

PORT OF NEWPORT REGULAR MONTHLY COMMISSION MEETING AGENDA

Tuesday, June 23, 2020, 6:00 p.m.

This will be virtual through Zoom Meetings.

You can view the live stream of this meeting on our YouTube Channel, Port of Newport Commission Meeting Audio:

<https://www.youtube.com/channel/UCCAo3VCV9Yt4coXK7pUXAIQ>

Live chat will not be monitored.

To submit public comment in advance of the meeting, you can submit it by completing the form on our website here, no later than 4:00 pm on Monday, June 22nd.

<https://www.portofnewport.com/public-comment-regular-commission-meeting-6-23-2020>

Your comment, up to 3 minutes, will be read into the meeting at the appropriate time.

If you wish to comment during the meeting, you can join here:

<https://us02web.zoom.us/j/85073314238?pwd=ZzhvL3Q3VnU5UHNJaEwzS05lZkVOQT09>

If you are unable to join via computer, or do not have speakers or a microphone on your computer, you can dial in for audio. Call (669) 900-6833 or (646) 558-8656 and enter Meeting ID 850 7331 4238 Password 236256. Note that everyone will be muted by default. You will be admitted to the waiting room until it is time for you to comment.

If you are following the meeting on YouTube, please mute the video when it's your turn to speak.

- I. Call to Order
- II. Commissioner Recognition - Sara Skamser
- III. Commissioner Kelley Retherford Oath of Office

I, Kelley Retherford, do solemnly swear that I will honestly and faithfully discharge the duties of the Office to which I have been appointed, 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.

IV. Changes to the Agenda	Page
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A.	Election of Commission Officers.....	183
	<i>Suggested motion: Move to hold the Election of Commission Officers at the June 23, 2020 Commission Meeting, to be effective July 1, 2020 for Fiscal Year 2020-2021.</i>	
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IX.	Staff Reports	
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XI.	Calendar/Future Considerations	
	<u>Item</u>	<u>2020</u>
	Independence Day (Observed), Port Office Closed.....	Jul 3
	Regular Commission Meeting	Jul 28
XII.	Public Comment (3 minutes limit per person)	

- XIII. EXECUTIVE SESSION pursuant to ORS 192.660(2)(f) to consider information or records that are exempt from disclosure by law, including written advice from the Port's attorney.

Representatives of the news media and designated staff shall be allowed to attend the executive session. All other members of the audience will be removed from the meeting. Live streaming of the Commission Meeting will end after this announcement. Representatives of the news media are specifically directed not to report on or otherwise disclose any of the deliberations or anything said about these subjects during the executive session, except to state the general subject of the session as previously announced. No decision will be made in executive session.

Media representatives who wish to attend the executive session must contact Karen Hewitt at the Port office at least 24 hours prior to the meeting to verify they are a member of the media so they won't be automatically removed from the Zoom meeting.

At the end of the executive session, we will return to open session to adjourn the Regular Commission Meeting. No other action will be taken after the executive session.

- XIV. Adjournment

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

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PORT OF NEWPORT MINUTES

May 26, 2020

Budget Hearing & Regular Commission Meeting

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

These meetings were held virtually only through Zoom. The media and public were invited to view the live stream of this meeting on our YouTube Channel, Port of Newport Commission Meeting Audio, and were invited to participate during public comment. Live chat was not monitored. The public could also submit a comment through a form on our website no later 4:00 pm on Monday, May 25th. No comments were received in advance of the meeting.

Fiscal Year 2020-2021 Budget Hearing (ORS 294.430)

**Audio
Time**

I. CALL TO ORDER 0:00

Commission Vice-President Jim Burke called the Budget Hearing of the Port of Newport Board of Commissioners to order at 6:02 pm.

Commissioners Present: Walter Chuck (Pos. #1), Secretary/Treasurer; Gil Sylvia (Pos. #3); Jeff Lackey (Pos. #4); and Jim Burke, Vice-President (Pos. #5). Position # 2 is vacant.

Management and Staff: Paula J. Miranda, General Manager; Aaron Bretz, Director of Operations; Mark A. Brown, Director of Finance & Business Services; and Karen Hewitt, Administrative Supervisor.

Members of the Public and Media: Kelley Retherford, Commissioner Candidate; Angela Nebel, Summit Public Relations Strategies LLC.

II. PUBLIC COMMENT 0:15

There was no public comment.

III. RESOLUTION 2020-07 ADOPTING THE 2020-2021 FISCAL YEAR BUDGET, MAKING APPROPRIATIONS, AND LEVYING AND CATEGORIZING THE TAX 0:32

A motion was made by Lackey and seconded by Chuck to pass Resolution 2020-07 Adopting the 2020-2021 Fiscal Year Budget, Making Appropriations, and Levying and Categorizing the Tax. The motion passed 4 – 0.

IV. ADJOURNMENT 2:08

Having no further business, the meeting adjourned at 6:05 pm.

Regular Monthly Commission Meeting

V. **CALL TO ORDER** 2:16

Commission Vice-President Jim Burke called the Regular Commission Meeting of the Port of Newport Board of Commissioners to order at 6:05 pm.

Commissioners Present: Walter Chuck (Pos. #1), Secretary/Treasurer; Gil Sylvia (Pos. #3); Jeff Lackey (Pos. #4); and Jim Burke, Vice-President (Pos. #5). Position # 2 is vacant.

Management and Staff: Paula J. Miranda, General Manager; Aaron Bretz, Director of Operations; Mark A. Brown, Director of Finance & Business Services; and Karen Hewitt, Administrative Supervisor.

Members of the Public and Media: Kelley Retherford, Commissioner Candidate; Angela Nebel, Summit Public Relations Strategies LLC.

VI. **CHANGES TO THE AGENDA** 2:30

There were no change to the Agenda.

VII. **PUBLIC COMMENT (3 MINUTE LIMIT PER PERSON)** 2:38

There was no public comment.

VIII. **CONSENT CALENDAR**..... 2:46

- A. Minutes 2020
 - 1. Regular Commission MeetingApril 28
 - 2. 1st Budget Committee Meeting May 12
 - 3. 2nd Budget Committee Meeting May 19
- B. Security South Beach Filet Tables
- C. Financial Reports
- D. Contracts
 - 1. DSL Waterway Lease 11720-SG, SB Marina (\$12,812.09)

A motion was made by Chuck and seconded by Sylvia to approve the Consent Calendar as given. The motion passed 4 - 0.

IX. **OLD BUSINESS**..... 3:22

- A. Items Removed from Consent Calendar

There were no items removed from the Consent Calendar.

- B. Accounts Paid 3:33

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

X. **NEW BUSINESS**

- A. Approve Cari Brandberg as Pos. 4 on the Commercial Fishing Users Group Committee, Limited Entry Seller, replacing Ernie Phillips 3:53

A motion was made by Lackey and seconded by Chuck to approve Cari Brandberg as Pos. 4 on the Commercial Fishing Users Group Committee, Limited Entry Seller, replacing Ernie Phillips. The motion passed 4 – 0.

- B. Resolution 2020-08 Setting Rates, Fees & Charges 4:20
(ORS 294.160)(Res. 2020-09)

After discussion about the opportunity for public comment, the Commission postponed action on this Resolution until the Regular Commission Meeting in June.

- C. Commission Vacancy..... 6:13

Miranda said the Port had received one application in response to the Commission vacancy posting from Kelley Retherford, added as an addendum to the Meeting Packet. She introduced Retherford, who spoke about her history in the area, her interest in the position, her business and leadership experience, and the research she had done on the Port and the Commission. Retherford responded to Lackey’s question about how she saw her role as a Commissioner, and she commented on the connection between that and her role in the family’s fishing businesses. Sylvia asked her to comment on her sense of the Port from 1983 and now. Retherford said she saw a lot of growth and change, has seen things moving forward over the last four years, and commented on the connection between science and the fishing industry through NOAA. Burke commented on the special requirements for public officials and public meetings. Miranda said she would provide Retherford with information and would be happy to provide guidance.

A motion was made by Lackey and seconded by Burke to appoint Kelley Retherford to fill the vacant Commission position #2. The motion passed 4 – 0.

Miranda added that this appointment will end on June 30, 2021, with the expiration of the position’s term. At that time, Retherford could submit her name for election if desired. Retherford will be sworn in at the June 23rd Regular Commission Meeting.

XI. STAFF REPORTS

- A. General Manager..... 24:35
 - 1. Director of Finance & Business Services
 - a) April Occupancy Report
 - 2. Director of Operations

Miranda commented on the change to including the Directors’ Reports as sub-items under the General Manager Report. She said that Brown or Bretz would still submit requests to the Commission for approvals for projects when needed. She added that Brown or Bretz could provide input on details requested by the Commission.

Miranda referred to the reports included in the Meeting Packet. She said much of the month was spent on COVID-19 issues and working with others locally and statewide on addressing those issues. Miranda said the opening of the boat ramp on May 14th was quiet, and the halibut opener was manageable. She said a plan for reopening the RV Park was submitted to the City by Brown and was

approved, so the parks were now open for short-term rentals. She referred to the additional security being put in place at the Recreational Marina with some financial assistance from the Oregon State Marine Board. She commented the Port was down about \$40K in revenue due to the coronavirus.

Miranda said the 180 day extension of the City of Newport Building Permit for a log yard at the 9-acre property had expired. She said there is no specific log export business currently in planning. Miranda added it may be easier to have the Port develop the property rather than a third party. She mentioned the email from Spencer Nebel, Newport City Manager, regarding the use of Urban Renewal Funds to help small businesses. She said the City was forming a committee to make decisions on these funds, and said she would be happy to serve on the committee if no Commissioners wished to do so.

Miranda said the change of financial institutions was mostly complete. Because of COVID-19, the Port had seen negative cash flow the past month, but overall positive cash flow for the year. COVID-19 had mostly affected South Beach, where income was 10% behind budget. Even so, the overall income for that area is 26% over last year. Miranda said work on the South Beach stormwater project should begin in the next week or two. She commented that the Port was working with the title company and Port attorney for final documents for the Port Dock 5 Pier Project in order to move to the next step of issuing an RFP for a project management consultant, with plans to begin construction in the next in-water work period. Bretz discussed some of the possibilities for the project at NIT to accommodate Oregon State University’s PacWave project. Sylvia asked if there was a rough sense of the fees that could be generated by this. Miranda said she has been talking with the company bidding on the project, and they need to review what the Port, the longshoremen and the contractor will do before coming up with an estimate. She hoped to be able to provide additional information by the June Commission Meeting. Lackey requested that any information be provided to the Commissioners as it is received.

Miranda said she had a conversation today with Evan Hall of Rondys Inc. about their project timing, which could begin in FY 2020-21. She added that the Port’s budget did not currently include moving the dredge spoils stored on the property leased from Rondys, and talked about a possible opportunity for an exchange. She also mentioned that Rondys was amicable about moving the property line for the storage shed, which was in the budget. Miranda said she may bring a lease extension for three months of the storage area on Rondys property to the Commission, as paving the area at NIT may not happen until August/September. Chuck commented it was good to get the longshoremen involved in the PacWave discussion, and urged that it be made clear that mooring for project vessels was not available at the NOAA pier.

XII. COMMISSIONER REPORTS/COMMENTS 48:52

Burke commented that this was a weird, quiet time for all.

XIII. CALENDAR/FUTURE CONSIDERATIONS 49:07

2020

Regular Commission Meeting Jun 23

There were no changes to the Calendar/Future Considerations. Miranda noted that a lot of events had been cancelled, including the 4th of July fireworks.

XIV. PUBLIC COMMENT 50:05

There was no public comment.

XV. **ADJOURNMENT**

50:20

Having no further business, the meeting adjourned at 6:53 pm.

ATTESTED:

Jim Burke, Vice-President

Walter Chuck, Secretary/Treasurer

**PORT OF NEWPORT
RESOLUTION NO. 2020-
A RESOLUTION AUTHORIZING ENGAGEMENT OF AUDITOR**

WHEREAS, ORS 297.415 requires municipal corporations to file periodic audits,
AND

WHEREAS, ORS 297.425 (1) requires annual audits of every municipal corporation to be reviewed at least once each calendar or fiscal year by accountants pursuant to contracts entered into by the governing body, or managing or executive officer, and accountants; and

WHEREAS, on June 14, 2019 the Port issued a Request for Proposal (RFP) for audit service for next three years; and

WHEREAS, The Port of Newport received and evaluated 6 responses to the RFP; and

WHEREAS, the evaluation committee recommended Kern & Thompson, LLC as the auditor, and

WHEREAS, the Port Commission Voted 4-0 during the July 23, 2019 regular commission meeting to have the General Manager contract with Kern & Thompson, LLC.

WHEREAS, Auditors require an annual engagement letter; NOW THEREFORE,

THE PORT OF NEWPORT BOARD OF COMMISSIONERS RESOLVES AS FOLLOWS:

Section 1. The General Manager may sign the annual engagement letter and authorize payment to Kern and Thompson, LLC for years two (2) (Fiscal Year 2020) and three (3) (Fiscal Year 2021) per the RFP terms.

APPROVED AND ADOPTED BY THE BOARD OF COMMISSIONERS this 23th day of June, 2020.

ATTEST:

James Burke, Vice-President

Walter Chuck, Secretary/Treasurer

Port of Newport
Statement of Cash Flows
For Fiscal Year to Date

Jul '19 - May 20

OPERATING ACTIVITIES

Net Income	-273,609.94
Adjustments to reconcile Net Income to net cash provided by operations:	
11200 · Accounts Receivable:11205 · A/R Leases & Other	-134.84
11200 · Accounts Receivable:11210 · A/R Commercial Marina	-140,816.90
11200 · Accounts Receivable:11215 · A/R SB Marina & RV Park	-25,289.10
11225 · Grants Receivable	-458.33
11250 · Property Tax Receivable	-23,337.81
11300 · Prepaid Expenses:11310 · General Liab. & Property	-31,667.31
11300 · Prepaid Expenses:11320 · Docks & Marine	-2,458.45
11300 · Prepaid Expenses:11340 · Worker's Comp.	-3,591.42
11300 · Prepaid Expenses:11360 · DSL Lease	-1,390.13
11300 · Prepaid Expenses:11370 · Other Prepaid Expenses	-1,208.46
11400 · Due from Other Funds:11408 · Due From Construction Fund	-1,755.00
11400 · Due from Other Funds:11410 · Due from NOAA Fund	-7,428.26
11490 · Assets Held For Sale	-2,125.52
12000 · Accounts Payable	72,632.95
12010 · Unclaimed Property Payable	348.80
12020 · Lodging/Room Tax Payable:12022 · City Room Tax Payable	1,818.06
12020 · Lodging/Room Tax Payable:12024 · State Lodging Tax Payable	-4,414.99
12100 · Payroll Liabilities:12105 · Accrued Payroll	6,282.01
12100 · Payroll Liabilities:12110 · Accrued PTO	29,353.78
12100 · Payroll Liabilities:12115 · Payroll Tax & Deducts Payable:12118 · Payroll Liabilities	3,903.07
12100 · Payroll Liabilities:12115 · Payroll Tax & Deducts Payable:12140 · PERS	5,800.85
12100 · Payroll Liabilities:12115 · Payroll Tax & Deducts Payable:12142 · Garnishment Withh...	60.00
12100 · Payroll Liabilities:12115 · Payroll Tax & Deducts Payable:12145 · 125 Plan	-1,249.53
12200 · Due to other Funds:12204 · Due to Bonded Debt Fund	19,603.78
12250 · Deferred Revenue:12260 · Prepaid Moorage:12270 · South Beach Marina	13,096.88
12250 · Deferred Revenue:12280 · Prepaid RV Park Revenue	6,801.80
Net cash provided by Operating Activities	-361,234.01

INVESTING ACTIVITIES

11500 · Capital Assets:11520 · Land Improvements	8,844,362.00
11500 · Capital Assets:11525 · Buildings	11,555,707.00
11500 · Capital Assets:11530 · Docks & Piers	17,589,709.00
11500 · Capital Assets:11535 · Vehicles & Equipment	-20,971.57
11500 · Capital Assets:11550 · Accum Dep-Land Improvements	-2,195,300.00
11500 · Capital Assets:11555 · Accum Dep - Buildings	-2,961,610.00
11500 · Capital Assets:11560 · Accum Dep - Docks & Piers	-5,817,121.00
11500 · Capital Assets:11565 · Accum Dep - Vehicles & Equip	45,499.00
11800 · Debt Issue Costs, Net of Amort.:11822 · 2020 FIB Loan Cost (Net Amort.)	-650.00
Net cash provided by Investing Activities	27,039,624.43

FINANCING ACTIVITIES

12380 · 2013 FF&C Bond Premium	-7,187.20
12400 · Long Term Debt:12405 · Full Faith & Credit (2013)	-205,000.00
12400 · Long Term Debt:12424 · SPWF-L00012	-5,305.01
12400 · Long Term Debt:12425 · SPWF-Q10001	-58,806.17
12400 · Long Term Debt:12432 · 11-13-576 (NIT Forgivable Loan)	-12,499.98
12400 · Long Term Debt:12442 · 2014 OCB - #10032077	-299,763.78
12400 · Long Term Debt:12443 · 2020 FIB - #129700956	280,273.09
12400 · Long Term Debt:12453 · 2017 CM Toyota Forklift	-6,368.74
12400 · Long Term Debt:12454 · 2017 NIT Hyster Forklift	-9,574.02
12400 · Long Term Debt:12470 · 2016 City of Newport SDC	-5,576.87
12400 · Long Term Debt:12471 · 2016 Oregon Brewing Co-MUA	-27,454.57
13000 · Fund Balance	458,270.30
13030 · FB-Assigned - Facility Improve	32,254.50
13075 · FB - Prior Period Adj	-34,951.87
13200 · FB - Debt Principal	-489,330.80
13275 · FB - Accrued Interest	-1,194.00
13300 · FB - Equity Transfers	-25,585,916.00
Net cash provided by Financing Activities	-25,978,131.12

Net cash increase for period

700,259.30

**Port of Newport
Statement of Cash Flows
For Fiscal Year to Date**

	<u>Jul '19 - May 20</u>
Cash at beginning of period	<u>3,057,649.46</u>
Cash at end of period	<u><u>3,757,908.76</u></u>

Port of Newport Statement of Cash Flows For Fiscal Month

	May 20
OPERATING ACTIVITIES	
Net Income	155,296.39
Adjustments to reconcile Net Income to net cash provided by operations:	
11200 · Accounts Receivable:11205 · A/R Leases & Other	5,195.11
11200 · Accounts Receivable:11210 · A/R Commercial Marina	101.60
11200 · Accounts Receivable:11215 · A/R SB Marina & RV Park	-913.76
11225 · Grants Receivable	-458.33
11250 · Property Tax Receivable	-17,804.63
11300 · Prepaid Expenses:11310 · General Liab. & Property	19,564.07
11300 · Prepaid Expenses:11320 · Docks & Marine	978.21
11300 · Prepaid Expenses:11340 · Worker's Comp.	3,591.31
11300 · Prepaid Expenses:11360 · DSL Lease	-11,773.73
11300 · Prepaid Expenses:11370 · Other Prepaid Expenses	1,010.23
11400 · Due from Other Funds:11408 · Due From Construction Fund	500.00
11400 · Due from Other Funds:11410 · Due from NOAA Fund	-7,197.77
12000 · Accounts Payable	-5,310.19
12020 · Lodging/Room Tax Payable:12022 · City Room Tax Payable	1,734.22
12020 · Lodging/Room Tax Payable:12024 · State Lodging Tax Payable	357.42
12100 · Payroll Liabilities:12105 · Accrued Payroll	2,032.61
12100 · Payroll Liabilities:12110 · Accrued PTO	4,465.99
12100 · Payroll Liabilities:12115 · Payroll Tax & Deducts Payable:12118 · Payroll Liabilities	815.98
12100 · Payroll Liabilities:12115 · Payroll Tax & Deducts Payable:12140 · PERS	-155.18
12100 · Payroll Liabilities:12115 · Payroll Tax & Deducts Payable:12142 · Garnishment Withh...	-701.55
12100 · Payroll Liabilities:12115 · Payroll Tax & Deducts Payable:12145 · 125 Plan	172.98
12200 · Due to other Funds:12204 · Due to Bonded Debt Fund	19,603.78
12250 · Deferred Revenue:12260 · Prepaid Moorage:12270 · South Beach Marina	-49,897.99
12250 · Deferred Revenue:12280 · Prepaid RV Park Revenue	-7,056.81
Net cash provided by Operating Activities	114,149.96
INVESTING ACTIVITIES	
11500 · Capital Assets:11525 · Buildings	-21,179.00
11500 · Capital Assets:11535 · Vehicles & Equipment	-30,614.57
11500 · Capital Assets:11550 · Accum Dep-Land Improvements	14,836.00
11500 · Capital Assets:11555 · Accum Dep - Buildings	11,539.00
11500 · Capital Assets:11560 · Accum Dep - Docks & Piers	106,439.00
11500 · Capital Assets:11565 · Accum Dep - Vehicles & Equip	6,880.00
11800 · Debt Issue Costs, Net of Amort.:11822 · 2020 FIB Loan Cost (Net Amort.)	-650.00
Net cash provided by Investing Activities	87,250.43
FINANCING ACTIVITIES	
12400 · Long Term Debt:12425 · SPWF-Q10001	-5,386.65
12400 · Long Term Debt:12442 · 2014 OCB - #10032077	-276,242.98
12400 · Long Term Debt:12443 · 2020 FIB - #129700956	280,273.09
12400 · Long Term Debt:12453 · 2017 CM Toyota Forklift	-590.48
12400 · Long Term Debt:12454 · 2017 NIT Hyster Forklift	-889.34
12400 · Long Term Debt:12471 · 2016 Oregon Brewing Co-MUA	-2,495.87
13000 · Fund Balance	20,827.50
13030 · FB-Assigned - Facility Improve	-20,827.50
Net cash provided by Financing Activities	-5,332.23
Net cash increase for period	196,068.16
Cash at beginning of period	3,561,840.60
Cash at end of period	3,757,908.76

Port of Newport - General Operating Fund
Balance Sheet
As of May 31, 2020

	May 31, 20	May 31, 19	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
100 · General Operating Funds	3,748,518	3,236,240	512,278	16%
Total Checking/Savings	3,748,518	3,236,240	512,278	16%
Accounts Receivable				
11200 · Accounts Receivable	509,740	409,580	100,160	25%
11225 · Grants Receivable	458	0	458	100%
Total Accounts Receivable	510,198	409,580	100,618	25%
Other Current Assets				
11250 · Property Tax Receivable	33,672	10,335	23,338	226%
11255 · Allow for Bad Debt - CM	(20,000)	(20,000)	0	0%
11260 · Allow for Bad Debt - SB	(10,000)	(10,000)	0	0%
11270 · Undeposited Funds	9,391	14,009	(4,618)	(33)%
11300 · Prepaid Expenses	167,332	144,026	23,306	16%
11400 · Due from Other Funds	7,428	128,695	(121,266)	(94)%
11480 · PERS - NPA(L)	(815,466)	(1,070,645)	255,179	24%
11485 · PERS - Deferred OF	324,633	705,254	(380,621)	(54)%
11490 · Assets Held For Sale	2,126	0	2,126	100%
Total Other Current Assets	(300,883)	(98,326)	(202,557)	(206)%
Total Current Assets	3,957,832	3,547,493	410,340	12%
Fixed Assets				
11500 · Capital Assets	47,448,255	77,538,301	(30,090,045)	(39)%
Total Fixed Assets	47,448,255	77,538,301	(30,090,045)	(39)%
Other Assets				
11800 · Debt Issue Costs, Net of Amort.	650	0	650	100%
Total Other Assets	650	0	650	100%
TOTAL ASSETS	51,406,738	81,085,794	(29,679,056)	(37)%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
12000 · Accounts Payable	201,063	284,139	(83,076)	(29)%
Total Accounts Payable	201,063	284,139	(83,076)	(29)%
Other Current Liabilities				
12010 · Unclaimed Property Payable	3,234	0	3,234	100%
12020 · Lodging/Room Tax Payable	2,191	1,693	498	29%
12100 · Payroll Liabilities	148,455	112,662	35,793	32%
12200 · Due to other Funds	19,604	0	19,604	100%
12250 · Deferred Revenue	249,274	256,226	(6,952)	(3)%
12300 · Accrued Interest Payable	16,843	18,037	(1,194)	(7)%
12350 · Current Portion-Long Term Debt	539,514	528,337	11,177	2%
Total Other Current Liabilities	979,115	916,955	62,160	7%
Total Current Liabilities	1,180,178	1,201,094	(20,916)	(2)%
Long Term Liabilities				
12380 · 2013 FF&C Bond Premium	100,621	107,808	(7,187)	(7)%
12400 · Long Term Debt	6,279,879	7,130,463	(850,584)	(12)%

Port of Newport - General Operating Fund

Balance Sheet

As of May 31, 2020

	<u>May 31, 20</u>	<u>May 31, 19</u>	<u>\$ Change</u>	<u>% Change</u>
12900 · PERS - Deferred IF	147,653	119,917	27,736	23%
Total Long Term Liabilities	6,528,152	7,358,187	(830,035)	(11)%
Total Liabilities	7,708,330	8,559,281	(850,951)	(10)%
Equity				
13000 · Fund Balance	62,429,843	64,663,768	(2,233,925)	(4)%
13030 · FB-Assigned - Facility Improve	32,255	0	32,255	100%
13050 · FB - Contributed Capital	7,130,788	7,130,788	0	0%
13075 · FB - Prior Period Adj	(34,952)	0	(34,952)	(100)%
13300 · FB - Equity Transfers	(25,585,916)	0	(25,585,916)	(100)%
Net Income	(273,610)	731,956	(1,005,566)	(137)%
Total Equity	43,698,408	72,526,512	(28,828,105)	(40)%
TOTAL LIABILITIES & EQUITY	51,406,738	81,085,794	(29,679,056)	(37)%

Port of Newport - General Operating Fund
Profit & Loss Budget vs. Actual
July 2019 through May 2020

	Jul '19 - May...	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
14000 · Lease Revenues	684,528	720,000	(35,472)	95%
14100 · Moorage	1,553,878	1,547,850	6,028	100%
14200 · Hoist Dock & Services	951,978	872,150	79,828	109%
14300 · Shipping Terminal Revenues	0	3,000	(3,000)	0%
14400 · RV Parks	886,676	1,080,000	(193,324)	82%
14500 · Launch Ramp & Trailer Storage	72,614	92,000	(19,386)	79%
14600 · Miscellaneous Revenue	102,334	116,000	(13,666)	88%
14700 · Permit Revenues	441			
Total Income	4,252,450	4,431,000	(178,550)	96%
Gross Profit	4,252,450	4,431,000	(178,550)	96%
Expense				
15000 · Personnel Services	1,489,384	1,735,539	(246,155)	86%
16000 · Materials & Services	1,471,075	2,136,710	(665,635)	69%
16990 · Depreciation Expense	1,530,792	0	1,530,792	100%
17000 · Debt Service	132,923	786,890	(653,967)	17%
Total Expense	4,624,174	4,659,139	(34,965)	99%
Net Ordinary Income	(371,724)	(228,139)	(143,585)	163%
Other Income/Expense				
Other Income				
18100 · Property Tax Revenue	114,832	116,000	(1,168)	99%
18200 · Interest Income	51,988	60,000	(8,012)	87%
18300 · Grants	21,600	255,300	(233,700)	8%
18600 · Gain/(Loss) on Sale of Assets	423	0	423	100%
18700 · Property & Dredge Sales	36,987	10,000	26,987	370%
Total Other Income	225,829	441,300	(215,471)	51%
Other Expense				
19000 · Capital Outlay	0	394,300	(394,300)	0%
19600 · Contingency	0	10,000	(10,000)	0%
19700 · Transfers Out to Other Funds	130,200	1,049,770	(919,570)	12%
19800 · Transfer-Admin Exp to Programs	(2,485)	374,814	(377,299)	(1)%
Total Other Expense	127,715	1,828,884	(1,701,169)	7%
Net Other Income	98,114	(1,387,584)	1,485,698	(7)%
Net Income	(273,610)	(1,615,723)	1,342,113	17%

Port of Newport
Profit & Loss Prev Year Comparison Gen Op Fund
July 2019 through May 2020

	Jul '19 - May 20	Jul '18 - May 19	\$ Change	% Change
Ordinary Income/Expense				
Income				
14000 · Lease Revenues	684,528	654,515	30,013	5%
14100 · Moorage	1,553,878	1,286,732	267,146	21%
14200 · Hoist Dock & Services	951,978	814,520	137,458	17%
14300 · Shipping Terminal Revenues	0	1,572	-1,572	-100%
14400 · RV Parks	886,676	950,244	-63,568	-7%
14500 · Launch Ramp & Trailer Storage	72,614	74,745	-2,131	-3%
14600 · Miscellaneous Revenue	102,334	104,792	-2,458	-2%
14700 · Permit Revenues	441	0	441	100%
Total Income	<u>4,252,450</u>	<u>3,887,121</u>	<u>365,329</u>	<u>9%</u>
Gross Profit	4,252,450	3,887,121	365,329	9%
Expense				
15000 · Personnel Services	1,489,384	1,268,583	220,801	17%
16000 · Materials & Services	1,471,075	1,556,620	-85,545	-6%
16990 · Depreciation Expense	1,530,792	0	1,530,792	100%
17000 · Debt Service	132,923	494,108	-361,185	-73%
Total Expense	<u>4,624,174</u>	<u>3,319,310</u>	<u>1,304,864</u>	<u>39%</u>
Net Ordinary Income	-371,724	567,811	-939,535	-166%
Other Income/Expense				
Other Income				
18100 · Property Tax Revenue	114,832	110,689	4,143	4%
18200 · Interest Income	51,988	30,450	21,538	71%
18300 · Grants	21,600	1,800	19,800	1,100%
18600 · Gain/(Loss) on Sale of Assets	423	-8,374	8,797	105%
18700 · Property & Dredge Sales	36,987	54,679	-17,692	-32%
Total Other Income	<u>225,829</u>	<u>189,245</u>	<u>36,585</u>	<u>19%</u>
Other Expense				
19000 · Capital Outlay	0	25,099	-25,099	-100%
19700 · Transfers Out to Other Funds	130,200	0	130,200	100%
19800 · Transfer-Admin Exp to Programs	-2,485	0	-2,485	-100%
19997 · Suspense	0	0	0	0%
Total Other Expense	<u>127,715</u>	<u>25,099</u>	<u>102,616</u>	<u>409%</u>
Net Other Income	<u>98,114</u>	<u>164,146</u>	<u>-66,031</u>	<u>-40%</u>
Net Income	<u>-273,610</u>	<u>731,956</u>	<u>-1,005,566</u>	<u>-137%</u>

Port of Newport - General Operating Fund
Profit & Loss Budget vs. Actual - Administration
 July 2019 through May 2020

	<u>Jul '19 - May 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
14600 · Miscellaneous Revenue	13,984	38,000	(24,016)	37%
14700 · Permit Revenues	441			
Total Income	<u>14,425</u>	<u>38,000</u>	<u>(23,575)</u>	<u>38%</u>
Gross Profit	14,425	38,000	(23,575)	38%
Expense				
15000 · Personnel Services	636,504	736,205	(99,701)	86%
16000 · Materials & Services	428,132	525,468	(97,336)	81%
16990 · Depreciation Expense	2,836	0	2,836	100%
Total Expense	<u>1,067,472</u>	<u>1,261,673</u>	<u>(194,201)</u>	<u>85%</u>
Net Ordinary Income	(1,053,047)	(1,223,673)	170,626	86%
Other Income/Expense				
Other Income				
18100 · Property Tax Revenue	114,832	116,000	(1,168)	99%
18200 · Interest Income	51,988	60,000	(8,012)	87%
18300 · Grants	6,600	3,500	3,100	189%
Total Other Income	<u>173,420</u>	<u>179,500</u>	<u>(6,080)</u>	<u>97%</u>
Other Expense				
19600 · Contingency	0	10,000	(10,000)	0%
19700 · Transfers Out to Other Funds	130,200	1,049,770	(919,570)	12%
19800 · Transfer-Admin Exp to Programs	(1,009,827)	0	(1,009,827)	100%
Total Other Expense	<u>(879,627)</u>	<u>1,059,770</u>	<u>(1,939,397)</u>	<u>(83)%</u>
Net Other Income	<u>1,053,047</u>	<u>(880,270)</u>	<u>1,933,317</u>	<u>(120)%</u>
Net Income	<u><u>0</u></u>	<u><u>(2,103,943)</u></u>	<u><u>2,103,943</u></u>	<u><u>0%</u></u>

Port of Newport
P & L Prev Year Comparison Administration
July 2019 through May 2020

	Jul '19 - May 20	Jul '18 - May 19	\$ Change	% Change
Ordinary Income/Expense				
Income				
14600 · Miscellaneous Revenue	13,984	24,843	-10,859	-44%
14700 · Permit Revenues	441	0	441	100%
Total Income	14,425	24,843	-10,418	-42%
Gross Profit	14,425	24,843	-10,418	-42%
Expense				
15000 · Personnel Services	636,504	465,401	171,103	37%
16000 · Materials & Services	428,132	469,631	-41,499	-9%
16990 · Depreciation Expense	2,836	0	2,836	100%
17000 · Debt Service	0	13,389	-13,389	-100%
Total Expense	1,067,472	948,421	119,051	13%
Net Ordinary Income	-1,053,047	-923,578	-129,469	-14%
Other Income/Expense				
Other Income				
18100 · Property Tax Revenue	114,832	110,689	4,143	4%
18200 · Interest Income	51,988	30,450	21,538	71%
18300 · Grants	6,600	0	6,600	100%
Total Other Income	173,420	141,139	32,280	23%
Other Expense				
19700 · Transfers Out to Other Funds	130,200	0	130,200	100%
19800 · Transfer-Admin Exp to Programs	-1,009,827	0	-1,009,827	-100%
19997 · Suspense	0	0	0	0%
Total Other Expense	-879,627	0	-879,627	-100%
Net Other Income	1,053,047	141,139	911,907	646%
Net Income	0	-782,438	782,438	100%

Port of Newport - General Operating Fund
Profit & Loss Budget vs. Actual - International Terminal
 July 2019 through May 2020

	<u>Jul '19 - May 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
14000 · Lease Revenues	134,567	131,137	3,430	103%
14100 · Moorage	157,857	156,000	1,857	101%
14200 · Hoist Dock & Services	506,772	416,000	90,772	122%
14300 · Shipping Terminal Revenues	0	3,000	(3,000)	0%
14600 · Miscellaneous Revenue	6,200	0	6,200	100%
Total Income	<u>805,397</u>	<u>706,137</u>	<u>99,260</u>	<u>114%</u>
Gross Profit	805,397	706,137	99,260	114%
Expense				
15000 · Personnel Services	140,280	149,851	(9,571)	94%
16000 · Materials & Services	179,474	216,570	(37,096)	83%
16990 · Depreciation Expense	1,166,286	0	1,166,286	100%
16995 · Transfer- Admin Exp to Programs	0	0	0	0%
17000 · Debt Service	70,912	519,095	(448,183)	14%
Total Expense	<u>1,556,952</u>	<u>885,516</u>	<u>671,436</u>	<u>176%</u>
Net Ordinary Income	(751,555)	(179,379)	(572,176)	419%
Other Income/Expense				
Other Income				
18700 · Property & Dredge Sales	0	0	0	0%
Total Other Income	0	0	0	0%
Other Expense				
19000 · Capital Outlay	0	0	0	0%
19800 · Transfer-Admin Exp to Programs	29,792	0	29,792	100%
Total Other Expense	<u>29,792</u>	<u>0</u>	<u>29,792</u>	<u>100%</u>
Net Other Income	(29,792)	0	(29,792)	100%
Net Income	<u>(781,348)</u>	<u>(179,379)</u>	<u>(601,969)</u>	<u>436%</u>

Port of Newport
Profit & Loss Prev Year Comparison International Terminal
July 2019 through May 2020

	Jul '19 - May 20	Jul '18 - May 19	\$ Change	% Change
Ordinary Income/Expense				
Income				
14000 · Lease Revenues	134,567	3,744	130,823	3,494%
14100 · Moorage	157,857	90,779	67,078	74%
14200 · Hoist Dock & Services	506,772	381,995	124,777	33%
14300 · Shipping Terminal Revenues	0	1,572	-1,572	-100%
14600 · Miscellaneous Revenue	6,200	1,851	4,349	235%
Total Income	<u>805,397</u>	<u>479,942</u>	<u>325,455</u>	<u>68%</u>
Gross Profit	805,397	479,942	325,455	68%
Expense				
15000 · Personnel Services	140,280	73,687	66,594	90%
16000 · Materials & Services	179,474	148,566	30,909	21%
16990 · Depreciation Expense	1,166,286	0	1,166,286	100%
17000 · Debt Service	70,912	228,778	-157,866	-69%
Total Expense	<u>1,556,952</u>	<u>451,031</u>	<u>1,105,922</u>	<u>245%</u>
Net Ordinary Income	-751,555	28,912	-780,467	-2,700%
Other Income/Expense				
Other Income				
18700 · Property & Dredge Sales	0	50,623	-50,623	-100%
Total Other Income	0	50,623	-50,623	-100%
Other Expense				
19000 · Capital Outlay	0	1,200	-1,200	-100%
19800 · Transfer-Admin Exp to Programs	29,792	0	29,792	100%
Total Other Expense	<u>29,792</u>	<u>1,200</u>	<u>28,592</u>	<u>2,383%</u>
Net Other Income	-29,792	49,423	-79,215	-160%
Net Income	<u><u>-781,348</u></u>	<u><u>78,335</u></u>	<u><u>-859,682</u></u>	<u><u>-1,098%</u></u>

