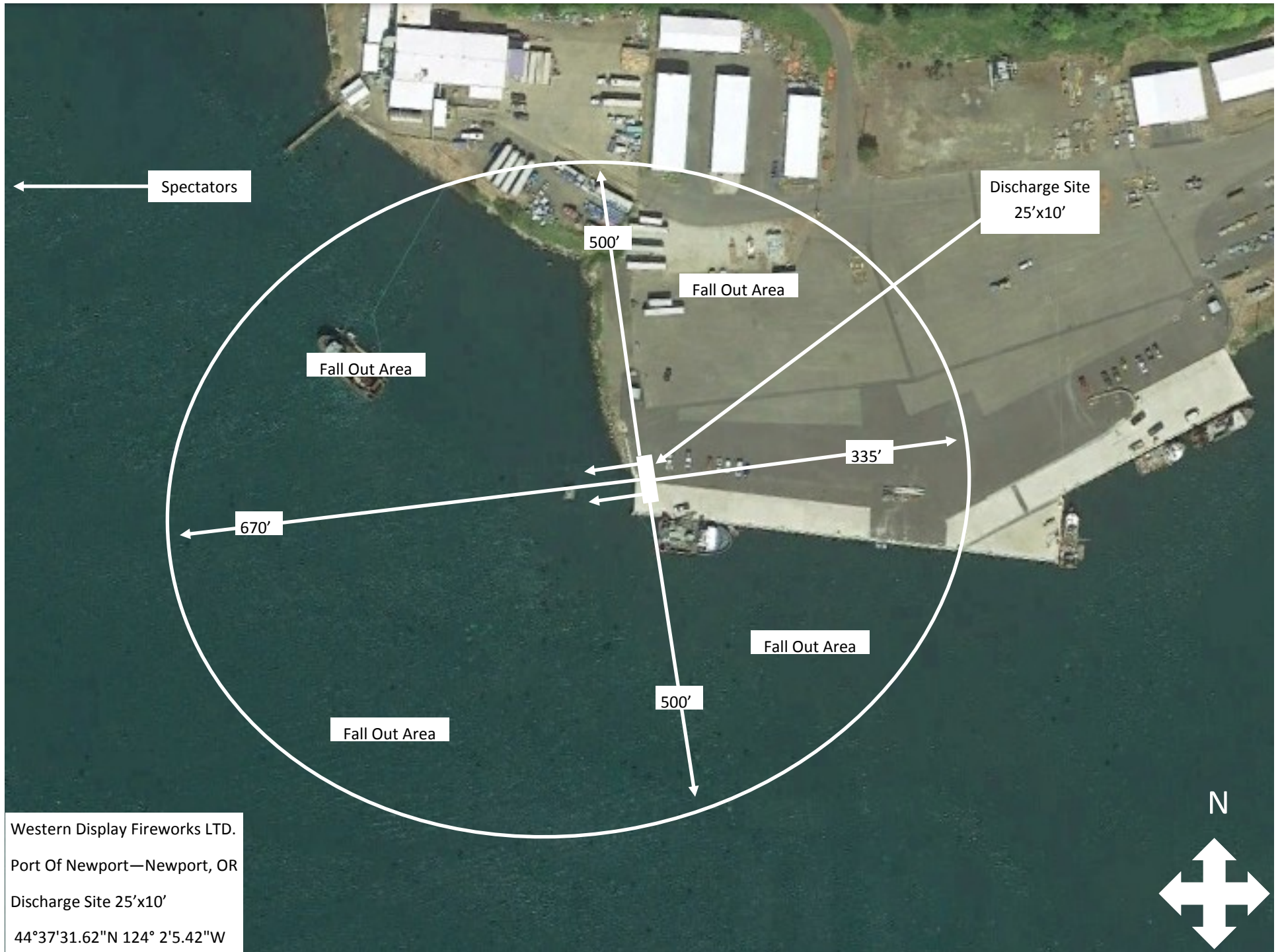
Name of Person or Organization: City of Newport, it's officers, agents and employees
Port of Newport

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

The TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US Condition (Section IV) is amended by the addition of the following:

We waive any rights of recovery we may have against the person or organization shown in the Schedule above because of payments we make for "bodily injury" or "property damage" arising out of your ongoing operations. This waiver applies only to the person or organization shown in the Schedule above.





Western Display Fireworks LTD.
Port Of Newport—Newport, OR
Discharge Site 25'x10'
44°37'31.62"N 124° 2'5.42"W

PORT OF NEWPORT SPECIAL USE PERMIT

This permit, effective July 13, 2019 from 7:00 am to 8:00 pm, from the Port of Newport, organized and existing under the laws of the State of Oregon, hereinafter referred to as "Port", to Community Services Consortium, hereinafter referred to as "Permittee."

The Port hereby grants permission to Permittee to use the parking lot area surrounding the Rogue Barrel Room. Use of designated area by Permittee is for the Barrel to Keg Relay. (Exhibit A SUP Application with detailed description of event.) Permittee is responsible for directing participants and attendees to park at the Oregon Coast Aquarium, and not in the Recreational Marina or RV Park lots. Permittee will also maintain supervision and safety personnel at the entrance to the RV Park to ensure the safety of the runners and minimize traffic hazards at the RV Park entrance.

At all times, Permittee shall keep the area in and about the premises free and clear of rubbish, debris and obstructions of every kind during and upon termination of Permittee's period of occupancy.

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

1. **Application Fee.** A nonrefundable application fee in the amount of \$110.00, received 4/2/2019.
2. **Usage Fees.** Waived in consideration of Silver Sponsorship rights (Exhibit B) and the benefit to the Newport community.
3. **Reservation of Rights.** Port reserves the right to alter or amend the terms and conditions of this permit.
4. **Liability, indemnity of Port.** Permittee agrees to exercise due care in the activities described above and to abide by all Port rules, regulations and ordinances. Permittee shall indemnify and hold Port harmless from and against all claims, actions, proceedings, damages, and liabilities, including attorney fees, arising from or connected with Permittee's use of Port facilities. Permittee will carry a comprehensive general liability insurance policy with limits of \$2,000,000.00 per occurrence and \$2,000,000.00 in aggregate. If \$2 million per occurrence is not available, a \$1 million umbrella in addition to \$1 million per occurrence will be acceptable. Permittee will provide the Port with a Certificate of Insurance naming the Port as an additional insured **no later than July 5, 2019.**
5. **Condition of Premises.** Permittee acknowledges that Permittee has inspected the grounds and related facilities and is satisfied that these facilities are adequate for safe use for the above-described purpose. This permit is not a contract. Port's liability is limited to its sole negligence. Port's employees will make reasonable efforts to contact Permittee and notify Permittee of conditions requiring Permittee's attention, but Port assumes no responsibility of Permittee's use of the Port's facilities. At all times, Permittee shall keep the area in and about the premises free and clear of rubbish, debris and obstructions of every kind during and upon termination of Permittee's period of occupancy. Permittee confirms and assures that there are not alcoholic beverages used or provided during this event and that certified and trained emergency response providers are on site.
6. **Nontransferability/Term.** This permit is nontransferable. This permit expires July 13, 2019, 8:00 pm.

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

Port of Newport:

Accepted By:

Paula J. Miranda, General Manager

Mark Barrett, Race Director
Community Services Consortium

ATTACHMENT: Exhibit A, Exhibit B

Exhibit A

SPECIAL USE PERMIT APPLICATION

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

SUP CHECKLIST

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

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

Event Name: CSC Barrel to Keg Relay
Event Date: 7-13-19 Time(s): 7am - 8pm
Total Days: 1
Location: Rogue Ales Brewery & surrounding area

Facilities to Be Used:

Set-up Dates and Start Times: 7-13-19 @ noon

Take-down Dates and End Times: 7-13-19 @ 9pm

Estimated Number of Participants: Contestants: 600

Vendors / Volunteers: 200

Attendees:

Applicant / Signer: Mark Barrett (Race Director) [Signature]

Mailing Address: P.O. Box 1035, Forest Grove OR 97116

Telephone: 503-821-9577 E-mail: MBarrett@ast.com

Contact Person (if different than applicant):

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

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

The Barrel to Keg Relay goes from the Harris Bridge Vineyard (in Philomath) to the Rogue Ales Warehouse. Starting in waves from 7am to 9am, relay teams finish between 3pm & 8pm.
See attached descriptions & maps for details.

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

1. Is the applicant a non-profit or a for-profit entity? Yes

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?

