

**PORT OF NEWPORT**  
**COMMERCIAL FISHING USERS GROUP COMMITTEE AGENDA**

Monday, 11 June 2018, 9:00 am

OSU Extension Office

1211 SE Bay Boulevard, Newport, OR 97365

- I. Call to Order
- II. Changes to the Agenda
- III. Port Infrastructure Update
- IV. Update on Proposed Fee Schedule
- V. Commercial Marina Moorage Policy
- VI. Product Handling (Hoist Dock & NIT)
- VII. Discussion of "Standing Committee" Structure Options of CFUG
- VIII. Future Meeting Schedule
- IX. Public Comment
- X. Adjournment

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## GENERAL MANAGER'S REPORT

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**DATE:** 24 May 2018  
**PERIOD:** 25 April 2018 – 24 May 2018  
**TO:** Port Commissioners  
**ISSUED BY:** Doug Parsons, General Manager

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### **OVERVIEW:**

This is my 2<sup>nd</sup> monthly General Manager's report. It is basically in chronological order for this past period.

### **Some highlights:**

[1] I've had follow-up meetings with many of the approximately 55 individuals I met with during my first month, and had introductory meetings with approximately 25 additional individuals this last month, some of whom I'll mention in this report.

[2] I've continued to advise and help the Port staff implement simple common-sense administrative actions within our organization.

[3] I've continued reading and evaluating the Port's current lease agreements to better understand the Port's obligations and liabilities associated with these important documents.

[4] The first day of this most recent monthly period I received the resignation letter of our Board's President, and the following day I received notice from our Vice President that he was relinquishing his position as an officer of the Board but would retain his position as a Port Commissioner. The four remaining Commissioners have since declared Commissioner Position #5 vacant, and have appointed a slate of pro-tempore officers (including President, Vice President, and Secretary/Treasurer) who will hold their positions and perform the associated duties until the Board's scheduled annual election of officers at the Regular Monthly Commission Meeting in July 2018. In response to the Port advertising the vacant Commissioner Position #5, two Candidates have applied and will be interviewed and considered by the Board.

[5] I had an introductory meeting with Kate Groth, Coastal Project Manager with the U.S. Army Corps of Engineers (USACE) and six of her colleagues. Earlier this year USACE dredged for 36 days at the Yaquina Bay bar, jetty, and harbor (about 362,000 cubic yards) plus another 21,000 cubic yards inside of the USACE-maintained breakwater at the Port's Recreational Marina. For FY2018-2019 the Corps plans 30 days of dredging at Newport (they've been allocated about \$3,096,000 for this 280,000 → 300,000 cubic yards) beginning early summer and just before winter. The dredge ship Yaquina is scheduled to dredge at the entrance to Newport for 6 days either this week or next, depending upon the weather. For FY2019-2020 USACE has been allocated about \$3,080,000 for dredging at Newport. Congress provides these federal allocations to USACE for the purpose of keeping the Port of Newport safe and operational for commercial and recreational vessels, facilitating the coastal economy. Although these funds are critical to the Port, they are not part of the Port's budget.

[6] I had an introductory lunch meeting with Lisa Westerman and Joni Mostert of Umpqua Bank to discuss a Board-approved transfer of funds from our NOAA fund money market account to our NOAA Maintenance & Replacement account, signatory changes, possible automation tools, etc.

[7] I went on a detailed tour of the NOAA office building, warehouse, and pier. I met a number of NOAA personnel including the commanding office Captain Roberts, Troy Frost – Deputy Director of NOAA Marine Operations, Abby Rix – Administrative Support Specialist, etc.

[8] I had a follow-up meeting in Newport with Melissa Murphy, Regional Development Office, Business Oregon to discuss various Port-related aspects of economic development, our plans to begin small-scale office buildouts in our Business Incubator (the old Yaquina Fruit Processing Building), the planned update of the Port's 5-Year Plan (i.e. the Strategic Business Plan and the Capital Facilities Plan), etc.

[9] I had a follow-up lunch meeting with Representative David Gomberg in Lincoln City to update him on the Port's Board changes, update him on our activities, etc.

[10] I had a follow-up meeting with Depoe Bay Port Commissioners Dan Arnold and Jack O'Brien in Newport to discuss a couple of the Port of Newport's standard practices and other items of mutual interest.

[11] I had an introductory meeting with Dan Hellin, Operations & Logistics Manager of the Pacific Marine Energy Center – South Energy Test Site (PMEC-SETS; previously NNMREC).

[12] I had an introductory meeting with Fred Postelwait, President & CEO of Oregon Coast Bank, at his office to discuss Port budget-related items.

[13] I met with Darrell Alvord, Alan Brunstad, and Ken Jones of Cascade Hardwood. They may be interested in periodically topping off an approximately 300' barge of hardwood logs that periodically runs between North Bend (Coos Bay) and their mill in Port Angeles, WA. They would likely be able to top off the barge in under twelve hours, and anticipate doing so in Newport about once every two months.