Port of Newport - General Operating Fund
Profit & Loss Budget vs. Actual - Commercial Marina
 July 2019 through May 2020

	<u>Jul '19 - May 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
14000 · Lease Revenues	137,194	150,213	(13,019)	91%
14100 · Moorage	532,041	512,000	20,041	104%
14200 · Hoist Dock & Services	420,867	418,000	2,867	101%
14600 · Miscellaneous Revenue	27,434	0	27,434	100%
Total Income	<u>1,117,536</u>	<u>1,080,213</u>	<u>37,323</u>	<u>103%</u>
Gross Profit	1,117,536	1,080,213	37,323	103%
Expense				
15000 · Personnel Services	311,720	349,974	(38,254)	89%
16000 · Materials & Services	289,517	608,274	(318,757)	48%
16990 · Depreciation Expense	47,419	0	47,419	100%
17000 · Debt Service	886	7,915	(7,029)	11%
Total Expense	<u>649,543</u>	<u>966,163</u>	<u>(316,620)</u>	<u>67%</u>
Net Ordinary Income	467,993	114,050	353,943	410%
Other Income/Expense				
Other Income				
18300 · Grants	5,000	250,000	(245,000)	2%
Total Other Income	5,000	250,000	(245,000)	2%
Other Expense				
19000 · Capital Outlay	0	11,800	(11,800)	0%
19800 · Transfer-Admin Exp to Programs	445,161	0	445,161	100%
Total Other Expense	<u>445,161</u>	<u>11,800</u>	<u>433,361</u>	<u>3,773%</u>
Net Other Income	<u>(440,161)</u>	<u>238,200</u>	<u>(678,361)</u>	<u>(185)%</u>
Net Income	<u><u>27,832</u></u>	<u><u>352,250</u></u>	<u><u>(324,418)</u></u>	<u><u>8%</u></u>

Port of Newport
Profit & Loss Prev Year Comparison Commercial Marina
July 2019 through May 2020

	Jul '19 - May 20	Jul '18 - May 19	\$ Change	% Change
Ordinary Income/Expense				
Income				
14000 · Lease Revenues	137,194	11,338	125,856	1,110%
14100 · Moorage	532,041	432,656	99,386	23%
14200 · Hoist Dock & Services	420,867	425,306	-4,438	-1%
14600 · Miscellaneous Revenue	27,434	5,216	22,217	426%
Total Income	<u>1,117,536</u>	<u>874,515</u>	<u>243,021</u>	<u>28%</u>
Gross Profit	1,117,536	874,515	243,021	28%
Expense				
15000 · Personnel Services	311,720	279,948	31,772	11%
16000 · Materials & Services	289,517	297,342	-7,825	-3%
16990 · Depreciation Expense	47,419	0	47,419	100%
17000 · Debt Service	886	10,153	-9,267	-91%
Total Expense	<u>649,543</u>	<u>587,444</u>	<u>62,099</u>	<u>11%</u>
Net Ordinary Income	467,993	287,072	180,922	63%
Other Income/Expense				
Other Income				
18300 · Grants	5,000	0	5,000	100%
Total Other Income	5,000	0	5,000	100%
Other Expense				
19000 · Capital Outlay	0	12,981	-12,981	-100%
19800 · Transfer-Admin Exp to Programs	445,161	0	445,161	100%
Total Other Expense	<u>445,161</u>	<u>12,981</u>	<u>432,180</u>	<u>3,329%</u>
Net Other Income	-440,161	-12,981	-427,180	-3,291%
Net Income	<u><u>27,832</u></u>	<u><u>274,091</u></u>	<u><u>-246,258</u></u>	<u><u>-90%</u></u>

Port of Newport - General Operating Fund
Profit & Loss Budget vs. Actual - South Beach
 July 2019 through May 2020

	<u>Jul '19 - May 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
14000 · Lease Revenues	412,767	438,650	(25,883)	94%
14100 · Moorage	863,980	879,850	(15,870)	98%
14200 · Hoist Dock & Services	24,338	38,150	(13,812)	64%
14400 · RV Parks	886,676	1,080,000	(193,324)	82%
14500 · Launch Ramp & Trailer Storage	72,614	92,000	(19,386)	79%
14600 · Miscellaneous Revenue	54,717	78,000	(23,283)	70%
Total Income	<u>2,315,092</u>	<u>2,606,650</u>	<u>(291,558)</u>	<u>89%</u>
Gross Profit	2,315,092	2,606,650	(291,558)	89%
Expense				
15000 · Personnel Services	392,301	451,619	(59,318)	87%
16000 · Materials & Services	573,511	778,398	(204,887)	74%
16990 · Depreciation Expense	314,251	0	314,251	100%
16995 · Transfer- Admin Exp to Programs	0	0	0	0%
17000 · Debt Service	61,125	259,880	(198,755)	24%
Total Expense	<u>1,341,188</u>	<u>1,489,897</u>	<u>(148,709)</u>	<u>90%</u>
Net Ordinary Income	973,903	1,116,753	(142,850)	87%
Other Income/Expense				
Other Income				
18300 · Grants	10,000	1,800	8,200	556%
18600 · Gain/(Loss) on Sale of Assets	423	0	423	100%
18700 · Property & Dredge Sales	36,987	10,000	26,987	370%
Total Other Income	<u>47,410</u>	<u>11,800</u>	<u>35,610</u>	<u>402%</u>
Other Expense				
19000 · Capital Outlay	0	367,500	(367,500)	0%
19800 · Transfer-Admin Exp to Programs	532,389	374,814	157,575	142%
Total Other Expense	<u>532,389</u>	<u>742,314</u>	<u>(209,925)</u>	<u>72%</u>
Net Other Income	<u>(484,979)</u>	<u>(730,514)</u>	<u>245,535</u>	<u>66%</u>
Net Income	<u><u>488,924</u></u>	<u><u>386,239</u></u>	<u><u>102,685</u></u>	<u><u>127%</u></u>

Port of Newport
P & L Prev Year Comparison South Beach
July 2019 through May 2020

	Jul '19 - May 20	Jul '18 - May 19	\$ Change	% Change
Ordinary Income/Expense				
Income				
14000 · Lease Revenues	412,767	18,468	394,299	2,135%
14100 · Moorage	863,980	763,297	100,682	13%
14200 · Hoist Dock & Services	24,338	7,219	17,119	237%
14400 · RV Parks	886,676	950,244	-63,568	-7%
14500 · Launch Ramp & Trailer Storage	72,614	74,745	-2,131	-3%
14600 · Miscellaneous Revenue	54,717	72,846	-18,129	-25%
Total Income	<u>2,315,092</u>	<u>1,886,820</u>	<u>428,272</u>	<u>23%</u>
Gross Profit	2,315,092	1,886,820	428,272	23%
Expense				
15000 · Personnel Services	392,301	379,642	12,659	3%
16000 · Materials & Services	573,511	631,870	-58,358	-9%
16990 · Depreciation Expense	314,251	0	314,251	100%
17000 · Debt Service	61,125	214,333	-153,208	-72%
Total Expense	<u>1,341,188</u>	<u>1,225,845</u>	<u>115,344</u>	<u>9%</u>
Net Ordinary Income	973,903	660,975	312,928	47%
Other Income/Expense				
Other Income				
18300 · Grants	10,000	1,800	8,200	456%
18600 · Gain/(Loss) on Sale of Assets	423	-8,374	8,797	105%
18700 · Property & Dredge Sales	36,987	4,056	32,930	812%
Total Other Income	<u>47,410</u>	<u>-2,518</u>	<u>49,927</u>	<u>1,983%</u>
Other Expense				
19000 · Capital Outlay	0	10,918	-10,918	-100%
19800 · Transfer-Admin Exp to Programs	532,389	0	532,389	100%
Total Other Expense	<u>532,389</u>	<u>10,918</u>	<u>521,471</u>	<u>4,776%</u>
Net Other Income	<u>-484,979</u>	<u>-13,436</u>	<u>-471,543</u>	<u>-3,510%</u>
Net Income	<u>488,924</u>	<u>647,540</u>	<u>-158,615</u>	<u>-25%</u>

Port of Newport - NOAA Fund
Balance Sheet
As of May 31, 2020

	May 31, 20
ASSETS	
Current Assets	
Checking/Savings	
500 · NOAA Lease Revenue Fund	5,920,340
Total Checking/Savings	5,920,340
Other Current Assets	
11300 · Prepaid Expenses	85,042
11480 · PERS - NPA(L)	(42,919)
11485 · PERS - Deferred OF	17,086
Total Other Current Assets	59,209
Total Current Assets	5,979,548
Fixed Assets	
11500 · Capital Assets	24,234,968
Total Fixed Assets	24,234,968
TOTAL ASSETS	30,214,516
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
12000 · Accounts Payable	27,397
Total Accounts Payable	27,397
Other Current Liabilities	
12110 · Accrued PTO	8,507
12200 · Due to Other Funds	7,217
12300 · Accrued Interest Payable	429,587
12350 · Current Portion-Long Term Debt	995,000
Total Other Current Liabilities	1,440,312
Total Current Liabilities	1,467,709
Long Term Liabilities	
12400 · Long Term Debt	16,665,157
12800 · Less Current Portion-LT Debt	(995,000)
12900 · PERS - Deferred IF	7,771
Total Long Term Liabilities	15,677,928
Total Liabilities	17,145,637
Equity	
13000 · Fund Balance	(16,547,089)
13005 · FB-Restricted - Bond Reserves	1,761,721
13015 · FB-Committed - NOAA Cap Reserve	2,209,445
13075 · FB - Prior Period Adj	(9,776)
13300 · FB - Equity Transfers	25,585,916
Net Income	68,662
Total Equity	13,068,879
TOTAL LIABILITIES & EQUITY	30,214,516

Port of Newport - NOAA Fund
Profit & Loss Budget vs. Actual
 July 2019 through May 2020

	<u>Jul '19 - May 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
14000 · Lease Revenues	2,323,872	2,545,000	(221,128)	91%
Total Income	<u>2,323,872</u>	<u>2,545,000</u>	<u>(221,128)</u>	<u>91%</u>
Expense				
15000 · Personnel Services	80,410	90,495	(10,085)	89%
16000 · Materials & Services	240,036	365,400	(125,364)	66%
16990 · Depreciation Expense	1,435,881	0	1,435,881	100%
17000 · Debt Service	574,093	2,001,500	(1,427,407)	29%
Total Expense	<u>2,330,420</u>	<u>2,457,395</u>	<u>(126,975)</u>	<u>95%</u>
Net Ordinary Income	(6,549)	87,605	(94,154)	(7)%
Other Income/Expense				
Other Income				
18200 · Interest Income	75,676	100,000	(24,324)	76%
18300 · Grants	0	0	0	0%
18800 · Miscellaneous - Non-operating	1,808	1,000	808	181%
18900 · Transfers In from Other Funds	0	0	0	0%
Total Other Income	<u>77,484</u>	<u>101,000</u>	<u>(23,516)</u>	<u>77%</u>
Other Expense				
19000 · Capital Outlay	0	100,000	(100,000)	0%
19600 · Contingency	0	0	0	0%
19700 · Transfers Out	0	0	0	0%
19800 · Transfer-Admin Exp to Programs	2,274	0	2,274	100%
Total Other Expense	<u>2,274</u>	<u>100,000</u>	<u>(97,726)</u>	<u>2%</u>
Net Other Income	<u>75,210</u>	<u>1,000</u>	<u>74,210</u>	<u>7,521%</u>
Net Income	<u><u>68,662</u></u>	<u><u>88,605</u></u>	<u><u>(19,943)</u></u>	<u><u>77%</u></u>

Port of Newport - Bonded Debt Fund

Balance Sheet

As of May 31, 2020

	<u>May 31, 20</u>	<u>May 31, 19</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
400 · Bonded Debt Fund	178,492	272,748	(94,257)
Total Checking/Savings	<u>178,492</u>	<u>272,748</u>	<u>(94,257)</u>
Other Current Assets			
11270 · Property Tax Receivable	86,925	86,925	0
11400 · Due from Other Funds	19,604	0	19,604
Total Other Current Assets	<u>106,529</u>	<u>86,925</u>	<u>19,604</u>
Total Current Assets	<u>285,020</u>	<u>359,673</u>	<u>(74,653)</u>
Other Assets			
11800 · Bond Issue costs, net of amort.	2,916	2,916	0
11825 · 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>704,086</u>	<u>778,739</u>	<u>(74,653)</u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Other Current Liabilities			
12350 · Bonds Payable - Current	350,000	340,000	10,000
Total Other Current Liabilities	<u>350,000</u>	<u>340,000</u>	<u>10,000</u>
Total Current Liabilities	<u>350,000</u>	<u>340,000</u>	<u>10,000</u>
Long Term Liabilities			
12515 · 2011 Series Bonds	4,878,669	5,018,669	(140,000)
12520 · 2016 Series Bonds	6,763,195	7,313,195	(550,000)
12525 · 2019 Series Bonds	(110,000)	0	(110,000)
12590 · Bond Premiums	796,865	796,865	0
12800 · Less Current Portion LTD	(350,000)	(340,000)	(10,000)
12920 · Deferred IF - Refund Valuation	20,808	20,808	0
Total Long Term Liabilities	<u>11,999,537</u>	<u>12,809,537</u>	<u>(810,000)</u>
Total Liabilities	<u>12,349,537</u>	<u>13,149,537</u>	<u>(800,000)</u>
Equity			
13000 · Fund Balance	(12,290,511)	(12,286,989)	(3,521)
Net Income	645,060	(83,808)	728,869
Total Equity	<u>(11,645,451)</u>	<u>(12,370,798)</u>	<u>725,347</u>
TOTAL LIABILITIES & EQUITY	<u>704,086</u>	<u>778,739</u>	<u>(74,653)</u>

Port of Newport - Bonded Debt Fund

Profit & Loss Budget vs. Actual

July 2019 through May 2020

	<u>Jul '19 - May ...</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
18100 · Bond Levy Proceeds	779,220	832,500	(53,280)	94%
18190 · Proceeds from Bond Refinance	6,014	0	6,014	100%
Total Income	<u>785,234</u>	<u>832,500</u>	<u>(47,266)</u>	<u>94%</u>
Gross Profit	785,234	832,500	(47,266)	94%
Expense				
17000 · Debt Service	142,506	881,000	(738,495)	16%
Total Expense	<u>142,506</u>	<u>881,000</u>	<u>(738,495)</u>	<u>16%</u>
Net Ordinary Income	642,728	(48,500)	691,228	(1,325)%
Other Income/Expense				
Other Income				
18200 · Bank Interest Income	2,332	6,500	(4,168)	36%
Total Other Income	<u>2,332</u>	<u>6,500</u>	<u>(4,168)</u>	<u>36%</u>
Net Other Income	<u>2,332</u>	<u>6,500</u>	<u>(4,168)</u>	<u>36%</u>
Net Income	<u>645,060</u>	<u>(42,000)</u>	<u>687,060</u>	<u>(1,536)%</u>

Port of Newport - Construction Fund

Balance Sheet

As of May 31, 2020

	May 31, 20	May 31, 19	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
300 · Construction Fund	12,570	31,142	(18,572)
Total Checking/Savings	12,570	31,142	(18,572)
Total Current Assets	12,570	31,142	(18,572)
TOTAL ASSETS	12,570	31,142	(18,572)
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
12000 · Accounts Payable	0	808	(808)
Total Accounts Payable	0	808	(808)
Other Current Liabilities			
12200 · Due To Other funds	(500)	0	(500)
Total Other Current Liabilities	(500)	0	(500)
Total Current Liabilities	(500)	808	(1,308)
Total Liabilities	(500)	808	(1,308)
Equity			
13000 · Fund Balance	30,337	41,932	(11,595)
Net Income	(17,267)	(11,598)	(5,669)
Total Equity	13,070	30,334	(17,265)
TOTAL LIABILITIES & EQUITY	12,570	31,142	(18,572)

Port of Newport - Construction Fund

Profit & Loss Budget vs. Actual

July 2019 through May 2020

	Jul '19 - May 20	Budget	\$ Over Budget	% of Budget
Other Income/Expense				
Other Income				
18200 · Interest Income	16	30	(14)	52%
18300 · Grants	0	1,200,000	(1,200,000)	0%
18900 · Transfers In from Other Funds				
18902 · Transfers In from General Fund	0	844,970	(844,970)	0%
Total 18900 · Transfers In from Other Funds	0	844,970	(844,970)	0%
Total Other Income	16	2,045,000	(2,044,984)	0%
Other Expense				
19000 · Capital Outlay				
19303 · PD5 Pier Construction	15,878	2,410,000	(2,394,122)	1%
19440 · Licenses, Permits & Fees	435	0	435	100%
19480 · Terminal WIP				
19484 · Terminal WIP Const & Management	970	0	970	100%
Total 19480 · Terminal WIP	970	0	970	100%
Total 19000 · Capital Outlay	17,283	2,410,000	(2,392,717)	1%
19600 · Contingency	0	10,000	(10,000)	0%
Total Other Expense	17,283	2,420,000	(2,402,717)	1%
Net Other Income	(17,267)	(375,000)	357,733	5%
Net Income	(17,267)	(375,000)	357,733	5%

Port of Newport - Facility Maintenance Reserve Fund

Balance Sheet

As of May 31, 2020

	<u>May 31, 20</u>	<u>May 31, 19</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
200 · Facility Maintenance Rsrv Fund	261,465	132,234	129,231
Total Checking/Savings	<u>261,465</u>	<u>132,234</u>	<u>129,231</u>
Total Current Assets	<u>261,465</u>	<u>132,234</u>	<u>129,231</u>
TOTAL ASSETS	<u>261,465</u>	<u>132,234</u>	<u>129,231</u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
12000 · Accounts Payable	0	121,286	(121,286)
Total Accounts Payable	<u>0</u>	<u>121,286</u>	<u>(121,286)</u>
Total Current Liabilities	<u>0</u>	<u>121,286</u>	<u>(121,286)</u>
Total Liabilities	0	121,286	(121,286)
Equity			
13000 · Fund Balance	(67,820)	31,045	(98,865)
13020 · FB - Assigned for Future Expend	215,000	100,000	115,000
Net Income	114,285	(120,097)	234,382
Total Equity	<u>261,465</u>	<u>10,948</u>	<u>250,517</u>
TOTAL LIABILITIES & EQUITY	<u>261,465</u>	<u>132,234</u>	<u>129,231</u>

Port of Newport - Facility Maintenance Reserve Fund

Profit & Loss Budget vs. Actual

July 2019 through May 2020

	<u>Jul '19 - May 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Other Income/Expense				
Other Income				
18200 · Interest Income	2,075	2,700	(625)	77%
18900 · Transfers In				
18902 · Transfers In from General Fund	<u>130,200</u>	<u>204,800</u>	<u>(74,600)</u>	<u>64%</u>
Total 18900 · Transfers In	<u>130,200</u>	<u>204,800</u>	<u>(74,600)</u>	<u>64%</u>
Total Other Income	<u>132,275</u>	<u>207,500</u>	<u>(75,225)</u>	<u>64%</u>
Other Expense				
19000 · Capital Outlay				
19306 · PD5 & 7 Pile Replacement	0	120,000	(120,000)	0%
19309 · SB Boat Ramp Toe Repair	<u>17,990</u>	<u>0</u>	<u>17,990</u>	<u>100%</u>
Total 19000 · Capital Outlay	<u>17,990</u>	<u>120,000</u>	<u>(102,010)</u>	<u>15%</u>
Total Other Expense	<u>17,990</u>	<u>120,000</u>	<u>(102,010)</u>	<u>15%</u>
Net Other Income	<u>114,285</u>	<u>87,500</u>	<u>26,785</u>	<u>131%</u>
Net Income	<u>114,285</u>	<u>87,500</u>	<u>26,785</u>	<u>131%</u>



Oregon

Kate Brown, Governor

Department of State Lands

775 Summer Street NE, Suite 100

Salem, OR 97301-1279

(503) 986-5200

FAX (503) 378-4844

www.oregon.gov/dsl

June 9, 2020

State Land Board

SN410\11873-ML
PORT OF NEWPORT
ATTN: AARON BRETZ
600 SE BAY BLVD
NEWPORT OR, 97365

Kate Brown
Governor

Bev Clarno
Secretary of State

RE: Amendment to Waterway Lease 11873-ML

Tobias Read
State Treasurer

Dear Mr. Bretz:

Please find the amendment for the state waterway lease 11873-ML attached. The amendment will be retroactively effective as of December 1, 2019. Please obtain the required signature and return via email to DSL support staff (cc me) with the subject line: 11873-ML, Signed Document.

Once the signed amendment document has been returned, the Southern Field Operations Manager will sign it and an electronic copy will be sent to you for your records.

An invoice is also attached which covers the rent for Lease Year 12/1/2019 to 11/30/2020. The amendment changes the rent calculation from 3% of Gross Income, which is billed for the past year and was paid up through 11/30/2019, to the Flat Rate calculation, which is billed for a year in advance. It will normally be billed on October 1 and due on December 1, starting October 2020.

If you have any questions, please call me at 503-302-6094. Thank you for your prompt attention to this matter.

Sincerely,

Dario Frisone
Proprietary Coordinator
Southern Operations
Aquatic Resource Management

Attachments

**STATE OF OREGON
DEPARTMENT OF STATE LANDS**

**Amendment No. 1
to
Waterway Lease 11873-ML**

THIS AMENDMENT NO. 1 TO WATERWAY LEASE 11873-ML (this “Amendment”) is made effective as of December 1, 2019 (the “Effective Date”), by and between the State of Oregon, acting by and through the Department of State Lands (State) and the Port of Newport (Lessee), the parties to that certain Amended and Restated Submerged and Submersible Land Lease 11873-ML dated October 26, 2016 (the “Lease”).

Capitalized terms used but not defined in this Amendment shall have the same definitions as set forth in the Lease.

1. Annual Rent. As of the Effective Date, the type of rate for Lessee’s annual Rent under the Lease is the Flat Rate, as shown below, with annual Rent of \$36,016.23. State hereby acknowledges receipt of the annual Rent in such amount for the fourth (4th) year of the term of the Lease.

	Use Class	Area (square ft.)	Rate Choice	Annual Rent
	Commercial Marina/Moorage	1,139,754 sq ft	Flat Rate	\$36,016.23
			TOTAL	\$36,016.23

The annual Rent may be adjusted during the Term of the Lease pursuant to Section 2.2 of the Lease.

2. Continuation of Lease Terms. Except as expressly amended herein, all other terms and conditions of the Lease shall remain in full force and effect.

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**Oregon
Department
of State Lands**

INVOICE

Oregon Department of State Lands
775 Summer Street NE, Suite 100
Salem, OR 97301
Federal EIN: 93-6001772
Fax: 503-378-4844
Phone: 503-986-5200

Newport Port of 600 SE Bay Blvd Newport OR 97365	Invoice #: 22831 Invoice Date: June 9, 2020 Due Date: July 09, 2020 Account Type: Application Account ID: APP0011873 (ML10452)
--	--

---- Current Charges ----

Date	Transaction	Fee No.	Amount
06/09/2020	Charge	670-1	\$36,016.23
Waterway lease fee, flat rate, Comm Marina, 1,139,754 sq ft (12/1/2019 through 11/30/2020)			

Total Current Charges: \$36,016.23

Account Summary			
Prev. Balance	Current Charges	Payments	Balance Due
\$30,258.42	\$36,016.23	(\$30,258.42)	\$36,016.23

Tear off and return bottom portion with payment. Please do not send cash.

You may pay your invoice online at: <https://apps.oregon.gov/dsl/EPS/>

Mail Payments to: Oregon Dept. of State Lands 775 Summer Street NE Suite 100 Salem, OR 97301	Applicant: Newport Port of Account Type: Application Account ID: APP0011873 (ML10452) Invoice #: 22831 Invoice Date: June 9, 2020 Balance Due: \$36,016.23 Amount Paid: _____
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CONSENT CALENDAR ITEM

DATE: June 10, 2020
RE: 2020 NOAA Landscaping Contract
TO: Director of Operations
ISSUED BY: Jim Durkee– NOAA Facilities Manager

BACKGROUND

1. NOAA Facility Manager developed and distributed RFP for landscaping around NOAA offices.
2. The RFP was listed on the Port's web page which brought one inquiry from a Seattle based trade periodical.
3. Four local contractors were contacted by phone and later emailed bid packages.
4. Two bids were received.

PURPOSE, SCOPE AND DETAIL

The NOAAMOC-P SFO requires the Port of Newport to maintain the landscaping at the facility. The RFP requested the following:

1. Remove weeds and grass where it has intruded into unwanted areas weekly.
2. Trim shrubs in an aesthetically pleasing manner and keep below the bottoms of the office windows twice per year.
3. Remove and replace dead plants and flowers as needed.
4. Apply pre-emergent when and where suitable, purchase and placement of fresh mulch annually.
5. Regular maintenance of landscaped area weekly.
6. Clean up and removal of all debris from work area and surrounding sidewalks and driveways before departure each day work is performed.

BUDGET IMPLICATIONS

This contract was expected and requested in the budget.

RECOMMENDATION

Recommend approval of a contract for NOAA Landscape Maintenance – Spiro Landscapes in the amount of \$450.00 per month.

Jim,

Attached is our bid for landscape maintenance.

Our bid for an initial cleanup to get it into shape is \$950.00 complete for all equipment, labor, material and disposal.

All tasks will be performed in a substantial and workmanlike manner, employing accepted horticultural practices.

Spiro Landscapes is licensed (#5987) in all phases of landscaping with the State Landscape Contractors Board, 2111 Front St NE Ste 2-101, Salem, Oregon 97301, 503-373-5909. We have been providing quality landscape maintenance services in Newport since 1976.

A couple references: (please let me know if you want more)

John Clark

The Whaler Motel jclark@actionnet.net

Judy Odle Little Creek Apartments little.creek.apts@gmail.com

Please feel free to contact me with any questions.

Thanks,

Doug

541-270-0775

Provide a list of equipment rates (if applicable):

Equipment Item	Rate	Per
NA INCLUDED IN LABOR RATES		

List of lower tier suppliers/subcontractors (if applicable):

Name or description of material or work to be performed	Approximate Value
NA	

DS (Initial) Receipt of Addendum Numbers _____ is hereby acknowledged.

DS (Initial) I acknowledge the terms and conditions as stated in the Request for Quotation form received from Port of Newport as part of the contract documents, and hereby incorporate them into this quotation.

DS (Initial) I acknowledge the terms, conditions and minimum limits and have included all costs for insurance in this quotation.

DS (Initial) I acknowledge the requirements of Oregon Prevailing Wage Law ORS 279C.800 and have if applicable incorporated all costs associated into this quotation.

Submitted By:

DOUGLAS SPIRO _____ SPIROLANDSCAPES INC
 Name Company

541-270-0775 _____ DOUG@SPIROLANDSCAPES.COM
 Telephone # FAX/Email

PO BOX 712, NEWPORT, OR 97365
 Address

D SPIRO _____ 1/30/20
 Signature Date

The Port of Newport reserves the right to accept or reject any or all quotations and may at its discretion select the contractor that is deemed to provide the best value to the Port of Newport.

1. Landscaping Area Rev 7.11.17

IMPORTANT:

This Document must be filled out and returned to Port of Newport as your quote for this project

PROJECT: NOAA OFFICE LANDSCAPE BIDDER: SPRO LANDSCAPE INC

Pricing Breakdown if Applicable:

(Attach separate sheet if necessary)

<u>2020-21</u>	<u>\$ 5,400.00</u>	<u>\$ 450</u>
<u>21-22</u>	<u>\$ 5,400</u>	<u>\$ 455</u>
<u>22-23</u>	<u>\$ 5,520</u>	<u>\$ 460</u>
<u>23-24</u>	<u>\$ 5,580</u>	<u>\$ 465</u>
<u>24-25</u>	<u>\$ 5,640</u>	<u>\$ 470</u>
<u>5 YEARS TOTAL BASE PRICE</u>	<u>\$ 27,600</u>	

Alternates (if applicable):

(Attach separate sheet if necessary)

<u>INITIAL CLEANUP</u>	<u>\$ 950.00</u>
	<u>\$</u>
	<u>\$</u>
	<u>\$</u>
	<u>\$</u>

- * Price includes all materials FOB job location.
- ** Price includes all licensing, bonding, insurances, permits and taxes.
- *** Price is held for minimum 90 days.
- **** Please list on separate sheet, any additional alternates or value engineering pricing.

Quotation is in compliance with the entire project Drawings, Specifications and/or Work Scope? Yes No

Clarifications: AS PER PLANS & SPECS

(Attach separate sheet if necessary)

Estimated Schedule:

Preparation of Shop Drawings/submittals	<u>16</u> work days
Fabrication, delivery of material to jobsite	<u>16</u> work days
Work performance on jobsite	<u>16</u> work days
Average Crew Size at 40 hr work week:	<u>12</u> workers

All Inclusive Labor Rates for Extra Work (or Attach Labor Rate Schedule): (INCLUDING EQUIPMENT)

Superintendent	<u>\$ 58.00</u> /hour.
Foreman	<u>\$ 52.00</u> /hour.
Craftsman	<u>\$ 48.00</u> /hour.
Helper	<u>\$ 45.00</u> /hour.
Markup on cost of Materials	<u>10</u> %

D SPRO 4/30/20



Port of Newport
Operating Fund
May 2020

Date	Num	Name	Memo	Class	Amount
05/04/2020	42080	Port of Newport			
05/04/2020	Transfer Funds		OCB account transfer to FIB to cover EFTs	Administration	100,000.00
					100,000.00
05/05/2020	42081	Port of Newport			
05/05/2020	OCB Transfer		OCB account transfer to FIB	Administration	200,000.00
					200,000.00
05/11/2020	42082	Port of Newport			
05/11/2020	OCB Transfer		OCB account transfer to FIB	Administration	450,000.00
					450,000.00
05/20/2020	42083	Port of Newport			
05/20/2020	OCB Transfer		OCB account transfer to FIB	Administration	450,000.00
					450,000.00
05/20/2020	42084	Port of Newport			
05/21/2020	OCB Transfer		OCB account transfer to FIB	Administration	450,000.00
					450,000.00
05/28/2020	42085	Port of Newport			
05/26/2020	OCB Transfer		OCB account transfer to FIB	Administration	295,141.62
			OCB account transfer to FIB	Administration	4,858.38
					300,000.00
05/11/2020	45000	Alsco			
04/01/2020	LPOR2485272		NIT towels	International Terminal	32.97
04/01/2020	LPOR2492014		NIT towels	International Terminal	32.97
04/09/2020	LPOR2496329		NIT towels	International Terminal	32.97
04/15/2020	LPOR2497895		Shop towels, shirt, and mats	Administration	34.54
04/23/2020	LPOR2500510		NIT towels	International Terminal	32.97
04/29/2020	LPOR2501899		Shop towels, shirt, and mats	Administration	34.54
05/06/2020	LPOR2503865		Shop towels, shirt, and mats	Administration	34.54
					235.50



Port of Newport
Operating Fund
May 2020

Date	Num	Name	Memo	Class	Amount
05/11/2020	45001	Amazon Capital Services			
04/29/2020	13V4-NCRT-3FF9		Lawn mower spindle pulley	Commercial Marina	145.78
			Freight	Commercial Marina	2.99
05/05/2020	16VT-7JW9-9XWJ		Milwaukee 1/2" cordless drill	SB Operations	72.44
05/06/2020	1GTP-JMN3-C3Y1		Water cooler	Commercial Marina	118.80
			Water cooler	International Terminal	118.80
05/07/2020	11T4-7VRV-L4LH		Lawn mower belts, trimmer brush cutter, and trimmer filament	Commercial Marina	112.77
05/10/2020	1RQ7-6L1C-LY77		Channellock tool roll	SB Operations	68.19
					<u>639.77</u>
05/11/2020	45002	Barrelhead Supply			
04/30/2020	286986		Fish table closure caps to ensure social distancing between hose bibs	SB Operations	33.87
					<u>33.87</u>
05/11/2020	45003	Cedar Creek Quarries			
04/30/2020	0118405-IN		1"-0 crushed rock for PD5 parking lot	Commercial Marina	146.74
					<u>146.74</u>
05/11/2020	45004	CenturyLink - Business Service			
04/19/2020	1490296876		Telephone	Administration	73.87
					<u>73.87</u>
05/11/2020	45005	City of Newport Room Tax			
05/11/2020	Apr 2020 Room Tax		Transient room tax - April 2020	Main RV Park	64.06
					<u>64.06</u>
05/11/2020	45006	City of Newport Water/Sewer			
04/30/2020	94861.00-04-20		Water G and H docks	SB Marina	184.54
04/30/2020	172421.00-04-20		Water and sewer for RV dump station	Main RV Park	63.38
					<u>247.92</u>



Port of Newport
Operating Fund
May 2020

Date	Num	Name	Memo	Class	Amount
05/11/2020	45007	Coastal Paper & Supply			
04/28/2020	574653		Paper products and cleaning supplies	Commercial Marina	722.42
			Shipping	Commercial Marina	4.00
05/05/2020	574918		Paper products and cleaning supplies	SB Operations	330.06
			Shipping	SB Operations	4.00
					1,060.48
05/11/2020	45008	CoastCom By Wave			
05/01/2020	121313501-0008119		Internet - Apr 2020	SB Admin & Overhead	1,036.04
			Internet - Apr 2020	Administration	500.00
					1,536.04
05/11/2020	45009	Copeland Lumber Yards			
04/28/2020	2004-122835		Rodent traps	Commercial Marina	9.95
					9.95
05/11/2020	45010	Ecolube Recovery			
04/29/2020	9311042920		Used oil recovery	Commercial Marina	904.80
					904.80
05/11/2020	45011	Edge Analytical			
04/29/2020	20-13063		Storm water testing	International Terminal	338.00
					338.00
05/11/2020	45012	Fastenal Company			
04/30/2020	ORNEW140203		Marking paint for ground signage	SB Operations	60.41
					60.41
05/11/2020	45013	Lincoln County Public Works			
05/01/2020	6075		Fuel for trucks	Commercial Marina	90.96
			Fuel for trucks	SB Operations	122.08
					213.04
05/11/2020	45014	MacPherson Gintner & Diaz			
04/30/2020	81332		Professional services	Administration	975.00
					975.00



Port of Newport
Operating Fund
May 2020

Date	Num	Name	Memo	Class	Amount
05/11/2020	45015	Employee			
04/21/2020	04/20 Reimburse		Employee reimbursement - tp and paper towels	Administration	33.98
04/30/2020	04/20-2 Reimburse		Employee reimbursement - canned air	Administration	15.49
					49.47
05/11/2020	45016	National Business Solutions			
04/30/2020	IN73818		Discount	Administration	-28.55
			Copier lease - Port office	Administration	43.26
			Copier lease - SB office	SB Admin & Overhead	43.26
			Copier print charges - Port office	Administration	42.75
			Copier print charges - SB office	SB Admin & Overhead	122.10
05/06/2020	IN73899		IT contract charge plus Symantec - 5/20	Administration	1,176.21
					1,399.03
05/11/2020	45017	Newport Rental Service			
05/04/2020	113058		Blades for mower	International Terminal	47.98
05/04/2020	113073		Mandrel kits for mower	International Terminal	65.98
					113.96
05/11/2020	45018	Newport Signs			
04/29/2020	10354		Social distancing signs	SB Operations	336.00
					336.00
05/11/2020	45019	Orkin			
04/24/2020	197486544		May pest control	Administration	45.00
					45.00
05/11/2020	45020	PayneWest Insurance			
04/17/2020	266673		Commercial storage tank liability coverage - SB	SB Operations	9,828.75
					9,828.75
05/11/2020	45021	Pioneer Connect			
05/01/2020	Office 0520		Telephone	SB Admin & Overhead	228.51
05/01/2020	Shop 0520		Telephone	SB Operations	40.79
					269.30



Port of Newport
Operating Fund
May 2020

Date	Num	Name	Memo	Class	Amount
05/11/2020	45022	Platt Electric Supply			
04/30/2020	0H53116		30 amp 125V outlets for docks	International Terminal	1,306.65
					<u>1,306.65</u>
05/11/2020	45023	Port of Toledo Boat Yard			
05/01/2020	6650		Demolition of Silver Dollar	SB Operations	3,885.50
					<u>3,885.50</u>
05/11/2020	45024	Quadient Finance USA			
04/26/2020	April 2020		Postage	Administration	400.00
			Flexlimit protection fee	Administration	1.00
					<u>401.00</u>
05/11/2020	45025	RentPrep Enterprise			
05/01/2020	5743		Background checks	SB Admin & Overhead	29.90
					<u>29.90</u>
05/11/2020	45026	Rondys dba Yaquina Industrial Park			
05/01/2020	Lease 0520		Gear storage lease	International Terminal	2,000.00
					<u>2,000.00</u>
05/11/2020	45027	Seawater Seafoods			
05/01/2020	9489		Payment for Port-damaged tail light replacement	Commercial Marina	150.00
					<u>150.00</u>
05/11/2020	45028	Sherwin-Williams			
05/04/2020	9743-7		Paint kits	Commercial Marina	480.00
05/05/2020	9771-8		White paint for restroom walls	Commercial Marina	188.04
					<u>668.04</u>