All proceeds go to Community Services Consortium

3. What other facilities or services will be provided by the Port?

none

4. Does the event provide any direct benefit to the Port?

Advertising

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

The Port of Newport will be listed as a sponsor and its logo used in advertising (with permission).

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:

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

CSC Barrel to Keg Relay
July 13, 2019

Request for Full Waiver of Special Events Fee
Port of Newport.

The CSC Barrel to Keg Relay is a fundraiser for Community Services Consortium, a non-profit community action organization whose vision is to eliminate poverty. The money raised from the relay goes to support programs that change people's lives—job training, education, food, affordable housing, and more. CSC is a true asset to the community in three counties—Lincoln, Linn and Benton.

As a running and walking relay, the CSC Barrel to Keg promotes a healthy lifestyle that includes being physically active. Also, many volunteers are needed to make this a safe and successful event. Barrel to Keg gives back to the community by making donations to local sports teams that provide volunteers.

The relay, which has been held since 2011, has brought up to 700 participants to the finish line in Newport. Over 90% of these participants come from outside of Newport (from as far way as Seattle), and they spend money in the local economy. The participants, volunteers, and their families spend money at hotels, restaurants, tourist attractions, and other local businesses.

For all of these reasons, we request a full waiver of the Special Events Fee.

Sincerely,

A handwritten signature in black ink, appearing to read "Mark J. Barrett". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Mark J. Barrett
Race Director

Barrel to Keg Relay

July 13, 2019

The Event:

This is an 69 mile running relay race from the Harris Bridge Vineyard (near Philomath) to the Rogue Ales Brewery in Newport (South Bay), divided into 14 legs. We expect 100 teams (which have between two and seven members), totaling about 600 runners and walkers. Most teams will drive vans or SUVs. Team vehicles will have “Caution: Runners on Road” signs in their windows. In addition, 125 volunteers will be driving to the exchanges and locations on the course to serve as course marshals. We don’t need to close any roads, although traffic will be delayed near the exchanges. Course marshals, wearing safety vests and using paddles, will minimize disruptions and insure the safety of runners at each exchange and at key turns. “Event Coming” signs will be posted two weeks in advance to warn local traffic. ODOT-approved “Runners on Road” signs will be placed before and after each exchange area and at key intersections. Runners will start in waves (slower teams first) from 7am to 9am. There will be a small number of solo runners (each with their own support vehicle) starting at 5am. Teams will finish between 3:30pm and 8pm.

The Course (permits needed in parentheses):

*To see online maps of the entire course and each leg, go to

<http://www.mapmyrun.com/routes/view/356862641> or www.barreltokeg.com

- 1) Start at Harris Bridge Vineyard (Benton County, Starker Forests)
- 2) West on Harris Road (Benton County, Starker Forests, Thompson Timber)
- 3) South on TumTum Road (Benton County, Starker Forests, Thompson Timber)
- 4) West on Woods Creek Road (Lincoln County, Starker Forest, Thompson Timber)
- 5) Northwest on Shotpouch Road (Lincoln County)
- 6) West on Harlan-Burnt Woods Road (Lincoln County)
- 7) North and west on Harlan Road (Lincoln County)
- 8) Winding west on Elk City Road (Lincoln County)
- 9) North on SE Butler Bridge Road (City of Toledo)
- 10) North, entering parking lot at Catherine Street, past train museum (Toledo)
- 11) North on NW A Street (Toledo)
- 12) West on Business Highway 20 (Toledo, Lincoln County)
- 13) Winding west on Yaquina Bay Road (Lincoln County, City of Newport))
- 14) North on Bay Street (Newport)
- 15) West on SW Naterlin Drive (Newport)
- 16) Up stairs to Highway 101, then south over the bridge (Newport, ODOT)
- 17) Down stairs, down path by the bridge, cross OSU Drive and finish at the Rogue Warehouse (Newport, Port of Newport)

Exchange Zones: Location (municipality/owner):

- Leg 1 ends: Silver gate at Harris Road/TumTum Road (Benton County)
- Leg 2 ends: Thompson Gate (Thompson Timber, Benton County)
- Leg 3 ends: Shotpouch Road/Shotpouch Creek Road (Lincoln County)
- Leg 4 ends: Shotpouch Road/Harlan-Burnt Woods Road (Lincoln County)
- Leg 5 ends: Harlan-Burnt Woods Road/Harlan Road (Lincoln County)
- Leg 6 ends: Mile Post 15 on Harlan Road (Lincoln County)
- Leg 7 ends: Rusty Bridge near Mile Post 9 on Harlan Road (Lincoln County)
- Leg 8 ends: Harlan Road and Updike Road (Lincoln County)
- Leg 9 ends: Elk City County Park (Lincoln County)
- Leg 10 ends: Cannon Quarry Boat Ramp (Lincoln County)
- Leg 11 ends: Toledo Train Museum (City of Toledo)
- Leg 12 ends: Mile Post 9 on Yaquina Bay Road (Lincoln County)
- Leg 13 ends: Sawyer's Landing (Dion Blake)
- Leg 14 ends: Rogue Brewery (Rogue, Port of Newport)

Leg	Leg ends at	Leg distance	Total Distance
1	TumTum Road	4.9	4.9
2	Thompson Gate	3.54	8.44
3	Shotpouch Creek Rd	3.81	12.25
4	Harlan-Burnt Woods Road	3.92	16.17
5	Old Mill	7.1	23.27
6	Mile Post 15	5.9	29.17
7	Rusty Bridge	5.9	35.07
8	Updike Road	4.33	39.4
9	Elk City County Park	4.65	44.05
10	Cannon Quarry Boat Ramp	5.9	49.95
11	Toledo Train Museum	4.05	54
12	Mile Post 9	4.1	58.1
13	Sawyer's Landing	4.86	62.96
14	Rogue Brewery	5.8	68.76

Aid Stations/Potties/Communication/Fire Danger

There will be at least two portapotties or permanent restrooms at each exchange. Runners will be instructed to NOT use private land or wooded areas to relieve themselves. Each team/solo runner is self-supporting, but basic first aid kits will be at each exchange. Cell phone coverage is spotty, so each exchange will be staffed with a ham radio operator who is in contact with the race director and EMS. Local police, sheriff, and EMS will be informed about the relay. There will be EMS personnel on the course, riding with a ham radio operator. There will be a sweeper vehicle checking for injured runners and closing each exchange as the last runner passes. As the relay is during fire season, teams will be instructed to be cautious about sparks and fire dangers.

The race director, sweeper vehicles, and exchanges in wooded areas will be provided with fire extinguishers.

*For questions, contact Mark Barrett, Race Director, at 503-821-9577 or Mbarretts@aol.com.

Updated 1-19-19

Barrel to Keg Relay Leg 14

6.0 Miles

Exchange: Rogue Brewery on the South Beach (68.96 total miles)

Parking: in the Oregon Coast Aquarium parking lot (see separate finish map)

Roads: paved, some hills

Notes: Runners go up and down the stairs on both ends of the bridge. Vehicles go south on Highway 101 to cross the bridge and take the first right after the bridge to get to the Rogue Brewery. Teams should gather in the corral to finish the last 100 yards with their runner.