[14] I prepared support information for, and participated in, a Special Commission Meeting where the Port Commissioners declared Commissioner Position #5 vacant and appointed pro-tempore officers.

[15] I had various telephone conversations with the Port's appointed Budget Committee Freeholders (Fred Postelwait, Brian Barth, Alan Brown, Ron Benfield, and Mark Collson) to solicit their feedback while I worked on the Budget.

[16] I and the Port's financial team spent most of the first three weeks of May deeply involved in developing the Port's FY2018-2019 Budget, the budget documents, the associated supporting information, and the Budget Binders. A substantial amount of pizza was consumed!

While last year's budget was focused on creating new revenue at the International Terminal, this year's proposed budget represents a paradigm shift to completing capital improvements which are first safety-related (both for personnel and the environment), followed by those that have the potential to generate increased revenue for the Port from a cross-section of profit centers. Rather than focusing on a single large capital project, this year's proposed budget encompasses 21 smaller capital improvement projects. It is our intention to implement these projects while we concurrently search for significant grants to enable larger capital improvement projects in FY2019-2020.

[17] I developed a newspaper advertisement seeking marine operations personnel for the Port. This ad is being run in multiple regional newspapers and is producing potential candidates.

[18] I had an introductory meeting with Professor Michael Harte, OSU College of Earth, Ocean and Atmospheric Science to discuss aspects of the planned upgrade of the Port's 5-Year Plan.

[19] I had an introductory meeting with Brett Joyce, CEO of Oregon Brewing Company, to discuss a number of Rogue Brewery related items.

[20] I wrote the General Manager's Budget Message during the preparation of the Budget Binders for the Budget Committee members. I've included the "CONCLUSION" section of the Budget Message here:

"The finance staff's efforts at implementing new detailed Port budget forms to feed the State's required Local Budget forms will definitely speed up next year's budget process. In addition, the apportionment of the Port's revenue and expenses to our seven separate profit centers will provide a valuable financial monitoring and control tool in future years, and enable more timely and better informed decisions related to the Port's finances and operations.

As do other active Ports in Oregon, our organization faces a broad cross section of issues including aging infrastructure, unfunded but necessary capital improvement projects, securing infrastructure grants, backlogs of administrative and accounting work, rising benefit and State PERS retirement rates, growing regulation of water-related activities, differentiating ourselves from our competitors, improving customer service, and even addressing a growing number of sea lions! In particular the Port of Newport is saddled with a high debt service load, and is ranked among the lowest in salary rates amongst Oregon and regional ports.

I would like to thank the entire Port staff for their high quality, professionalism, and great attitudes. Across the board they are all committed to sustain and improve customer service despite the significant resource challenges we must overcome on a daily basis. Likewise, the Port Commissioners continue to make significant contributions in setting Port policy, serving as stewards of the Port's assets, and providing me with direction and guidance.

In the coming year we need to secure grants, add new revenue sources, automate some of our key operational and accounting tasks, increase our investments in staff through both their compensation and training, position our organization to take advantage of new opportunities, and protect our existing growing revenue streams across multiple profit centers which are each focused on very different customer bases with sometimes diverging needs.

The proposed FY2018-2019 Budget will not cure decades of deferred maintenance, nor will it greatly reduce the backlog of identified capital improvement projects, but it's a good start toward enabling the Port to move forward and prosper."

[21] I had an introductory meeting with Jackie Mikalonis, Regional Solutions Coordinator with the Governor's office to discuss a wide range of Port-related items.

[22] I participated in the 1<sup>st</sup> Budget Committee Meeting and have begun preparing for the 2<sup>nd</sup> Budget Committee Meeting.

[23] I watched the Special Districts Associate of Oregon (SDAO) Public Meetings videos.

[24] Once we incorporate feedback from the Budget Committee into the proposed budget, I plan to focus on the following items:

- Working with Evan Hall to release the industrial-zoned area of the Rondys, Inc. property from the Port's lease (returning this section to the City's tax rolls) to facilitate the Hall family's planned Yaquina Industrial Park development.
- Readdressing the issue of royalties owed on dredge materials with the Oregon Dept. of State Lands
- Meeting with designated individual(s) from the Commercial Fishing Users Group (CFUG) and their Port Commission liaison to brainstorm a mutually agreeable working arrangement.
- Preparing and sending an update letter to Teevin Bros. regarding their invoice
- Providing a proposed lease to DulsEnergy for office space and an area for their growth tanks.

### **Reflection upon completing my 2nd month**

I've been reflecting upon my second month at the Port and a few key points come to mind:

[a] I have a growing understanding of most aspects of the Port's day-to-day operations, the Port's assets (both infrastructure and personnel), and the impediments and boundary values associated with our operations and assets.

[b] The special interests and expectations associated with various Port stakeholders are more extensive and entrenched than I had previously expected.