Port of Newport
Operating Fund
May 2020

Date	Num	Name	Memo	Class	Amount
05/11/2020	45029	Smart Foodservice - Cash & Carry			
04/28/2020	10731		Cleaning supplies	Commercial Marina	22.98
			Breakroom supplies	Commercial Marina	73.72
04/29/2020	25813		Water	International Terminal	40.95
			Paper towels	International Terminal	33.15
05/05/2020	12059		Breakroom supplies	SB Operations	118.55
			Office supplies	SB Operations	123.04
05/05/2020	26315		Breakroom supplies	SB Operations	31.80
					444.19
05/11/2020	45030	Special Districts Insurance Services			
04/29/2020	GCGL2019066162		Reimburse property damage claim - J Parrish	Commercial Marina	1,000.00
05/01/2020	Jun Health-Dental-Lf		Monthly health-dental-life insurance	Administration	5,219.13
			Monthly health-dental-life insurance	Commercial Marina	5,230.97
			Monthly health-dental-life insurance	SB Admin & Overhead	1,491.18
			Monthly health-dental-life insurance	SB Operations	3,727.95
			Monthly health-dental-life insurance	International Terminal	1,491.18
					18,160.41
05/11/2020	45031	Staples			
04/15/2020	2494751121		Office supplies	SB Admin & Overhead	63.55
04/23/2020	2505329071		Printer toner	Administration	387.98
04/28/2020	FC 0420		Credit plan finance charge	Administration	49.71
					501.24
05/11/2020	45032	Summit Public Relations Strat			
05/03/2020	694		Communication support services for March and April 2020	Administration	3,105.00
					3,105.00
05/11/2020	45033	Sunbelt Rentals			
04/23/2020	99966130-0002		Propane	International Terminal	39.00
					39.00



Port of Newport
Operating Fund
May 2020

Date	Num	Name	Memo	Class	Amount
05/11/2020	45034	T & L Septic Tank Service			
04/01/2020	148922		Chemical toilet rental - Bay Front	Commercial Marina	260.00
04/01/2020	148923		Chemical toilet rental - Bay Front	Commercial Marina	250.00
04/01/2020	148924		Chemical toilet rental - SB south restroom	SB Operations	80.00
04/01/2020	148925		Chemical toilet rental - Marina & RV Park	SB Operations	80.00
04/01/2020	148926		Chemical toilet rental - SB Dry Camp	SB Operations	80.00
04/01/2020	148927		Chemical toilet rental - NIT	International Terminal	80.00
04/01/2020	148720		Chemical toilet rental - NIT for squid	NIT Product Offload	305.55
04/17/2020	148889		Chemical toilet - Bay Front - clean up vandalism	Commercial Marina	50.00
					1,185.55
05/11/2020	45035	TCB Security Services			
04/28/2020	229217		Monthly security contract - SB Marina	SB Marina	2,055.87
			Monthly security contract - SB RV	Main RV Park	2,055.87
			Monthly security contract - CM	Commercial Marina	2,055.87
			Monthly security contract - NIT	International Terminal	1,088.39
					7,256.00
05/11/2020	45036	Thompson's Sanitary Service			
04/30/2020	13499 04-2020		Trash disposal	Commercial Marina	1,753.19
04/30/2020	12514 04-2020		Trash disposal	SB Admin & Overhead	1,181.54
04/30/2020	12058 04-2020		Trash disposal	International Terminal	1,261.04
					4,195.77
05/11/2020	45037	Toyota Lift NW			
04/30/2020	15120168		Windshield wiper arm	Commercial Marina	207.85
			Freight	Commercial Marina	23.00
					230.85
05/11/2020	45038	Voya (State of Oregon Plan)			
05/01/2020	May - 2020		Monthly employee contributions	Administration	50.00
					50.00



**Operating Fund
May 2020**

Date	Num	Name	Memo	Class	Amount
05/11/2020	45039	Brandy -601350			
07/30/2019	1586		Refund moorage overpayment	Commercial Marina	385.32
					<u>385.32</u>
05/14/2020	45040	Rogue Brewery			
05/14/2020	Hand Sanitizer		1 case of hand sanitizer	SB Admin & Overhead	99.00
			1 case of hand sanitizer	Administration	99.00
			1 case of hand sanitizer	Commercial Marina	99.00
			1/2 case of hand sanitizer	International Terminal	49.50
					<u>346.50</u>
05/20/2020	45041	ACE Hardware			
05/05/2020	2166/1		Brush knife	Commercial Marina	35.99
					<u>35.99</u>
05/20/2020	45042	AlSCO			
05/08/2020	LPOR2504570		SB mats	SB Admin & Overhead	72.06
05/13/2020	LPOR2506104		Shop towels, shirt, and mats	Administration	34.54
05/20/2020	LPOR2508220		Shop towels, shirt, and mats	Administration	34.54
					<u>141.14</u>
05/20/2020	45043	Amazon Capital Services			
05/13/2020	1KJR-J1YC-LGQR		VGA cable	Commercial Marina	13.85
			Freight	Commercial Marina	9.99
					<u>23.84</u>
05/20/2020	45044	Barrelhead Supply			
05/13/2020	287669		Tamper	SB Operations	32.99
05/13/2020	287659		Staple gun	SB Operations	18.99
					<u>51.98</u>
05/20/2020	45045	Business Oregon - OBDD	Loan Payment		
05/18/2020	655-36-02Q1001 6-20		Principal - June 2020	International Terminal	5,386.65
			Interest - June 2020	International Terminal	2,413.35
					<u>7,800.00</u>



Port of Newport
Operating Fund
May 2020

Date	Num	Name	Memo	Class	Amount
05/20/2020	45046	Century Link			
05/05/2020	5412659651245B-05/20		Telephone	International Terminal	195.73
05/05/2020	5412657758840B-05/20		Telephone	Administration	211.29
					407.02
05/20/2020	45047	CenturyLink - Business Service			
04/30/2020	1491045087		Telephone	Administration	49.69
					49.69
05/20/2020	45048	Design Space			
05/08/2020	1132647-IN		Temporary office rental	Administration	877.00
05/15/2020	1133633-IN		Customs office lease	Administration	217.00
					1,094.00
05/20/2020	45049	Digital Deployment			
05/14/2020	105062		Website monthly fee	Administration	450.00
					450.00
05/20/2020	45050	Economic Development Alliance of LC			
04/07/2020	2020-20		Annual membership dues	Administration	100.00
					100.00
05/20/2020	45051	Englund Marine Supply			
05/11/2020	K65748/6		Oil pump hose	Commercial Marina	19.36
05/15/2020	965964/6		Spray bottles	International Terminal	30.00
05/18/2020	110851/6		Hydraulic hose and fitting	Commercial Marina	84.09
					133.45
05/20/2020	45052	Harvey's Lock & Key			
05/13/2020	20821		Duplicate keys	Commercial Marina	24.00
					24.00
05/20/2020	45053	Hyak			
05/19/2020	21165		Web filtering	Administration	200.00
					200.00



Port of Newport

**Operating Fund
May 2020**

Date	Num	Name	Memo	Class	Amount
05/20/2020	45054	Idea Print Works			
05/01/2020	8924		PON clothing	Commercial Marina	465.00
			PON clothing	SB Operations	384.00
			PON clothing	Administration	84.25
			PON clothing	International Terminal	117.00
			PON hats	Commercial Marina	199.58
			PON hats	International Terminal	76.04
			PON hats	SB Operations	199.58
05/01/2020	8980		PON clothing	Commercial Marina	37.00
					1,562.45
05/20/2020	45055	Lawrence Ridgley Consulting			
05/11/2020	200511		Analysis of operations and systems - consulting hours (23.75)	Administration	2,375.00
					2,375.00
05/20/2020	45056	Lincoln Glass			
05/19/2020	58613	State of Oregon CRF	4'x8' plexiglass sheet for office C19 protection	Administration	332.80
					332.80
05/20/2020	45057	Employee			
05/18/2020	05/20 Reimbursement	State of Oregon CRF	Employee reimbursement - contactless temperature tester	SB Operations	99.99
					99.99
05/20/2020	45058	Michael Streed			
05/18/2020	8256461		Refund RV - cancelled reservation due to COVID-19	Main RV Park	1,010.00
					1,010.00
05/20/2020	45059	Network Architects			
05/01/2020	202003271		Phone system maintenance	Administration	180.00
					180.00
05/20/2020	45060	RPD Services			
05/15/2020	INV-T-200728		Replace right front outside down-rigger button on crane	International Terminal	1,339.80
					1,339.80



Port of Newport
Operating Fund
May 2020

Date	Num	Name	Memo	Class	Amount
05/20/2020	45061	Smart Foodservice - Cash & Carry			
05/13/2020	13298		Candy for front office	Administration	56.19
05/13/2020	13299		Water	Commercial Marina	40.95
			Cleaning supplies	Commercial Marina	112.18
					<u>209.32</u>
05/20/2020	45062	Suburban Propane			
04/01/2020	161039		Propane	Commercial Marina	414.25
04/21/2020	161177		Propane	Commercial Marina	204.11
					<u>618.36</u>
05/20/2020	45063	Sunbelt Rentals			
05/06/2020	99966130-0003		Forklift rentals for squid offload	NIT Product Offload	643.76
					<u>643.76</u>
05/20/2020	45064	T & L Septic Tank Service			
05/08/2020	167942		Pump out FWT holding tank	NIT Leased Prop	225.00
			Pump out NIT holding tank	International Terminal	225.00
					<u>450.00</u>
05/20/2020	45065	Toyota Industries Commercial Finance			
05/07/2020	4002752133-17		2017 CM forklift - principal	Commercial Marina	590.48
			2017 CM forklift - interest	Commercial Marina	69.07
					<u>659.55</u>
05/20/2020	45066	TWGW NAPA Auto Parts			
05/15/2020	801368		Starting fluid, brake cleaner, and air hose fittings	Commercial Marina	118.19
					<u>118.19</u>
05/20/2020	45067	US Bank			
04/24/2020	5719016		FFC OBLIG Series 2013 Administration Fee	Administration	660.00
					<u>660.00</u>
05/20/2020	45068	Wells Fargo Financial Leasing			
05/05/2020	5010271338		Copier lease - North office	Administration	141.50
			Copier lease - SB office	SB Admin & Overhead	141.50
					<u>283.00</u>



Port of Newport
Operating Fund
May 2020

Date	Num	Name	Memo	Class	Amount
05/28/2020	45069	ACE Hardware			
05/20/2020	2258/1		Battery-operated blower	SB Operations	169.99
					169.99
05/28/2020	45070	AlSCO			
05/22/2020	LPOR2509022		SB mats	SB Admin & Overhead	72.06
					72.06
05/28/2020	45071	Amazon Capital Services			
05/18/2020	1XQL-MF7J-JWH6		Office chair	SB Admin & Overhead	168.36
05/24/2020	1LQY-MGDL-9PDP		Acrylic drill bits	Commercial Marina	40.95
05/24/2020	1734-CC7H-QTTD		Water cooler	Administration	149.99
05/25/2020	1M6-674R-DWT7		Wand repair handle for solo pump sprayer	SB Operations	29.46
05/25/2020	1FHK-CFP4-41V7		Mower blades	Commercial Marina	55.28
					444.04
05/28/2020	45072	Creative Landscape & Maintenance			
05/20/2020	1145-883 3/20-5/20		Landscape maintenance	Administration	1,485.00
					1,485.00
05/28/2020	45073	Dahl & Dahl			
05/08/2020	230017/FC Adj		Fix discrepancy due to unposted invoice	Commercial Marina	-235.11
04/29/2020	252567		Take load of garbage to dump	Commercial Marina	207.83
05/20/2020	253622		Take load of garbage to dump	Commercial Marina	197.87
05/20/2020	253664		Take load of garbage to dump	Commercial Marina	214.47
					385.06
05/28/2020	45074	Doug's Electric	Add outlet for camera system in Rogue Barrel Works building		
05/22/2020	C35209F		Labor	SB Operations	440.00
			Materials	SB Operations	38.00
					478.00
05/28/2020	45075	EARTH2O			
05/21/2020	649001		Initial set up - 10 bottles of water	Commercial Marina	70.00
					70.00



Port of Newport
Operating Fund
May 2020

Date	Num	Name	Memo	Class	Amount
05/28/2020	45076	Englund Marine Supply			
05/21/2020	111920/6		2" aluminum coupler for hose in oil building	Commercial Marina	27.14
05/27/2020	966453/6	State of Oregon CRF	SS hardware for Admin office plexiglass partition	Administration	5.64
					32.78
05/28/2020	45077	G & K Floors			
05/26/2020	060120		Janitorial services - SB	SB Admin & Overhead	3,760.00
			Janitorial services - Port office	Administration	120.00
					3,880.00
05/28/2020	45078	Harvey's Lock & Key			
05/21/2020	20776		50 CM restroom keys	Commercial Marina	742.50
					742.50
05/28/2020	45079	Mascott Equipment Co			
05/15/2020	490622		Gas pump repair on fuel dock	SB Operations	1,362.54
					1,362.54
05/28/2020	45080	NW Natural			
05/15/2020	1584561-3 05-20		SB gas for shop	SB Operations	131.65
05/15/2020	1584562-1 05-20		SB gas	Main RV Park	145.01
					276.66
05/28/2020	45081	Verizon Wireless			
05/12/2020	9854481119		Monthly cell phone - Admin	Administration	70.61
			Monthly cell phone - CM	Commercial Marina	53.93
			Monthly cell phone - NIT	International Terminal	3.65
			Monthly cell phone - SB	SB Operations	67.15
			Monthly MiFi - SB Admin	SB Admin & Overhead	10.02
			Monthly cell phone plan - Admin	Administration	136.50
					341.86



**Operating Fund
May 2020**

Date	Num	Name	Memo	Class	Amount
05/28/2020	45082	VISA - A Bretz			
05/08/2020	Smart Foodservice		04/15/2020 - Clorox Fraganzia	Administration	9.79
05/08/2020	Zoom		04/22/2020 - YouTube monthly fee for public streaming	Administration	29.98
05/08/2020	Home Depot		05/06/2020 - Troy-Built push mower	SB Operations	279.00
05/08/2020	NW Environmental		05/01/2020 - Annual stormwater training	Administration	135.00
			05/01/2020 - Annual stormwater training	International Terminal	135.00
					<u>588.77</u>
05/28/2020	45083	VISA - P Miranda			
05/08/2020	Abby's Pizza		04/17/2020 - All staff lunch	Administration	197.30
05/08/2020	FTD		04/27/2020 - Flowers for Commission appreciation	Administration	63.99
					<u>261.29</u>
Total					\$ 2,044,565.76



**NOAA Fund
May 2020**

Date	Num	Name	Memo	Amount
05/05/2020	13698	Port of Newport		
05/05/2020	OCB Transfer		OCB account transfer to FIB	500,000.00
				<u>500,000.00</u>
05/13/2020	13699	Port of Newport		
05/11/2020	OCB Transfer		OCB account transfer to FIB	450,000.00
				<u>450,000.00</u>
05/20/2020	13700	Port of Newport		
05/20/2020	OCB Transfer		OCB account transfer to FIB	450,000.00
				<u>450,000.00</u>
05/28/2020	13701	Port of Newport		
05/26/2020	OCB Transfer		OCB account transfer to FIB	400,000.00
				<u>400,000.00</u>
05/11/2020	15000	ACE Hardware		
04/29/2020	2126/1		Loppers	29.99
				<u>29.99</u>
05/11/2020	15001	Kings III of America		
05/01/2020	1811391		Elevator emergency phone connection	129.00
				<u>129.00</u>
05/11/2020	15002	Lance P Stimley	NOAA diving services	
04/29/2020	917057		Inspect anchor table and cathodic protection system	200.00
				<u>200.00</u>
05/11/2020	15003	Pioneer Connect		
05/01/2020	May 2020		Telephone	239.10
				<u>239.10</u>
05/11/2020	15004	Special Districts Insurance Services		
05/01/2020	Jun Health-Dental-Lf		Monthly health-dental-life insurance	745.59
				<u>745.59</u>



**NOAA Fund
May 2020**

Date	Num	Name	Memo	Amount
05/11/2020	15005	Standard & Poor's		
05/06/2020	11389954		Annual Surveillance Fee - Revenue Bond Ratings	11,000.00
				<u>11,000.00</u>
05/11/2020	15006	Thompsons Sanitary Service		
04/30/2020	22644 04-2020		April service	410.20
				<u>410.20</u>
05/14/2020	15007	Rogue Brewery		
05/14/2020	Hand Sanitizer		1/2 case of hand sanitizer	49.50
				<u>49.50</u>
05/20/2020	15008	Englund Marine Supply Co		
05/11/2020	108947/6		1/2" and 3/4" shackles for camel system project	1,808.55
			Freight	184.53
				<u>1,993.08</u>
05/20/2020	15009	Idea Print Works		
05/01/2020	8924		NOAA Clothing	91.50
				<u>91.50</u>
05/28/2020	15010	Verizon Wireless		
05/12/2020	9854481119		Phone charges and Mifi	13.95
				<u>13.95</u>
			Total	<u><u>\$1,814,901.91</u></u>

**PORT OF NEWPORT RESOLUTION
NO. 2020-**

A RESOLUTION AUTHORIZING CHECK SIGNERS

WHEREAS, the Port of Newport is a port organized under ORS 777; and

WHEREAS, ORS 777.405 states money of a port shall be deposited in one or more banks designated by the Board of Commissioners. Funds shall be withdrawn only when previously ordered by the Board upon a check signed and countersigned by such persons as may be authorized by resolution of the Board; and

WHEREAS, By-laws for the Port of Newport Board of Commissioners Sec. 1 7(A) states that all Commissioners are eligible to sign checks upon approval; and

WHEREAS, leaving an authorized signer on a bank account upon termination or resignation poses a significant financial risk;

NOW THEREFORE,

THE PORT OF NEWPORT BOARD OF COMMISSIONERS RESOLVES AS FOLLOWS:

Section 1. Additional Signer. Unless noted in rescission, all signers authorized in resolution 2020-04 remain authorized signers. The Commission authorizes the following commission member to be a signer on all Port of Newport bank accounts.

Kelley Retherford..... Position #2

Section 2. Rescission. The Commission hereby rescinds authorization for the following to be signers on all Port of Newport bank accounts.

A. Sara Skamser

Section 3. Removal of signer. The commission authorizes the General Manager or Director of Finance, without resolution, to immediately withdraw and remove signature authority from all bank accounts when an signer is no longer employed by, or a commissioner of the Port of Newport.

APPROVED AND ADOPTED BY THE BOARD OF COMMISSIONERS this 23rd day of June, 2020.

ATTEST:

Jim Burke, Vice-President

Walter Chuck, Secretary/Treasurer

**PORT OF NEWPORT RESOLUTION NO. 2020-
A RESOLUTION SETTING RATES, FEES AND CHARGES**

WHEREAS, ORS 294.160 requires the governing body of a unit of local government to provide an opportunity for interested persons to comment on the enactment of any ordinance or resolution prescribing a new fee or a fee increase; and

WHEREAS, Port of Newport Facilities Code Sec. 1.2(f) requires the Commission to set moorage and other appropriate rates, fees and charges by the adoption of a "fee schedule" by resolution; and

WHEREAS, the Port Commission last adjusted rates, fees and charges via Resolution 2019-16 on September 24, 2019; and

WHEREAS, the Port is a single enterprise similar to a commercial entity; and

WHEREAS, the Port Commission intends that user fees should cover the costs of the Port; NOW THEREFORE,

THE PORT OF NEWPORT BOARD OF COMMISSIONERS RESOLVES AS FOLLOWS:

Unless otherwise noted, all Rates, Fees & Charges are effective July 1, 2020.

SECTION 1. RATES & FEES.

The attached document "Rates & Fees FY 2020-21" is incorporated herein by reference.

SECTION 2. RETAIL SALES, GIFT CERTIFICATES, PROMOTIONS, SPONSORSHIPS, AND SUNDRIES.

Commission delegates to the General Manager the ability to set prices.

SECTION 3. DELEGATION OF RESPONSIBILITY.

The Commission delegates to the General Manager the ability to adjust these rates on a temporary basis to better manage services at the Port. Any adjustments to these rates will be reported to the Commission at its next Regular Meeting.

SECTION 4. ANNUAL REVIEW.

The Commission, through assistance by Port staff, shall at least annually review and adopt a new Rate, Fees and Charges Resolution prior to the subsequent budget's adoption.

SECTION 5. REPEALER. All previous rates and/or rate resolutions are hereby repealed.

APPROVED AND ADOPTED by the Board of Commissioners this 23rd day of June, 2020.

ATTEST:

Jim Burke, Vice-President

Walter Chuck, Secretary/Treasurer

RATES AND FEES FY 2020-2021

Portwide Rates and Fees Effective July 1, 2020

	FY 2018-19	FY 2019-20	FY 2020-21
SECTION 1 SERVICE RATES Effective July 1, 2020			
A. Forklift			
1. Small. Toyotas. (equipment only)	\$68.75	\$13.75	\$14.30
1a. Labor for Small Forklift		\$58.80	\$61.15
<i>Forklift has a 1 hour minimum, billed at hourly rate</i>			
<i>If 2 or less pallets are loaded, Labor is billed in 15 minute increments, up to 30 minutes then hourly rate applies.</i>			
<i>If more than more than 2 pallets are loaded, Labor is billed in 1 hour increments</i>			
2. Large. All at International Terminal (IT). (per Hour)	\$88.00	\$95.80	\$95.80
B. Hoist Docks. Tie up fee, per hour. Includes use of hoist.			
1. one hour minimum, up to 3hr	\$41.00	\$43.05	\$44.77
2. after 3 hours	\$49.00	\$51.45	\$53.51
C. Hoist Dock Cranes. In addition to hoist dock rate.			
1. Large Capacity. Includes equipment and labor. Per Hour	\$44.00	\$105.00	\$109.20
2. Launch Sail Boats. Includes recovery, per launch	\$47.00	\$49.35	\$51.32
D. Service Docks.			
1. Swede's Dock. In addition to moorage. Per day, per linear foot (double transient rate)	\$1.04	\$1.20	\$1.25
E. City Water city rate Plus Fee			
	\$0.05	\$0.05	\$0.05
F. Fuel Surcharge. International Terminal only. Per gallon			
	\$0.03	\$0.03	\$0.04
G. Electricity. Swede's Dock, Dock 1, and NIT. Per day charge. One day minimum			
1. 208/220 v, single phase & 208 v three phase	\$16.75	\$17.59	\$18.29
2. 120v, NIT	\$7.25	\$7.61	\$7.91
3. PD 7 Service Dock, 110v pump	\$7.25	\$7.61	\$7.91
4. PD 7 Yard Charge, trucks	\$12.75	\$12.75	\$13.26
H. Hydraulic Crane. Includes equipment and labor. 30 ton capacity, per hour			
1 hour minimum	\$146.00	\$214.80	\$223.39
Pump/Line Service. Includes one Port employee only. Additional staff required will be billed at the established hourly labor rate. Per hour			
	\$65.00	\$68.25	\$70.98
I. Personnel Lift. In addition to labor rate			
	cost + 5%	cost + 5%	cost + 5%
J. Pump/Line Service. Includes one Port employee only. Additional staff required will be billed at the established hourly labor rate. Per hour			
	\$68.25	\$68.25	\$70.98
K. Storage.			

Portwide Rates and Fees

	FY 2018-19	FY 2019-20	FY 2020-21
1. Outside Lot Storage. Any Port of Newport lot except Newport International Terminal, Per Sq Ft Daily Rate			
a. Per square foot, monthly charge	\$0.24	\$0.25	\$0.26
b. Minimum monthly charge	\$24.00	\$25.20	\$25.70
c. Boat trailer only, per night	\$2.65	\$2.78	\$2.84
d. Boat on trailer, per night, 10 days limit	\$8.50	\$8.93	\$9.11
2. Emergency Storage Fee. Per day billed as guest. For vehicles, boats or trailers prior to being co 1st day free. Each additional day	\$30.00	\$31.50	\$32.13
3. NIT Lot Storage			
a. Per Square foot, monthly Charge		\$0.31	\$0.32
b. Minimum monthly Charges		\$31.00	\$31.62
4. Charge for improper use of parking lot (i.e. boat repair), per day	\$24.00	\$25.20	\$26.21
L. Net & Gear Maintenance. Boat crew is responsible for clean-up. If Port Employees are required to clean up area, the boat account will be billed at the established hourly labor rate.			
1. Commercial Marina, per day	\$21.00	\$22.05	\$22.49
2. Terminal Lot, per day. (7 calendar days max)	\$24.72	\$25.00	\$25.50
3. Recreational Marina	\$21.00	\$22.05	\$22.49
M. Work Barge. Includes equipment and labor.			
1. Work Boat, per hour	\$138.00	\$203.70	\$211.85
2. Wood Barge, per day (work boat extra)	\$26.00	\$86.10	\$89.54
3. Skiff, per hour	\$14.50	\$74.03	\$76.99
N. Clean-up. Fees will be charged for each man-hour at the established labor rate.			
1. Oil Spills, per hour (HAZWOPER trained staff)	\$102.00	\$107.10	\$111.38
O. Disposal Fees.			
1. Just Oil, per gallon	\$0.52	\$0.55	\$0.57
2. Oil-Water Mix, per gallon	\$1.05	\$1.10	\$1.14
3. Net Disposal and/or Related Gear, per pound	\$0.19	\$0.20	\$0.21
4. Garbage, per pound	\$0.16	\$0.17	\$0.18
P. Port Labor. Includes all staff and fully burdened. Per hour, one hour minimum, in 15 minute increments.			
1. Regular Hours	\$56.00	\$58.80	\$61.15
2. Overtime. Any services required outside the established work	\$84.00	\$88.20	\$91.73
3. Emergency Call-out. Any services requiring a port employee n	\$106.00	\$111.30	\$115.75
Q. Pallet Charge. Any Port owned pallet leaving yard, each	\$6.50	\$6.83	\$7.10

Portwide Rates and Fees

	FY 2018-19	FY 2019 -20	FY 2020-21
R. Dredge Spoils. Includes state fees; may be waived for other public agencies per Cubic Yard	\$2.65	\$2.90	\$3.02
S. Keys/Cards.			
1. South Beach Facilities. Cards			
a. First card (and/or Original)	free	free	free
b. Replacement/additional		\$6.83	\$7.10
1. Bay Front Facilities. Keys.			
a. Original (1st one)	\$18.00	\$18.90	\$19.66
b. Replacement/additional	\$32.00	\$33.60	\$34.94
T. Truck Toll. Vehicles with a Commercial Motor Vehicle Classification of Class 6 Or higher (GVWR of 19,501 lbs or above), per axle		\$7.00	\$7.28

Section 2. Commercial Marina (Bay Front) Charges. (Port Docks 1, 3, 5 and 7). Rates Effective July 1,2020

	FY 2018-19	FY 2019-20	FY 2020-21
A. Moorage Per Foot			
Transient (Daily)	\$0.52	\$0.60	\$0.66
Monthly	\$9.50	\$10.93	\$11.88
<i>Semi Annual</i>	\$35.00	\$38.50	\$43.56
<i>Annual</i>	\$46.00	\$50.60	\$58.08
<i>Weekly</i>	\$5.00		
B. Parking Permits Commercial Fisherman Only, paid in advance (annual April 1 - March 31)	\$23.00	\$24.15	\$25.12

**Section 3. International Terminal Charges. International Terminal Tariff No. 1
adopted via Res. No. 2014-03 on May 22, 2014. Updated effective July 1, 2020**

	FY 2018-19	FY 2019-20	FY 2020-21
A. Port Security Fee. (§I.13). Per day	\$895.00	\$895.00	\$930.80
B. Materials & Supplies. (§I.31) (cost plus)	\$0.25	25%	\$0.25
C. Dockage Charges. (§III.13). Rate per day, by length.			
1. 000.00 – 351.05 ft	\$1,627.00	\$1,708.35	\$1,776.68
2. 351.05 – 371.02 ft	\$1,792.00	\$1,881.60	\$1,956.86
3. 371.02 – 400.26 ft	\$1,981.00	\$2,080.05	\$2,163.25
4. 400.26 – 426.51 ft	\$2,203.00	\$2,313.15	\$2,405.68
5. 426.51 – 449.48 ft	\$2,373.00	\$2,491.65	\$2,591.32
6. 449.48 – 475.72 f	\$2,604.00	\$2,734.20	\$2,843.57
7. 475.72 – 498.69 ft	\$2,960.00	\$3,108.00	\$3,232.32
8. 498.69 – 524.93 ft	\$3,527.00	\$3,703.35	\$3,851.48
9. 524.93 – 551.18 ft	\$3,639.00	\$3,820.95	\$3,973.79
10. 551.18 – 574.15 ft	\$3,822.00	\$4,013.10	\$4,173.62
11. 574.15 – 600.39 ft	\$4,373.00	\$4,591.65	\$4,775.32
12. 600.39 – 626.64 ft	\$5,092.00	\$5,346.60	\$5,560.46
13. 626.64 – 649.99 ft	\$5,787.00	\$6,076.35	\$6,319.40
14. Above 650 ft., added on top of above rate, per ft	\$8.90	\$9.35	\$9.72
15. Exceptions for certain vessels. (§II.14), per ft. per day	\$0.80	\$1.35	\$1.40
D. Service and Facility Charges. (§III.2). Per 1000 board feet, unless noted			
1. Logs. Scribner scale, ex dock	\$7.75	\$8.14	\$8.46
2. Cants.	\$6.00	\$6.30	\$6.55
3. Lumber. Packaged rough.	\$5.22	\$5.48	\$5.70
4. Lumber. Packaged surfaced	\$4.63	\$4.86	\$5.06
5. Plywood, Veneer, corestock & hardboard, /1000 kilos	\$5.87	\$6.16	\$6.41
6. Pulp, Linerboard, bales or rolls, 2000 kilos	\$3.49	\$3.66	\$3.81
7. Other commodities, per metric ton or 1000 bf	\$6.83	\$7.17	\$7.46
8. Other commodities, per cubic meter	\$5.69	\$5.97	\$6.21
E. Wharfage Assessment. (§III.6). Minimum charge for any single bill of lading	\$10.00	\$10.50	\$10.92
F. Wharf Charges. (§III.7). Per 1000 board feet, unless noted. In addition to Service and Facility Charges.			
Logs. Scribner scale, ex dock	\$9.50	\$9.98	\$10.37
Cants	\$6.00	\$6.30	\$6.55
Lumber. Packaged rough	\$4.55	\$4.78	\$4.97
Lumber. Packaged surfaced	\$4.03	\$4.23	\$4.40
Plywood, Veneer, corestock and hardboard, per 1000 kilos	\$3.96	\$4.16	\$4.32
Pulp, Linerboard, bales or rolls	\$2.72	\$2.86	\$2.97
Other commodities, per 1000 kilos	\$5.57	\$5.85	\$6.08
Other commodities, per cubic meter	\$4.57	\$4.80	\$4.99
G. Cargo Staging Area. (§IV.2). Base rent for surge area.			
1. per week, seven days	\$2,000.00	\$2,100.00	\$2,184.00

Section 3. International Terminal Charges. International Terminal Tariff No. 1 adopted via Res. No. 2014-03 on May 22, 2014. Updated effective July 1, 2020

	FY 2018-19	FY 2019 -20	FY 2020-21
2. per day, less than seven days	\$300.00	\$315.00	\$327.60
H. Line Service. (§V.3). Labor will be charged at the rates set out in the current			
ILWU/PMA West Coast Contract. Rate schedule per day			
1. 2 men	\$520-\$656	\$520-\$656	\$520-\$656
2. 4 men	\$1,061-\$1,317	\$1,061-\$1,317	\$1,061-\$1,317
3. 6 men	1,575-\$1,973	1,575-\$1,973	1,575-\$1,973
4. 8 men	\$2,153-\$2,631	\$2,153-\$2,631	\$2,153-\$2,631

Section 4. Recreational Marina (South Beach) & RV Parks Charges. Rates effective July 1, 2020

	FY 2018-19	FY 2019-20	FY 2020-21
A. Moorage Rates Per linear foot. Charge based on boat length or slip length, whichever is greater.			
Charge at F-Dock based on boat length.			
Daily	\$0.80	\$0.84	\$0.87
Weekly	\$5.00	\$5.25	\$5.46
Monthly	\$12.00	\$12.60	\$16.25
SemiAnnual	\$40.00	\$42.00	\$51.00
Annual	\$60.00	\$63.00	\$80.00
Cancellation Fee – Semi-Annual or Annual Moorage			
30 days or more before check-in date	\$53.00	\$55.65	\$57.88
Less than 30 days before check-in, or early check-out	\$105.00	\$110.25	\$114.66
Live aboard Per Person, requires written contract (monthly)	\$80.00	\$84.00	\$87.36
Live aboard Electrical Surcharge (per month)	\$0.00	\$0.00	\$35.00
B. South Beach Charter Rates.			
Annual Moorage, per linear foot (PONFC)	\$50.00	\$52.50	\$71.00
Charter License	\$350.00	\$367.50	\$382.20
C. Dock Box.			
1. Purchase (at cost) Purchase	\$375.00	\$393.75	\$409.50
D. Service Fee Reimbursement. For electric pedestal amperage overloads			
	\$100.00	\$105.00	\$109.20
E. Electrical Upgrade. From 20 to 30 amp. One time			
	\$75.00	\$105.00	\$109.20
F. Line Replacement. Per foot, per time			
	\$1.50	\$1.58	\$1.64
G. Launch Fee			
1. Daily			
	\$6.00	\$6.00	\$6.24
2. Annual			
a. Resident	\$70.00	\$73.50	\$76.44
b. Resident Senior	\$50.00	\$50.00	\$52.00
c. Non-resident	\$100.00	\$105.00	\$109.20
d. Non-resident Senior (60+)	85	\$89.25	92.82
e. Military Veterans, Disabled, Retired or Active Duty; with ID proof	50	\$50.00	52
H. Parking			
a. Daily			\$3.00
b. Annual (for Annual permit Holders)			\$45.00

RV Park Rates			
A. High Traffic Surcharge. Per night (2 night min.) Added to all RV Park stays in Marina RV Park, RV Park Annex, and Dry Campin			
1. Memorial Day, Labor Day, 4 th of July	20	\$20.00	\$20.00
2. Seafood & Wine Festival	\$50.00	\$50.00	\$50.00
3. Seafood & Wine Festival, Dry Camping	\$20.00	\$20.00	\$20.00
3. Other Special Events	varies	varies	
All Marina Park Sites			
Peak Season (Summer), May 1 – October 31			
Main Park			
a. Daily			
i. Regular	\$50.00	\$60.00	\$62.40
ii. Good Sam	\$45.00	\$54.00	\$56.16
b. Weekly			
i. Regular			
ii. Good Sam			
c. Monthly			
	\$900.00	\$950.00	\$988.00
The Annex			
a. Daily			
	\$38.00	\$44.00	\$45.76
b. Weekly			
	\$750.00	\$820.00	\$852.80
c. Monthly			
	\$27.00	\$27.00	\$28.08
Dry Camping, daily			

Section 4. Recreational Marina (South Beach) & RV Parks Charges. Rates effective July 1, 2020

	FY 2018-19	FY 2019-20	FY 2020-21
All Marina Park Sites			
Off Season (Winter). November 1 – April 30. No discounts during Seafood			
Main Park			
a. Daily			
i. Regular	\$43.00	\$54.00	\$56.16
ii. Good Sam	\$38.70	\$48.60	\$50.54
b. Weekly			
i. Regular			
ii. Good Sam			
c. Monthly	\$800.00	\$850.00	\$884.00
The Annex			
a. Daily	\$37.00	\$43.00	\$44.72
b. Weekly			
c. Monthly	\$750.00	\$800.00	\$832.00
Dry Camping, daily	\$25.00	\$25.00	\$26.00
D. South Beach Meeting Room			
Must be pre-arranged and authorized. Keys must be obtained and returned.			
1. Half Day	\$40.00	\$42.00	\$43.68
2. Full Day	\$100.00	\$105.00	\$109.20
Pet Fee. Charged additionally.			
Daily. First pet free; each additional	\$4.00	\$4.00	\$4.16
Weekly. First pet free; each additional			
Monthly. Charge per pet including first	\$11.00	\$11.00	\$11.44
Individual Fee. First two people free; each additional person charged.			
Daily	\$4.00	\$4.20	\$4.37
Weekly			
Monthly	\$42.00	\$44.10	\$45.86
Vehicle Fee. Any combination of three axle pieces of equipment (i.e. trailer, Fifth wheel, truck/car, storage trailer.) Charged for fourth piece.			
Daily	\$10.00	\$10.50	\$10.92
Weekly			
Monthly	\$50.00	\$52.50	\$54.60
H. Reservation Deposit. Payable at booking. Deposit will be applied to actual			
1. Daily and Weekly		first night's rate	
2. Monthly		first night's rate	
Non-refundable Reservation Fee.			
Before 72 hours			
72 hours and after			
Daily or weekly reservation, except holiday or special event.			
72 hours or more before check-in date	\$15.00	\$15.75	\$16.38
Less than 72 hours before check-in date		first night's rate	
Daily or weekly reservation, holiday or special event.			
14 days or more before check-in date	\$15.00	\$55.65	\$57.88
Fewer than 14 days before check-in date		first night's rate	
Monthly reservations.			
30 days or more before check-in date	\$53.00	\$55.65	\$57.88
Less than 30 days before check-in, or early check-out	\$105.00	\$110.25	\$114.66
Service Fee Reimbursement. For electric pedestal amperage overloads.			
First service call included in base rate. All other service reimbursements may be charged at actual cost to Port	\$100.00		
Laundry			

Section 4. Recreational Marina (South Beach) & RV Parks Charges. Rates effective July 1, 2020

	FY 2018-19	FY 2019-20	FY 2020-21
Washing Machines	\$2.00	\$2.50	\$2.50
Dryers (\$2.00 until new equipment installed, then \$2.50)		\$2.00	\$2.50
Showers			
1. Marina RV Park and Annex RV Sites	free		
2. Marina Slips & Dry Camping, per 5 minutes	\$1.50	\$1.50	\$1.50
Service Fees. Rates become effective July 1, 2020. Port owned equipment to be operated by Port personnel.			
A. Storage.			
1. Outside Lot Storage			
a. Boat trailer only, per night	\$2.65	\$2.78	\$2.84
b. Boat on trailer, per night, 10 days limit	\$8.50	8.93	\$9.11
2. Emergency Storage Fee. Per day billed as guest. For vehicles, boats or	\$30.00	\$31.50	\$32.13
B. Clean up. Fees will be charged for each man-hour at the established labor rate.			
Port Equipment Charges are extra.			
1. Oil Spills, per hour (HAZWHOPER tr	\$0.00	\$0.00	\$0.00
C. Keys/Cards			
1. South Beach Facilities Cards			
a. Original (1 st one)	free	free	free
b. Replacement/additional (each)	\$6.50		
E. Dredge Spoils. Includes state fees; may be waived for other public agencies			
Per cubic yard	\$2.65	\$2.90	\$3.02

Section 5. Civil Penalties. Penalties found in PONFC (Sec. 7.4(a)). Paid in full.
Effective July 1, 2020.