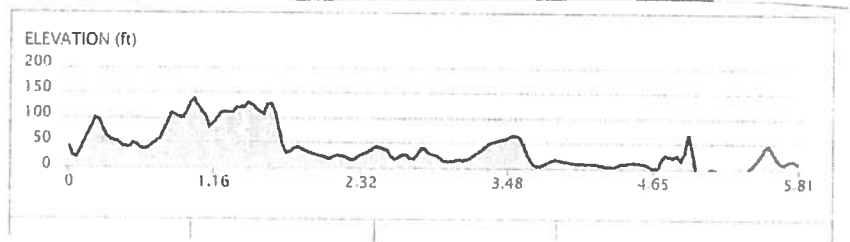
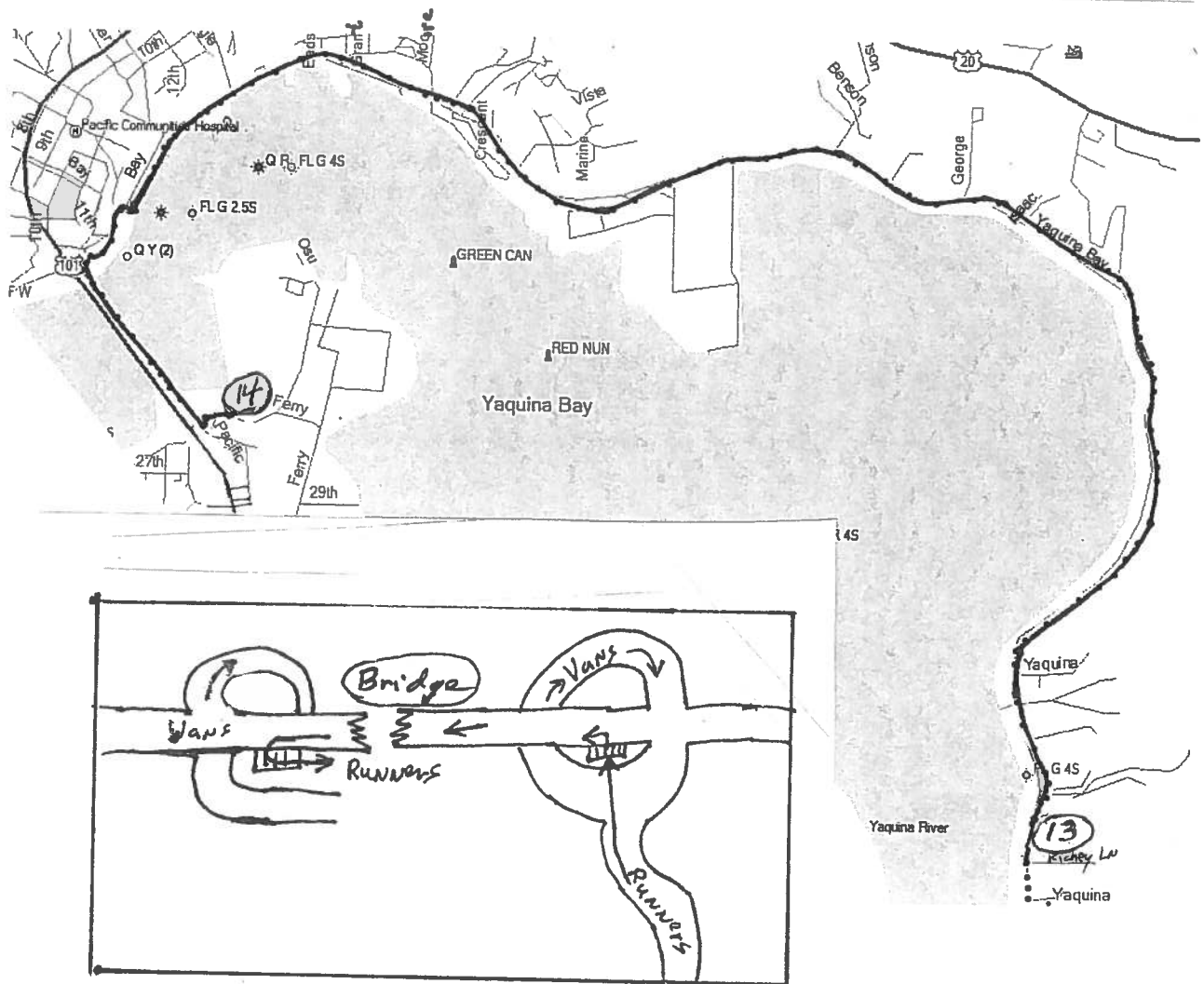
Landmarks: mile posts, Yaquina Bay Bridge

Where to Get Gas and Food: many locations along Highway 101

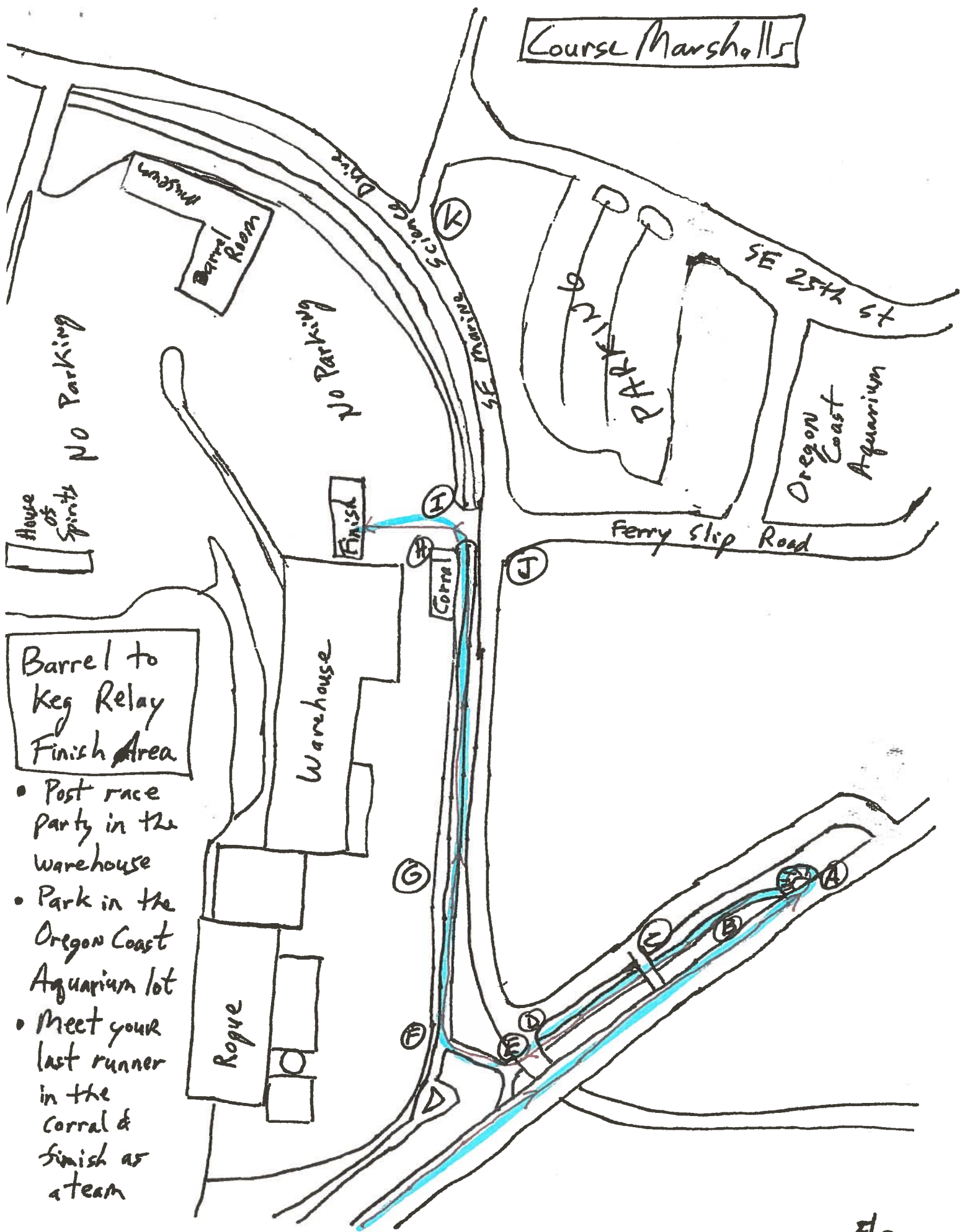
Location: Rogue Brewery (2320 SE OSU Drive, Newport OR 97365)

GPS: Latitude N 44° 37' 12.6" Longitude W 124° 3' 7.4"

2015 REVISION



Course Marshalls



Barrel to Keg Relay Finish Area

- Post race party in the warehouse
- Park in the Oregon Coast Aquarium lot
- Meet your last runner in the corral & finish as a team



Sponsorship Agreement: In Kind Sponsorship Value \$ 1,470.

Event Name: CSC Barrel to Keg Relay

Event Date: July 13, 2019

Applicant: Community Services Consortium

Usage Fee: \$1,470.00

Applicant will provide:

- | | |
|---|--|
| <input checked="" type="checkbox"/> Logo placement on website | <input checked="" type="checkbox"/> Link to the Port of Newport on website |
| <input checked="" type="checkbox"/> Logo on event shirt | <input checked="" type="checkbox"/> Banner displayed at event |
| <input type="checkbox"/> Booth space at event | <input type="checkbox"/> Goodie Bag insert |
| <input type="checkbox"/> Mention in radio advertising | |

Other (please describe):

Port mention on Facebook. Port logo signs at one exchange point, Port of Newport announced at awards ceremony, 5 Port logo table tents on participant tables.

Port of Newport will provide: Waiver of \$1,470.00 usage fees.

X _____ Date: _____
Paula J. Miranda, General Manager
Port of Newport

X _____ Date: _____
Mark Barrett, Race Director
Community Services Consortium

PORT OF NEWPORT SPECIAL USE PERMIT

This permit, effective 8/2/19, 8/9/19, 8/16/19, 8/23/19, and 8/30/19, from 9:00 am to 1:00 pm each day, from the Port of Newport, organized and existing under the laws of the State of Oregon, hereinafter referred to as "Port", to Oregon Sea Grant, OSU Extension, hereinafter referred to as "Permittee."

The Port hereby grants permission to Permittee to use Port Docks 3 and 5 on Bay Boulevard. Use of designated area by Permittee is for Shop at the Dock, as described in Exhibit A, Special Use Permit Application.

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

1. **Application Fee.** A nonrefundable application fee in the amount of \$110.00, received 5/28/19.
2. **Usage Fees.** WAIVED in consideration of educational benefit, benefit to the Newport fishing community, benefit to Newport tourism, and sponsorship rights.
3. **Reservation of Rights.** Port reserves the right to alter or amend the terms and conditions of this permit.
4. **Liability, indemnity of Port.** Permittee agrees to exercise due care in the activities described above and to abide by all Port rules, regulations and ordinances. Permittee shall indemnify and hold Port harmless from and against all claims, actions, proceedings, damages, and liabilities, including attorney fees, arising from or connected with Permittee's use of Port facilities. Permittee will carry a comprehensive general liability insurance policy with limits of \$2,000,000.00 per occurrence and \$2,000,000.00 in aggregate. If \$2 million per occurrence is not available, a \$1 million umbrella in addition to \$1 million per occurrence will be acceptable. Permittee will provide the Port with a Certificate of Insurance naming the Port as an additional insured no later than 7/26/19, one week prior to the event.
5. **Condition of Premises.** Permittee acknowledges that Permittee has inspected the grounds and related facilities and is satisfied that these facilities are adequate for safe use for the above-described purpose. This permit is not a contract. Port's liability is limited to its sole negligence. Port's employees will make reasonable efforts to contact Permittee and notify Permittee of conditions requiring Permittee's attention, but Port assumes no responsibility of Permittee's use of the Port's facilities. At all times, Permittee shall keep the area in and about the premises free and clear of rubbish, debris and obstructions of every kind during and upon termination of Permittee's period of occupancy. Permittee agrees, excepting only acts of God and other conditions and occurrences beyond the control of the Permittee, that Permittee will leave the premises in a condition substantially equivalent or better than they were found. Permittee confirms and assures that there are not alcoholic beverages used or provided during this event and that certified and trained emergency response providers are on site.
6. **Nontransferability/Term.** This permit is nontransferable. This permit expires 8/30/19, 1:00 pm.

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

Port of Newport:

Accepted By:

Paula J. Miranda, General Manager

Angee Doerr
Assistant Professor of Practice, Oregon State University
Extension Service, Lincoln County | Oregon Sea Grant

ATTACHMENT: Exhibit A

SPECIAL USE PERMIT APPLICATION

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

**SUP CHECKLIST
 (Port Use Only)**

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

This application must be completed, signed, and submitted with a nonrefundable \$110.00 application fee, to be paid in cash, by check or by credit card. Any usage fees required of the applicant must be submitted in full at least one week (7-days) prior to the event. 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.**

Permittee will be required to carry comprehensive general liability insurance with, at a minimum, 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. Additional coverage or limits may be required at the discretion of the General Manager. The Certificate of Insurance must be received by the Port at least one week (7-days) prior to the event.

Event Name: Shop at the Dock

Event Date(s) and Time(s): August 2, 9, 16, 23, 30 2019

Set-up Date and Start Time: 0900 am each day

Take-down Date and End Time: 1300 each day

Location: Port Docks 5 and 3

Facilities to be used: Tour takes place on Port Docks 5 and 3

Estimated Number of Participants: No contestant

Contestants: 3 volunteers; 5 staff

Vendors/Volunteers: 500 total; 80-100 per day

Attendees: Angee Doerr, Oregon State University

Applicant/Signer: 2322 SE Bay Blvd, Newport, OR 97365

Mailing Address: 541-648-6816

Telephone: angee.doerr@oregonstate.edu E-mail:

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:

Shop at the Dock is a free, educational event for the public offered by Oregon Sea Grant and OSU Extension with partnership with the Port of Newport and several direct marketers (including F/V Triggerfish, F/V Orca, F/V White Swan III, F/V Ocean Lady M, and Chelsea Rose Seafood). Shop at the Dock provides guided dock walks on Port Dock 5, and provides information on the commercial fishing industry, including gear/vessel types, fisheries management, and economics of the fisheries. Participants are introduced to direct marketers who are selling seafood off their vessels and are taught the types of questions to ask/things to look for when purchasing seafood.

Shop at the Dock will be in its 6th year this summer.

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

Non-profit

Is the applicant a non-profit or for-profit entity? _____

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?

There are no proceeds for this event; it is free and open to the public

What other facilities or services will be requested from the Port?

No facilities or services will be requested from the Port; the Port will still be fully open and operational at all times while these events are taking place. The Port is welcome to provide any promotional materials they would like to be included in our tote bags.

Does the event provide any direct benefit to the Port? Please describe.

The Port of Newport name and logo are included on our Shop at the Dock flyer and tote bag (given out to participants). The Port of Newport is also included as a listed partner in our press release materials. Port of Newport volunteers are present at our events.

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

Logo placement on website

Link to the Port of Newport on website

Logo on event shirt

Banner displayed at event

Booth space at event

Goodie Bag insert

Mention in radio advertising

Other (please describe):

Port of Newport included in press release as partner organization; Shop at the Dock flyer & tote bag; social media posts made on the Oregon Sea Grant Fisheries Ext page

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

We are requesting a full waiver of the usage fee. We are not renting space at the Port; rather we are bringing people onto the Port for educational purposes in a way that does not interfere with fishing or other Port activities. Additionally, as in years past, the Port is included in all of our marketing and promotional materials.

Submitted by:  _____
 (Signature)

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)		

To submit electronically, save as **YOURNAME.supapp** and Submit Application to:

khewitt@portofnewport.com

Payment made be made over the phone by credit card, or mailed in by check or money order.



Sponsorship Agreement: In Kind Sponsorship Value \$945.00.

Event Name: Shop at the Dock

Event Dates: August 2, 9, 16, 23 and 30, 2019

Applicant: Angee Doerr, Oregon State University

Usage Fee: \$945.00

Applicant will provide:

- | | |
|--|---|
| <input type="checkbox"/> Logo placement on website | <input type="checkbox"/> Link to the Port of Newport on website |
| <input type="checkbox"/> Logo on event shirt | <input type="checkbox"/> Banner displayed at event |
| <input type="checkbox"/> Booth space at event | <input checked="" type="checkbox"/> Goodie Bag insert |
| <input checked="" type="checkbox"/> Mention in radio advertising | <input checked="" type="checkbox"/> Logo on Flyer and tote bag |

Other (please describe):

The Port of Newport will be included in press release as a partner organization; and will be included in social media posts made on Oregon Sea Grant Fisheries Ext page.

Port of Newport will provide: Inserts, waiver of \$945.00 usage fee. Port Volunteer Mates will assist with the event.

X _____ Date: _____
 Paula J. Miranda, General Manager
 Port of Newport

X _____ Date: _____
 Angee Doerr
 Oregon Sea Grant/OSU Extension

PORT OF NEWPORT SPECIAL USE PERMIT

This permit, effective from July 4, 2019, 7:00 am, to March 21, 2020, 3:00 pm, from the Port of Newport, organized and existing under the laws of the State of Oregon, hereinafter referred to as "Port", to Ardor Adventures, hereinafter referred to as "Permittee."