	FY 2018-19	FY 2019-20	FY 2020-21
Class A Violation			
0-14 days, per day	\$315.00	\$330.75	\$343.98
15-29 days, per day	\$630.00	\$661.50	\$687.96
30+ days, per day	\$1,050.00	\$1,102.50	\$1,146.60
Class B Violation			
0-14 days, per day	\$158.00	\$165.90	\$172.54
15-29 days, per day	\$315.00	\$330.75	\$343.98
30+ days, per day	\$525.00	\$551.25	\$573.30
Class C Violation			
0-14 days, per day	\$32.00	\$33.60	\$34.94
15-29 days, per day	\$63.00	\$66.15	\$68.80
30+ days, per day	\$105.00	\$110.25	\$114.66
Class D Violation			
0-14 days, per day	\$16.00	\$16.80	\$17.47
15-29 days, per day	\$32.00	\$33.60	\$34.94
30+ days, per day	\$53.00	\$55.65	\$57.88
Parking Violation. Per event, both vehicles and trailers			
0-10 days, paid within	\$42.00	\$44.10	\$45.86
11-20 days, paid within	\$89.00	\$93.45	\$97.19
21+ days	\$131.00	\$137.55	\$143.05

Section 6. Administrative Fees. Staff may require payment or deposit in advance of service. (ORS 192.440(4)(a)). Effective July 1, 2020

	<u>FY 2018-19</u>	<u>FY 2019-20</u>	<u>FY 2020-21</u>
Public Records Request Fee Schedule			
Copies of Public Records, per page		\$0.53	\$0.55
Copies of Nonstandard documents		\$22.05	\$22.93
Copies of Sound Recordings (Each)		\$12.60	\$13.10
Port labor, charged at standard rate	\$56.00	\$58.80	\$61.15
Faxes/Emailing. Per page.			
Local	\$1.10	\$1.16	\$1.21
Long Distance	\$2.00	\$2.10	\$2.18
Incoming	\$1.50	\$1.58	\$1.64
Copies	\$0.30	\$0.32	\$0.33
Long Distance Phone Calls	\$2.50	\$2.63	\$2.74
Lamination. Per page, letter size	\$2.50	\$2.63	\$2.74
Notice Posting. For non-payment of lease or moorage	\$75.00	\$78.75	\$81.90
Failure to Register. For research related to unregistered boats, Per hour, one hour minimum, in 15 minute increments. Charged at the established labor rate.	\$40.00	\$52.50	\$54.60
International Terminal Meeting Room. Must be pre-arranged and authorized.			
1. Half day		\$42.00	\$43.68
2. Full day		\$84.00	\$87.36
Keys must be obtained and returned. Certain waivers			
Returned Check Fee. Plus bank fees		\$52.50	\$54.60
Per Annum Interest Rate applied to past due accounts (All Marina's and Terminals)		20%	21%
Collection Agency Mark-up. Added to past due amount (ORS 697.105)			
POV Mileage Reimbursement Rate (IRS)	Current	Current	
Travel Reimbursement Rates follow current IRS per diem rates	Current	Current	
Impound Seizure Fee			
Vessel	\$850.00	\$892.50	\$928.20
Car/Truck/Trailer	\$125.00	\$131.25	\$136.50
Towing	cost plus 10%		
Process Fees. Any additional fees incurred by the Port as part of an eviction process.			
Notice	\$75.00	\$78.75	\$81.90
FED Complaint	\$250.00	\$262.50	\$273.00
Court Hearing	\$200.00	\$210.00	\$218.40
Writ of Execution	\$160.00	\$168.00	\$174.72
Special Use Permit Fee. GM has authority to adjust usage fee based upon non-profit status and other criteria			
1. Application Fee	\$110.00	\$115.50	\$120.12
2. Usage Fee, Number of Participants, Attendees, Contestants and Volunteers at Event			
a. 1-200	\$420.00	\$441.00	\$458.64
b. 201-500	\$683.00	\$717.15	\$745.84

Section 6. Administrative Fees. Staff may require payment or deposit in advance of service. (ORS 192.440(4)(a)). Effective July 1, 2020

	FY 2018-19	FY 2019-20	FY 2020-21
c. 501-1000	\$945.00	\$992.25	\$1,031.94
d. 1001-5000	\$1,470.00	\$1,543.50	\$1,605.24
e. 5001-10,000	\$1,995.00	\$2,094.75	\$2,178.54
f. 10,001-20,000	\$2,520.00	\$2,646.00	\$2,751.84
g. More than 20,000	\$5,250.00	\$5,512.20	\$5,732.69
3. Vendors, per each	\$50.00	\$52.50	\$54.60
4. Insurance Certificate Limits			
a. General Liability, per occurrence	General Liability, per occurrence		\$2MM
b. General Liability, in aggregate	General Liability, in aggregate		\$2MM
Security		Cost + 5 %	
Background Check.	\$40.00	\$42.00	\$43.68
Credit Check	\$40.00	\$42.00	\$43.68
Notary Fees (OAR 160-100-0410). Acknowledgement, Affidavit/Jurat, Oath/Affirmation, Witness/Attest		\$10.00	\$10.00
Package Handling Fee. Per item.			
1. Envelope		free	free
2. Package. 1 st one free. Fee for each additional package		\$5.25	\$5.46



STAFF REPORT

DATE: June 23, 2020
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

About a year ago the Port contracted with Summit Communications for consulting and implementation of a communications strategy at the Port of Newport. The goal was 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.

Summit has done a great job reaching out to the community and keeping our communications up to date and fresh. I have received a lot of good feedback. Please see attached a summary of the work provided by Summit this past year. We have budgeted \$30,900 under Professional Services for additional communication work for this year as I believe there is still a lot of work to be done in maintaining our outreach with the community. I would like to continue to engage Summit in providing communications for the Port, provided on the attached proposal.

RECOMMENDATIONS

I recommend a motion to authorize the General Manager to contract with Summit Public Relations Strategies, LLC, and move forward with the proposal not to exceed \$23,800.



Date: March 26, 2020

To: Paula Miranda, Port General Manager
Port Commissioners

From: Angela Nebel, Summit Public Relations Strategies LLC

Subject: Public Relations & Community Outreach update

Since July 1, 2019, Summit has been under contract with the Port of Newport to improve community understanding of the Port's work, its mission, and its connection to the local economy. This one-year contract came on the heels of a shorter project to create a communications strategy for the Port, which was then implemented over these past nine plus months.

In the pages that follow, I've provided a bit of a summary of some of our major channels of communication and how many people we reached during this effort.

I believe we have made significant headway into the goal (identified both by the Port Commission and by the Strategic Business Plan) of establishing "a reliable communication mechanism between Port staff and Commissioners and the community."

While the items that follow are the tangibles that can be put on paper, I have also served as a resource for Port staff during this time period. It is my hope that my consultation on matters related to communication and public outreach were helpful and productive.

As much as we have begun to tell the story of the Port, there is still much to be shared, amplified, and celebrated publicly when it comes to the work and accomplishments of the organization. I look forward to working with everyone through the remainder of my current arrangement (June 30, 2020) and hopefully into the fiscal year that follows.

If I can answer any questions about any of these efforts, please let me know.

PORT OF NEWPORT COMMUNICATION SUMMARY

JULY 2019 – MARCH 2020

News Releases: Giving locals more information through local media

Starting with the first release written on behalf of the Port, Summit has generated **16 press releases** covering a variety of topics. Typically these releases were sent to local media within the Port District, although some releases were sent to outlets outside of district boundaries if the subject matter called for wider release. For example, the article on students helping to map eel grass using drones was sent to Lincoln City, because the partnering school is located there. Story placement has been very successful for the most part. Radio is the most difficult to track, but even there we have some proven successes. The Newport News-Times and NewsLincolnCounty.Com have both been very receptive to our content. Press releases are also placed (and archived) on the Port's website.



Newsletter: Taking your message into more than 8,000 households

The first-ever *Harbor News* was delivered to approximately 8,055 addresses in the 97365 and 97366 zip codes between the days of Friday, March 20, and Monday, March 23. Although this document came out during trying times, we have received some positive feedback and some suggestions on future subject matter. Additionally, we have used the document to invite people to sign up for email updates. That same opportunity is found on our website. While we received a handful of sign-ups, populating a substantial community list will take some time and continued effort.



E-Blasts: Keeping Port stakeholders updated via email

Starting in October, the Port sent an email update (e-blast) to a list of approximately 175 stakeholders as one way of re-opening the lines of communication that may have previously faltered. The eblasts are sent to local elected officials, city and county staff, state and federal elected officials, as well as some agency representatives, representatives of the fishing industry and other customer groups within the Port. Our plan is to send an e-blast every other month. One was sent in October, December, and in February. Should a special occasion arise, we have the opportunity to add to that schedule as well. Our email vendor provides us some statistics. Our open rate has ranged from 60% to 69%, which is considered quite high. Our industry group (government services) typically averages an open rate of less than 20%, so we've had good results. Our click rate, which represents the frequency of people clicking on links within the email, is 26%, which sounds low, but is still considerably better than the industry average of 8%. We will continue to utilize this tool and explore ways in which we can build those numbers even further.

An exciting announcement from the Port of Newport

February 7, 2020

Port Dock 5 pier replacement gets EDA Grant

Federal government commits \$1.2 million to much-needed project



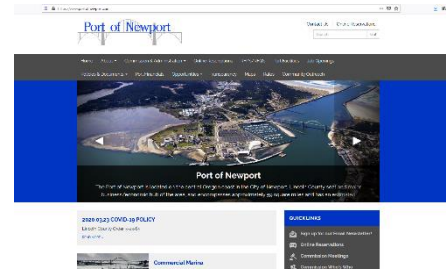
Port of Newport officials were notified by elected officials this week that the much-anticipated pier replacement project at Port Dock 5 will move forward, thanks to \$1.2 million in grant funding from the Economic Development Administration in the U.S. Dept of Commerce.

This pier is a critical lifeline to the docks that are home to many of the small businesses that make up Newport's commercial fishing industry. The project will allow the Port to rebuild the structure while also improving the delivery of electricity and fuel.

"On behalf of the Port of Newport, we offer our deepest thanks to Senator Ron Wyden, Senator Jeff Merkley, and Representative Kurt Schrader, as well as the staff members in their offices and in the agencies who all played a role in awarding this grant," said Port General Manager, Paula Miranda. "We are also thankful for Rep. David Comberg and Sen. Arnie Roblan and the other federal, state, and local stakeholders who supported us in this process."

Website: Continuing to build on a good thing

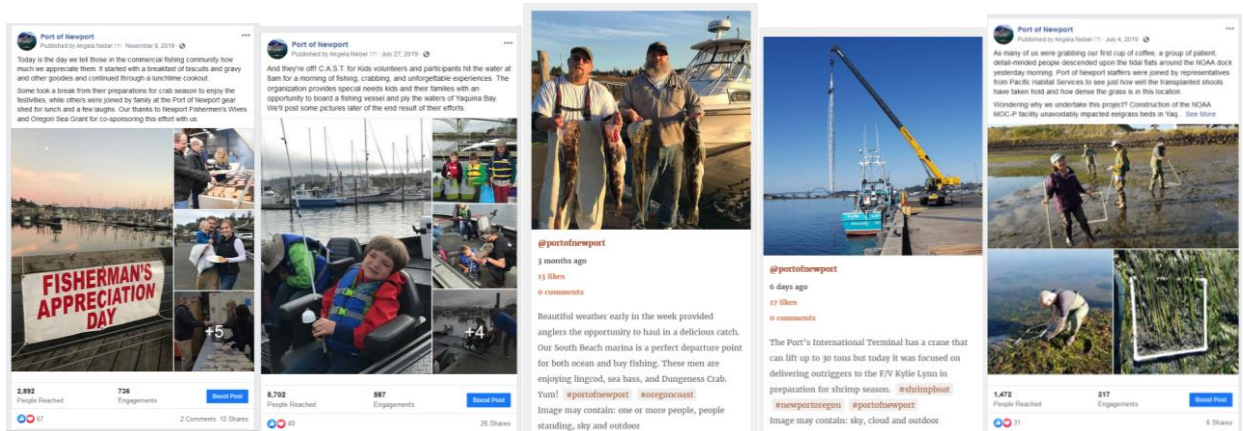
Summit's work on the Port of Newport website has been limited. A few initial suggestions at the start of my contract were implemented. Aside from that, press releases are posted on the website and we've also developed a Community Outreach page where we post things like a flyer explaining the Port's various assets, the Harbor News newsletter, the Bay Quest activity, and a link to sign-up for email updates. Karen Hewitt is the person who handles the Port's website work, so this section is offered only to show the small way in which Summit has contributed to the site.



Social Media: Building community following online

Our efforts to build the Port's social media following are working. Using June 1, 2019 as our starting point, the Port had 702 "likes" on Facebook and less than 50 followers on Instagram. As of March 23, 2020, the Facebook "likes" have climbed to 1,685 – an increase of 140%. In the same time period, Instagram increased to 148 followers, which equates to an increase of 196%. Our average daily reach on Facebook (the number of unique people who saw our posts) is 1,440. A review of posts show that a reach in the neighborhood of 3,000 isn't unusual, but what was unusual was one post that was seen by more than 120,000 people. (A photo of the Undersea Garden being towed across Yaquina Bay.) Typically our posts concentrate on activities happening around the Port, the work or achievements of the tenants, upcoming events on Port property, interesting facts about some of our industries, and generally content that is intended to build an understanding of what it means to be a Port. On the whole, our audience is engaged and supportive. Best of all – it is growing.

In addition to the Port's main Facebook account, we also have a second account that is specific to the RV Park and Marina. This has served as a secondary page that we keep populated in case people are searching online for RV parks or marinas. While we do offer content, our efforts to-date have not been as vigorous on this page, but goals for the coming year would include building the RV and Marina page. As a benchmark, there are currently 161 "likes" on that page.



March 20, 2020

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



Dear Paula,

To assist in the planning of the Port of Newport 2020/21 budget, I have put together some figures related to public relations and community outreach. Per your request, in addition to the continuation of our efforts from 2019/20, I've also provided some basic information on budgeting for a special event.

I think it may be helpful to see where things stand with the current communications budget before looking to the future.

ITEM	2019/20 BUDGETED	PROJECTED ACTUAL *
Consultant Time	\$18,000	\$14,775
Design	\$2,000	\$1,020
Printing & Postage	\$4,700	\$2,528
Constant Contact (e-blast)	\$500	\$168
Photography	\$500	\$0
Archive Social	\$2,400	\$2,388
TOTAL	\$28,100	\$20,879

**As part of this process, I reviewed expenditures for the previous 8 months and made some assumption about the remaining four months to provide a projection for the entire year.*

It is my hope that you will continue to engage Summit as the provider of your communication and community outreach support. If agreeable, Summit would continue to produce monthly news releases, handle social media on behalf of the Port, generate additional media content (extra features, GM columns, etc), produce two newsletters for printing and mailing, and generate regular e-blasts to stakeholder groups.

The financial picture for such an arrangement is as follows:

2020/2021 BUDGET

Consulting/Writing - \$16,000
Printing & Postage (2 newsletters) - \$5,000
Design (2 newsletters plus misc additional hand-outs) \$2,300
Email Marketing Vendor (ex: Constant Contact) - \$200
Miscellaneous photography - \$300

Total Expenditure --- \$23,800

It's worthy of noting that the current year's actual budget only included one newsletter, although we had originally planned for two. Some of the proposed numbers are higher than the 2019/20 actuals because of the intent to produce two newsletters. As always, that may be revisited if the decision is made to forgo print.

Additionally, the expense for archiving social media is no longer included in the Summit budget, since that is more of an administrative expense for the organization and one you would need regardless of whether you had a PR contractor.

It should be noted that some expenses, while reflected in my agreement, are actually paid to a third-party vendor. For instance, newsletter printing, postage, and the use of the email marketing vendor are all services that the Port pays directly and only appear here to show the total cost of these communication efforts.

You had expressed an interest in adding a special event to the scope of work. This would be an additional approach to connecting community members with the Port. 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.

Without the specific event identified, it is difficult to provide hard figures for expenses. As a simple placeholder, you could identify a budget of \$5,000 and then let that guide the effort. If the event were to evolve into something more spendy, one could consider seeking sponsors, partners, or underwriters. It is difficult to nail this down without further exploration, but since you expressed an interest in an event, I wanted to identify some small budget for starters and \$5,000 should provide for some options.

It is with sincere appreciation that I say thank you for your business over the past year. It has been a pleasure working with everyone at the Port and something I hope we can continue. I will be providing a separate report on our PR efforts. If I can provide any further details or information, please let me know.

Sincerely,



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

Agreement for Contract Services

Port of Newport
Public Relations Consulting & Support

effective July 1, 2020

SUMMIT 
Public Relations Strategies, LLC

Angela Nebel, Principal
PO Box 2147
Newport OR 97365
(541) 264-8735 – phone
(906) 440-0488 – mobile

Under the terms identified herein, Port of Newport (Port) agrees to contract with Summit Public Relations Strategies LLC (Summit) for consulting and implementation of a communications strategy.

Scope of Services:

Summit is engaged to continue the recommended strategies outlined in the Communication Strategy provided to the Port Commission on June 24, 2019. This includes writing and coordinating the production of a community newsletter, writing monthly press releases, pitching and/or writing special interest stories, providing social media support, utilizing email to update stakeholders and community partners on a quarterly basis, and generally providing communication consultation as needed.

Although this is the intended scope of services, all projects will be reviewed by the Client prior to the engagement of any outside services (printing, postage, etc) and all press releases will be reviewed and approved by the Client before distribution.

Financial Arrangement:

Per this agreement, Client will be invoiced on the first of each month for time and materials. Each invoice will be accompanied by time documentation and expense receipts, as accrued. The billing structure is based on the following rates:

\$75/hour project time
\$60/hour graphic design
\$37.50/hour travel time, plus IRS-rate mileage
10% overhead markup on third party expenses paid by Summit

The budget cap for this contract is set at \$23,800, which includes the engagement of outside services as necessary. Total invoicing related to the scope of work outlined during the duration of this agreement shall not exceed that amount, unless mutually agreed upon in advance by both parties.

The estimated breakdown of expenditures is:

Summit ongoing consulting - \$16,000
Printing & Postage (2 newsletters) - \$5,000
Design (newsletters plus misc additional hand-outs) \$2,300
Email Marketing Vendor (ex: Constant Contact) - \$200
Miscellaneous photography - \$300

In the event that outside services are directly billed to the Client, the invoiced amount will be deducted from this financial agreement and no overhead markup will be charged. If Summit pays third party vendors, a 10% markup will apply.

Terms are net 30 days from the receipt of invoice. Interest at a rate of 1% per month will be charged on accounts past due 60 days.

Summit does not bill for typical office expenses, telephone calls, or other administrative expenses. Any other expenses will be billed as accrued. Mileage is billed at the IRS rate.

Agreement Timeline:

This agreement shall be effective from July 1, 2020 through June 30, 2021. In the event that either party wishes to cancel this agreement, written notice of 30 days is expected. Notice shall be between the parties executing this agreement.

Terms & Conditions:

Relationship to Other Contracted Services: Per the scope of services, outside contracted services will be required to complete the communication strategies, i.e. printing, postage, and email / social media vendors. According to this agreement, Summit will oversee the engagement of those services and provide regular consultation with the General Manager on the associated costs in order to stay within the total communication plan budget. In some instances and by mutual agreement, payment for the aforementioned contract services may be the direct responsibility of Client.

Liability Release and Indemnification: Any publication or statements (written or verbal) made on behalf of the Port will be produced based on information provided by the client. Client releases Summit from responsibility or liability for any inaccuracies that are a result of faulty information- either intentional, unintentional, or by omission- as provided by the client. Client agrees to indemnify Summit for any and all costs and damages, including attorney fees, arising directly or indirectly from services provided to client under this contract.

Confidentiality: Summit agrees to maintain the confidentiality of documents and information client deems confidential. Client agrees to notify Summit in writing as to the documents and information deemed confidential. Client agrees to allow Summit use of material produced by Summit in Summit's promotional material.

Reporting: Summit will provide regular communication updating the client on the progress of various initiatives.

Acceptance:

The signatures below indicate acceptance of the details, terms, and conditions of this agreement and provide approval to begin work as specified.

For Summit Public Relations Strategies:

Angela B. Nebel, Principal

Date: _____

For Port of Newport:

Paula Miranda, General Manager

Date: _____



S T A F F R E P O R T

DATE: 23 June 2020
RE: Port of Newport Employee Handbook
TO: Paula Miranda, General Manager
ISSUED BY: Mark A. Brown, Director of Finance and Business Services

BACKGROUND

The Port adopted a Personnel Manual on December 20, 2016. The basis for this handbook was provide to the Port by HR Answers via the Special Districts Association. Since the adoption of the Personnel Manual 2016, significant legal changes have occurred the most prominent are the Pay Equity Law, Family and Medical Leave Act (FMLA), the Oregon Family Medical leave Act (OFLA). These and other mandates have been updated in this new Handbook.

DETAIL

The handbook in the packet was completed on June 18 and was provided to attorney and to the Special Districts for review. Any modifications to the manual that are recommended by either our Attorney or Special Districts will be brought before the commission.

The Employment Policies section was updated to comply with current statute. The current policies around probationary periods, Regular full-time, and Part-time employees remain unchanged.

The Employment relations and Conduct was updated to include language from our existing manual. A dress code has been added to the Manual, although the Draft Handbook discusses Communications and Software, it refers employees back to the recently adopted policy.

The Compensation Section of the draft Handbook was updated to current practice, for instance paydays was updated to reflect twice per month, and has language regarding weekends and holidays, this was unaddressed in the previous manual. A new pay category was added to prevent legal issues: "On-Call", you will find this on page 46 of the manual. Lactation was added (legal requirement).

This section of the manual was updated to include language that allows the modification of benefits, but is very similar to the 2016 Manual.

The Leaves of Absence Policy and the Health and Safety sections contains legally required leaves, and updated to Port Policy.

The Employment Separation Section was updated to Port standards, but gives the Port more leeway, and requires more of staff.

RECOMMENDATION and Resolution

I recommend a **MOTION TO APPROVE AND ADOPT THE PORT OF NEWPORT EMPLOYEE HANDBOOK AS MODIFIED VIA THE PRESENTED RESOLUTION 2020-XX.**

**PORT OF NEWPORT
RESOLUTION NO. 2020-**

**A RESOLUTION ADOPTING A PORT OF NEWPORT EMPLOYEE HANDBOOK AND
REPLACING THE PERSONNEL MANUAL**

WHEREAS, the Port of Newport By-laws for the Port of Newport requires the Commission to create personnel rules by resolution; and

WHEREAS, the Port Commission adopted a Personnel Manual on December 16, 2016 and has amended the personnel policies periodically; and

WHEREAS, Oregon Statute related to employment practices have dramatically changed over the past 4 years; and

WHEREAS, the Employee Handbook sets forth the policies, practices and procedures that are to be followed by the Port of Newport in the administration of its personnel program, and are authorized by the By-laws for the Port of Newport Board of Commissioners, Ordinance No. 100, adopted May 22, 2014; **NOW THEREFORE**

**THE PORT OF NEWPORT BOARD OF COMMISSIONERS RESOLVES AS
FOLLOWS:**

- Section 1.** Adopt the Port of Newport Employee Handbook (Exhibit A).
- Section 3.** Staff is directed to codify this policy according to past administrative practices.
- Section 4.** Prior versions of the Personnel Manual are hereby repealed.

APPROVED AND ADOPTED BY THE BOARD OF COMMISSIONERS this 23rd day of June, 2020.

ATTEST:

James Burke, Vice-President

Walter Chuck, Secretary/Treasurer

Port of Newport Employee Handbook

June 2020

Main Office
600 SE Bay Blvd, Newport, OR 97365

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INTRODUCTION

WELCOME TO THE PORT OF NEWPORT

We're happy to welcome you to the Port of Newport – we're glad you've joined us! We take pride in selecting people such as you to join our organization, and we truly believe you will be a positive addition to our most important asset – our employees.

We hope you will enjoy a productive and pleasant association with us. We have created a work environment, compensation and benefits program, and interactive culture that we believe fosters positive work relationships. We expect that you will enhance the atmosphere by contributing your best efforts in whatever is asked of you.

We believe that you can contribute significantly to our success and want you to share in the growth of our future. We also feel that the best way to help you achieve is to help you understand our organization and your role in it. This Handbook has been prepared as a guide to give you a better understanding of the organization's policies, procedures, and practices. Please familiarize yourself with its contents, and keep it handy for reference.

Our organization values two-way communication, and our “open door” policy encourages you to ask questions if there are policies or procedures you don't understand. We welcome your ideas and suggestions for ways to improve our operations and services or to save unnecessary costs during your employment with us.

Again, welcome to our team. We wish you success in your new position and truly value you and the contribution you make during your employment with us. We sincerely hope you will like it here.

Paula J. Miranda
General Manager

OUR HISTORY

The Port of Newport is located on the central Oregon coast in the City of Newport, Lincoln County seat and major business/economic hub of the area, and encompasses approximately 59 square miles and has an estimated population of 10,800 persons. Port boundaries reach north to Otter Rock, east up to six miles inland, south to Seal Rock, and west to the Pacific Ocean. Commercial and sport fishing, fish processing, shipping, tourism, recreation, lumber and science research are the area's major industries.

The Port of Newport serves as the premier Oregon coast port for the commercial fishing fleets, for recreational fishing and tourism, and for ocean observation and marine research support. We are one of the top Oregon coast ports for waterborne commerce while protecting and enhancing the beauty and integrity of the natural environment which is the foundation of our working waterfront community.

History of the Port of Newport

On May 26, 1910, the first meeting of Newport's Port Commission was held, where four men appointed by Governor Frank Benson proceeded to elect officers and establish the foundation of what continues to operate today as the Port of Newport. In 1923, the Port of Newport purchased dock frontage and a building, establishing its headquarters on the waterfront. The development of commercial fishing docks occurred over the years, helped considerably by the construction of the first breakwater on the north side of the bay in 1946 to protect commercial boats working halibut, salmon and other fisheries.

In 1948, a private company - Yaquina Bay Dock and Dredge – began constructing a new shipping dock utilizing two sunken World War II ships as the foundation for the structure. The dock, known today at the International Terminal, opened for business in 1949 in the area known as McLean's Point. Over the next several decades, the dock thrived with the shipping of lumber. In 1952, for instance, 164 million feet of lumber shipped from Newport via McLean's Point.

In 1965 Oregon State University's Marine Science Center opened its doors. Although the institution's Yaquina Fisheries Laboratory had dated back to 1939, the center represented a tremendous leap forward with the lease of 50 acres from the Port of Newport on which to construct the main building and visitor center. By 1969, the site had seen more than a half million visitors. In 1982, the Marine Science Center surpassed five million visitors. A year later, it was named for Senator Mark Hatfield and today Hatfield Marine Science Center welcomes more than 150,000 visitors annually. In 2018, the University broke ground on a new \$61.7 million Marine Studies Building, with an anticipated completion in 2020.

The 1970s saw continued demand for boat moorage and launches, as both commercial and recreational fishing interests thrived around Yaquina Bay, leading to the construction of the South Beach Marina. The first phase was completed in 1979 and included a 600-berth recreational boat basin and a four-lane launch. The second phase, finished in 1981, included a boat storage building, launch hoist, fish cleaning facilities, restrooms, showers, a public fishing pier, picnic area, and more.

Port properties saw other unique developments in the 1990s. The Oregon Brewing Company occupied the west end of the South Beach Marina exhibition hall starting in 1991. Over time, that lease arrangement grew to include the 47,000-square-foot building headquarters of Rogue Ales and their restaurant, as well as a distillery and cooperage now located on Port property.

Recreation and tourism took another big leap forward in 1992, when the Oregon Coast Aquarium, constructed on Port of Newport property, opened its doors. As of early 2019, the Aquarium had welcomed more than 14 million visitors and is currently undertaking an \$18 million capital campaign to further enhance the facility.

In 2006, the Port completed a \$3.2 million RV Park that included 92 spaces, store, operations building and registration/activity center on its South Beach campus. Around that same time, the boat ramp was moved and a multi-use area was created that allowed for a dry camping.

The Port of Newport became the homeport for NOAA's Marine Operations Center in April of 2009, which includes state of the art training and ship operations for six NOAA research and survey ships and provides administration, engineering, maintenance and logistical support to NOAA's entire Pacific fleet. With a budget of \$38 million and a firm deadline for completion, Port officials worked with community stakeholders to deliver a new facility ahead of schedule.

In August of 2013, the International Terminal construction was completed. The multi-use facility was developed to accommodate a wide variety of users in conjunction with the Port's mission of "retaining and creating business opportunities and increasing economic development for the Port and the community." The project was so successful at resolving the environmental issues surrounding the site, the Port of Newport was awarded the national Phoenix Award – a prestigious award that honors individuals and groups working to solve critical environmental or social challenges and turn them into productive new uses and sustainable development projects.

In 2015, the Port paved that multi-use area located on the South Beach campus, which is still used for dry camping but is also known as the location of Newport's Seafood and Wine Festival and the Loyalty Days carnival.

Today, the Port of Newport continues to be home to a thriving commercial fishing industry. In 2017, Newport ranked 12th in the nation for seafood landings, with 112 million pounds of seafood valued at \$53 million attributed to the vessels that work in and around the Port of Newport.

The Port is actively pursuing a partner for cargo business at the International Terminal with a commitment to maximizing the return on investment made by the community for this mixed-use facility.

The Oregon Coast Aquarium, as mentioned previously, is currently engaged in a capital campaign to fund extensive renovations and Hatfield Marine Science Center is currently in the construction phase of a new Marine Studies Building. NOAA Marine Operations Center – Pacific continues to be a source of great pride to the Newport community.

The Port offices are spread across the North and South Side of Yaquina Bay. Located on the South Side of the Bay are the Port's RV park offices and the South Beach Operations center. Located on the North Side of Yaquina Bay are the Commercial Marina Operations Center and the Port Main offices, and located approximately one-half mile west is the Port's International Terminal.

ABOUT THIS HANDBOOK

This Employee Handbook is a guide to help you understand our employment provisions and expectations. The Handbook applies to all of our employees. It is intended to be a positive document that begins to establish the relationship between us.

Please remember that this Handbook contains only general information and guidelines. It is not intended to address all the possible applications of or exceptions to general policies and procedures. Our policies are based on the belief that common sense, good judgment, and consideration for the rights of others are paramount to our ability to serve our customers and ourselves. While we have tried to anticipate many of your questions, keep in mind that this document won't provide every answer. If you have any questions concerning eligibility for a particular benefit or how a policy or practice applies to you, please ask the Director of Finance and Business Services.

We know that employees have varied skills, goals, perceptions, and values, and that such diversity may create situations not fully addressed within this Handbook. In that event, we'll try to make fair and equitable decisions while making sure that the best interests of the organization are served.

Neither this Handbook nor any other organizational document confers any express or implied contractual right to remain in Port of Newport's employment, nor does it guarantee any fixed terms or conditions of your employment. Your employment is not for any specific period of time and may be terminated at will, with or without reason, and without prior notice by Port of Newport or you for any reason, at any time.

The procedures, practices, policies, and benefits described here may be modified or discontinued from time-to-time. We recognize our responsibility to keep employees informed of changes that may affect them and will provide replacement pages so you can keep your Handbook current.

Some subjects described in this Handbook, such as benefit plan information, are covered in detail in official policy documents. You should refer to these documents for specific information since this Handbook provides summaries only. Please note that when discrepancies occur between benefit language in this Handbook and in the official policy documents, the terms of the written insurance policies are controlling. We encourage you to use caution when making decisions with long-term impact based on our current benefit offerings, given that we may find it necessary to make changes to these programs

The General Manager has the discretion to vary or modify the strict application of the provisions of the rules/policies in any case in which the strict application of said provisions would result in practical difficulties or unnecessary hardships. The General Manager shall not be required by any personnel to exercise their judgment or discretion to vary or modify any rule or policy.

You are encouraged to offer suggestions for improvement to these policies, employment practices, or working conditions. Please read through the Handbook carefully and share it with your family members so they will also understand your work environment. If you have additional questions or need further details, please talk with your supervisor, who can advise you or refer you to the appropriate resource.

EMPLOYMENT POLICIES

EMPLOYMENT RELATIONSHIP

You and the Port of Newport are engaged in an “at-will” employment relationship. Therefore, employment at the Port of Newport is for no definite period of time and may, regardless of the time and manner of payment of wages and salary, be terminated at will. This means that either you or the organization may terminate the employment relationship at any time, with or without reason or advance notice.

No one in the organization has the authority to enter into any agreement contrary to this “at-will” relationship except the General Manager. It cannot be altered, except when in writing and signed by the General Manager and you. The Port of Newport will not make and will not be bound by any oral promises concerning the length or terms of your employment.

EQUAL EMPLOYMENT OPPORTUNITY

The Port of Newport is an equal opportunity employer and, as such, considers individuals for employment according to their abilities and performance. Employment decisions are made without regard to race, age, religion, color, sex, national origin, physical or mental disability, marital or veteran status, sexual orientation, gender identity, genetic information, or any other classification protected by law. All employment requirements mandated by local, state, and federal regulations will be observed.

Our organization recognizes same-gender domestic partners, consistent with the law. If you have any questions regarding this matter, please direct them to the Director of Finance and Business Services.

The organization employs affirmative personnel measures to ensure the achievement of equal employment opportunities in all aspects of employment and the work environment. These policies of nondiscrimination will prevail throughout every aspect of the employment relationship, including recruitment, selection, compensation, promotion, transfer, layoff and recall, termination, training, and dispute resolution.

In keeping with our philosophy and applicable laws, our advertising and recruiting materials will contain the following statement to encourage qualified applicants to apply: "Equal Opportunity Employer." Our policy as an equal opportunity employer is to employ those legally entitled to work in the United States without regard to citizenship status, ethnic background, or national origin. However, in conformity with the relevant immigration statutes and regulations, our policy is to hire only those who are eligible to work in the United States. Verification documentation is required of all new hires.

All employees in the organization are responsible for following and carrying out this policy according to the spirit and intent of our equal employment commitment. Management provides and supports a dispute resolution procedure for complaints alleging discrimination. Employees are expected to bring any questions, issues, or complaints to Management's attention. If you believe you have been harassed see page 11, or if you witness or suspect any violation of this policy, you should report the matter immediately to the Director of Finance and Business Services or the General Manager. We will not retaliate against you for filing a complaint or cooperating in an investigation and we will not tolerate or permit retaliation by Management or co-workers.

The Port of Newport has adopted an affirmative action plan that addresses efforts to seek out, hire, develop, and promote qualified members of protected groups (defined as racial minorities, women, the physically or mentally disabled, disabled or other protected veterans, and those 40 years of age and older). This Affirmative Action Plan is on file in the office of the Director of Finance and Business Services.

AMERICANS WITH DISABILITIES ACT

The Americans with Disabilities Act (ADA), amended by the ADA Amendments Act of 2008, is a comprehensive federal civil rights law that specifically protects individuals with physical and mental disabilities from discrimination in the workplace.

Individuals are protected under the ADA if any of the following conditions exist:

- They currently have a physical or mental condition that significantly restricts their ability to normally conduct a major life function (walking, seeing, hearing, breathing, bodily functions, etc.);
- They have a history of such impairment; or,
- They are regarded as having such impairment.

The ADA also prohibits discrimination on the basis of an individual's relationship to someone (parent, sibling, child, spouse, friend, etc.) with a disability.

The Port of Newport offers equal employment opportunities to qualified individuals who may have a physical or mental disability, but are still able to perform essential job functions with reasonable accommodations. Essential functions are defined as the fundamental non-marginal duties of the position being held or sought. A job function is essential if the position exists for the performance of the function, there are only a limited number of employees available to perform it, or it is so highly specialized that an expert is required to perform it.

Reasonable accommodations are available to employees and applicants, as long as the requested accommodations don't cause an undue hardship on the organization. Individuals protected by the ADA/ADAAA should discuss their needs for possible accommodation with the Human Resources Department.