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

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

1. **Application Fee.** A nonrefundable application fee in the amount of \$110.00, received June 18, 2019.
2. **Usage Fees.** Waived in consideration of sponsorship rights and contributions to local non-profit beneficiaries. (See Sponsorship Agreement, attached.)
3. **Reservation of Rights.** Port reserves the right to alter or amend the terms and conditions of this permit.
4. **Liability, indemnity of Port.** Permittee agrees to exercise due care in the activities described above and to abide by all Port rules, regulations and ordinances. Permittee shall indemnify and hold Port harmless from and against all claims, actions, proceedings, damages, and liabilities, including attorney fees, arising from or connected with Permittee's use of Port facilities. Permittee will carry a comprehensive general liability insurance policy with limits of \$2,000,000.00 per occurrence and \$2,000,000.00 in aggregate. If \$2 million per occurrence is not available, a \$1 million umbrella in addition to \$1 million per occurrence will be acceptable. Permittee will provide the Port with a Certificate of Insurance naming the Port as an additional insured **at least one week prior to each event.**
5. **Condition of Premises.** Permittee acknowledges that Permittee has inspected the grounds and related facilities and is satisfied that these facilities are adequate for safe use for the above-described purpose. This permit is not a contract. Port's liability is limited to its sole negligence. Port's employees will make reasonable efforts to contact Permittee and notify Permittee of conditions requiring Permittee's attention, but Port assumes no responsibility of Permittee's use of the Port's facilities. At all times, Permittee shall keep the area in and about the premises free and clear of rubbish, debris and obstructions of every kind during and upon termination of Permittee's period of occupancy. Permittee agrees, excepting only acts of God and other conditions and occurrences beyond the control of the Permittee, that Permittee will leave the premises in a condition substantially equivalent or better than they were found. Permittee confirms and assures that there are not alcoholic beverages used or provided during this event and that certified and trained emergency response providers are on site. Permittee may use ground stakes in the dirt or biodegradable tape to mark race directions, and agrees to remove any such markers immediately following the event. Permittee agrees to be responsible for trash collection and removal from the event, participants, volunteers and attendees.
6. **Nontransferability/Term.** This permit is nontransferable. This permit expires March 21, 2020.

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

Port of Newport:

Accepted By:

Paul J. Miranda, General Manager

Ed Cortes
Ardor Adventures

ATTACHMENT: Exhibit A, Exhibit B, Sponsorship Agreement

SPECIAL USE PERMIT APPLICATION

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

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

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

Event Name: Ardor Adventures – Various Events
 Event Date: See Attached List Time(s) See Attached List

Location: See Attached List

Facilities to Be Used: See Attached List

Set-up Dates and Start Times: See Attached List

Take-down Dates and End Times: See Attached List

Estimated Number of Participants: Contestants: See Attached List

Vendors / Volunteers: See Attached List

Attendees: See Attached List

Applicant / Signer: _____

Mailing Address: 2002 NW Oceanview Dr, Newport, OR 97365

Telephone: (541) 351-8265 E-mail ed@ardoradventures.com

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:

See Attached List

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

Ardor Adventures supports various local non-profits and/or charities organizations. Previous organizations benefitted from our events include:

- Newport High Cross Country Team
- Newport High Swim Team
- Newport High Band Club
- American Legion Post 115
- Shang-La Corp
- Hatfield Student Organization
- Sam Case Primary School
- Yaquina View Elementary School
- Newport Food Pantry
- Lincoln County Children's Advocacy Center
- My Sister's Place

Your support by waiving any fees help us support these organization even more.

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

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

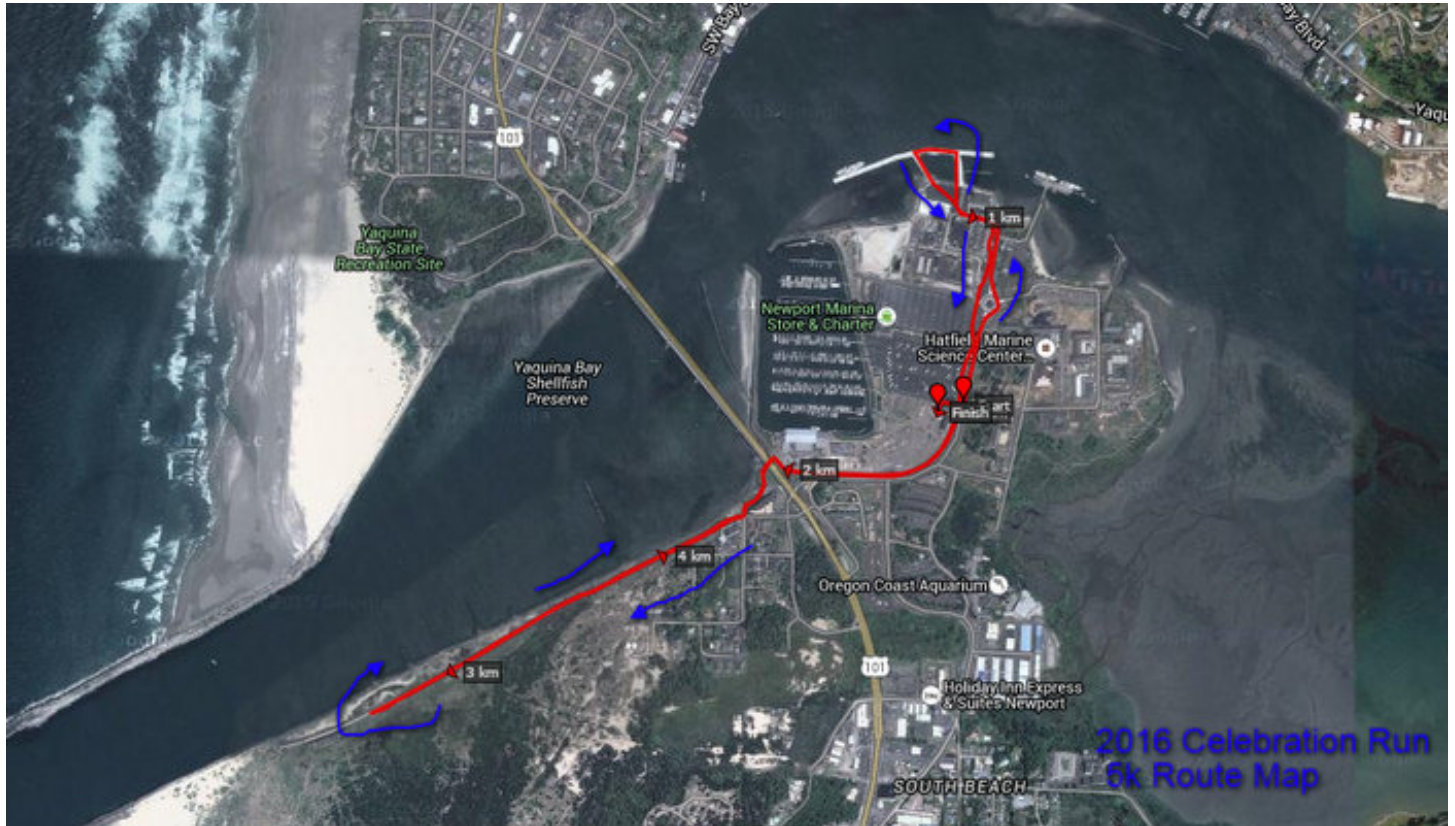
USAGE FEE SCHEDULE

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

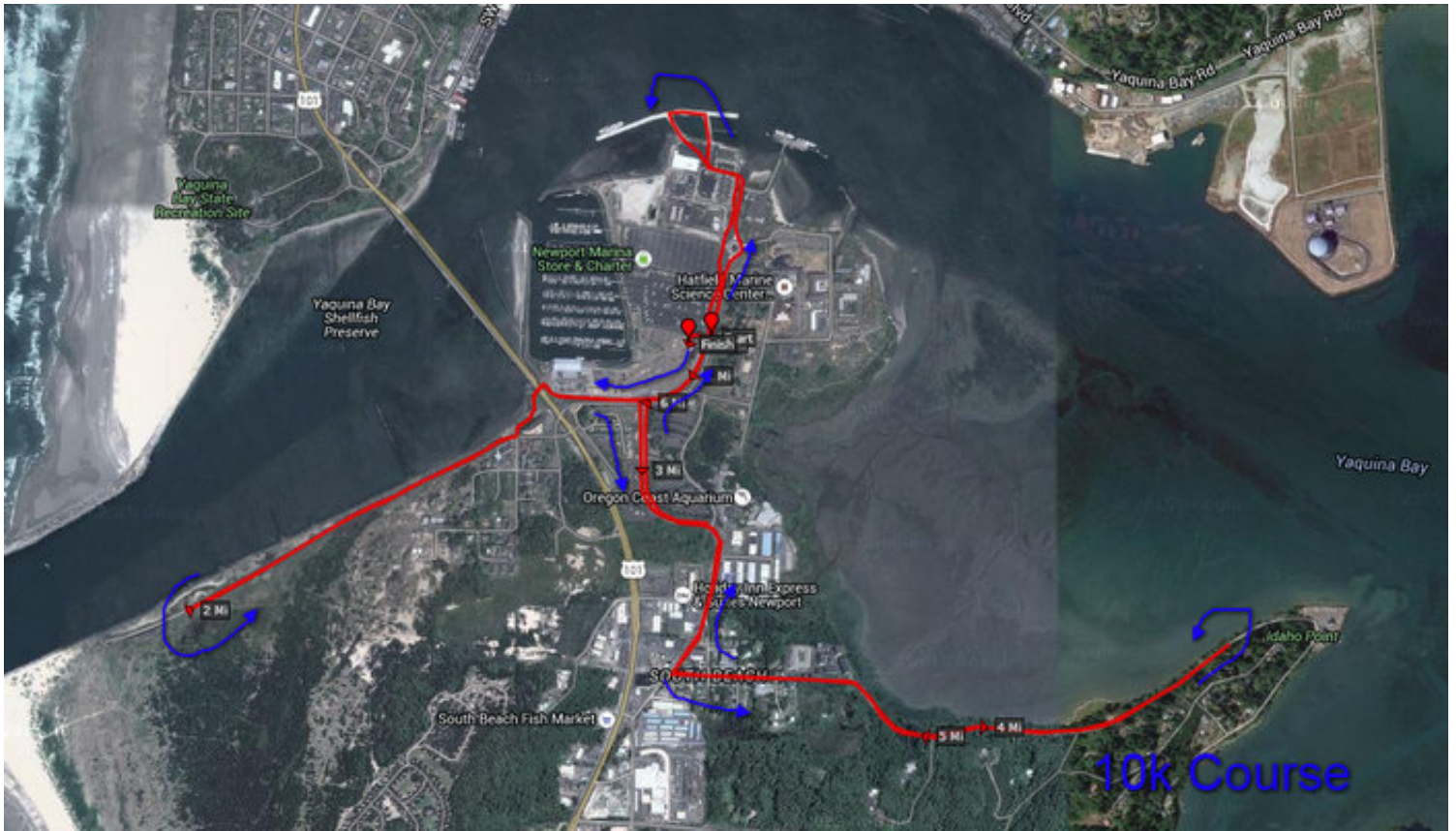
Permittee will also need to carry comprehensive general liability insurance with limits of \$1,000,000.00 per occurrence and \$2,000,000.00 in aggregate, and will provide the Port with a Certificate of Insurance naming the Port as an additional insured.

Newport Celebration Run (4th of July)