HARASSMENT

The Port of Newport will not tolerate conduct by any employee that harasses, disrupts, or interferes with another's work performance or which creates an intimidating, offensive, or hostile work environment. All forms of harassment are prohibited. We want to maintain a working environment free from all forms of harassment, whether based upon race, age, religion, color, sex, national origin, physical or mental disability, marital or veteran status, sexual orientation, gender identity, on-the-job injury, genetic information, or any other legally protected characteristic or status. Retaliation associated with a complaint of harassment is also prohibited.

Behavior such as telling ethnic jokes; making religious slurs; using offensive slang or other derogatory terms regarding a person's race, sexual orientation, age, sex, national origin, or disability; or mimicking one's speech, accent, or disability are examples of prohibited conduct and will not be tolerated. Harassing individuals by making derogatory comments regarding protected status or characteristics is strictly prohibited, as well as using any other words or conduct that might create a hostile or offensive work environment.

Sexual harassment is a form of harassment we have chosen to address in additional detail. Conduct is considered to be sexual harassment if:

- Submission to the conduct is in any way deemed to be a term or condition of employment;
- Submission to or rejection of the conduct is used as a basis for employment-related decisions; or,
- The conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Conduct such as sexual or sexist language, jokes, or innuendoes; nude, profane, or obscene cartoons, drawings, or photographs; whistling; staring; and inappropriate touching are not tolerated at the Port of Newport. Cell phone use, including text messages and other similar electronic communications, can also be considered harassing behavior.

Each manager/supervisor has a responsibility to maintain a workplace free of any form of sexual harassment. No manager/supervisor shall threaten or insinuate, either explicitly or implicitly, that an employee's refusal to submit to sexual advances will adversely affect the employee's employment, evaluation, wages, advancement, assigned duties, shifts, or any other condition of employment or career development. Sexual harassment in the workplace, whether by managers/supervisors, non-managerial employees, or outside individuals (vendors, customers, etc.) is prohibited.

This policy explicitly applies conduct in the workplace, at social functions sponsored by the organization (holiday dinners, picnics, sporting events, etc.), and at business functions (conventions, trade shows, etc.). This policy applies to any conduct, however, as described above, which impacts the organization or work environment, regardless of where it occurs.

Management provides and supports a dispute resolution procedure for receiving and resolving complaints alleging discriminatory practices in employment relations. As an employee of the Port of Newport, you have the responsibility to immediately report any actions or words from a

supervisor, co-worker, vendor, or other individual, which you find to be harassing. The organization will not retaliate against you for filing a complaint or cooperating in an investigation and will not tolerate or permit retaliation by management, co-workers, or non-employees such as clients, vendors, or contractors.

Reporting Incidents of Harassment

If you believe that you have been harassed, have witnessed harassment, or suspect any violation of our harassment policy, you must immediately report the matter to Director of Finance and Business Services or General Manager who are responsible for ensuring that all complaints are promptly and thoroughly investigated without prejudice or retaliation. The investigation will be conducted promptly, but no specific timeframe can be guaranteed because each situation is likely to be different, and individuals may have varying schedules. Every effort will be made to complete the investigation within two weeks. In all cases, you will be notified of the outcome of the investigation. (See the section in this Handbook on Dispute Resolution for information on the appeal process).

All complaints of harassment will be investigated promptly and impartially. Discretion will be used during the investigation in order to maintain as much confidentiality as possible while effectively completing the investigation. If you are not satisfied with the handling of a complaint or the action taken by management, you should bring the complaint to the next higher level of authority. In all cases, you will generally be advised of the outcome.

Any employee or manager who is found, after appropriate investigation, to have engaged in harassment or to have retaliated against an individual for reporting harassment will be subject to appropriate corrective action, depending on the circumstances, up to and including termination.

WORKPLACE BULLYING

While harassment due to a person's protected class is prohibited, so too is inappropriate behavior, such as incivility, due to personality clashes or issues. We want our focus to be on customer service, productivity, and the ability for each employee to flourish here. This makes it essential that our employees treat each other and those with whom they come into contact with courtesy, respect, and professionalism. Further, we require that employees work cooperatively and constructively in resolving issues or problems on-the-job to foster satisfactory working relationships. In that light, bullying or similar disruptive behavior does nothing positive to enhance our working conditions and will not be tolerated here.

The Port of Newport defines bullying as *“repeated or one-time behavior, which is inappropriate and which may be verbal, non-verbal, or physical; either direct or indirect; conducted by one or more persons toward a victim(s); and which generally occurs at work and in the course of employment but may also apply to off-site behavior exhibited by employees that negatively impacts the working relationship.”* Such behavior, whether exhibited between co-workers, management and staff, vendors/customers, another outside party, or a member of the public, violates our policy on how others should be treated while at the workplace or engaged in organizational operations. This policy also applies to off-site behavior exhibited by employees that negatively impacts the working relationship.

Bullying may be intentional or unintentional. Where an allegation of bullying is made, the intention of the alleged bully will be considered. The purpose of this policy is to communicate to all employees, including supervisors, managers, and executives, that Port of Newport will not, in any instance, tolerate bullying behavior. Employees found to be in violation of this policy will be subject to corrective action, up to and including termination.

When determining whether or not bullying has occurred, we will consider the following examples; however, this is not considered a comprehensive list. Any actions that create the same or similar result will also be considered. Verbal bullying can include slandering, ridiculing, or maligning a person; persistent name calling that is hurtful, insulting, or humiliating; using a person as a butt of jokes; or abusive and offensive remarks. Physical bullying can include the obvious, such as pushing or shoving or a threat of physical assault, as well as damage to a person's work area, personal possessions, or property. Other examples of emotional bullying include threatening gestures or glances, which can convey the same message, and excluding someone socially at work.

Additional examples include:

- Making comments on Facebook, texting, misuse of other forms of social media
- Public humiliation in any form
- Constant criticism on matters unrelated or minimally related to the person's performance or job description
- Spreading rumors and gossip regarding individuals
- Interfering with the ability of someone to perform job duties or consistently assigning menial tasks not central to the job.
- Taking credit for another person's ideas

Any Port of Newport employee who has experienced bullying should immediately report the behavior according to the reporting process outlined in our Harassment policy. All reports will be investigated and addressed. Making false/baseless or malicious complaints of bullying will be regarded as a serious offense, which may also lead to corrective action, up to and including termination.

DISPUTE RESOLUTION

We believe that undisclosed problems will remain unresolved and will lead to impaired work relationships, dissatisfaction with working conditions, and a decline in operational efficiency. Therefore, the organization has established this dispute resolution procedure to solve problems as quickly, fairly, and thoroughly as possible. This procedure is a method for impartially hearing the complaint and is intended to resolve problems and provide a fair and objective review. All issues will be handled without prejudice or retaliation.

Reporting Issues Other than Harassment/Discrimination

Any other questions or concerns you may have should be discussed with your immediate manager/supervisor, absent special circumstances, as soon as you are aware there is a problem or have a question. Your manager will generally follow-up to your concern, in writing, within one week.

We realize there may be valid reasons to forego this initial step; in those circumstances (*i.e.*, a concern involves an immediate manager/supervisor), you may go directly to the next level of management or to the Director of Finance and Business Services or General Manager for assistance.

Appeal Process

Honest differences of opinion occur, and some situations will require the review or decision of a higher management level. A higher-management review, however, is only intended to occur after you have discussed a situation with your immediate supervisor and a satisfactory solution has not been reached.

If you feel a policy has been inappropriately applied, or you have been unfairly treated or unjustly disciplined by your manager/supervisor, you may present the matter to the Director of Finance and Business Services, or the Director of Operations, as it may apply to your department. That official will review the issue and make a decision. If you are not satisfied with this decision you may present the matter to the General Manager for review and settlement. The decision of this individual will be final.

All cases will be reviewed on an individual basis and without regard to precedent.

EMPLOYMENT

It is our goal to fill employment vacancies with the most qualified applicants, whether recruiting internally, externally, or in utilizing both options. Job applicants will be considered on an equal basis for all positions without regard to sex, age, race, color, religion, national origin, marital or veteran status, sexual orientation, gender identity, genetic information, a physical or mental disability, or any other characteristic protected under applicable law.

We will always try to select the most qualified person for each available job, favoring existing employees over outside applicants when possible. External recruiting may be initiated concurrently with the internal posting process, but no hiring commitment or decision will be made until the position has been posted internally for a minimum of five (5) working days. The Port of Newport reserves the right to deviate from this policy as it deems appropriate.

Former employees and relatives of current employees may be considered for employment in the same manner as other applicants. We prefer refuse not to place a spouse, domestic partner, or immediate family member under the direct supervision of a spouse, domestic partner, or family member, if such placement adversely affects supervision, safety, security, or morale.

If a job can't be filled from within its department, it will be posted for the entire organization. In order to be eligible to transfer to a different job, you must have completed a minimum of 6-month tenure in your current position, have completed your initial probationary period, and may not be under any corrective action.

You may, from time-to-time, be temporarily transferred or assigned to perform work outside of your regular job classification, schedule, shift, or department. Depending upon the circumstances, you may be subject to a wage adjustment while performing such work. We may also reassign employees on a long-term basis whose placements are determined to be unsuited to their individual skills, and transfer any employee who has an illness or disability that requires modified duty without posting the position.

NEW EMPLOYEES, PROMOTIONS, AND TRANSFERS

New Employee Orientation

New employees are expected to attend a thorough orientation within the first month of employment. This helps to ensure positive integration into our operations and helps new employees start a productive and satisfying employment relationship. At the orientation, you will receive detailed information about general policies, procedures, benefits, and basic information on pay and leave policies. Orientation sessions are documented using the New Employee Orientation Checklist, which is signed and dated by you and the person conducting the session and will be kept in your employee personnel file.

Probationary Period

As a new employee, you are hired on a 180-day (6-month) probationary period. The probationary period is an extension of the employee selection process. During this period, you are considered to be in training and under observation and evaluation by supervisors. Evaluation of your adjustment to work tasks, conduct and other work rules, attendance, and job responsibilities will be conducted during the probationary period. This period gives you an opportunity to demonstrate satisfactory performance for the position and provides an opportunity for us to see if your abilities and the requirements of the position match. It is also a chance to see if we meet your expectations as an employer.

Your performance will be evaluated at the end of the probationary period, and a decision about your employment status will be made. If you have successfully completed the probationary period, you will be moved to regular status. If your skills border on satisfactory, but fall a little short, the probationary period may be extended if there is reason to believe that your skills will improve within **60** days. This period may be extended only by approval of the General Manager. The request for an extension won't be approved if it is submitted after the normal conclusion of your probationary period. If expectations are not met or if your skills are not satisfactory, it is unlikely that your employment will continue.

Completion of the probationary period does not alter the at-will employment relationship.

Employment may be terminated at our will or discretion or by you at any time during or after the probationary period, with or without reason or notice, if either party regards it as necessary or appropriate.

Promotions and Transfer Training Period

If you are promoted or transferred to a new position, you must also complete a probationary period of 90 days to determine the suitability of the placement and your ability to satisfactorily perform the required work. If it is determined that the job change is not working during this period, you will be returned to your original job if a vacancy exists. Otherwise, you will be assigned to any other vacant job we deem suitable. If no such job is vacant, your employment may be terminated. If you are placed in a job other than your original job, the pay and benefits may be adjusted.

Re-employment

Employees who resign from the organization in good standing may be eligible for re-employment consideration. Applications received from former employees will be considered and processed using the same procedures and standards that govern all other applicants. Previous performance with the organization will be evaluated if the reference check phase is reached. We are not obligated to rehire former employees.

Credit for Prior Seniority

Employees who are rehired by Port of Newport will receive credit for prior time worked as follows:

- Employees who were separated because of a reduction in workforce will receive credit for prior time worked for the purposes of benefit eligibility if they are re-employed within one (1) year after the separation date.
- Employees who voluntarily resigned from their employment with Port of Newport may receive credit for prior time worked for the purposes of benefit eligibility, subject to management approval, if re-employed within six (6) months after the resignation date. However, a new anniversary date will be established based on the date of rehire.
- All other rehires shall be considered new employees, except where federal or state law requires otherwise (*e.g.*, the Employee Retirement Income Security Act rules which apply to pensions, where state law applies to health insurance benefit reinstatement).

Employment Classifications

Employee status is categorized to make distinctions in employment-related conditions and to aid in a better understanding of employment relationships within the organization. Employees may be considered probationary, full-time or part-time, seasonal, temporary, or on-call as described below:

Probationary*: Newly hired or promoted employees within the probationary period. New hires earn Paid Time Off, but cannot use, Paid Time Off during the probationary period.

Regular Full-time: An employee who is regularly scheduled to work 32 hours or more per week. Classification normally is eligible for benefits. (For health insurance coverage, 30 hours per week is considered full-time.)

Regular Part-time: An employee who is regularly scheduled to work at less than 32 hours per week. This classification is normally eligible for benefits, but on a pro-rata basis.

Seasonal/Temporary: An employee who is hired for a specified period of time, usually no more than six (6) months (1040 hrs.). This classification is typically not eligible for benefits, except for those mandated by law.

On-Call*: An employee who does not have a set schedule and works only when called upon.

Employees are further classified according to federal and state wage and hour laws as exempt or non-exempt, as defined below. Management will make the appropriate designation regarding the status for each new position or when a position changes substantially. If you are uncertain as to your status, ask your supervisor/manager.

Exempt: An employee who is exempt from the overtime pay and minimum wage requirements under federal and state laws. Exempt employees typically include managers, executives, supervisors, professional staff, outside sales representatives, owners, and others who are generally paid a salary and whose duties and responsibilities allow them to be exempt under federal and state law.

Non-exempt: An employee who is paid an hourly wage and whose job generally calls for the payment of minimum wage and overtime as specified under state or federal regulations.

Continuous Service Date

The continuous service date is the date a new employee is appointed on a probationary appointment in the Career Service. Time spent, as a part-time or temporary employee, shall not be included in determining an employee's continuous service date.

The continuous service date will be used for determining benefits, PTO accumulation, Port contribution to the retirement program, length of service in connection with layoff, and any other matters involving length of service.

Employees who leave Port service for military service shall receive credit for such service upon returning to Port employment. Credit also shall be accumulated while on authorized leave of absence with pay and authorized educational leave with or without pay. Other authorized or unauthorized leave of absence without pay for five (5) consecutive working days or more shall result in an adjustment of the continuous service date.

An employee who has been re-employed following a layoff or authorized leave of absence without pay shall receive credit for previous time spent in a Regular Full-time or Part-time position in the determination of their continuous service date.

ALLOCATION OF POSITIONS

New Positions

When a department head or director desires to establish the classification of a new position, a description of the duties and responsibilities of the position shall be submitted to the General Manager in order that a determination of the proper classification be made.

Reclassification of Positions

Whenever a department head or director desires to make any permanent and substantial change in the duties, authority, or responsibilities of a position, notification of the proposed change shall be submitted to the General Manager for determination, if any, on the classification of the position. Positions may be reclassified whenever the duties of the position change materially, provided however, that any reclassification can be accomplished within the current budget.

CLASSIFICATION PLAN

Purpose

The purpose of the classification plan is to provide a complete and continuous inventory of all positions, to provide accurate job descriptions and specifications for each class of employment. The classification plan shall be maintained so that all positions substantially similar with respect to duties, responsibilities, authority and character of work are included within the same class, and that the same schedules of compensation may be made to apply with equity under like working conditions to all positions in the same class.

Maintenance of Plan

The General Manager is responsible for maintaining and revising a position classification plan, which groups all positions into classes based upon their duties, authority and responsibilities.

Amendment of Plan

The General Manager shall be responsible for keeping the classification plan current through periodic studies of the positions within the Port; however, a department head or employee may initiate a request to amend the classification plan.

Allocation of Positions – New Positions

When a department head desires to establish the classification of a new position, a description of the duties and responsibilities of the position shall be submitted to the General Manager in order that a determination of the proper classification may be made. New positions may only be established within the budgetary and FTE specified in the current Fiscal Year budget, which includes the abolishment of existing position to establish a new position.

Allocation of Positions – Reclassification

Whenever a department head desires to make any permanent and substantial change in the duties, authority, or responsibilities of a position, written notification of the proposed change shall be submitted to the General Manager for determination, if any, on the classification of the position. Positions may be reclassified whenever the duties of the position change materially, provided however, that any reclassification can be accomplished within the limitations of the current budget of the Port.

CLASS DESCRIPTIONS

Content of Specifications

Each class specification shall include the class title, a description of the duties and responsibilities of the work, and a statement of the minimum qualifications a person should possess to perform the work with reasonable prospects of success.

Interpretation of Specifications

Each class shall have a specification that includes a concise, descriptive title, and a description of the duties and responsibilities of each position in the class. Position specifications take into consideration the requirements of the job and are merely descriptive and explanatory of the work to be performed. They may not include all of the duties and are not intended to replace detailed work assignments. Each position shall be allocated to an appropriate class on the basis of the duties and responsibilities of the position.

Minimum Qualifications Statement

The desirable minimum qualifications enumerated in a class specification shall relate to the reasonable standards of experience and training required at the time of original appointment of a new employee and shall not be construed as representing or measuring qualifications which employees already working in such a class may actually possess.

Class Titles

The class title shall be the official title of every position allocated to the class, not the individual filling the particular position, for the purpose of personnel actions and shall be used on all personnel, budget and financial records and reports relating to the position.

Working Titles

Working titles are authorized to be used by the department head may be used as a designation of any position for purposes of internal administration or in contacts with the public.

Appeal of Allocations

Any department head or employee affected by the classification of a position may file a written request for reconsideration with the General Manager. The General Manager shall review the classification of the position and submit their findings to the department head and/or employee concerned. The Corrective Action Policy as outlined in Chapter 12 may also be used to appeal the allocation of a position.

EMPLOYMENT RECORD KEEPING

Access to Personnel Files

The organization maintains a personnel record for each employee, and access to those records is restricted to authorized persons only. The records contain applications, written evaluations, performance counseling notices, correspondence, and other information pertinent to employment. Authorized persons are individuals in a direct line of supervision over the employee to whom the file applies or any management representative involved in a pending personnel action.

Your personnel file is available for review (except for any references and other material exempt from disclosure under state law) by making advance arrangements with the Director of Finance and Business Services. We will provide copies of personnel records or files as required by law, but you may be asked to reimburse us for the reasonable cost of providing copies.

Change in Personal Data

Keeping your personnel records current can be important to you with regard to pay, payroll deductions, benefits, and other matters. If you have changes in any of the following items of information, please notify the Director of Finance and Business Services:

- Name
- Marital status
- Address
- Telephone number
- Dependents
- Beneficiary(ies)
- Person to be notified in case of emergency
- Job-related physical or other limitations that impact employment
- Other information having a bearing on your employment

A Change in Personal Data form is available for your use in reporting any changes in your personal information.

EMPLOYMENT RELATIONS AND CONDUCT

ETHICS

We believe in treating people with respect and adhering to ethical and fair practices in business. We expect employees to avoid situations that might cause their personal interests to conflict with the interests of our organization or to compromise our reputation or our integrity. Employees who violate the Ethics Policy or who create an equally detrimental impact on the organization will be subject to corrective action, depending upon the circumstance, up to and including termination.

Conflict of Interest

Employees may not solicit, obtain, accept, or retain any personal benefit from any supplier, vendor, customer/client, or any individual or organization doing or seeking business with the Port of Newport. This means you may not maintain an outside business or financial interest or engage in any outside business or financial activity that conflicts with the interests of the organization or interferes with your ability to fully perform job responsibilities. For example, if job responsibilities include purchasing, or being in a position to influence purchasing, the individual responsible must disclose any financial interest and recuse themselves from transactions from any business that furnishes products, materials, or services to the organization or in any related transaction. An employee may not benefit directly or indirectly from a third party who furnishes products, materials, or services to the organization either.

Misrepresentation

As an employee, you should consider how you represent the Port of Newport in your transactions and interactions. You should be careful not to misrepresent the organization's policies, practices, procedures, or prices, or misrepresent your status and authority to enter into agreements. You should also avoid using the organization's name, likeness, facilities, assets, resources, or the authority of your position with the organization for personal gain or private interests.

Gratuities/Gifts

No employee may receive, give, pay, promise, or offer to our customers anything of value, whether cash or any other property, to secure or appear to secure preferential treatment. This includes any form of gratuity to or from employees of our customers or members of their families.

The following exceptions to this policy may be permitted, within the allowed limits of Oregon Statute:

- Purchase of business meeting meals
- Gifts of food or other consumable products offered to the entire work group during the holiday season when rejection of the gift would damage business relationships.

Outside Employment

While employed at the Port of Newport, you may not engage in outside employment that conflicts with the nature of the organization's business, competes with the organization, or that otherwise interferes with your ability to perform according to established standards of performance and work rules. Additionally, you may not work at an organization that conducts business with the Port of Newport. During hours you are scheduled to work for the Port of Newport or use company equipment for such purposes, you may not conduct any business connected with outside employment.

Off-Duty Conduct

Generally, we regard off-duty activities of employees to be their own personal matters. However, certain types of off-duty activities concern us because of the potentially negative impact on the organization's reputation within the communities we serve. Therefore, employees who engage in or are associated with illegal or otherwise harmful conduct (*i.e.*, that which adversely affects the organization, its public image, or their own ability or credibility to carry out employment responsibilities) may be subject to corrective action, up to and including termination.

Solicitation and Bulletin Boards

To make sure employees aren't disturbed or interrupted while on work duty, we have established the following non-solicitation policy:

Individuals who are not employed at the organization may not solicit our employees or distribute literature on organization property at any time.

If you wish to solicit or distribute literature to other employees by or on behalf of any individual, organization, club, or society, you may do so only during times when you are on a rest or lunch break. You may solicit or distribute literature only to those employees who are also on a rest or lunch break. The distribution of literature in work areas is prohibited at all times, but you may place it in established break areas or lunchrooms.

Obscene, profane, or inflammatory items and political advertisements or solicitations are strictly prohibited.

You may not solicit, expect, or accept contributions from vendors, clients, or anyone doing business with the organization.

You may not sell merchandise or collect funds of any kind without prior approval from the General Manager.

We use our organization bulletin boards to keep you up-to-date and to post notices and information required by law. We also use them to announce activities and other items of interest to employees. We ask that you check the bulletin board regularly to obtain information that may be important to you. Bulletin boards are to be used only for posting or distributing notices or announcements of a business nature that apply equally and are of interest to all employees or are directly concerned with organization business.

CONFIDENTIALITY

Organization and Customers

At the Port of Newport, employees have access to highly confidential and proprietary information, including information about our business plans and customers. Our customers trust us with confidential information and disclosing this information without authorization would have a materially adverse impact on our integrity and on our relationships with our customers. Employees must not disclose any information pertaining to the organization or its customers without prior explicit approval of their managers/supervisors and must sign a form stating such.

No organization records or information, including documents, files, records, computer files, and similar materials may be removed from our premises without permission from the Port of Newport, except in the ordinary course of performing duties on behalf of the Port of Newport. Additionally, the contents of organization records or information otherwise obtained in regard to business may not be disclosed to anyone except where required for a business purpose. This prohibition also applies to items posted in a blog or website. Employees are subject to appropriate corrective action, up to and including termination, for revealing confidential information.

Employee Records

The Port of Newport's philosophy is to safeguard personal employee information in its possession to ensure the confidentiality of this information. Additionally, the organization will only collect personal information that is required to pursue its business operations and to comply with government reporting and disclosure requirements. Personal information collected by the organization includes employee names, addresses, telephone numbers, e-mail addresses, emergency contact information, EEO data, social security numbers, date of birth, employment eligibility data, benefit plan enrollment information, which may include dependents' personal information, and school/college or certification credentials. All pre-employment inquiries, including reference check records, as well as former employee files are maintained in locked, separate areas and are not used by the organization in the course of business operations.

Personal employee information will be considered confidential and, as such, will be shared only as required and with those who have a need for access to such information. All hard copy records will be maintained in locked, secured areas with access limited to those who have a need for such access. Personal employee information used in business system applications will be protected under company proprietary electronic transmission and Virtual Private Network policies and security systems. Participants in company benefit plans should be aware that personal information will be shared with plan providers as required for claim handling or record keeping needs.

Organization-assigned information, which may include organizational charts, department titles and staff charts, job titles, department budgets, company coding and recording systems, telephone directories, e-mail lists, and company facility or location information and addresses, is considered by the company to be proprietary company information to be used for internal purposes only. The company retains the right to communicate and distribute such information as it feels necessary to conduct business operations.

If an employee becomes aware of a breach in maintaining the confidentiality of any personal information, the employee should report the incident to the Director of Finance and Business Services. The Director of Finance and Business Services has the responsibility to investigate the incident and recommend corrective action. Please understand that the reasonableness of actions

taken in these circumstances will be taken into consideration. Examples of the release of personal employee information that will not be considered a breach include the following:

- Release of partial employee birth dates (*i.e.*, day and month, which is not considered confidential and will be shared with supervisors/managers who elect to recognize employees on such dates).
- Personal telephone numbers or e-mail addresses may be distributed to supervisors/managers in order to facilitate company work schedules or business operations.
- Employee identifier information used in salary or budget planning, review processes, and for timekeeping purposes will be shared with supervisors/managers.
- Employees' company anniversary dates will be distributed to appropriate supervisors/managers periodically.
- Employee and dependent information may be distributed in accordance with open enrollment processes, for periodic benefit plan changes, or for benefit statement updates.

Should a security breach occur, you will be notified in writing as soon as possible.

WORKPLACE RULES

The Port of Newport believes policies and procedures are essential for the orderly operation of our business and for the protection and fair treatment of all employees. As a result, we have clearly identified performance expectations so that each employee behaves according to our workplace standards. Courtesy and common sense should always prevail. The following work rules are not all-inclusive, but serve as guidelines to demonstrate the work behaviors considered important to the Port of Newport.

1. You are expected to be at work on time, to stay until your workday ends, and to do the work assigned or requested of you. If you are unable to be at work on time, you are expected to contact your immediate supervisor promptly.
2. The expected standard of conduct for all employees in the service of the Port shall be in the public interest as opposed to individual interest.
3. Public relations shall be an integral part of each employee's job.
4. Employees shall be courteous, efficient and helpful to everyone in their work and shall do the best job possible on every assignment.
5. You are expected to regard your workplace with respect and attention. The Port of Newport records, equipment, and property are to be treated carefully and appropriately. You are responsible for those items in your custody and will be held accountable for their maintenance, appropriate use, and accuracy.
6. You are expected to act in accordance with all appropriate codes, laws, regulations, and policies, regardless of whether they are set by the Port of Newport or by outside regulatory bodies.
7. You are expected to conduct yourself in a professional manner, exhibiting a high regard for our customers, vendors, business associates, and for co-workers. No breach of professional behavior (abusive language, harassment, personal business during work time, *etc.*) will be condoned. This also applies to alcohol consumption when representing the Port of Newport in a business or social capacity.
8. You are expected to maintain the confidentiality of organization information or customer information in your possession (*i.e.*, personnel information, trade secrets, *etc.*).
9. You are expected to wear clothing that is neat in appearance and appropriate for your work area, keeping in mind the impression it has on customers, visitors, and other employees as well as the need to promote organization and employee safety. Good individual judgment is the best guideline, but management retains the right to decide what dress is appropriate.

This information regarding our behavioral expectations should help guide employee actions. You are urged to use reasonable judgment and to seek advice in doubtful or unclear situations. If all employees do their best to meet both the spirit and intent of these guidelines, disciplinary issues will be minimal. It is our policy to resolve conduct and performance problems in the most informal and positive manner possible; however, conduct which falls outside of the above guidelines will result in corrective action, up to and including termination.

We also believe that all of our employees should have an opportunity to be heard in matters involving discipline; therefore, we have adopted a formal Dispute Resolution Procedure, which can be found on page 15 of this Handbook.

IMPROPER EMPLOYEE CONDUCT

The term "improper conduct" shall mean not only any improper action by an employee in his/her official capacity, but also any conduct by an employee not connected with his/her official duties tending to bring the Port into discredit, or which tends to affect the employee's ability to perform his/her duties officially, or any improper use of their position as an employee for his/her personal advantage. In addition, improper conduct includes the following:

1. Violation of the criminal laws of the United States or of any state thereof.
2. Being adjudged guilty of a crime involving moral turpitude or infamous or disgraceful conduct.
3. Insubordination or disloyalty.
4. Offensive or unbecoming conduct or language toward the public or towards fellow Port employees or officers thereof.
5. Inattention to duty, tardiness, indolence, carelessness, or damage to, or negligence in the care and handling of, Port property.
6. Improper or unauthorized use of equipment and supplies.
7. Being absent from work without first notifying the employee's supervisor.
8. Outside employment that interferes with Port responsibilities or performance.
9. Absence from duty without leave, failure to report after leave of absence has expired or after such leave of absence has been disapproved or revoked and canceled by proper authorities.
10. Willful violation of any of the provisions of ordinances, these rules, or any rules or regulations which may be prescribed by the General Manager or a department head.
11. Solicitation in an official capacity, or as an employee of the Port, of the public for money, goods, or services not specifically authorized by the General Manager.
12. Violation of provisions in the Personnel Manual.

VEHICLE USE

Port vehicles may only be used for legitimate District business.

Port vehicles will not be used to transport any individual who is not directly or indirectly related to Port business. Passengers shall be limited to Port employees, volunteers, and individuals who are directly associated with Port work activity. Family members shall not be transported in Port vehicles, except if an employee travels out of town for a conference, with approval from their supervisor, they may be allowed to take family members.

Vehicles should contain only those items for which the vehicle is designed. The Port shall not be liable for the loss or damage of any personal property transported in the vehicle.

Employees assigned to operate Port vehicles are responsible for the operation, care, and condition of such vehicle and are also expected to keep Port vehicles clean.

Employees may not operate Port vehicles under the influence of alcohol, marijuana, illegal drugs, or prescription drugs or medications which may interfere with effective and safe operation.

Employees who operate Port vehicles must have a valid Oregon driver's license and may be required to provide proof of a valid license once every six (6) months. To operate certain Port vehicles, the law requires a Commercial Driver's License (CDL) and/or a hazmat endorsement. The Port will cover the costs associated with obtaining and maintaining a CDL, including test, license fees and medical exams. Receipts must be submitted for reimbursement of these costs.

Employees driving while on Port business shall obey all applicable traffic and parking regulations, ordinances, and laws.

Employees who incur fines in Port vehicles will be personally responsible for payment of such fines.

Employees who are issued citations for any offense while operating a Port vehicle must notify their supervisor immediately, when practicable, but in no case later than twenty-four (24) hours. Failure to provide such notice will be grounds for disciplinary action.

An employee who is arrested for, or charged with, a motor vehicle offense for which the punishment includes suspension or revocation of their license, whether in his or her personal vehicle or in a Port vehicle, must notify his or her supervisor immediately, when practicable, but in no case later than twenty-four (24) hours. Conviction for such an offense may be grounds for loss of Port vehicle privileges and/or further disciplinary action.

Reporting and Investigating Accidents

When any Port vehicle is involved in an accident resulting in property damage or injury to any person, the following procedures shall be observed:

Employee shall immediately report the accident to their supervisor and remain at the scene until a police report is made in a case of a fatality, injury, extensive damage, or damage that renders a vehicle inoperative. Do not remove any vehicle until authorized by your supervisor unless non-removal creates undue hazard.

In cases where the vehicle(s) suffer only minor damage, other people should not be delayed any longer than is necessary to exchange the required information. All vehicles should carry a list of the necessary information to collect from the other driver and the information the employee would need to collect from them. The operator should also promptly complete the accident report upon returning to the Port office.

The supervisor or other designated individual shall respond to the scene and request and facilitate a police investigation. He/she shall gather information for the Port's insurance carrier, submit independent reports, and report all findings and conclusions to the Port General Manager.

WHISTLEBLOWER PROTECTIONS

The Port of Newport encourages any employee with knowledge of an illegal or dishonest company activity to report it to the Director of Finance and Business Services or General Manager. All such issues will be promptly investigated with the intent to determine fault and institute any appropriate corrective measures. Examples of illegal or dishonest activities are violations of federal, state, or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting. Any employee wishing for more information can obtain further details from the Director of Finance and Business Services.

If an employee has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee should immediately contact a direct supervisor or the Director of Finance and Business Services. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to corrective action, up to and including termination.

Whistleblower protections are provided to maintain confidentiality and to prevent retaliation. Although someone's identity may have to be disclosed to conduct a thorough investigation, to comply with the law, and to provide accused individuals their due course, the privacy of the individual making the report will be protected to the extent possible. The Port of Newport will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments as well as threats of physical harm. Any whistleblower who believes retaliation has occurred must contact Director of Finance and Business Services immediately. The right of a whistleblower to protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

All reports of illegal and dishonest activities will be promptly submitted to the Director of Finance and Business Services who is responsible for investigating and coordinating corrective action.

DRESS CODE

Employees contribute to the atmosphere and reputation of Port of Newport in the way they present themselves. A professional appearance is essential to a favorable impression with patrons. Good grooming and appropriate dress reflect employee pride and inspire confidence.

Supervisors and Directors have the discretion to determine appropriateness in appearance. A basic essential of appropriate dress includes the need for clothing to be neat and clean, and appropriate for the area where you are working.

A reasonable standard of dress rules out overly-revealing clothing, tank tops, halter-tops, or any extreme in dress, accessory, fragrance, or hairstyle.

Additionally, clothing, jewelry, and hair should not be loose or dangle in such a way that creates any kind of safety hazard.

An employee unsure of what is appropriate should check with the designated manager or supervisor.

Casual shirts: All shirts with collars. This will include shirts and blouses, golf and polo shirts.

Inappropriate: T-shirts, shirts with inappropriate slogans, tank tops, muscle shirts, and crop tops. T-shirts may be approved and provided for specific events only.

Pants: Casual slacks and trousers. Jeans must be without holes, frays, etc.

Inappropriate: Athletic sandals, flip-flops.

Specific safety related apparel may be required of the employee by the Port's safety plan. If so, that apparel shall be purchased and provided by the Port, and instructions for wear shall be determined by the employee's supervisor/manufacturer's specifications, and OSHA requirements. Port safety policies may require additional apparel not required by OSHA such as safety shoes, high visibility colors, etc. Individual employees are responsible to maintain issued equipment, gear, and apparel, and are required to request replacement when no longer serviceable.

COMMUNICATION AND SOFTWARE SYSTEMS

Electronic Communications Systems

For the complete security policy please see the “IT Security Policy, adopted November 19, 2019”. The Port of Newport provides electronic communication systems to maintain superior communications both within the organization and with outside clients and vendors. You are encouraged to learn about these tools and how to use them. This policy provides directions for you regarding access and disclosure of information when using these communication systems. All employees and others outside the organization who may use the systems are expected to be aware of and support this policy.

Our electronic communication systems include computers, software, electronic mail (e-mail), copiers, fax machines, telephones, cell phones, voice mail, messengers, and various online services. All of these systems are operated and managed based upon this policy.

These systems and any other informational, storage, or retrieval services that the organization provides are organization tools and are to be used for business purposes only during business hours. Use of company systems during business hours for other than work-related purposes should be minimal and must not impact business operations.

The use of these systems is not private or confidential. Within the bounds of current and future laws, the organization reserves and intends to exercise the right to review, audit, intercept, access, and search these business systems at will, monitor data and messages within them at any time and for any reason, and disclose selected contents without notice or other restrictions. Messages sent through these systems remain the property of the organization.

As an employee, you must not permit any proprietary or confidential information of the Port of Newport to enter the public domain through electronic transmissions. Examples of the organization’s proprietary and confidential information are provided in the Confidentiality Policy. Also, these systems shall not be used to receive or distribute copyrighted materials, trade secrets, proprietary information, or similar materials from/to outside the organization without prior authorization.

Any messages or communications used through this system are subject to our anti-harassment, anti-discrimination, and non-solicitation policies. You are expected to carefully compose and review the wording, tone, and content of your communications before transmission.

You should check with your supervisor if you have any questions about the proper use of communication or software systems. All system users who discover violations of this policy are expected to notify their supervisors or managers immediately. Improper use or violation of this policy can result in corrective action, up to and including termination.

Electronic Mail System

You are reminded to be courteous to other users of the e-mail system and to always conduct yourself in a professional manner. E-mail messages are sometimes misdirected or forwarded and may be viewed by persons other than the intended recipient. You should write e-mail communications with no less care, judgment, and responsibility than you would use for letters or internal memoranda written on organizational letterhead.

You should know that even when a message is erased through e-mail, it is still possible to retrieve and read that message. Even though the organization reserves the right to retrieve and read any e-mail messages, those messages are to be treated as confidential by other employees and accessed only by the intended recipient. We expect employees to respect others' privacy and not retrieve or read electronic messages for which they are not the intended recipient unless authorized. The use of passwords for security does not guarantee confidentiality; all passwords to company systems must be disclosed to the organization's the Director of Finance and Business Services when requested.

Organization-owned Personal Computers

To protect the integrity of our systems, all software used on our computers must be registered with the Director of Finance and Business Services and purchased according to the "Technology Replacement and Upgrade Policy". Personal or downloaded software may only be installed after written authorization from that individual or the General Manager. A virus check of all such software must be made immediately before it is installed on any organization computer. A virus check must also be conducted on any electronic devices originating from or used on any computer outside of the organization prior to its use with an organization-owned computer. The copy or transfer of organization-owned software may occur only with the written authorization of the Director of Finance and Business Services.