5K Map



10K Map



Half-Marathon Map



Kids Run Map



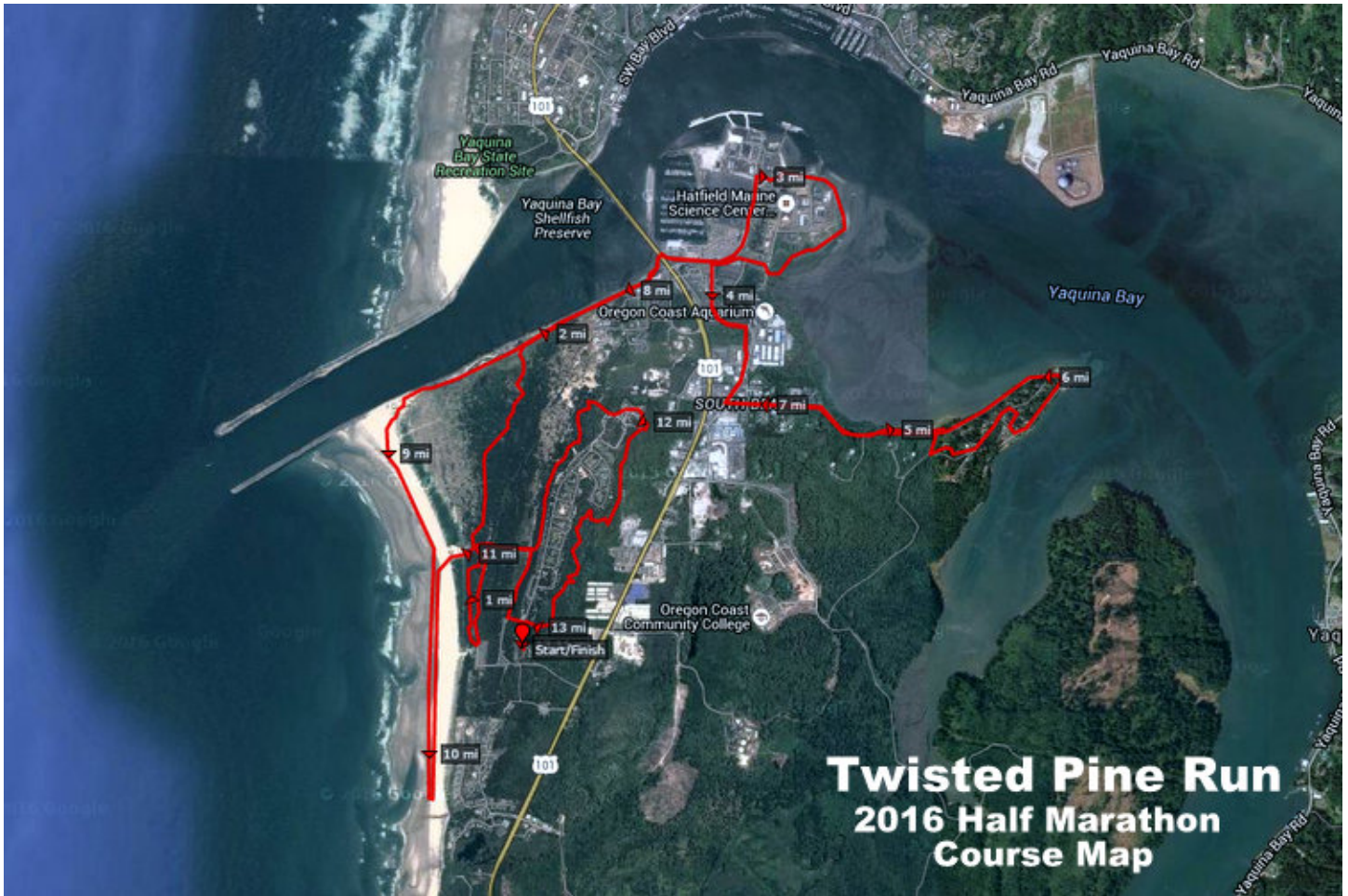
Twisted Pine Run

Races start and finish at South Beach State Park

5 Mile Route



Half-Marathon Route



Newport Turkey Trot

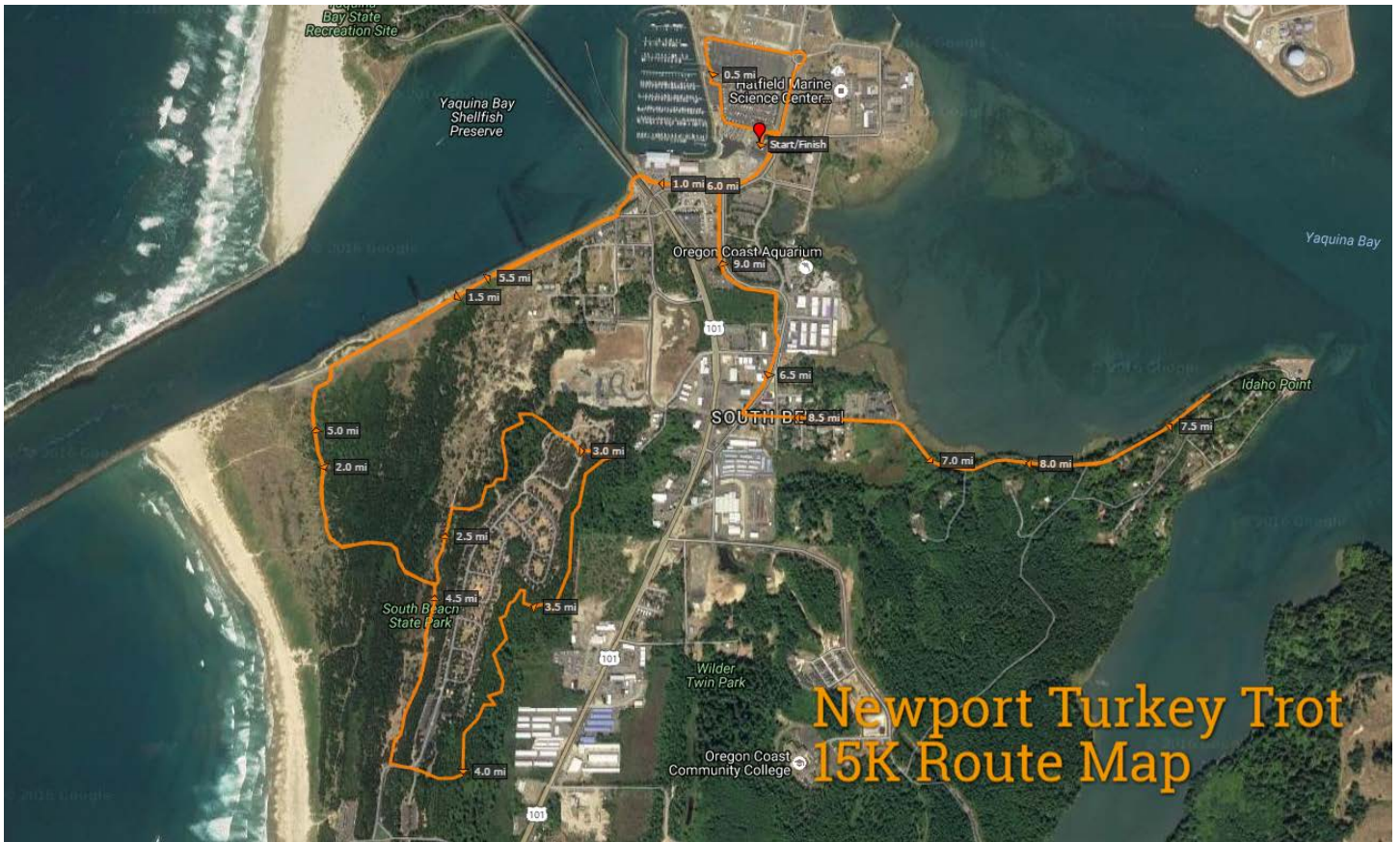
5K Route



10K Route



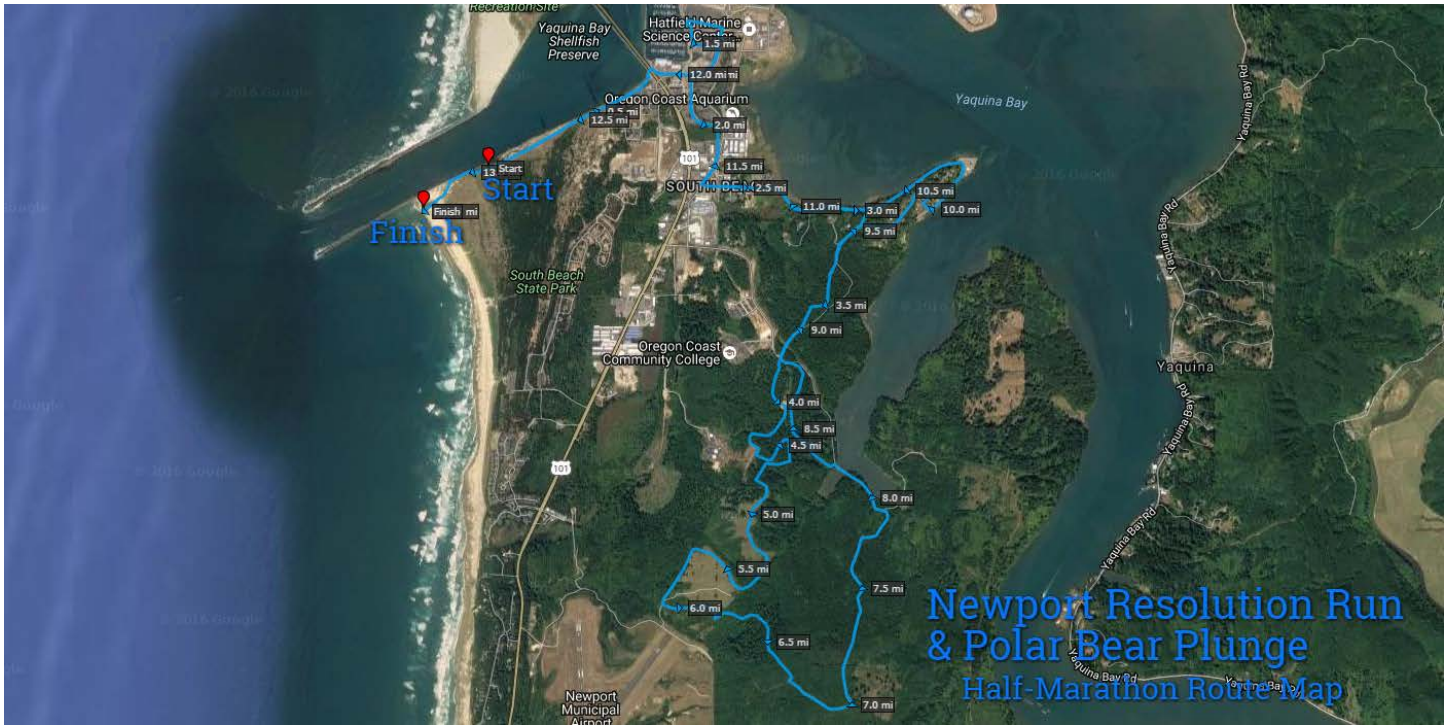
15K Route



Kids Run Route

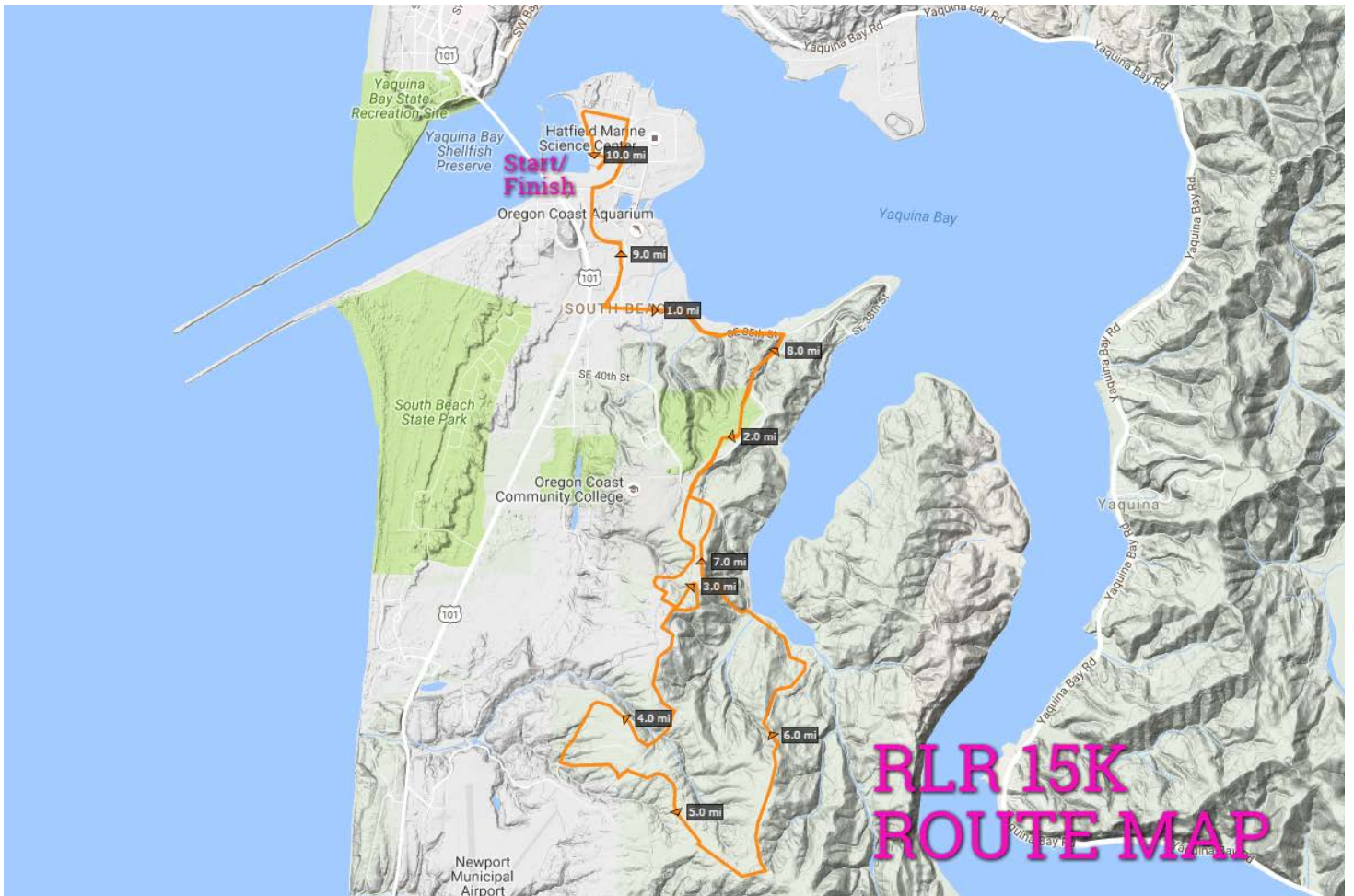


Half Marathon Route

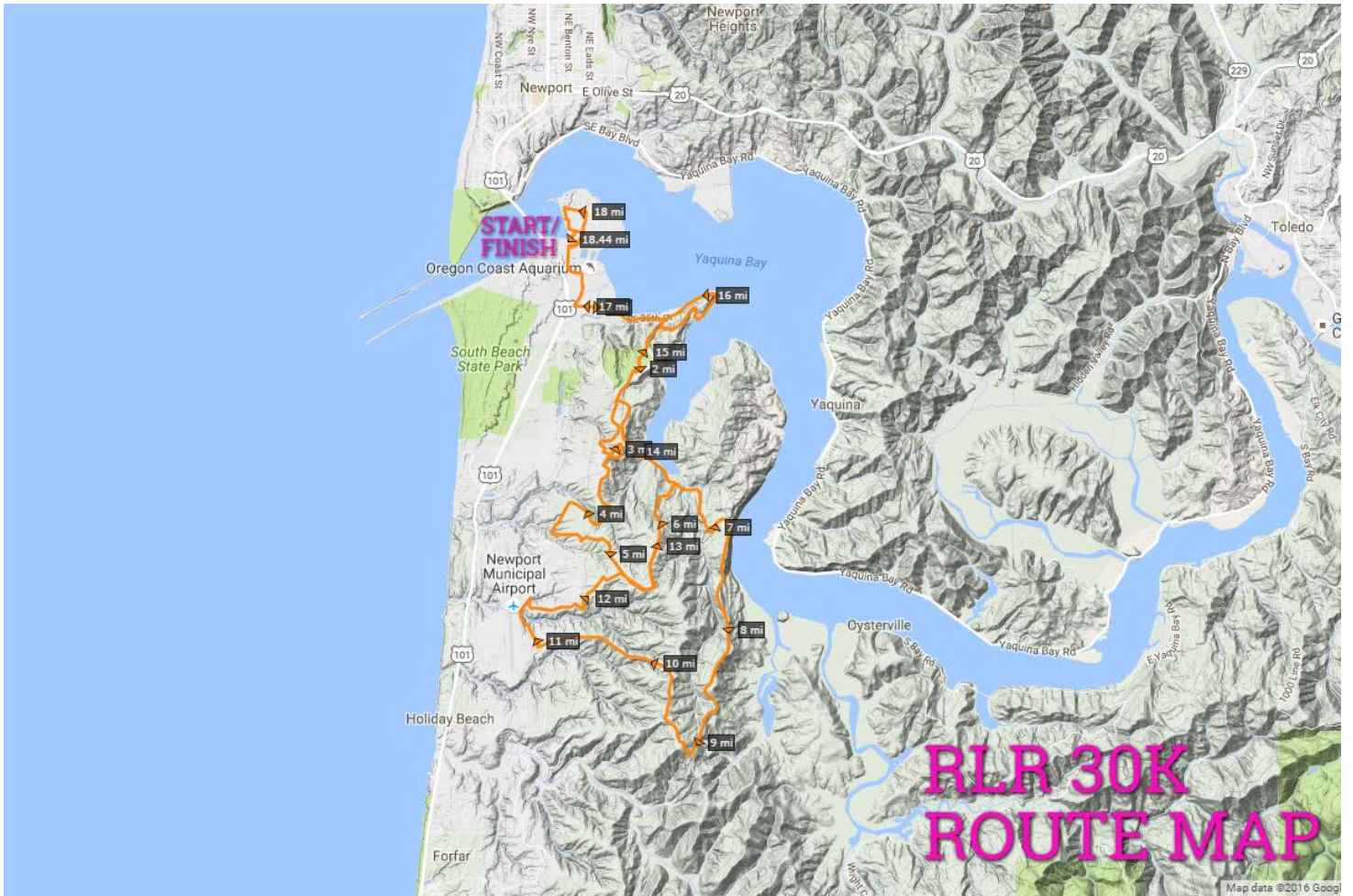


Run, Love, Run 30k/15k

15K Route



30K Route



Newport Shamrock Run

5K Route



10K Route



Kids Run Route



EXHIBIT B

ARDOR ADVENTURES 2019 - 2020												
Event Name	Event Date	Set up Date/time	Take down Date/time	# participant	#volunteer	#attendees	route map	Other needs (parking, room, rest rooms)	Usage Fee	Facility Mgr Review	Security Review	GM Review
4th of July Celebration Run	7/4/2019	7/4	7/4	150	25	150	attached	X	\$683.00			
Twisted Pine Run	9/14/2019	9/14	9/14	120	20	120	attached		\$683.00			
Newport Turkey Trot	11/28/2019	11/28	11/28	250	25	250	attached	X	\$945.00			
Resolution Run	1/4/2020	1/4	1/4	250	25	250	attached		\$945.00			
Run Love Run	2/8/2020	2/8	2/8	150	20	150	attached	X	\$683.00			
Shamrock Run	3/14/2020	3/14	3/14	120	20	120	attached	X	\$683.00			
Totals									\$4,622.00			
A Certificate of Insurance must be received prior to each event that includes comprehensive liability limits at a minimum of \$2MM per occurrence and \$2MM aggregate with Port of Newport as additional insured												

Port of Newport
 600 SE Bay Blvd
 Newport, OR 97365

CM Daily Sales

Date	Inv #
6/18/2019	Special Use

PAID
06/18/2019

Donor
Ardor Adventures Ed Cortez 2002 NW Oceanview Dr Newport, OR 97365

Project