Mobile Devices

Allowing Remote Wipe Provisions/Data Liability

If you are connected to the organization's server, understand that making this connection via a mobile device may compromise the privacy of certain sensitive information. Confidential electronic information, including personally identifiable information, must be protected to prevent it from being exposed if the device on which the information was accessed is lost or stolen. In order to protect this information, the organization retains the right to delete data and applications from any device that contains the organization's information. ***This right to delete such information may be exercised remotely or on-site if the organization determines such action is necessary to protect confidential, sensitive, or proprietary information. Please understand that in downloading any such information to a personal mobile device, you are consenting to the organization's ability to delete this information at any time.*** This policy covers mobile devices such as smart phones, tablets, laptops, and any similar devices. Please ensure that you regularly sync any personal data (e.g., applications, information, photos) to another device/computer for safekeeping, as the wipe command does not differentiate between business and personal information.

Mobile devices should be set to lock after every 10 minutes for security reasons. A PIN-based lockout is required and the PIN must be given to the Information Technology department.

Use of Internet, VPN (Virtual Private Network), and Commercial Online Systems

Although the Port of Newport recognizes that the Internet has useful applications to our business, you may only engage in limited personal use of the Internet. You are responsible for exercising good judgment regarding the reasonableness of personal use. If there is any uncertainty, you should consult your supervisor or manager.

Also, management approval is required before anyone can post any information on commercial online systems, the VPN, or the Internet. Any material not owned by the Port of Newport that will be posted must have received all proper copyright and trademark permissions from its originators prior to approval. For newly generated material, an employee should obtain copyright and

trademark designations, as appropriate, prior to posting any content; the posted content should include copyright and trademark notices. Absent prior approval to act as our official representative from Port of Newport, you must include the following disclaimer with any information you post: “Views expressed by the author do not necessarily represent those of the Port of Newport.”

Social Media and Networking

Social networking websites and online communities, such as Twitter, LinkedIn, Facebook, and Flickr are increasingly used and can be accessed by individuals not only from computer systems, but also from smart phones. These tools have value because they can be used to promote the Port of Newport and share information; employees may also use these systems as a quick communications and networking tool to complete projects. It is not the intent to unduly limit employees’ access to these conduits, however, guidelines and expectations surrounding their use are necessary as there are liabilities inherent in such use. When any employee is using organization-provided computers or cell phones or is representing the organization via social networking activity, that individual is expected to represent the organization in a professional and positive light. The Port of Newport wishes to use social networking exclusively to its advantage, preventing and minimizing any negative outcomes. This includes ensuring that all employees will be free from harassment and unprofessional behavior when utilizing or consuming social media; therefore, employees authorized for its use must abide by all applicable laws (including copyright) and ethical considerations. Please refer to the “IT Security Policy, adopted November 19, 2019” for complete details.

Posting

Business Use

Employees may use social networking websites to conduct organizational business, as long as such use is authorized and complies with the organization’s policies. Company logos or other organizational information must conform to pre-approved marketing concepts and standards. We do not endorse making business references on behalf of others on sites such as LinkedIn.

Ownership of Social Media Accounts

In the case that a social media account is set up for business purposes, the organization has the right to review, edit, and delete content associated with the account. The organization will have access to information associated with the account such as the username and password, and any content associated with the account will be considered the property of the organization. If an employee separates from the Port of Newport, the organization has the right to assume control of this account.

Monitoring

While the organization does not routinely monitor social networking sites, other employers, organizations, and individuals do monitor and share information found on social networking websites. Again, posted information is public information.

Protection

Social networking sites collect profile information for advertising opportunities and criminal reasons. Phishing (e-mail messages asking for username and passwords, etc.) and spamming are two downsides. Never click on links asking for personal or confidential information. Heed security warnings and pop-ups. Use of these sites may mean more SPAM sent to your e-mail account. If possible, disable the ability of others to post HTML comments to your home page. When accessing these sites, use caution when you see a posting or link that looks suspicious; when

in doubt, delete it. Viruses and spyware may damage the organization's operating system, compromise data, or expose your privacy and that of others you communicate with via e-mail and social media sites.

Be aware that others may piece together personal information for identity theft purposes. Be prudent in making comments or posts which reveal your or others' travel plans or divulge other safety-sensitive and private information.

Prohibited Conduct

Behavior and judgment in an electronic environment should mimic behavior in a physical setting. Employees are expressly prohibited from posting content that is malicious, abusive, threatening, intimidating, coercing, profane, disruptive, discriminatory, or harassing. Defamatory statements are prohibited and employees should be aware they are personally responsible for the legal consequences of such statements.

Nothing in this handbook should be interpreted as limiting an employee's right to engage in legally protected speech or other activity. Failure to adhere to these standards and to use appropriate protocols will lead to further corrective action, up to and including termination.

Telephone Usage

The Port of Newport realizes that employees must occasionally make and receive personal telephone calls at work. Such calls must be kept to a minimum and should impact your work as little as possible. Unauthorized use of the telephone, including charging long distance calls to the organization, will result in corrective action, up to and including termination.

Voice Mail System

The voice mail system at the Port of Newport is the property of the organization and is provided for use in conducting organization business. All communications and information transmitted by, received from, or stored in this system are organization records and property of the Port of Newport, occasional use is allowed. You have no right to personal privacy in any matter stored in, created, received, or sent over the voice mail system. The Port of Newport, in its discretion as owner of the voice mail system, reserves the right to monitor, access, retrieve, and delete any messages stored in, created with, received by, or sent over the system for any reason and without employee permission. You are not authorized to retrieve or listen to any voice mail messages that are not sent to you.

Cell Phones

Where job or business needs necessitate immediate access to an employee, the organization may provide/require a business cell phone for work-related communications. This phone is provided for business use only. Business cell phones are not to be used for purposes not related to work. Keep in mind that cell phone internet usage, phone records, voice mail, and text messages are not private and may be accessed. If an organization-provided phone is used for personal business, any phone charges incurred by an employee related to the personal usage will be the sole responsibility of the employee.

Any use of a cell phone while driving may present an unsafe condition for the driver, other employees, and the general public. The organization prohibits the use of cell phones while driving, except when hands-free accessories are used. In cases where a cell phone call is necessary, employees must adhere to all federal, state, and local rules and regulations regarding such to help ensure the safe operation of both organization-owned and private vehicles. If an employee is using

a cell phone while driving and has an accident, any costs, fees, and fines shall be solely the responsibility of the employee.

PERFORMANCE MANAGEMENT AND REVIEW

To establish a meaningful performance evaluation system upon which Port of Newport can continuously monitor the effectiveness of organizational operations and employee performance, all employees will receive regularly scheduled formal performance evaluations annually.

The objectives of our performance management and formal appraisal process are to:

- Ensure that employees know their individual performance against established performance standards;
- Determine how well the organization is doing in assisting employees with work performance and meeting goals;
- Ensure communication and two-way feedback;
- Provide a consistent, objective, and fair method of making compensation decisions;
- Provide a tool for career planning; and,
- Provide a permanent record of employee performance and organizational contributions.

Managers and supervisory personnel are accountable for providing employee development actions designed to improve and enhance employee performance such as:

- Reasonable employee training;
- Assigning, directing, controlling, and reviewing employee work;
- Assisting employees in correcting deficiencies; and,
- Objectively evaluating employee performance during the evaluation period.

Our performance appraisal program is intended to be participatory and equally involves both your input and your supervisor's. This allows you to contribute to the growth and improvement of the organization. You are encouraged to:

- Inquire about your performance periodically;
- Accept additional responsibilities and show initiative;
- Review opportunities for advancement within the organization;
- Ask for assistance in developing a goal-oriented path for advancement within the department or organization; and,
- Learn about training available to assist you in improving your skills or qualify you for a promotion or lateral transfer.

Performance evaluations serve as one factor in decisions related to employment such as training, merit pay increases, job assignments, employee development, promotions, and retention. Evaluations identify specific performance levels as compared to established standards, acknowledge the merit of outstanding performance, and prescribe the means and methods of improving performance deficiencies.

CORRECTIVE ACTION

Everyone benefits when we work together and conduct ourselves in a manner that reflects the best interests of both the organization and its employees. It is the philosophy of the Port of Newport to correct performance deficiencies and address violations of policies and work rules in order to correct situations and avoid repetition.

You will be informed if corrective action is necessary as soon as possible after any performance problem has been identified. Your manager or supervisor will discuss the situation with you, explaining this policy and the necessity of corrective action to avoid other disciplinary actions.

Although one or more corrective action measures may be taken in connection with a particular performance problem, no formal order will be followed. Corrective action may include any of a variety of actions depending on the circumstances and severity of the particular situation.

Corrective actions taken at the discretion of management may include **any** of the following:

- Verbal counseling with you, which will be confirmed in writing by your supervisor and placed in your personnel file.
- Written warning, which will be placed in your personnel file.
- Suspension, which will be confirmed in writing for your personnel file. Suspension is normally used to remove an employee from the organization's premises during an investigation or as a disciplinary action. A suspension may be paid or unpaid. If you are suspended, it will be documented in your personnel file.
- Termination, which will be documented in your personnel file.

The corrective action process will not always commence with verbal counseling or include every step. The above options are not to be seen as a process in which one step always follows another. Some acts, particularly those that are intentional or serious, warrant more severe action on the first or a subsequent offense. Consideration will be given to the seriousness of the offense, any change in behavior, and the circumstances surrounding the offense.

Appeals from Disciplinary Action

Any Regular full-time or part-time employee may appeal disciplinary actions, except that an employee serving on probation as a result of being promoted cannot appeal demotion back to the classification from which they were promoted. An employee may, within five (5) working days of the effective date of the disciplinary action, appeal the action. The appeal will be in accordance with the Dispute Resolution Policy as outlined on Page 15.

COMPENSATION

PAY ADMINISTRATION

The Port of Newport values high quality work from its employees and is committed to compensating employees for their efforts and results. It is our intent to provide a competitive compensation package that will attract, retain, and motivate employees. It is also our intent that policies and pay practices be administered consistently throughout the organization to ensure internal equity is achieved.

Your pay as a new employee is established based on the pay level of current employees performing work of comparable character and based upon factors such as your previous experience, education, and skills. This policy will be administered and interpreted in accordance with applicable federal and state laws and regulations.

Pay Increases

It is Port of Newport's policy to reward you with increases in pay for dedication in your work, extra effort, and contributory performance. Management does not award increases on an automatic basis or at preset intervals. Your supervisor/manager will determine if an increase is warranted at the time of your performance review; factors considered will include performance evaluation factors. Recommended increases are not effective until approved by both the next level of management and the General Manager.

Because information about your rate of pay and any increases is sensitive and personal, we ask that you exercise discretion and care regarding the discussion of these matters.

THE COMPENSATION PLAN

Maintenance of Plan

The General Manager, with input from the Division Directors, is responsible for the maintenance of the compensation plan. The compensation plan includes for each class a minimum and maximum rate of pay and intermediate steps as are considered necessary and equitable. Annually the plan shall be reviewed and adjusted based on market rates, rates paid by other public and private employers for comparable work, unusual problems or recruitment issues, turnover, cost of living, and any other relevant factors.

Cost of Living Adjustments

The General Manager may include a cost of living adjustment when developing the annual compensation plan. The cost of living increase should be based on the Consumer Price Index, West Region. The cost of living increase is not guaranteed, but should be included if sufficient funds are available.

Administration of Plan

Each employee shall be paid a rate of pay within the salary range for the class in which they are employed.

Entrance Salary

The entrance salary will be based on a pay equity analysis for positions with multiple staff in similar positions. The General Manager will approve any entrance salary of step 4 and above.

Step Increases

Step increases are typically the next step of the salary range for the class. Step increases will be based on the Employee Performance Evaluation. Step increases are not automatic. Division directors and Supervisors shall recommend to the General Manager those employees they feel are qualified.

Eligibility for Step Increases.

Employees shall be eligible for a Step increase only at the start of a fiscal year regardless of anniversary date, unless an exception is made by the General Manager.

Salary Consideration at the end of the Probationary Period.

Increase in Salary as result of superior performance during the Probationary Period. The General Manager/department head may apply a step(s) increase if warranted at the end of the probationary period. The increase must be within the total amount budgeted for the position. No obligation for this adjustment will be implied by the General Manager/department head during recruitment.

Movement to a Higher Classification

When an employee is promoted or reclassified to a classification having a higher salary range, they may be given an increase to a higher rate of pay in the new salary range. Employees moving to a higher classification must meet the Minimum Qualifications for the higher pay range within six (6) months of starting the new position. Failure to meet the minimum qualifications will result in demotion to the lower class position, including a pay reduction.

Demotion

If any employee is demoted or reclassified to a class with a lower salary range for reasons which do not reflect discredit on his or her employment record, their salary rate shall remain the same as long as the rate is within the salary range of the lower classification. Demotion for cause will result in a corresponding reduction in salary.

Transfer

When an employee is transferred from one department to another, or from one classification to another classification having the same salary range, their pay will normally remain the same.

Consideration

The consideration and allowance or rejection of the issues in this sub- chapter are subject to the existence of funds for said purposes and budgetary limitations.

Employment Contracts

Contracts with employees shall make every effort to meet the terms of the adopted compensation plan. However, the Port of Newport Board of Commissioners reserves the right to approve employment contracts that may deviate from the plan. Employment contracts usurp the terms and policy laid forth in these rules.

Bonus Consideration

The General Manager has the authority to issue on behalf of the Port a holiday bonus to employees in an amount not to exceed \$100 per employee based upon financial and other considerations. The Commission grants the General Manager an equal bonus as may be issued to other Regular Full-Time and Part-Time employees.

PAY PRACTICES

Paydays

You will be paid twice a month. Paydays are on the 15th and the 20th of the month. If a payday falls on a Saturday, Sunday, or banking holiday, paychecks will be distributed or direct deposited on the Friday prior to the established payday. If a payday falls on an organizational holiday, you will receive your check on the last workday prior to the holiday. Employees are normally paid by direct deposit, but you may request payment by check instead by opting out, if you choose to receive a manual check, paychecks will not be delivered to anyone else without your written request.

Payroll Deductions

Certain mandatory and elective deductions which are made from employee pay are noted on the paycheck stub. The only deductions made are those mandated by law or authorized by you in writing.

Pay Advances

Advance payments of salary may be granted in emergency situations but must be approved by an immediate Supervisor and the Director of Finance and Business Services. Each request for an emergency draw will be reviewed individually. Employees may not request more than two (2) draws per year. Employees are generally encouraged to find other appropriate resources for any financial difficulties, however.

In order to receive approval, emergency draws cannot exceed an amount equal to the hours accumulated at the time of the request, less any funds required for voluntary and involuntary deductions; advances may never exceed an employee's net salary for the pay period. The amount of any pay advance will be withheld from the employee's paycheck covering the pay period the wages were drawn against.

Method of Payment

Employees are normally paid by direct deposit, you may opt out of Direct Deposit either verbally or in writing. A statement showing gross earnings, deductions, and net salary is provided by our time keeping system and is available online at ADP.

Employee Withholding Allowance Certificates (Form W-4)

You are required to furnish the organization with an Employee Withholding Exemption Certificate (W-4) at the time of hire. You may file a new W-4 form any time. When you submit an updated Form W-4, the organization will implement the desired changes as soon as is reasonably possible, but no later than the start of the first payroll period ending on or after the 30th day from the submission date. We encourage employees to seek tax advice if they have questions about withholding amounts.

Time Records for Non-Exempt Employees

The time card is a record of time worked and must be filled out by-weekly, although daily is preferred. It provides a permanent record of time spent on the job, indicating the exact time you worked. Each non-exempt employee will be issued a time card at the start of the pay period.

Time cards should be reviewed carefully for completeness and accuracy at the end of each week, as they will be used to calculate pay. Supervisors will review and approve time cards each pay

period. Time cards must be completed **online via ADP**. If an error needs to be corrected, the time card must be reviewed by the manager/supervisor for appropriate action. All manual entries or corrections must be made, reviewed, and approved by the supervisor or other appropriate management member. Time cards should be reviewed and approved at the end of the pay period. Your electronic approval on the time sheet each pay period verifies that the times and dates are true and accurate to the best of your knowledge. You should never allow someone else to make entries on your time card. Willfully falsifying a time card will be grounds for corrective action, up to and including termination.

Time Records for Exempt Employees

Employees classified as exempt are not required to fill out time cards and no deduction of pay will be made for hours worked fewer than eight (8) hours per day, unless authorized by law. However, because the Port of Newport does have paid time off benefits programs, if you have earned time in these bank(s), you must use this time first to cover any time off that is less than your normal work day.

Dispute Resolution Process for Paycheck Errors

If you have any questions regarding your pay or feel a manager or supervisor has made a change to your pay that you do not believe is accurate, please contact the Director of Finance and Business Services or the Director of Operations.

Final Paycheck

While we request that you give us at least 10 working days' advance notice prior to departure when resigning or retiring from the organization, if you provide us with at least 48 hours' notice (excluding holidays and weekends) you will receive your final paycheck on the last day worked. If less notice is given, the final paycheck will be provided within five business days (excluding weekends and holidays) or on our next regularly scheduled payday, whichever occurs first. Final paychecks will include all wages earned through the last workday plus payment for any accrued and vested benefits that are due and payable at separation.

HOURS OF WORK AND WORK SCHEDULES

Organization Hours

The general office hours at the Port of Newport are 8:00 a.m. to 5:00 p.m., Monday through Friday.

Specific workday and workweek schedules for each employee will be determined from time-to-time by the appropriate manager/supervisor based on the organization's needs. We will attempt to notify you of any changes in workdays or workweek schedules two weeks prior to the effective date of change. Management reserves the right to modify schedules consistent with the needs of the organization.

The normal workday is 8 hours. The total hours in a normal workweek are 40, Sunday through Saturday. If you are a non-exempt employee, you should not begin work before your normal starting time or continue working beyond the normal quitting time without explicit advance approval from your supervisor.

Overtime

The Port strives to keep overtime to a minimum, but you may be required to work overtime. Overtime hours will be paid to non-exempt employees at one and one-half times (1.5) the regular rate of pay for all hours worked in excess of 40 in a regular workweek, or as otherwise required by state and federal laws. Paid time off will not be considered when computing overtime. Your **department supervisor must approve any overtime hours in advance** or else you may face corrective action, up to termination.

Compensation Time

Compensation for overtime may be in the form of compensatory time off. Compensation time will be at the rate of time and one-half for time worked. Compensation time must be used within two (2) months of earning it. The General Manager will determine when compensation time will be awarded instead of cash compensation.

Cash Payment

Any employee who terminates Port employment shall be entitled to cash compensation for overtime worked for which they have not been compensated. In case of death, compensation for accrued overtime shall be paid in the same manner that salary due the decedent is paid.

Overtime Work on Holidays

Employees eligible for overtime compensation who are required to work on holidays shall receive compensation in the form of cash compensation. If a holiday falls during a weekend so that Friday or Monday is the designated holiday, overtime for the holiday shall be allowed for work performed on the Monday or Friday. If the normal work hours are eight (8) hours for the holiday, the employee will receive an extra eight (8) hours of pay, if the normal work hours are ten (10) hours, they will receive an extra ten (10) hours of pay. Temporary or seasonal employees who are not eligible for holiday pay and have not worked more than forty (40) hours in a regularly scheduled work week will be paid straight time for work performed on holidays.

Working Out of Class

Whenever an employee is assigned the duties of the supervisor for more than thirty (30) consecutive working days, the employee shall be compensated for such duties at the discretion of the General Manager.

On Call

Definition: Time spent away from the workplace, but you are available to work, in the rare instance you are requested to do so via telephone or other means. You are not required to restrict your activities while on-call, must remain free of the influence of alcohol or drugs. The On Call policy applies to Regular Full-time non-exempt employees only.

In the rare event you are called to work, you will be paid for travel time and for the time worked or a minimum of two hours, whichever is greater. You will receive an additional \$1.00 per hour for your travel time and for the time worked or a minimum of two hours, whichever is greater.

Meal and Rest Periods

Meal and rest periods will be provided for you according to any applicable state regulations. Supervisors will review these and establish schedules. Non-exempt employees are not permitted to work through a meal period unless approval from a supervisor (in an emergency situation) is obtained before the scheduled meal break. In these situations, the meal period will be paid time.

Lactation

The Port of Newport promotes and supports the practice and need for employees to express breast milk on its premises upon their return to work.

Until their babies are 18 months old, employees may take reasonable rest periods of no less than 30 minutes during every four-hour work period (or major part thereof) to express breast milk. Nursing breaks may be taken concurrently with regular meal and rest breaks, although additional reasonable break time will be made available, as required. Management and employees should work together to find mutually agreeable hours of work and breaks which support the continuation of expressing breast milk.

If an employee perceives or observes adverse treatment with respect to the expression of breast milk, a supervisor/manager should be informed immediately.

The Port of Newport will provide a private space with an electrical outlet, within the office building, to express breast milk. This space may vary according to available empty rooms. Check with your supervisor. Hand washing facilities and a refrigerator will also be available at all sites and appropriate signage for privacy will be supplied.

Employees will be responsible for the storage of the expressed milk. The milk, if stored in the refrigerator provided, must be clearly labeled with the employee's name. To ensure the safety of stored breast milk, it is recommended that the container used to store the milk be sealed in a plastic bag to prevent contamination.

Social and Recreational Activities

Participation in off-duty social or recreational activities such as organization picnics and holiday parties is entirely voluntary. Participation or nonparticipation will not affect your wages, hours, working conditions, or present or future employment opportunities.

Inclement Weather and Emergency Closures

Emergencies such as severe weather, fires, power failures, earthquakes, and other natural disasters can disrupt organizational operations. In extreme cases, these circumstances may require the closing of our offices.

In the event that the Port of Newport makes the decision to close the office prior to the start of the business day, the closure will be announced via an organization-wide email from the General Manager. A closure message will also be recorded on Port of Newport's general voice message line. It is the responsibility of each employee to check e-mail and call the voice message line for an update, if there is any doubt regarding office operations.

If a decision is made to close the office after the business day has already begun, the closure message will also be announced via e-mail (or other method).

Exempt employees will be paid for all absences full-day related to emergency closures.

Non-exempt employees will not be paid for time away from work due to office closure; however, with supervisory approval, available PTO may be used. Non-exempt employees who have reported to work before the decision to close is made will be paid for time worked, or a minimum of two (2) hours, whichever is greater.

EMPLOYEE-INCURRED EXPENSES AND REIMBURSEMENT

The Port of Newport will pay reasonable business-related expenses you incur while performing your job responsibilities. Prior to traveling you should review the Port's Travel policy for reimbursable expenses, but also may be provided with a travel card. All such expenses must be pre-approved by your supervisor before payment will be made.

Expense reports are due to your Supervisor or a Director within 5 five days following the end of the month.

Mileage Reimbursement

When you use your own vehicle for organization business, you will be reimbursed for organization-related business travel at the current IRS determined rate per mile.

In order to recover these costs, an expense report must be signed by you and dated, initialed by your supervisor/manager, and submitted to the Finance Department for processing according to policy. If you have questions about expense reports and mileage allowances, ask your supervisor.

You assume liability for your vehicle when you use it for business purposes. All employees who want to use their personal vehicles for organization business must sign statements verifying that they have a current driver's license and the minimum vehicle liability insurance required by state law. This insurance will be primary.

PAY EQUITY STATEMENT

The Port of Newport strives to ensure all employees receive an equitable total compensation package based on a variety of factors relating to their position, job performance, education, and experience. From time-to-time, employees performing work of comparable character may have different compensation levels. Any such differences will be based on the Port of Newport's objective processes for evaluating an employee's work and one or more of the following factors: seniority, merit, quantity or quality of work, workplace location, regular and necessary travel, education, training, experience, or any combination of those factors. Employees who believe they are not being compensated fairly are encouraged to discuss the matter with their Supervisor, or a Director to obtain clarification.

BENEFITS

PURPOSE AND POLICY

The Port of Newport strives to provide the most equitable and cost-effective benefits for employees in recognition of the influence benefits have on employees' economic and personal welfare. Paid in various benefit forms on your behalf, the total cost of providing the benefit program is a significant supplement to your pay and should be viewed as additional compensation.

Policies, provisions, and procedures that govern the organization's benefit program apply to all regular full-time and part-time employees, whether exempt or non-exempt, unless otherwise stated in a particular benefit plan. Benefits do not apply to temporary, seasonal, or on-call employees.

Some benefits may accrue during your new-hire probationary period, but in most cases eligibility to use these benefits will not occur until you obtain regular employee status or meet other conditions of employment specified in the Handbook or contained in the benefit policy/plan booklets.

Benefit Pro-ration and Employee Cost Sharing

If you are a regular part-time employee, your benefits are prorated based upon the number of hours you work. Essentially, you accrue vacation and sick leave benefits at a lower rate than a full-time employee because your accrual rate is based on fewer hours.

Discretionary employee benefits not mandated by state or federal law are selected and controlled by the Port of Newport. Decisions to provide these benefits are based on such considerations as cost, composition of our workforce, operational efficiency, and desirability of benefit provisions. When costs of discretionary insurance benefit plans exceed the organization's interest in or ability to pay the full premium, we will require you to share in the cost of your coverage.

Benefit Design and Modification

The Port of Newport reserves the right to design plan provisions and to add, eliminate, or otherwise modify the benefits described in this Handbook or elsewhere in plan documents when it is in the organization's best interest. Consider that changes to benefits may occur at management's discretion prior to making a serious, long-term decision based solely on current benefit offerings.

Benefit Plan Documents

You'll receive summary plan descriptions upon eligibility and enrollment. The benefit programs are explicitly defined in legal documents, including insurance contracts, official plan texts, and trust agreements. In the event of a conflict between these documents and this policy, the plan documents govern. These official documents are available from the Director of Finance and Business Services for your review. We ask that you refer any questions about this information to WHA Insurance, the Port of Newport's agent of record, or any other future agent of record as designated by Port of Newport.

Individual benefits may be modified, become more expensive, or may even be eliminated in the future because of cost increases or as a result of changes in our business situation or economic conditions. We encourage you to be thoughtful about relying solely on these benefits, given that they are subject to change. Upon separation from employment, employees may be eligible for the continuation of benefits consistent with state and federal law. Any benefits described in this Handbook apply only so long as the Handbook is current; employees do not have vested rights.

HEALTH INSURANCE BENEFIT

The Port of Newport currently provides health insurance coverage for all employees and their dependents if they are otherwise eligible to participate in the plan. You were provided with information about the plan at the time you were hired, you are eligible for benefits after the first full month of employment at the Port.. You are asked to review the summary plan description for answers to questions you may have. Any need for further information should be referred to the Director of Finance and Business Services.

Eligibility

This benefit is provided for all regular full time employees. If otherwise eligible, you may begin to participate in the plan after you have completed 30 days of continuous employment. Insurance plan coverage begins on the first day of the month following completion of 30 days of employment. Part-time, temporary, seasonal, and on-call employees are generally not eligible to participate in the health insurance plan.

Plan Enrollment

You will be asked to complete the enrollment forms when you are hired. If you don't want to enroll at the time of eligibility and later decide to request enrollment, you will only be allowed to enroll if you can demonstrate that a qualifying event has occurred which qualifies you for a special enrollment period.

The Port pays the full monthly premium for enrolled employees.

Coverage for dependents of employees is also available; however, you are responsible for the full cost of the monthly premium associated with this coverage.

An eligible employee who chooses not to enroll in the insurance plan is not entitled to any other form of compensation in lieu of coverage and is required to sign a written waiver of participation.

Medical information is covered by HIPAA regulations. The Port of Newport realizes the responsibility we have to treat your private health information with great care and discretion. We have implemented safeguards to protect this information.

Premium Cost

Specific types of coverage and benefit payment schedules are described in the organization's health care plan booklet that is available to all eligible employees. At the time of eligibility and during open enrollment each year, you will be informed of how much the organization will contribute toward your monthly premiums if you are eligible to participate in the plan. Premium rates are established by the insurance carrier and are subject to change, usually based on increased costs to provide medical services and the amount of services our employees require.

Any premium co-payment and dependent coverage you are required to pay is funded through a monthly payroll deduction. The Port of Newport determines the payroll deduction schedule.

Termination of Coverage (Employers with 20 or more employees)

In the event that you or your dependents lose eligibility to participate in the health plan, you may have the health plan coverage extended for a period of time. Eligibility can be lost due to a prolonged absence from work or if certain "qualifying events" occur that would otherwise cause your or a dependent's group health coverage to terminate. Examples of qualifying events are

termination of employment, a reduction in hours, divorce or legal separation, entitlement to benefits under Medicare, a dependent child reaching the age of 26, or a leave of absence. You must notify us or the plan when a dependent child loses eligibility or in the event of divorce or legal separation.

You, your spouse, and dependents may continue group health insurance for a certain period of time at your own expense under COBRA. However, continuation does not occur automatically. You and any dependents have 60 days to enroll in the plan, which starts on the later of a) the date the election notice is received or b) the date you and any dependent would otherwise lose coverage; you have 45 days to pay the initial premium. Coverage will be retroactive to the date of the qualifying event. You and any covered dependent will receive information about the provisions of the law when you first enroll in benefits and again if a qualifying event occurs.

Portability/Conversion of Health Plan

If you've been continuously covered under our group medical insurance policy for at least 180 days and your employment with us ends, you may be eligible to convert to an individual policy with our insurance carrier. You may request this portability coverage before, during, or at the end of the benefit extension period described above. However, you must apply for portability coverage from our insurance carrier within 60 days after your group coverage ends. Please contact the insurance carrier for more information about this coverage.

DENTAL INSURANCE BENEFIT

The Port of Newport provides a Dental Insurance plan for employees.

Eligibility

Employees regularly scheduled to work 30 hours or more per week are eligible for dental insurance coverage on the first day of the month after 30 days of employment. Part-time, temporary, seasonal, and on-call employees are not eligible to participate in dental insurance.

Cost

At the time of eligibility and during open enrollment each year, you will be notified of how much the organization will contribute towards monthly premiums.

Employees may enroll dependents in the dental care plan, but must pay all of the premium costs associated with this coverage, which will be deducted from the employee's paycheck.

OTHER INSURANCE BENEFITS

Group Life Insurance

We provide group life insurance coverage for eligible employees. Employees who are regularly scheduled to work 32 hours per week or more become eligible for this coverage on first day of the month after 30 days of employment. The amount of insurance coverage is \$50,000. The Port of Newport pays the full premium.

Premium Only 125 Plan

The Port of Newport provides a Premium Only 125 Plan that allows employees to have any group medical, dental, or vision premium contributions deducted from their checks on a pre-tax basis. Details will be provided to employees at the time of eligibility, or during the orientation session. You become eligible the 1st day after 30 days of employment.

HRA Plan

The Port of Newport will reimburse employees for eligible expenses (i.e. out-of-pocket expenses) of individuals, the individual pays first \$1,000 of deductible, the Port will reimburse for the deductible met between \$1,000 and \$4,500. Member pays remaining deductible from \$4,500 to \$5,000. For families, the family pays the first \$2,000, the Port will reimburse for the deductible between \$2,000 and \$9,000, the family pays the remaining \$1,000. The unused reimbursement may not be liquidated by the employee nor may it be carried over.

PAID TIME OFF BENEFIT

The Paid Time Off (PTO) program provides paid time off to be used at the employee's discretion, while protecting an allotment of time for illness, injury, or preventative care, in compliance with applicable sick time regulations. PTO is a combination of vacation and sick time days.

Eligibility

All regular Full time employees are eligible for PTO accrual. Seasonal, temporary, Part-time and on-call employees do not earn PTO. Unless otherwise negotiated or modified at the discretion of the General Manager, Full-time employees earn PTO hours at the following rates:

<u>Years of Continuous Service</u>	<u>Hours Accumulated</u>
0-5	160 (twenty 8-hour days)
6-10	200 (twenty-five 8-hour days)
11 or more	240 (thirty 8-hour days)

PTO begins to accrue on the first day of the first full month of work, but employees are not eligible to use PTO the first ninety (90) days of service. Employees who are off work on a leave of absence do not earn PTO.

Maximum Accumulation

Employees are allowed to carry the following maximum amounts of PTO during the year. Any employee that is about to lose PTO credit because of limitations should notify their supervisor to prevent loss of PTO.

<u>Years of Continuous Service</u>	<u>Hours Accumulated</u>
0-5	320 hours
6-10	360 hours
11 or more	400 hours

Appropriate notice is necessary so that PTO time can be scheduled for employees. The following schedule is recommended, but supervisors can revise it to meet their needs, except where doing so would conflict with applicable law.

<u>Reason for Time Off</u>	<u>Required Notice</u>
Illness/Injury	Two (2) hours prior to start of shift
Planned Needs	Two (2) weeks

PTO time is considered replacement time and may be taken only for scheduled work days and hours.

The notice schedule should provide time for departments to arrange for adequate coverage during employee absences. However, if management is unable to schedule time off, requests may be denied even though sufficient advance notice has been given. If more than one employee in a department asks for the same time off and gives the required advance notice, length of service within the department will be considered in granting the requests. PTO must be used in increments of one (1), hour or more.

All PTO will be paid at an employee's regular rate of base pay. Maximum PTO Payout

If an employee voluntarily resigns and/or is terminated, the following is the maximum payout to an employee, an employee who terminates during the initial probationary period shall not be entitled to payout for PTO that has accrued:

Years of Continuous Service	Accumulated Hours	
		per year
0-5 (0-60 mos.)		80 hrs.
6-10 (61-120 mos.)		120 hrs.
11+ (121+ mos.)		160 hrs.

PTO Donations

Employees may donate PTO to a co-worker who has exhausted all accumulated PTO from an extended illness or injury. In such event, the Port's only involvement shall be to transfer an employee's PTO in accordance with the employee's request and add it to the PTO balance of another employee.

Donation Guidelines:

The receiving employee will be compensated for PTO at their regular rate of pay. (Example: Employee A earns \$10/hr. and donates thirty (30) hrs. to Employee B. Employee B earns \$15/hr. and would receive twenty (20) donated hours.)

A document stating the donation shall be signed by the employee and placed in the employment file.

The PTO transfer from any one employee to another may (a) not exceed forty (40) hours in a calendar year; nor (b) exceed forty (40) hours in the last twelve (12) months.

The donating employee must have at least one hundred twenty (120) hours remaining in their own PTO balance after the transfer.

Once PTO has been transferred, it is gone and can only be replaced if transferred from a co-worker according to these guidelines.

The receiving employee may not receive more than twenty-four (24) days of transfer PTO from all co-workers.

Employees may not donate compensatory time or any other accrued or earned leave.

Employees may not donate PTO to receiving employees with a balance of PTO or compensatory time.

Employees otherwise eligible for, or receiving, disability benefits, workers compensation or parental leave will not be considered eligible to receive donations under this program.

PAID HOLIDAY BENEFIT

The Port of Newport observes the following holidays each year and our offices are officially closed on these days:

New Year's Day	Martin Luther King Day
Presidents Day	Memorial Day
Independence Day	Labor Day
Veterans Day	Thanksgiving Day
Day after Thanksgiving	Christmas Day
Floating 8 hour holiday*	

***Floating Holiday:**

Personal holidays shall be credited on a calendar year basis and must be used within that calendar year. If an employee's initial anniversary date is after June 30th, they will not receive a personal holiday for that calendar year. Upon termination, an employee will be paid for an unused personal holiday for that calendar year, provided that termination occurs after June 30th of that year. Employees who terminate during the probationary period shall not be paid for any unused personal holiday time

Employees will receive a schedule each year showing the date each of these holidays will be observed. These holidays or any additional time observed, such as Christmas Eve or New Year's Eve, will be determined each year at management's discretion.

Eligibility

Employees regularly scheduled to work **32** hours or more per week will be paid for the above holidays.

OTHER BENEFITS

Employee Assistance Program

The organization recognizes that employees and their family members may, from time-to-time, face personal issues that affect their careers and personal lives or both. Solutions to some of these problems may not be readily apparent. To this end, we offer, at no expense to you, the services of outside professional counseling for you and your family to help deal with personal problems such as family relationships, substance abuse, etc. You or anyone living on your property may consult with these professionals on a confidential basis at no cost. Literature describing plan provisions and how to contact our providers is made available during your probationary period and to all staff members as plan provisions change.

This benefit is available to all benefit eligible employees on the first day of the month following 30 days of employment.

PERS Retirement Plan

Full-time and part-time benefit-eligible employees are automatically enrolled in the State of Oregon Public Employees Retirement System (PERS) Retirement Plan six (6) calendar months from date of hire.). Each employee shall be responsible for their member-paid pre-tax contribution to the plan (6% of gross wages). The Port shall be responsible for employer contributions at the rates set by PERS.

A.	Tier I	13.99%
B.	Tier II	13.99%
C.	OPSRP (Tier III)	6.14%

The Port of Newport offers a Deferred Compensation Plan for its employees through the Oregon Growth Savings retirement account. This plan is funded entirely through voluntary contributions.

TRAINING

The Port of Newport encourages and promotes training opportunities for all Port employees. The General Manager shall assist department heads in meeting the training needs of the personnel of their departments; and in cooperation with department heads, shall encourage the development of departmental and inter-departmental training programs designed to meet personnel needs, and to prepare employees for promotion to positions of greater responsibility.

Orientation of New Employees

All new employees will go through a training orientation.

Time of Training Periods

Training periods may be conducted either during or after regular working hours or both. Training sessions conducted during regular working hours should be arranged so as not to interfere with work schedules as much as possible.

Types of Training

For the purposes of administering this rule, three (3) general categories of training are recognized. These categories are:

In-Service Training. This category includes those courses which are initiated by the Port and are aimed primarily at improving the specific abilities of employees in performing of, or broadening their, general comprehension of Port operations.

Specialized Individual Training. This category includes special training courses which are usually initiated by some other group, but which have special interest directly relating to the work performed by one or more Port employees. This category includes seminars and training sessions held by professional organizations and specialized short courses.

Academic Training. This category involves courses offered by colleges, universities, or the local school districts for academic credit. It includes courses taken to improve an employee's knowledge in a specific area which would improve their performance as an employee with the Port. Correspondence courses may be included in this category.

Tuition Aid

"Tuition Aid" is defined as full or partial payment or reimbursement for tuition costs of specialized individual training or academic training. This tuition aid will be provided if funds for such expenditure are available in the current budget, and you receive a grade of c or better and if the employee is not receiving reimbursement for tuition from any other source.

Employees who desire tuition aid for specialized individual training or academic training shall submit their requests through their department head. Requests will be reviewed by the department head and forwarded to the General Manager for approval. Prior approval of the General Manager must be obtained before the training starts to qualify for tuition aid. When the training is completed, evidence of satisfactory completion of the training will be submitted to the General Manager. Employees completing any tuition aid program must continue to work for the Port for at least two (2) years after their program is complete. Otherwise, they must reimburse the Port for their tuition.

LEAVES OF ABSENCE

LEAVE OF ABSENCE POLICY

We realize that our employees may encounter situations that require a temporary short-term or extended absence from work. We offer several different types of leaves of absence for the following purposes:

Bereavement Leave	Disability Leave (Non-FMLA)	Family and Medical Leave
Civic Duty	Military Leave	Leave to Donate Bone Marrow
Personal Leave	Crime Victims' Leave	Domestic Violence Leave

The type of leave requested may determine which employees are eligible and what procedure should be followed in requesting and obtaining the leave. The effect of the leave on benefit accruals, benefits, and reinstatement rights also varies according to the type of leave you are requesting. Each of these leaves is discussed on the following pages. If you have any questions about your potential eligibility for a leave or your benefits and rights while on a leave, please contact the Director of Finance and Business Services.

You are eligible to take a Bereavement Leave in the event of the death of the following immediate family members:

- Spouse/Domestic Partner
- Biological, Adoptive, Foster, or Stepchild
- Parent
- Grandparent/Grandchild
- Parent-in-law
- Another Person of "In Loco Parentis" Relation

Leave to attend the funeral of a non-immediate family member with whom you had an especially close relationship may also be granted at the discretion of management.

This leave may be taken to attend the funeral (or alternative) of the family member, to make arrangements necessitated by the death of a family member, or to grieve the death of a family member. The leave must be completed within 60 days after the date on which you received notice of the death of your family member.

Length of Leave

The total length of leave you may be granted for bereavement is situational and may be decided based upon the unique circumstances of your need and applicable law. If you qualify for OFLA, at a minimum, you are allowed to take up to two weeks off per death of an immediate family member. If you need additional time off for any bereavement-related purpose, you may ask for more time which may be granted according to applicable law or at the discretion of management.

Request Procedure

If possible, you should provide notice of the need for leave 10 days in advance. You are required to at least provide oral notice within 24 hours of taking leave, but someone else can do this on your behalf, if necessary. You must provide written notice of the request for time off within three (3) days of returning to work.

Pay While on Leave

You will continue to receive regular pay based on straight-time work hours missed up to eight (8) hours a day for up to five (5) days, which is the maximum company-paid absence allowed. Employees may choose to cover an additional period of absence with any available **PTO/OFLA** policy.

CIVIC DUTY LEAVE

Jury or Witness Duty Leave

Employees subpoenaed to serve as witnesses or for jury duty may obtain a protected leave of absence. If we feel that your absence would cause an undue hardship to you or the organization, we may instead request, with your agreement, that jury duty be postponed. You may choose to use your accrued paid personal time available for voluntary service as a witness or for court appearances you must make as part of your own legal proceedings or lawsuit.

Length of Leave

Jury or witness duty leave is available for the period of time covered by the initial subpoena or court order and any involuntary extensions.

Request Procedure

You must notify your manager or supervisor as soon as is practicable after you receive notice asking you to serve as a witness or on a jury so that arrangements can be made to cover your position. You are expected to provide us with a copy of the subpoena or notice within five (5) days after you received it.

Pay While on Leave

You will be compensated for the difference between the civic pay received and your regular rate of pay, if you are a non-exempt employee. For exempt employees, any partial day or partial week worked will be paid in full; employees are required to remit any jury fees received in connection with their service.

Status of Benefits

Benefits are not affected by jury or witness duty leaves.

Voting Leave

We encourage all employees to vote and to take advantage of polling hours before or after work. However, if you are unable to vote outside of business hours, we will work to accommodate you in arranging a time for you to vote.

Request Procedure

You must notify your manager or supervisor before Election Day if you are unable to vote before or after work and provide a valid reason why voting during those hours is not possible.

Pay While on Leave

Time off to vote will be without pay for non-exempt employees, unless you have earned hours of vacation or personal time that you can use for that purpose.

CRIME VICTIMS' LEAVE

If you or a member of your immediate family suffers financial, social, psychological, or physical harm as a result of a personal felony or an employee is a victim of harassment (under the public offenses statutes), you may be entitled to take protected leave from work to attend criminal proceedings.

Safety Measures

The company will provide reasonable safety measures, if you are the victim of harassment or a threat of harm that would be expected to cause concern.

Eligibility

You will be eligible to take crime victims' leave if you have worked an average of more than 25 hours per week for the organization for at least 180 days immediately before the leave would begin.

Length of Leave

The amount and length of leave time you may take is limited to that which does not create significant difficulty and expense (undue hardship) to the organization. If the organization must limit your leave due to undue hardship, we will notify the prosecuting attorney in the criminal proceeding, who is required by law to notify the court. The court will then take your work schedule into consideration when scheduling the criminal proceedings.

Request Procedure

You must provide your manager or supervisor with reasonable notice of your intention to take crime victims' leave, and provide copies of any notices of scheduled criminal proceedings that you receive from a law enforcement agency. We will treat such documentation as confidential information.

Pay While on Leave

Crime victims' leave is unpaid; however, eligible employees who take this type of leave are required to use any accrued paid personal time available to them. Exempt employees working partial days or a partial week will be paid in full for the entire week, although accrued time must be used first.

Status of Benefits

Benefits are not affected by crime victims' leave.

DOMESTIC VIOLENCE LEAVE

An employee who is a victim of domestic violence, harassment (under the public offenses statutes), sexual assault, or stalking or whose minor child or dependent is a victim may be entitled to take unpaid protected leave from work.

Eligibility

All Port of Newport employees are eligible to take domestic violence leave.

Types of Services/Treatment

An employee may take leave to seek legal or law enforcement assistance, to secure medical treatment, to obtain counseling or victim services, to relocate, or to take other reasonable steps to ensure one's own health and well-being or that of a child or legal dependent.

Length of Leave

The amount of leave taken will be reasonable and that which does not create a significant difficulty and expense (undue hardship) for the organization.

Request Procedure

An employee accessing this leave provision needs to request time off from a manager or supervisor as much in advance as possible to aid in scheduling. We understand that instances of violence are usually not predictable, and these requests may be made with little forewarning. We will treat any information you share as confidentially as possible.

Safety Measures

The Company will provide reasonable safety measures, if you are the victim of domestic violence, harassment, sexual assault, or stalking.

Pay While on Leave

Domestic violence leave is unpaid; however, eligible employees who take this type of leave are required to use any accrued paid personal time available to them. Exempt employees working partial days or a partial week will be paid in full for the entire week, although accrued time must be used first.

Status of Benefits

Benefits are not affected by domestic violence leave. The Port of Newport strongly encourages any employee experiencing such an issue to avail themselves of the EAP's services and support.

FAMILY AND MEDICAL LEAVE

Purpose

We are covered by the Oregon Family Leave Act (OFLA) which allows you to take a leave of absence for your own serious health condition. Leave is also granted for the birth or adoption of a child, for the placement of a foster child, for the care of a child, grandchild, spouse or registered same-gender domestic partner, parent, parent-in-law, or grandparent with a serious health condition, and for the care of a sick child, a spouse's or registered same-gender domestic partner's call to active duty in the military or leave from deployment, and bereavement due to the death of a family member. This handbook material is intended to outline our practice regarding this leave.

Eligibility

You are eligible for family and medical leave if the following requirements are met:

- You have been employed for at least 180 consecutive days (26 weeks) or more before the first day of the family and medical leave.
- You have worked an average of 25 or more hours per week as of the day before the request for family and medical leave is made. This average is calculated based upon the 180 days immediately preceding the request for leave. Some exceptions exist, including leave taken for the birth, adoption, or placement of a child (parental leave).

Reasons for Family and Medical Leave

The following situations qualify for family and medical leave:

- To care for an infant or a newly-placed adopted or foster child under the age of 18, or older than 18 if incapable of self-care due to mental or physical disability, within 12 months of the event (parental leave);
- To care for a family member with a serious health condition or your own serious health condition (serious health condition leave). [Note: Oregon covers child, parent, parent-in-law, grandchild, grandparent, spouse, registered same-gender domestic partner, and "in loco parentis" relationships.];
- For a pregnancy-related disability or prenatal care (pregnancy disability leave) [Note: employees who have used up their original 12 weeks for a serious health condition related to pregnancy are entitled to an additional 12 weeks of parental leave];
- To care for a sick child who does not have a serious health condition, but requires home care (sick child leave). Medical certification of sick child leave will be required after the third leave occurrence in each leave year. The Port of Newport will reimburse any out-of-pocket costs for medical certification. [Note: Employees who use up their original 12 weeks for parental leave are entitled to an additional 12 weeks of sick child leave. If only part of the 12 weeks is used for parental leave, the employee will only be eligible for the balance remaining on the 12 weeks for sick child leave or any other OFLA qualifying leave];
- To attend the funeral (or alternative) of a family member; make arrangements necessitated by the death of a family member; or to grieve the death of a family member; up to two (2) weeks of leave is available in each such case (not to exceed 12 weeks per leave year). The leave must

be completed within 60 days after the date on which you receive notice of the death of your family member. (See Bereavement Leave for details that may apply to those employees not eligible for OFLA leave)

Length of Leave

You may take up to 12 weeks of family and medical leave during a 12-month period. A week is defined as your normal work week schedule. The 12-month period will be measured forward from the date of leave using a calendar year. If medically necessary, family and medical leave may be taken on a reduced or intermittent schedule. Details of the proposed schedule should be attached to the Request for Family Leave form and should be verified by the certifying health care professional on the Health Care Provider Certification form, if applicable.

Under OFLA, an employee who takes leave for a disability related to pregnancy may qualify for up to 12 additional weeks of leave for any OFLA qualifying event in the same leave year; an employee who takes a full 12 weeks of parental leave may be eligible to take up to an additional 12 weeks of sick child leave in the same year.

Request and Certification Procedure

In situations where the need for medical leave is known, you must give thirty (30) days' written notice to take family and medical leave by filling out and turning in the Request for Family and Medical Leave form.

We recognize that many times the need for family and medical leave can be caused by serious or emergency situations. We will make every attempt to work with you to ensure that you receive all benefits to which you are entitled; however, you are expected to call us as required by our call-in policy and make every effort to communicate your situation to us immediately.

Most requests for family and medical leave require verification by a third party. Requests for leave related to a serious health condition (not parental leave) must be verified by a health care professional using the "Health Care Provider Certification" form, which needs to be returned within 15 days of our request for it. Bereavement leave may require a verification of the death in your family. You may also be asked to provide proof of your relationship to a person associated with your leave, as applicable. Please check with the Director of Finance and Business Services to discuss how best to provide this proof.

In the case of adoption, a legal representative who can attest to the validity of the adoption must verify the request for family and medical leave. In the case of placement of a foster child, a representative of the agency making the placement can verify the request.

Any medical information provided on either a personal health condition or the health condition of a family member is kept confidential and only those with a valid business-related reason for knowing any details will have access to any of this information. If you have any questions about how this information will be handled, please contact the Director of Finance and Business Services

Subsequent medical verification may be requested in connection with an ongoing absence but not more often than every 30 days. Exceptions exist, however, in situations where:

- Circumstances change significantly from the current certification; for example, the pattern of necessary absences changes;

- Information is received casting doubt on the employee's stated reason for the leave or the continuing validity of the certification.

Lastly, the Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of employees or their family members. In order to comply with this law, we are asking that you not provide any genetic information when responding to this request for medical information. "Genetic information," as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

General Provisions

You are required to use any accrued vacation, sick leave, or other paid leave available to you during the family and medical leave. When this is exhausted, the balance of the leave will be unpaid. You are required to provide periodic status reports to the organization while on a family and medical leave. The organization will continue to pay our share of your medical benefits during family and medical leave. You are responsible for paying your share of medical insurance premiums prior to the due date of the premium payment. You may continue other insurance benefits by paying the full cost of the premium for any leave in excess of four (4) work weeks in duration. Premium payments must be received by the due date or coverage will be discontinued.

Reinstatement

You are entitled to return to the same or an equivalent job with equivalent benefits, pay, and other terms and conditions of employment at the end of a family and medical leave. You may be required to present a fitness-for-duty certificate before being reinstated.

Other details regarding family and medical leave are available from the Director of Finance and Business Services.

LEAVE TO DONATE BONE MARROW

Eligibility

Employees working 20 or more hours per week are eligible for this leave.

Length of Leave

An employee may use up to 40 hours of leave which may be taken as paid or unpaid time. In extenuating circumstances, approval to take more time off (paid or unpaid) may be granted by a supervisor or manager.

Request Procedure

You must notify your manager or supervisor as soon as is practicable after you become aware that you will be donating bone marrow. You are expected to provide a copy of the doctor's verification for bone marrow donation. If there is a medical determination that you do not qualify as a bone marrow donor, the paid leave of absence used before that determination was made will not be affected.

Status of Benefits

Benefits are not affected by this leave.

PERSONAL LEAVE OF ABSENCE

Full-time, regular employees may be granted an unpaid personal leave of absence under certain circumstances. A personal leave of absence is an approved period of time away from work for personal reasons that do not fall under the guidelines of the Family and Medical Leave Policy or any other leave policy. A personal leave of absence is granted at our discretion and is normally granted to protect the length of service and benefit rights of an employee whose service might otherwise be terminated.

Eligibility

You become eligible for a personal leave of absence after **12** months of service; all earned paid leave must be exhausted first. If you want to take a personal leave of absence, you must make arrangements with your supervisor and receive General Manager approval.

Length of Leave

The leave may be requested for any time over **30** consecutive days. A personal leave of absence starts on the first regular workday following the last day worked. The maximum leave allowed under this policy is 90 days.

Request Procedure

A written request, using the Leave of Absence Request Form, should be submitted at least one-week (five (5) working days) before time off that will exceed five (5) days, except in emergencies. Leave requests must include an expected date of return. If you do not return after three (3) days of that date and no extension has been requested, we'll assume you have resigned.

Pay While on Leave

Personal leaves of absence are without pay.

Status of Benefits

Insurance coverage will **not** be maintained for you while on a personal leave of absence of more than 30 days; leaves longer than 30 days may require continuation of benefits through COBRA. You may continue insurance coverage by paying the full premium by the first of each month. Benefits do not accrue during this type of leave of absence, but are instead retained at the same level.

Reinstatement

The Port of Newport will attempt to arrange employment for individuals returning from a personal leave of absence, but no guarantees are made. While you are on a personal leave of absence, you are required to check in with your supervisor on a regular basis as agreed upon, but at a minimum of every two weeks to inform us of your status and to notify us of any change in personal data. You may be required to present a doctor's release before being reinstated if the leave was medically-related.

UNIFORMED SERVICES LEAVE AND RE-EMPLOYMENT

Regular employees requiring a leave of absence for service in the uniformed services are provided leave and will be re-employed at the end of the leave. Policies governing this leave are designed according to the Uniformed Services Employment and Re-employment Rights Act and applicable state regulations. The policy covers employees who enter active military duty voluntarily and extends to Reservists or National Guard members who are called to limited active duty or extended training duty, including regularly scheduled annual training and military summer camp training. These military members, and those with previous or current military service, are protected from discrimination and harassment.

Eligibility

All employees of the organization except those hired on a brief, non-recurrent basis are eligible for leave.

Length of Leave

Given that the requirements regarding this type of leave are subject to change, the length of this leave will be administered under the current provisions of all applicable laws at the time of occurrence.

Request Procedure

You must provide oral or written notice, using the Leave of Absence Request Form, of your obligation or intention to perform service in the uniformed services, unless notice is precluded by military necessity or is otherwise unreasonable or impossible. Failure to do so may result in loss of re-employment rights.

Pay While on Leave

Military leaves are without pay unless you elect to utilize vacation benefits earned before the commencement of the leave.

Status of Benefits

Reservists, National Guard members, and veterans returning from military service in the Armed Forces have and retain rights with respect to seniority, vacation, compensation, and length of service pay increases, as may be provided by applicable statutes of the United States and the State of Oregon. For any leave extending beyond 30 days, you may maintain health care insurance benefits for up to 24 months while on leave by paying the full insurance premiums.

Reinstatement

If you are returning from a USERRA leave, you generally must report to work or request re-employment within prescribed time limits, which are based on the length of the leave as follows:

- 1 to 30 days: You are expected to report to work on the first regularly scheduled work day following the completion of your service and an eight-hour rest period. You will most likely be reinstated to a position you would have held had you not taken leave or to the same position you held prior to the leave.

- 31 to 180 days: You should submit an application for reemployment no later than 14 days after an honorable release from service unless it is impossible or unreasonable through no fault of your own. You will generally be

reinstated to the position you would have attained if continuously employed, so long as you are qualified for the job or can become qualified after reasonable efforts by the Port of Newport, or to the same position you held prior to leave. In some cases, reinstatement may be made to a position of like seniority, status, and pay to either of the aforementioned positions or to their nearest approximation.

181 days or longer:

You must apply for re-employment no later than 90 days after the completion of satisfactory service, absent extenuating circumstances. You will generally be reinstated to the position you would have attained if continuously employed, so long as you are qualified for the job or can become qualified after reasonable efforts by the Port of Newport, or to the same position you held prior to leave. In some cases, reinstatement may be made to a position of like seniority, status, and pay to either of the aforementioned positions or to their nearest approximation.

For service of 31 days or more, the Port of Newport will request that you provide documentation to verify your rights to re-employment, including your separation papers.

Time limits for applications for re-employment are extended for up to two years for disabled veterans, unless extenuating circumstances beyond a veteran's control may warrant another minimal extension beyond that period. Failure to file an application within the required time periods may otherwise result in a loss of the right to re-employment.

OREGON MILITARY FAMILY LEAVE

An employee may be eligible to take leave beginning on the first day of employment, if the employee's spouse/registered domestic partner is notified of an impending call to active duty and when the spouse/registered domestic partner is on leave from deployment.

Eligibility

You will be eligible to take military family leave if you work an average of at least 20 hours per week for the organization.

Length of Leave

The amount of leave time available is up to 14 days of unpaid leave per deployment.

Leave Interaction with the Oregon Family Leave Act (OFLA)

If an employee is also eligible for OFLA (generally at least 6 months on the job and working at least 25 hours per week), this time will run concurrently with OFLA leave, reducing the 12 weeks of leave available in any leave year.

Request Procedure

An employee accessing this leave provision needs to request time off from the designated manager or supervisor within five (5) days of receiving official notice of an impending call or order to active duty or of a leave from deployment, or as soon as is practicable. Obviously, the more advance notice given, the easier it is to handle scheduling issues. These types of leave situations, however, arise with little forewarning at times.

Pay While on Leave

Oregon military family leave is unpaid; however, eligible employees who take this type of leave may use any accrued paid (vacation/sick/personal) time available to them. Exempt employees working partial days or a partial week will be paid in full for the entire week.

Status of Benefits

Benefits are not affected by Oregon military family leave.

HEALTH AND SAFETY

DRUGS AND ALCOHOL

The objective of this policy is to provide a workplace and environment that are free from the effects of substance abuse. Furthermore, the Port of Newport believe(s) that we have a responsibility to our employees, to those who use or come into contact with our products and services, and to the general public to ensure safe operating and working conditions. To satisfy our drug free workplace objective and meet these responsibilities, we must establish a work environment where employees are free from the effects of drugs, alcohol, or other impairing substances. Accordingly, we have adopted this drug and alcohol policy.

The following conditions and activities are expressly prohibited on our premises or property or during work time or while representing us in any work-related fashion and will lead to corrective action, up to and including termination:

- Manufacturing, selling, attempting to sell, using, distributing or possessing alcohol or other controlled or illegal substances that impair job performance or pose a hazard when use or possession occurs;
- Reporting for or being at work with the presence of alcohol, illegal drugs, or controlled substances in your system.

If your doctor prescribes over-the-counter or pharmaceutical drugs, you are responsible for ensuring that your ability to maintain work performance standards, including safety, will not be affected by the medication. If you are in doubt, please discuss this with your Department Director before beginning work. Any medical issues discussed will be kept confidential.

If you have a problem with drugs or alcohol and wish to undertake rehabilitation, you may be granted an unpaid leave of absence for this purpose, as long as your work performance warrants and there have been no violations of this policy. It is your responsibility to seek help before the problem adversely affects your work performance or results in a violation of this policy. If you need assistance in seeking this help, you may talk to the Director of Operations or the Director of Finance and Business Services. No one will be discriminated against for undertaking rehabilitation.

For purposes of this policy, having any detectable level of alcohol or drugs in one's system while covered by this policy will be considered to be a violation. Where we have a reasonable basis to believe that an employee is in violation of this policy, the employee will be required to submit to testing to determine presence of, use of, or involvement with alcohol or drugs. We reserve the right to determine whether reasonable basis exists.

The following definitions apply:

Reasonable suspicion is defined as specific, describable observations concerning such circumstances as the work performance, appearance (including, for example, noticeable odor of an alcohol), behavior, or speech of the employee, or as being involved in an accident on organization premises that results in physical injury or property damage.

Presence of is defined as any detectable level of alcohol or drugs in an employee's blood or urine, or any noticeable or perceptible impairment of the employee's mental or physical faculties.

Controlled Substances are defined as any product causing potential impairment of an employees' mental or physical faculties and whose availability is restricted by law.

Over-the-counter drugs are defined as those that are generally available without a prescription from a medical doctor.

Prescription drugs are defined as those drugs that are used in the course of medical treatment and have been prescribed and authorized for use by a licensed practitioner/physician or dentist.

Any employee who is found to be in violation of this policy and who refuses to submit to testing, or refuses to cooperate, or attempts to subvert the testing process will be subject to corrective action, up to and including termination. We also reserve the right to involve law enforcement officials for any conduct that we believe might be in violation of state or federal law.

If a professional assessment is made that you have a problem with alcohol or drugs, your continued employment may be conditioned upon your entering into and completing a treatment program (including follow-up recommendations) approved by the organization. You also may be required to sign and live up to the terms of a performance agreement in order to demonstrate your commitment to rehabilitation and staying alcohol- and drug-free. This course of action is likely if you come forward on your own and ask for help in overcoming your problem. If you are caught selling, distributing, using, or having the presence of drugs or alcohol in your system while at work, we may terminate your employment without offering you the opportunity to participate in a treatment program.

If you voluntarily request assistance in dealing with a personal drug or alcohol problem, you may do so through the Employee Assistance Program. The request for assistance will not jeopardize your employment as long as this assistance is sought before work performance has deteriorated or disciplinary problems have begun. Other treatment programs for drug and alcohol problems may be available through our health insurance coverage.

As a result of corrective action arising from a drug or alcohol problem, you may be required to participate in a drug or alcohol treatment program. If so required, you will regularly be evaluated for drug and alcohol use by a professional. When such an evaluation is scheduled, we will pay the cost. You may also be required to participate in follow-up care as part of a comprehensive alcohol and drug treatment program. Depending upon the nature of the conduct that led to your mandated participation in an alcohol and drug treatment program, you may be required to submit to random or unannounced screening for alcohol or drugs for a specified period of time. You may also be required to meet various performance standards that are imposed as a condition of continuing employment.

If you are involved in a job-related accident resulting in property damage in excess of \$\$1,000 or physical injury requiring off-site medical attention, you will be required to submit to testing to determine the presence or absence of a controlled substance. We may waive the requirement if we do not have a reasonable basis to conduct drug or alcohol testing or, if we determine, at our discretion, that the accident could not have been caused by the use of a controlled substance.

You will be subject to testing upon transfer or promotion into another position.

You may be required to submit to testing on a random or unannounced basis to determine the presence of, use of, or involvement with drugs or alcohol. This may include testing by random selection, testing of an entire department or work unit, or testing of specific identified categories of employees as a group.

We will also conduct testing as required or recommended under the provisions of any state or federal government regulations. If you are within a regulated group requiring testing, you will be required to abide by policy as well as any government programs.

When being tested, you may request that any sample be split into two parts, with one part tested and the other retained by the testing laboratory for future re-testing in the event of a positive test result. If you request a re-test, it will be at your expense and must be conducted by a laboratory that is acceptable to us. A list of approved laboratories will be provided upon request.

If you believe that your specimen was not collected in accordance with established procedures, you must report any deficiencies within 24 hours of the collection. Deficiencies reported after 24 hours have expired and will not be considered.

WORKPLACE VIOLENCE

The Port of Newport recognizes the importance of a safe workplace for employees. A work environment that is safe and comfortable enhances employee satisfaction with work as well as employee productivity.

To foster a safe workplace, this organization specifically prohibits any employee, customer, or vendor from bringing any kind of weapon, knife (other than folding pocket-knife), or firearm on premises. If you have a question whether something may be considered a weapon in violation of this policy, you must ask your supervisor prior to bringing the item onto our premises. Our premises include areas such as personal vehicles parked in our designated parking area.

Situations may occur, despite our best efforts to prevent them, which present a risk of harm to employees and others. All employees have an obligation to report any incidents that pose a risk of harm to employees or others associated with the organization or that threaten the safety, security, or financial interests of the organization. Employees should make such reports directly to the Director of **their Department**.

All information related to the reports, including the name of the reporting employees, will be kept as confidential as possible under the circumstances. We will generally notify the reporting employee of action taken in response to the report.

We may, out of business necessity, conduct an investigation of a current employee when the employee's behavior raises concerns about work performance, reliability, honesty, or potential threat to the safety of co-workers or others. An employee investigation may include investigation of criminal records and a search of the organization's property such as desks, work areas, lockers, file cabinets, voice mail systems, and computer systems.

If an employee is found to have violated any part of this policy, corrective action up to and including termination may occur.

EMPLOYEE HEALTH AND SAFETY

The Port of Newport is committed to providing our employees with a safe and healthful work environment. To accomplish this goal, both management and employees must make diligent efforts to promote safety within applicable laws and standards. The Port has developed a Safety and Health Manual that each employee will receive when they begin their employment and will be responsible for following the guidelines and procedures outlined in the Manual. Failure to comply with the procedures and policies identified in the Manual could result in corrective action, up to and including termination

We develop and implement safety rules and regulations through our managers and supervisors. This process is ongoing and requires periodic safety audits. Safety audits are undertaken to determine the necessity and feasibility of providing devices or safeguards to make the workplace safe and healthful. We also educate employees about workplace hazards and the proper and safe methods to use in performing job tasks.

You are expected to give your full skill and attention to the performance of your duties, using the highest standard of care and good judgment. You are also expected to always follow safety rules and regulations, including using appropriate protective clothing, shoes, and equipment, attending all training sessions offered, and following directions of warning signs, signals, and supervisory personnel.

While we respect personal taste in clothing, jewelry, and body modification, when any of these areas have the potential to make an employee more vulnerable to injury, we reserve the right to prohibit the attire or behavior or ask the employee to take some steps for safety. As an example, for those who have gauged or stretched earlobes, we request that you always wear ear tapers (plugs, ear lets, tunnels, etc.) while at work to prevent accidental tearing or catching of the earlobe.

All job-related injuries or illnesses are to be reported to your supervisor immediately, regardless of severity. In the case of serious injury, your reporting obligation will be deferred until circumstances reasonably permit a report to be made. Failure to report an injury or illness may preclude or delay the payment of any benefits to you and could subject the Port of Newport to fines and penalties. No one will be retaliated against for filing a workers' compensation claim in good faith.

The Health and Safety Manual, as well as the rules and regulations will be issued or modified from time-to-time and will be effective immediately upon communication. Rules and regulations will be distributed to you and posted on the employee bulletin board.

If an injury occurs you are required to:

1. Take remedial first aid actions; seek emergency care if necessary.
2. Report the injury as soon as possible.
3. Fill out the accident and injury report form and workers' compensation form.
4. Provide your supervisor with a medical release from a doctor.
5. Review the incident with our Director of Operations.

Early Return to Work Program

Our Return-to-Work program provides guidelines for returning you to work as early as possible after you have suffered an on-the-job-injury. The program is not intended to be a substitute for a reasonable accommodation when an injured employee also qualifies as an individual with a disability.

The Return to Work program consists of a team effort by supervisors, injured employees and their treating physicians, management, and our workers' compensation insurance carrier. All team members will take an active role in returning injured employees to productive work. Through this team effort, we hope to help our employees recover and return to full employment as soon as their medical condition permits.

If you are injured on the job and your doctor determines that you are able to perform modified work, the organization will attempt to provide such a job until you are able to resume your regular duties, except where provided as an accommodation for a permanent disability. All modified work is temporary and may be offered at any location or on any shift. If you are offered a modified position that has been medically approved, failure to report at the designated time and place may affect time loss compensation.

A return to work from non-work-related injuries is covered in the Family and Medical Leave section.

Smoking in the Workplace

The Port of Newport is a non-smoking facility. This includes the use of electronic cigarettes and vaping devices. Places outside the office may be designated as smoking areas; smoking is limited to these areas. Please do not smoke or vape within 10 feet of any entrance, exit, window, or air intake device. If any employee has a concern about the areas designated, that individual should speak with the appropriate supervisor.

Employee Right to Know/Hazard Communication Program

The Port of Newport provides a Hazard Communication Program so that all employees are aware of chemical hazards in the workplace. By becoming familiar with this information you can help prevent injuries and illnesses from chemical exposure. If you have any questions regarding chemical hazards, do not delay in asking your supervisor or the Director of Operations].

The following safety precautions have been taken to prevent injuries and illnesses from chemical exposure:

Container Labeling

The Director of Operations or designee will verify that all containers received for use will:

- Be clearly labeled as to the contents with a product identifier.
- Note the appropriate hazard warning with a precautionary statement, pictogram, hazard statement, and supplemental information.
- List the manufacturer/supplier name, address, and emergency phone number.

It is our policy that no container will be released for use until the above data is verified.

The supervisor in each section will ensure that all secondary containers have either an extra copy of the original manufacturer's label or a generic label that has identification and hazard warning blocks. For help with labeling, see the Director of Operations.

Safety Data Sheets (SDS)

Copies of safety data sheets for all hazardous chemicals that employees of this organization may be exposed to will be kept in the Director of Operations Office. Safety data sheets will be available to all employees in their work areas for review during each work shift. Never use a chemical or associated machinery if its safety data sheet is not available; you should immediately contact the Director of Operations before using the chemical or the machine containing it.

Employee Information and Training

Before starting work, you will attend a health and safety orientation and receive information and training about the following:

- An overview of the requirements contained in the Globally Harmonized Hazard Communication System;
- Chemicals present in your workplace operations;
- Location and availability of our written hazard communication program;
- Physical and health effects of the hazardous chemicals;
- Methods and observation techniques used to determine the presence or release of hazardous chemicals in the work area; and,
- How to reduce or prevent exposure to these hazardous chemicals through the use of control/work practices and personal protective equipment.

After attending the training class, you will sign a form to verify that you attended, received our written materials, and understand our policies on hazard communication.

Prior to a new hazardous chemical being introduced into any section of this organization, each employee of that section will be given information as outlined above. The Director of Operations is responsible for ensuring that Safety Data Sheets (SDS) on new chemicals are available.

EMERGENCY PREPAREDNESS

The Port of Newport may be subject to major disruptions as a result of occurrences beyond the control of the organization. All employees should exercise good judgment in responding to these events as the situation necessitates. The Port of Newport will try to provide emergency and limited services during periods of disruptions. The General Manager shall make the determination to close the organization, suspend activities, or make the organization available for community support.

In the event of potential or actual disruptions that may be weather-related or a result of a catastrophic event such as an earthquake, fire, explosion, or public health emergency, contact the General Manager.

Compensation of employees will be determined in accordance with all applicable regulations when individual facilities or activities are closed as a result of emergency conditions. Employees not compensated during an emergency-related closure may be able to use available **PTO**.

Should a threat to company property or an employee be received, it should be reported immediately to your supervisor and the Director of Operations.

EMPLOYMENT SEPARATION

SEPARATION FROM EMPLOYMENT

Separation from employment with the Port of Newport occurs when you voluntarily resign, are laid off, or are discharged by the organization.

Resignation

Employment with us is “at-will,” which means you are free to resign at any time, with or without cause or notice. However, in order to achieve an orderly transition, we would appreciate receiving notification of your resignation at least 10 working days before the intended date of departure. For supervisors and management-level personnel, at least 30 days’ notice of a resignation is requested.

Job Abandonment

To maintain a safe and productive work environment, employees are expected to be reliable in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on the organization; poor attendance and excessive tardiness are disruptive. Either may lead to corrective action, up to and including termination of employment. **If an employee fails to call in or show up for work, job abandonment and voluntary resignation will be assumed after the third day of absence.**

Job Elimination, Reduction in Work Hours

Our desire is to avoid circumstances that require a reduction in hours or staff, but we also recognize that situations may arise where such reductions are necessary. Depending upon the circumstances, we may respond in a variety of ways, including offering a voluntary reduction in hours or days of work, reducing your work hours or days of work, reducing the workforce, or reducing expenses by other means. Among the factors we will consider in selecting employees for any reduced hours or reduction in force are:

- Your department, location, or job;
- Your job knowledge, skills, and ability to do the required work;
- Your performance, attendance, and safety and corrective action history and records;
- Your possession of licenses, registrations, and certifications required by the job;
- Your creativity and teamwork skills, if required for the job;
- Your demonstrated willingness to go the extra mile for the organization, co-workers, and customers; and,
- The efficiency of our operation.

Evaluation of these factors is at our discretion. When we conclude that all the factors are substantially equal, we will reduce the hours of or lay off the employee with the shortest term of service. The General Manager or Director will personally notify employees of a layoff. After explaining the layoff procedure, you will be given a letter describing the conditions of the layoff, such as the effects on benefits, the possibility of reemployment, procedures, and any outplacement services.

If practicable at the time of layoff or upon an employee being placed in an inactive status, we may provide limited re-employment rights for a period of eight (8) weeks. The order of recall will be determined using the above factors. An offer of re-employment may be made orally or in writing to the last address reflected in your personnel records. It is your obligation to keep us informed of any changes to your telephone number, email address, and physical address. The offer will identify the available job and the date you are to report to work. If you are not rehired during the period

specified, your re-employment rights end; if you decline re-employment or fail to report on the date specified in an offer, you generally waive any re-employment privileges.

Discharge

Our philosophy and general practice is to provide employees who have completed the initial probationary period of employment with an opportunity to correct minor performance and conduct problems before discharge is implemented.

The organization has a corrective action policy found on page 34 of this Handbook that describes action management may take, at its discretion, to correct performance infractions prior to discharging employees. The decision to discharge employees is based not only on the seriousness of the current performance infraction, but also on the individual's overall performance record and length of service.

We also believe that our employees should be given an opportunity to be heard in matters involving corrective action, including discharge, and we have provided a formal dispute resolution procedure found on page 80 of this Handbook for that purpose. You are encouraged to use this procedure to resolve any issues you may have that cannot be resolved by consulting with your supervisor.

Exit Interview

An exit interview may be arranged to give you an opportunity to address unresolved issues before leaving the organization. It also allows us to solicit your opinions about our organization and any suggestions you may have for its improvement. We encourage all employees invited to participate in an exit interview when they separate from employment to do so, and we value all opinions and suggestions we receive in the process.

At the exit interview session, you will be given information regarding your benefit continuation rights and responsibilities and how you will receive your final paycheck.

Return of Organization Property

Upon separation from employment, either voluntarily or otherwise, you must return all organizational property in your possession. Such property may include credit cards, organization vehicles, keys, ID cards, pagers, tools, software, electronic devices, uniforms, this Handbook, and any other items in your possession that belong to the organization.

Employee's Notes

Port of Newport HANDBOOK RECEIPT ACKNOWLEDGMENT FORM

As an employee of the Port of Newport, I acknowledge the following:

I have been provided a copy of, or given access to the Employee Handbook. I understand that the Handbook contains important information about Port of Newport’s policies, work rules, and my benefits. I have both read and understood the information in the Handbook and have asked the Director of Finance and Business Services for the clarification of any information I did not understand.

I acknowledge the Handbook is neither a contract of employment nor a guarantee of specific treatment in any situation; that the organization has the right to change, modify, add to, substitute, eliminate, interpret, and apply, in its sole judgment, the policies, rules, and benefits described in this Handbook; and that the current Handbook supersedes all prior handbooks, policies, and understandings related to the subjects it contains.

The General Manager with approval of the Commission is the only person authorized to make changes to the Handbook and all such changes must be in writing to be valid. Any changes to the content will be communicated to employees via official notices.

I understand that, unless stated otherwise in an employment contract, my employment relationship with the organization is “**at-will**” and either the organization or I can end the relationship at any time, with or without reason or notice. The Port of Newport is only authorized to enter into an employment contract once it received authorization from the Commission, and it must be in writing and signed by both parties to be valid.