Item	Description	Rate	Quantity	Amount
Special Use Permits	Application Fee	110.00	1	110.00
			Total	\$110.00



STATE OF OREGON)
) ss.
COUNTY OF LINCOLN)

WALTER CHUCK, JR., POSITION 1, 4-YEAR TERM

I, Walter Chuck, Jr., do solemnly swear that I will honestly and faithfully discharge the duties of the Office to which I have been elected, and that I will support the Laws and Constitution of the State of Oregon, and of the United States of America to the best of my ability.

TERM EXPIRES JUNE 30, 2023

Walter Chuck, Jr., Port of Newport Commissioner

Subscribed and sworn to before me this 24th day of June, 2019.

Paula J. Miranda, Clerk of the Board



STATE OF OREGON)
) ss.
COUNTY OF LINCOLN)

STEWART LAMERDIN, POSITION 3, 4-YEAR TERM

I, Stewart Lamerdin, do solemnly swear that I will honestly and faithfully discharge the duties of the Office to which I have been elected, and that I will support the Laws and Constitution of the State of Oregon, and of the United States of America to the best of my ability.

TERM EXPIRES JUNE 30, 2023

Stewart Lamerdin, Port of Newport Commissioner

Subscribed and sworn to before me this 24th day of June, 2019.

Paula J. Miranda, Clerk of the Board



STATE OF OREGON)
) ss.
COUNTY OF LINCOLN)

JIM BURKE, POSITION 5, 4-YEAR TERM

I, Jim Burke, do solemnly swear that I will honestly and faithfully discharge the duties of the Office to which I have been elected, and that I will support the Laws and Constitution of the State of Oregon, and of the United States of America to the best of my ability.

TERM EXPIRES JUNE 30, 2023

Jim Burke, Port of Newport Commissioner

Subscribed and sworn to before me this 24th day of June, 2019.

Paula J. Miranda, Clerk of the Board