Lastly, I am aware that I may be given confidential information during my employment, including customer lists, proprietary organization plans, and other information. I understand this information is critical to the success of the Port of Newport and I agree not to disseminate or use it outside of the organization, even in the event of my separation, either voluntary or involuntary.

I also acknowledge that before signing this form, I asked for and received clarification on any of the items discussed above that I did not understand.

Employee Signature

Date

Print Employee's Name

Section 19. Election of Officers. At the first regular meeting of July, the Commission shall elect a President, Vice President and Secretary-Treasurer. Unless otherwise determined by the Port Commission, the Clerk of the Commission shall be the General Manager.

A. The order of nominations shall be President, Vice President and Secretary/Treasurer.

B. Process:

1. Four of five Commissioners must be in attendance before an officer may be elected.

2. A Commissioner may be elected as an officer upon receiving a nomination, a second and a vote of the majority in attendance. A Commissioner may not nominate or second their nomination, but may vote on the nomination.

3. If the nominated Commissioner does not receive a majority, the sitting Commission President shall continue asking for nominations until the office is filled. If an office is unable to be filled, the sitting office holder shall remain in the position (the office may become vacant if the most recent office holder is not available) until the next scheduled meeting. The business item will then be placed on the next agenda.

4. An alternative process is to elect a plank of officers. Commissioners not on the proposed plank shall nominate and second their nomination. All commissioners are eligible to vote for the plank.

Port of Newport		600 S. E. BAY BOULEVARD, NEWPORT, OREGON 97365 PHONE (541) 265-7758 FAX (541) 265-4235 www.portofnewport.com		
MEMBERSHIP LIAISONS – CONTACT LIST				
	Organization	Fee	Liaison(s)	Contact Information
1	AMERICAN ALBACORE FISHING ASSOCIATION	\$200.00	Aaron Bretz	Americanalbacore.com, 619-941-2307, 4364 Bonita Rd Box 311, Bonita CA 91902
2	ASSOCIATION OF PACIFIC PORTS (APP)	\$1,375.00	Paula Miranda; Jeff Lackey (alt.)	Lisa Pomasi, Executive Directory, lisa@pacificports.org, Kersten Green, Deputy Director, kersten@pacificports.org, www.pacificports.org, 503-653-5868, PO Box 903, Clackamas OR 97015-0903
3	CASCADES WEST AREA COMMISSION ON TRANSPORTATION ¹	\$0.00	Sara Skamser; Jim Burke (alt.); alternate may be Staff	Nick Meltzer, Transportation Programs Manager, nmeltzer@ocwcog.org, 541-758-1911, 1400 Queen Ave. SE, Suite 205 Albany, OR 97322
4	CASCADES WEST COUNCIL OF GOVERNMENTS ¹	\$3,464.66	Gil Sylvia; Walter Chuck (alt) must be elected	Sue Forty, Finance Director, SForty@ocwcog.org www.ocwcog.org, (541) 924-8408, 1400 Queen Ave. SE, Suite 205 Albany, OR 97322. Lindsey Riley, Communications Consultant, Lriley@ocwcog.org, (202) 679-6116 (cell)
5	CASCADES WEST ECONOMIC DEVELOPMENT DISTRICT ¹	\$0.00	Paula Miranda; Jeff Lackey (alt.)	Phil Warnock, Community & Economic Development Director, pwarnock@ocwcog.org (541) 924-8474, 1400 Queen Ave. SE, Suite 205 Albany, OR 97322
6	COMMERCIAL FISHING USERS GROUP COMMITTEE	\$0.00	Sara Skamser; Jim Burke (alt.)	Heather Mann, Chair, 541-272-4544, heathermunromann@gmail.com
1	DAS OPS ORCPP, Procurement Services	\$500.00	Aaron Bretz; Mark Brown (alt.)	Phone: 503-378-4642, egs.pscustomer@oregon.gov.state, 1225 Ferry St SE, Salem, OR 97301
2	ECONOMIC DEVELOPMENT ALLIANCE OF LINCOLN COUNTY (EDALC) ¹	\$100.00	Paula Miranda; Aaron Bretz (alt.)	Caroline Bauman, Executive Director, ecdev@orcoast.com, http://www.coastbusiness.info/, 541-961-3837, 541-265-4544, (M) 541-961-3837
3	GREATER NEWPORT CHAMBER OF COMMERCE (NCOC) ¹	\$305.00	Paula Miranda	Judy Kuhl, Executive Director, Greater Newport Chamber of Commerce, judy@newportchamber.com, 541-265-8801
4	MIDCOAST WATERSHEDS COUNCIL	\$245.00	Jim Burke; Walter Chuck (alt.)	Evan Hayduk, Council Coordinator, evan@midcoastwc.org, 411 NE Avery Ave Suite B, Newport, OR 97365 Phone: (541) 265-9195, http://www.midcoastwatersheds.org/
5	NEWPORT CITY COUNCIL	\$0.00	Sara Skamser; Walter Chuck (alt.)	169 SW Coast Hwy, Newport, OR, 97365, Spencer Nebel, City Manager, 541-574-0601, s.nebel@newportoregon.gov, Peggy Hawker, City Recorder, 541-574-0613, p.hawker@newportoregon.gov., http://www.newportoregon.gov/citygov/mayorcouncil.asp

¹ paid/mandated membership

² must be elected Commissioner

⁴ paid professional organization

⁵ paid via SDAO membership

	Organization	Fee	Liaison(s)	Contact Information
	NEWPORT VISION 2040 ADVISORY COMMITTEE	\$0.00	Gil Sylvia; Paula Miranda	169 SW Coast Hwy, Newport, OR, 97365, Spencer Nebel, City Manager, 541-574-0601, s.nebel@newportoregon.gov, Peggy Hawker, City Recorder, 541-574-0613, p.hawker@newportoregon.gov., https://www.newportoregon.gov/dept/cdd/Vision2040.asp
6	OCEAN POLICY ADVISORY COUNCIL (OPAC)	\$0.00	Walter Chuck	Andy Lanier, andy.lanier@state.or.us, 503-934-0072, 635 Capitol St. NE, Suite 150 Salem 97301-2540, https://www.oregon.gov/LCD/OCMP/Pages/OPAC.aspx
7	OREGON COASTAL ZONE MANAGEMENT ASSOCIATION (OCZMA) ^{1 & 2}	\$800.00	Walter Chuck; Aaron Bretz (alt.) alternate may be Staff	Onno Husing, ohusing@co.lincoln.or.us, (541) 265-4779 OCZMA P.O. Box 1033; 313 SW 2nd, Suite C, Newport, Oregon 97365, www.oczma.org/ Oregon Coastal Zone Management Association (OCZMA) 1201 Court Street NE, Suite 300 Salem, OR 97301 503.265.8918 info@oczma.org Telenhone: 541-265-8918; 541-265-6651 Fax: 541-265-5241
8	OREGON ECONOMIC DEVELOPMENT ASSOCIATION (OEDA)	\$250.00	Paula Miranda	Avery Pickard, Executive Director, director@oeda.biz, www.oeda.biz, 867 Liberty Street NE, Salem, OR 97301, info@oeda.biz, 503-597-0094
9	OREGON PUBLIC PORTS ASSOCIATION (OPPA) ^{1 & 5}	\$0.00	Paula Miranda; Aaron Bretz (alt.)	Mark Landauer, Executive Director, mlandauer@sdao.com , mark@oregonports.com , (800) 285-5461, (M) (503) 896-2338, www.oregonports.com
10	PACIFIC COAST CONGRESS OF HARBORMASTERS AND PORT MANAGERS (PCCHPM) ⁴	\$285.00	Kent Gibson; Aaron Bretz (alt.)	Cheryl and Cliff Maynard, info@pccharbormasters.org, 800-236-0748, Cliff mailto:clmaynard2@msn.com, (M) (360) 239-7580, Cheryl 360.239.3805, 120 State Avenue PMB 231 Olympia, WA 98501, http://pccharbormasters.org/http://pccharbormasters.org/
11	PACIFIC NORTHWEST WATERWAYS ASSOCIATION (PNWA) ¹	\$7,610.00	Paula Miranda; Walter Chuck (alt.)	Kristin Meira, Executive Director, (W) (503) 234-8556 kristin.meira@pnwa.net; www.pnwa.net
12	SPECIAL DISTRICTS ASSOCIATION OF OREGON (SDAO) ¹	\$10,791.52	Paula Miranda	Bill Anderson, Senior Consultant, anderswl@centurytel.net, (M) (503) 349-6406; Mark Landauer, Government Affairs Department, mlandauer@sdao.com , mark@oregonports.com , (800) 285-5461, (M) (503) 896-2338, memberservices@sdao.com
13	WESTERN FISHBOAT OWNERS ASSOCIATION	\$100.00	Aaron Bretz	Wayne Heikkila, wfoa@charter.net, Pacificalbacore.com, 530-229-1097, PO Box 992723, Redding, CA 96099; 3779 Sunglow Dr, Redding CA 96001.

¹ paid/mandated membership

² must be elected Commissioner
PON Regular Commission Meeting
and Executive Session Meeting Packet

⁴ paid professional organization

⁵ paid via SDAO membership
June 23, 2020

	<i>Organization</i>	<i>Fee</i>	<i>Liaison(s)</i>	<i>Contact Information</i>
14	YAQUINA BAY ECONOMIC FOUNDATION (YBEF)¹	\$300.00	Paula Miranda; Jeff Lackey (alt.)	Judy Kuhl, Executive Director COC, YBEF Secretary, judy@newportchamber.com, 541-265-8801

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Affiliations & Memberships

Organization	Liaison(s)	Meetings
AMERICAN ALBACORE FISHING ASSOCIATION www.americanalbacore.com	Aaron Bretz	none
ASSOCIATION OF PACIFIC PORTS (APP) www.pacificports.org	Paula Miranda; Jeff Lackey (alt)	Annual Conf (Jul), Winter Conf (Jan), Seminar (Nov)
CASCADES WEST AREA COMMISSION ON TRANSPORTATION www.ocwcog.org	Sara Skamser; Jim Burke (alt.); alternate may be staff	4th Thu every other month, 5 - 7 pm
CASCADES WEST COUNCIL OF GOVERNMENTS www.ocwcog.org	Gil Sylvia; Walter Chuck (alt); must be elected	2nd Tue every month, 12 - 1:30 pm
CASCADES WEST ECONOMIC DEVELOPMENT DISTRICT www.ocwcog.org	Paula Miranda; Jeff Lackey (alt.)	3rd Fri every other month
COMMERCIAL FISHING USERS GROUP COMMITTEE www.portofnewport.com	Sara Skamser; Jim Burke (alt.)	as scheduled
DAS OPS ORCPP, Procurement Services www.oregon.gov/DAS/Procurement	Aaron Bretz; Mark Brown (alt.)	none
ECONOMIC DEVELOPMENT ALLIANCE OF LINCOLN COUNTY (EDALC) - www.coastbusiness.info	Paula Miranda; Aaron Bretz (alt.)	quarterly as scheduled
GREATER NEWPORT CHAMBER OF COMMERCE (NCOC) www.newportchamber.org	Paula Miranda	Fridays 12 - 1 pm
MIDCOAST WATERSHEDS COUNCIL www.midcoastwatersheds.org	Jim Burke; Walter Chuck (alt.)	1st Thu every month 6:30 pm
NEWPORT CITY COUNCIL www.newportoregon.gov/citygov/mayorcouncil.asp	Sara Skamser; Walter Chuck (alt.)	1st and 3rd Mondays every month, 6 pm
NEWPORT VISION 2040 ADVISORY COMMITTEE https://www.newportoregon.gov/citygov/comm/v2040a.asp	Gil Sylvia (currently education member); Sara Skamser (alt.)	monthly as scheduled
OCEAN POLICY ADVISORY COUNCIL (OPAC) https://www.oregon.gov/LCD/OCMP/Pages/OPAC.aspx	Walter Chuck	Twice a year
Organization	Liaison(s)	Meetings

OREGON COASTAL ZONE MANAGEMENT ASSOCIATION (OCZMA) www.oczma.org	Walter Chuck; Aaron Bretz (alt.) alternate may be staff	Twice a year
OREGON ECONOMIC DEVELOPMENT ASSOCIATION (OEDA) https://oeda.biz	Paula Miranda	Annual Conference
OREGON PUBLIC PORTS ASSOCIATION (OPPA) www.oregonports.com	Paula Miranda; Aaron Bretz (alt.)	Annual Conf; quarterly ports meeting
PACIFIC COAST CONGRESS OF HARBORMASTERS AND PORT MANAGERS (PCCHPM) - www.pccharbormasters.org	Kent Gibson; Aaron Bretz (alt.)	Fall Conf; Spring Conf
PACIFIC NORTHWEST WATERWAYS ASSOCIATION (PNWA) www.pnwa.net	Paula Miranda; Walter Chuck (alt.)	Mission to DC (Feb); Summer Conf; Annual Conf; Regional Meeting
SPECIAL DISTRICTS ASSOCIATION OF OREGON (SDAO) www.sdao.com	Paula Miranda	Annual Conf (Feb)
WESTERN FISHBOAT OWNERS ASSOCIATION www.wfoa-tuna.org	Aaron Bretz	Annual Meeting
YAQUINA BAY ECONOMIC FOUNDATION (YBEF)	Paula Miranda; Jeff Lackey (alt.)	Last Wed of the month



GENERAL MANAGER MONTHLY REPORT

DATE: 06/18/20
PERIOD: 05/23/20 – 06/18/20
TO: Board of Commissioners
ISSUED BY: Paula J. Miranda, General Manager

OVERVIEW

Summary:

While we are still challenged with COVID-19, most of our meetings have remained remotely. Our offices continue to be closed only allowing one person from the public to enter at time. We are requiring all staff in our offices to wear masks while within 6 feet away from each other. As there are still some breakouts being developed and, as requirements from the Governor continues to change, we continue to have weekly meetings with the State Regional Solutions Team. I have also been attending a new developed committee for outdoor recreation to monitor and share related issues with the region.

On June 17th the Governor announced the following: “I will be instituting a requirement to wear face coverings while in indoor public spaces, such as grocery stores and other businesses, for the following counties: Multnomah, Washington, Clackamas, Hood River, Marion, Polk, and Lincoln. This mandate will be effective beginning Wednesday, June 24.” So, those requirements will be incorporated into the Port’s policy as mandated. We do have some N95 masks available we purchased and some cloth masks we received from MARAD that we can make available if someone comes without a mask.

While our financial impact has been small in comparison to other Ports at about \$50-55K recently, we continue to find ways to keep the Port whole by applying to available grants. We were recently awarded a \$7K from the Cares Act program through the State of Oregon and managed by SDAO. We are also working into applying for the Cares Act managed by the EDA for some of our plans listed in our budget.

Meetings/Trainings/Summits:

- 05/27/20 - Meeting with YBEF
- 05/27/20 - NW Oregon Outdoor Recreation Committee meeting
- 05/28/20 - Meeting with the Regional Solutions Economic Recovery (Governor’s Office)
- 05/29/20 - Communications meeting with Summit
- 06/02/20 - Met with Commissioner Kelley Retherford
- 06/04/20 - Meeting with the Regional Solutions Economic Recovery (Governor’s Office)
- 06/09/20 - Oregon Public Ports Federal Coordinating Committee (New)

- 06/10/20 - WHA (New Insurance Agent) Meet & Greet
- 06/10/20 - City of Newport Business Assistance Grant Program (Committee Meeting)
- 06/11/20 - Meeting with the Regional Solutions Economic Recovery (Governor's Office)
- 06/11/20 - NW Oregon Outdoor Recreation Committee meeting
- 06/18/20 - Oregon Public Ports Association Meeting (OPPA)

All these meetings have been attended virtually, except for WHA Meet & Greet

Upcoming Schedule:

- 06/23/20 - Vision 2040 Meeting
- 06/24/20 - YBEF
- 06/25/20 - Meeting with the Regional Solutions Economic Recovery (Governor's Office)
- 06/25/20 - NW Oregon Outdoor Recreation Committee meeting
- 06/14/20 - Oregon Public Ports Federal Coordinating Committee
- 06/16/20 - Oregon Public Ports Association Meeting (OPPA)
- 06/23/20 - Vision 2040 Meeting

All these meetings are scheduled to be attended virtually

Permits and Licenses

- U-DA-MAN Fishing Tournament Cancelled



FINANCE DEPARTMENT MONTHLY REPORT

DATE: June 23, 2020
PERIOD: July 1, 2019 to May 31, 2020
TO: Paula Miranda, General Manager
ISSUED BY: Mark Brown, Director of Finance and Business Services

May, 2020 Financial Reports

Financial reports as of May 31, 2020 are included in your packet. Also included, is a listing of those accounts with balances 90 days or more past due.

Issues of Importance:

- Our agent worked has negotiated with SDIS resulting in a 10% reduction to our benefits insurance premium, a savings of about \$10,000! In addition, one or two port staff are eligible for Medicaid, and have opted to switch to Medicaid with supplemental insurance. While employed by the Port, the Port will pick up these premiums, saving approx. \$600 per month per employee.
- The Ports insurance agent for benefits was onsite on June 17 for open enrollment, reviewed benefits, provided a “Benefits Resource Guide”, and has given staff contacts for Port staff reach out to when questions arise.
- Corona Virus RV Park impact:
The current estimated impact to the RV Park and Marina through June 16, 2020 is approximately \$50-55,000. The Park continues to receive a few cancellations, the recent outbreak in Lincoln County is causing additional cancellations, and the Port is encouraging our patrons to wear masks when going downtown or shopping.
- The Port applied for and accepted a grant to defray the costs related to COVID-19 in the amount of \$7,048. The Port is a sub grantee of the Section 5001 Cares Act funds, through the State of Oregon. These expenses occurred in the timeframe of March 1, 2020 to May 18, 2020. Though we are tracking lost revenues, we have been unable to recover these costs at this time. If we have the opportunity to recapture those costs through a grant program, the Port will apply.

- We have completed the eleventh (11th) month of the fiscal year, the year is 92% complete.

Statement of Cash flows

The Commission has been provided two (2) cash flow statements.

- The Port has a General Operating Fund positive cash flow for the year, for the month of May.

GOF Balance Sheet

- Receivables increased \$100,618 versus last year, primarily as a result of higher revenues.
- Accounts Payable outstanding are down (\$83,076) versus last year, this is due to payables being processed weekly.

Profit and Loss -

General Operating Funds (GOF):

Budget vs Actuals

- Income remains ahead of target and expenses are below target. Two significant projects are underway (\$350,000, and \$26,000), even after these expenses the Port will remain below budget. The Port will fix the sink hole and install a camera system in South Beach. Net Income from Operations is 163% of budgeted. Net income is 71% (\$822,743), excluding depreciation and admin expenditures, ahead of last year.

YTD comparison

- Revenues are 9% above last year, expenses 6% are 39% below last year (excluding depreciation). Transfers to Facilities Maintenance Reserve fund prepare for electrical on Port docks as promised to Commercial Fishermen.

Administrative Budget

Budget vs. Actuals

- **Expenses** are below budget in all areas. Overall, the Administration budget is performing better than budget.

YTD Comparison

- Materials and Services are 13% above last year's expenditures.

International Terminal

- **Budget vs Actuals**

- **Total Income is** 114% of budget, Net income is 436% of budget.
- **Expenses.** Under budget.
- **Net Income.** The International terminal is contributing to positive cash flow.

YTD comparison

- Moorage and Hoist and Dock income is up 74% and 33% respectively from last year. Personal Services is up 90% from last year, and Materials and Services are up 21%. The increase in Personal Services has contributed to increased revenues.

Commercial Marina

Budget vs. Actuals

- **Total Income** is 10% above budget all income areas have shown growth
- **Expenses** are at 58% of budget, both Personnel Services and Materials and Services are below budget.
- **Net Income** is up \$246,321 from last year (excluding Depreciation and Overhead)

South Beach

Budget vs. Actuals

- **Income** 89% of budget
- **Expenses** are below budget
- **Net Income**, excluding depreciation and administration, is \$1,335,565, 106% of last year. The reopening of the Park to short term visitors has had a positive effect, and contributed to a positive cash flow. Marina revenue for moorage is very strong.

YTD comparison

- Income is up 22% over last year, much of this is due to the leases being removed from the admin budget and moved to profit centers
- Expenses declined due to debt spending decreases.
- Net Income increased \$688,538 over last year (excluding depreciation and Overhead)

NOAA

Balance Sheet.

No significant changes versus last month.

Income Statement

Budget vs. Actuals

- **Income** is at target.
- Expenses are significantly below budget when depreciation is removed.

Bonded Debt Fund:

No changes to report.

Construction Fund.

(No changes to report)

This fund was established for the construction of the International Terminal, The resolution indicated it was receiving Bond Funds to spend on the International Terminal, therefore I may recommend it's dissolution.

Facility Reserve Fund.

- The fund balances have risen as money is set aside for future projects.

Accounts Receivable:

The Port took a small step forward on receivables, as the amount of outstanding receivables have declined, but the amounts owed from 1-30 days increased as shown below.

Days Outstanding	Amounts Owed and Days outstanding					TOTAL
	Current	1 - 30	31 - 60	61 - 90	> 90	
Amount owed as of Feb 29, 2020	295,532	36,962	16,528	4,753	75,713	429,488
Amount owed as of March 31, 2020	199,489	69,966	53,309	2,048	83,326	408,139
Amount owed as of April 30, 2020	208,425	100,515	34,674	47,474	61,737	452,825
Amount owed as of May 31, 2020	86,693	131,622	55,251	42,569	86,467	402,602

Below is a listing of all receivable accounts with balances outstanding 90 days or more:

ORCA - is expecting a large infusion of cash and will pay off the balance when received.

Captains Reel Deep Sea fishing – The owner of Captains Reel Deep Sea fishing has given the Port title to a vehicle in case of default.

Oregon Mariculture and Western Hunter are making payments each month that are larger than what the charges are for on their account.

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Orca - 295549	129.15	159.50	337.75	450.26	10,359.14	11,435.80
Ocean Force - 538936	172.20	269.95	648.17	889.48	9,373.84	11,353.64
Sylvia - 226282	0.00	911.65	1,192.71	1,612.39	9,270.73	12,987.48
Captain's Reel Deep Sea Fishing LLC	496.61	1,265.57	2,011.52	0.00	6,655.09	10,428.79
Oregon Mariculture LLC	2,908.91	1,479.09	3,809.97	2,735.08	5,670.76	16,603.81
Angela June - 581478	0.00	579.29	671.57	1,242.77	5,613.91	8,107.54
Seawater Seafoods Co	882.63	2,452.45	9,630.21	9,783.59	4,612.21	27,361.09
Pacific Rose - 554504	0.00	677.66	751.92	1,419.78	4,520.04	7,369.40
Valor III - 245645	0.00	2,311.00	374.87	308.62	4,273.82	7,268.31
Western Hunter - OR936AFK	255.52	966.13	785.23	1,664.02	3,767.09	7,437.99
Coastal Catch Seafoods	0.00	0.00	48.19	49.06	2,933.11	3,030.36
Aquarius - 581510 Novelli	0.00	0.00	69.19	94.84	2,681.03	2,845.06
Gracie Arlene - 563679	0.00	0.00	43.76	3.17	2,661.35	2,708.28
Dusk - OLD OWNER	0.00	0.00	40.87	36.46	2,486.17	2,563.50
Albatross - 980072	0.00	0.00	480.92	994.85	2,424.19	3,899.96
First Hope I - 953627	172.20	654.46	776.74	1,205.10	2,200.76	5,009.26
Condor II	2,420.56	610.79	688.65	1,153.78	2,074.15	6,947.93
Luna - 532150 New Owner	0.00	393.48	427.03	814.58	2,040.03	3,675.12
Trondhjem - 241924	0.00	0.00	34.10	67.07	1,874.60	1,975.77
Cleora - 242041	0.00	0.00	61.55	0.00	1,872.20	1,933.75
Legend - OR503AAM	0.00	0.00	27.75	28.24	1,688.29	1,744.28
Glass Slipper - 541256	201.71	25.20	138.36	385.60	1,665.94	2,416.81
Granville - 241539	0.00	0.00	27.06	53.21	1,645.85	1,726.12
Sea Wolf - 270816	0.00	502.78	572.76	1,024.70	1,639.65	3,739.89
Das Bug - 565814	0.00	0.00	140.45	344.03	1,512.70	1,997.18
Morning Star II - I509427	0.00	25.20	46.14	36.60	1,273.83	1,381.77
Dusk - 550418 New Owner	138.85	749.35	1,561.11	6,267.57	1,225.78	9,942.66
Melville - OR495AAX	0.00	3,078.80	159.15	276.22	921.88	4,436.05
Oregon Brewing Company	0.00	0.00	0.00	0.00	906.58	906.58
Topaz - 573234	0.00	0.00	129.85	50.96	866.73	1,047.54
Caremi - 262161	0.00	0.00	13.68	13.92	832.24	859.84
Norma M - 599982	251.75	173.25	51.66	25.20	792.00	1,293.86
Billie Marie - 261145	0.00	0.00	12.55	19.14	763.16	794.85
Instigator - 978135	0.00	0.00	11.37	11.58	691.56	714.51
Nancy - 253247	0.00	0.00	10.17	10.33	617.98	638.48
Captain's Charters - 23826 - Long Fin	0.00	0.00	0.00	17.89	552.72	570.61
Buxtub Too - 974256	0.00	0.00	0.00	8.73	522.25	530.98
Lili-Anne - OR956AFD	0.00	96.00	92.41	167.33	511.24	866.98
Wide West - 535690 New Owner	0.00	25.20	41.79	50.40	496.36	613.75
Robin Ann - 550432	2,884.20	43.25	51.22	93.88	484.28	3,556.83
Eclipse - 226744 Eel Boat	86.10	901.89	990.81	1,540.29	440.60	3,959.69
Toby J - 274577	0.00	0.00	5.02	5.09	304.65	314.76
Brea -OR620ADW	0.00	25.20	29.16	54.07	242.68	351.11
Chapter II - OR033LR	0.00	0.00	3.48	3.55	211.69	218.72
Molly - 260045	201.71	68.25	147.46	465.33	174.25	1,057.00
Silver Sea - 252737	0.00	0.00	2.35	2.39	143.17	147.91
Long Shot - OR818HC	0.00	0.00	2.24	2.29	136.56	141.09
Oceanic Logistics - 1344	0.00	0.00	1.76	1.80	107.22	110.78
Pursuit -Vanderpool	0.00	0.00	1.53	1.58	94.36	97.47
Midnite - OLD OWNER	0.00	0.00	1.49	1.54	91.82	94.85
Pacific Hunter- 511579	0.00	0.00	0.00	0.00	78.00	78.00
Pacific Bounty - 603105	0.00	0.00	0.00	0.00	27.60	27.60

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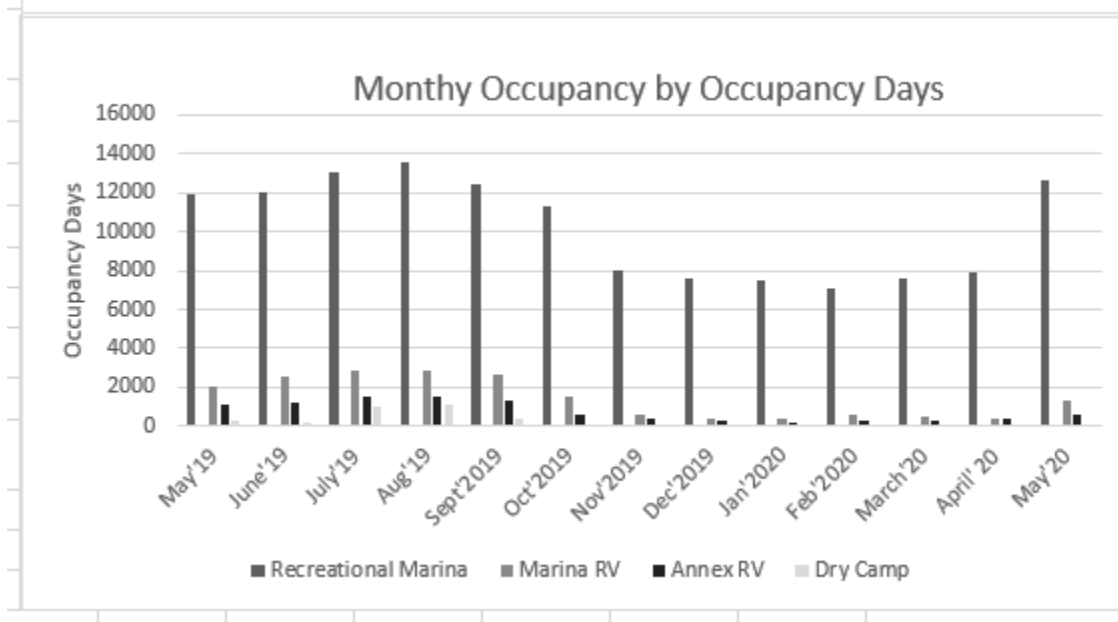
RV PARK & RECREATIONAL MARINA OCCUPANCY REPORT

DATE: 08 June 2020
RE: Month Ending 31 May 2020
TO: Mark Brown, Director of Finance
ISSUED BY: Bill Hewitt, RV and Marina Supervisor

May continues the positive trend for the South Beach Recreational Marina. The marina was ahead of May 2019 numbers and ahead year to date. The Marina RV Park was down from May 2019 and is behind year to date. The Annex and dry camping are also behind May 2019 numbers and year to date. Going forward the summer looks strong, we are selling RV sites left and right and most weekends are booked in the Marina RV Park. The marina is having its best year ever and is helping to pull in more RV business.

OCCUPANCY DAYS MONTH & YTD

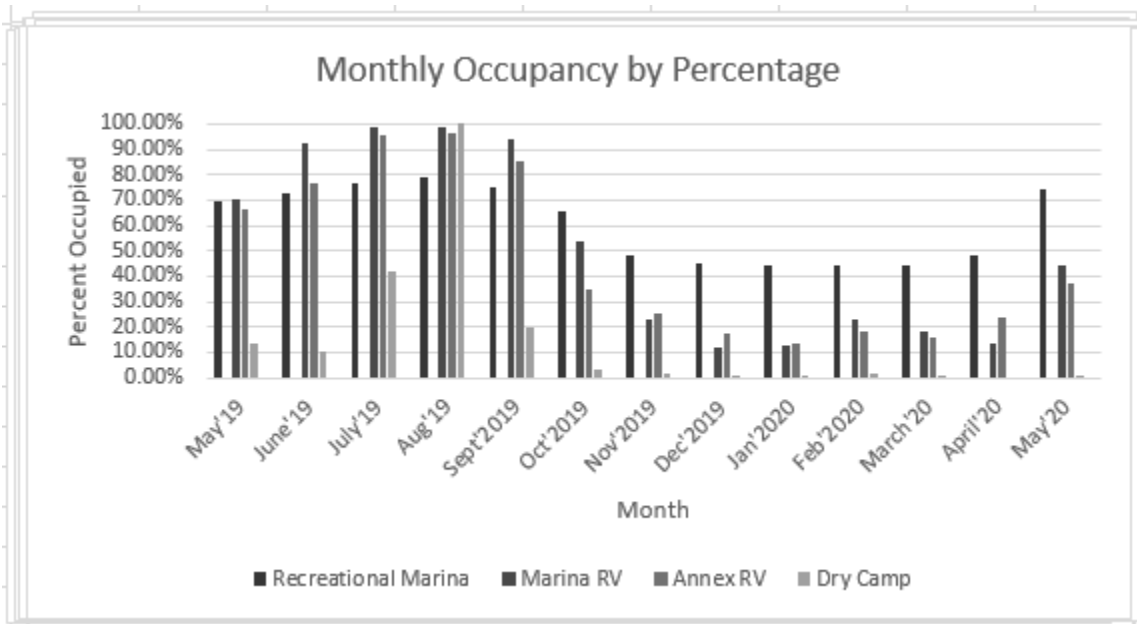
May'2020	2019	2020	Change	YTD 2019	YTD 2020	Change
Recreational Marina	11946	12654	5.92%	41627	43098	3.53%
Marina RV	2017	1273	-36.89%	5452	3172	-41.82%
Annex RV	1065	599	-43.76%	2585	1726	-33.23%
Dry Camp	323	39	-87.93%	449	92	-79.51%





OCCUPANCY PERCENT MONTH & YTD

May'2020	2019	2020	Change	YTD 2019	YTD 2020	Change
Recreational Marina	69.81%	73.95%	4.14%	49.94%	51.37%	1.43%
Marina RV	70.72%	44.63%	-26.09%	39.24%	22.68%	-16.56%
Annex RV	66.06%	37.16%	-28.90%	32.92%	21.83%	-11.09%
Dry Camp	13.89%	0.80%	-13.09%	3.96%	0.80%	-3.16%





DIRECTOR OF OPERATIONS REPORT

DATE: 06/17/2020
PERIOD: May 2020 – June 2020
TO: Paula J. Miranda, General Manager
ISSUED BY: Aaron Bretz

OVERVIEW DIROPS

Summary:

The rainy season has stuck around a little longer this year, and has impacted property maintenance and several smaller projects. South Beach has been busy; the halibut season has brought a regular flow of people to the marina Thursdays through Saturdays, and the offshore weather has been fairly cooperative. The extra presence in the Marina by security has been helpful, and they're able to manage the effort to keep distancing between Port users. Commercial Marina has been steady, just a little bit slower than last year.

Detail:

- **Southbeach Storm Sewer**

Supplies are here, work will have started prior to the Port Commission meeting on the 23rd.

- **Port Dock 5 Project**

Site Certification was completed and submitted, is undergoing legal review at EDA. They have allowed us to go ahead and submit draft bid documents for project management. Those were previously completed before we had the EDA's award conditions, so I am filing through them using EDA checklists to be sure they contain all additional content required by the EDA. Schedule is getting tighter.

- **PAC Wave Project at Terminal next summer**

Prepared extensive information for bidders on the PAC Wave project to help them project costs. No contracts have been awarded, so it's difficult to work any details out; I've been in touch with other Ports to discuss Stevedoring options for the project. There aren't any new details to pass along with this project other than what I've already shared. We will certainly be able to accommodate this operation through the summer will providing all other Terminal services. We'll be a little busier than normal, but it will be a great opportunity for the Port and all the community.

- **Army Corps Feasibility Study, Federal Project in the Commercial Marina**

The Portland Office has worked with the Alaska District Small Harbors Team to get a better idea of how to quantify the benefits of this project. The Federal Interest Determination and Fact Sheet on the project should flow up to Headquarters by the end of July.

- **Permit Work**

I've been working to update the erosion and sediment control plan for the NOAA dredge disposal site.

- **South Beach Cameras**

Project will be complete prior to the next Commission Meeting.

Newport International Terminal- Don Moon, Supervisor

Billable Services Performed this Period (May)

Forklift – 86 hrs

Moorage – 156 Days

30 Ton Hydraulic Crane – 63 hrs

Hoist Dock Tie Up – 84.25.25hrs

Labor – 121.5hrs

120V power – 0 hrs

Other Overtime Billed 11.5hrs

208V power – 149 Days

Other: 6 Days of gear work/net work..

Commercial Marina- Kent Gibson, Harbormaster

Billable Services Performed this Period:

Billable Services Performed this Period:

Forklift – 167.25Hrs

Hoist Dock Crane(s) - 9Hrs

30 Ton Hydraulic Crane - Enter #.Hrs

Dock Tie Up – 287.25Hrs

Launch Tickets - Enter #. passes sold

Other (Axles) – 75

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

Completed In Progress

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)*

The hoist dock tie-up time was down 12% from last month and down only 1% over May 2019. May forklift usage was down 15% from last month and down only 4.5% over May of last year. Crane usage was the same as last month but up 80% over last year in May.

Axle counts were down just 2.5% over last month with a total of 75 axles counted compared to the 77 axles in April. This puts us at 1,657 axles counted since implementing the fee in July of last year.

NOAA MOC-P Jim Durkee, Maintenance Supervisor

Special Projects:

Other:

Vessels Using the Facility Since My Last Report – USCG Cutter Alert, NOAA vessels Hi'ialikai, Bell M. Shimada, and Oscar Dyson

Office Occupancy - 5

NOAA facility is still shut down for Covid 19. Only 4 or 5 people have been on site in the offices. Minimal staff aboard the ships, primarily security.

USCG Cutter Alert used the pier twice. Personnel from the vessel were allowed to use the facility grounds for R & R but were restricted from leaving the secured area.

I have been preparing for the next round of annual inspections on facility equipment.

Due to personnel issues elsewhere at the port I have been without the help of Andrew Meats for a few weeks and at this point I'm not sure when I will get him back.

South Beach Marina- Chris Urbach, Harbormaster

In the month of May we had 627 launches for a total of 3,767.00 dollars.

We have hired two seasonal employees and we had one fulltime employee Quit so I will be looking to fill his position soon.

The camera installation is moving along and I hope we get it done by the end of June.

I am looking at placing an order for six new towable dumpsters.

I'm going to start getting bids on a painting contractor for the marine shower buildings that we had sided last year.

I'm going to be getting bids to reside the south restroom building by the bridge.

We are about to start the storm drain project at the north end of the marina can't wait for this one.

Thompsons Sanitary is still working on getting our new fish tubs ready to replace all our old still ones this is going to be a challenge with a much smaller capacity.

With all the rain and late hiring of our summer helpers the grass got the upper hand on us this year but the crew has been working very hard to get ahead of it but the rain just keeps falling.