[b] Based on my current understanding of the broad range of both issues and opportunities associated with the operation of the Port, I remain optimistic that I can contribute significantly to the organization, and look forward to doing so.

**PORT OF NEWPORT RESOLUTION NO. 2018-07  
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 2017-08 on 23 May 2017; 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 1 July 2018.

**SECTION 1. SERVICE RATES.**

Rates apply to all Port of Newport locations unless otherwise noted. Port owned equipment shall be operated only by port personnel. Rates are per hour, one hour minimum, in 15 minute increments, unless otherwise noted.

	PREVIOUS	NEW	% CHG
A. <u>Forklifts</u> . In addition to labor rate.			
1. Small. Toyotas.			
Per Hour.....	\$12.00	\$14.00	16.7%
2. Large. All at Newport International Terminal (NIT)			
Per Hour.....	\$30.00	\$35.00	16.7%
B. <u>Hoist Docks</u> . Tie up fee, per hour. Includes use of hoist.			
1. One hour minimum, up to 3 hours.....	\$39.00	\$50.00	28.2%
2. After 3 hours.....	\$47.00	\$55.00	17.0%
C. <u>Hoist Dock Cranes</u> . In addition to hoist dock rate.			
1. Large Capacity. In addition to labor rate.			
Per Hour.....	\$42.00	\$50.00	19.0%
2. Launch Sail Boats. Includes recovery, per launch.....	\$45.00	\$50.00	11.1%
D. <u>Service Docks</u> .			
1. Swede's Dock. In addition to moorage.			
Per day, per linear foot (double transient rate)...	\$1.00	\$1.60	60.0%
E. <u>City Water</u> .....			City's rate + 5.0% Administration Fee

	PREVIOUS	NEW	% CHG
F. <u>Fuel Surcharge</u> . NIT only. Per gallon.	\$0.033	\$0.040	21.2%
G. <u>Electricity</u> . Swede's Dock, Dock 1, and NIT. Per day charge. One day minimum.			
1. 208/220 v, single phase & 208 v three phase.....	\$16.00	\$18.00	12.5%
2. 120 v NIT.....	\$7.00	\$10.00	42.9%
3. PD7 Service Dock, 110 v pumps.....	\$7.00	\$10.00	42.9%
4. PD7 Yard Charge, trucks.....	\$12.00	\$13.00	8.3%
H. <u>Hydraulic Crane</u> . In addition to labor rate. 30 ton capacity. Per hour.....	\$139.00	\$153.00	10.1%
I. <u>Personnel Lift</u> . In addition to labor rate. Local rental cost + 5% administrative fee.....			n/a
J. <u>Pump/Line Service</u> . Includes one Port employee only. Additional staff required will be billed at the established hourly labor rate. Per hour .....	\$62.00	\$70.00	12.9%
K. <u>Storage</u> .			
1. Outside Lot Storage. Any Port of Newport Lot.			
a. Per square foot, monthly charge.....	\$0.23	\$0.30	30.4%
b. Minimum monthly charge, for ≤ 10 ft <sup>2</sup> .....	\$23.00	\$30.00	30.4%
a. Boat trailer only, per night.....	\$2.50	\$5.00	200.0%
b. Boat on trailer, per night, 10 days limit.....	\$8.00	\$10.00	25.0%
2. Emergency Storage Fee. Per day billed as guest. For vehicles, boats or trailers prior to being considered unclaimed property in possession (ORS 98.245). 1st day free. Each additional day.....	--	\$30.00	n/a
Charge for improper use of parking lot. (e.g. boat repair) Per day.....	\$23.00	\$50.00	217.4%
L. <u>Net &amp; Gear Maintenance</u> . 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 rates.			
1. Commercial Marina, per day.....	\$20.00	\$40.00	200.0%
2. NIT, per day. (7 calendar days max).....	\$20.00	\$40.00	200.0%
3. South Beach Marina, per day.....	\$20.00	\$40.00	200.0%
M. <u>Work Barge</u> . In addition to labor rate.			
1. Work boat, per hour.....	\$131.00	\$150.00	14.5%
2. Wood Barge, per day (work boat extra).....	\$25.00	\$30.00	20.0%
3. Skiff, per hour.....	\$14.00	\$15.00	7.1%
N. <u>Clean-up</u> . Equipment charges are extra.			
1. Oil Spills, per hour .....	\$97.00	\$125.00	28.9%
(HAZWOPER trained staff)			
O. <u>Disposal Fees</u> .			
1. Just oil, per gallon.....	\$0.50	\$0.75	50.0%
2. Oil-Water mix, per gallon.....	\$1.00	\$1.20	20.0%
3. Net Disposal and/or related gear, per pound.....	\$0.18	\$0.25	38.9%
4. Garbage, per pound.....	\$0.15	\$0.20	33.3%



	PREVIOUS	NEW	% CHG
P. <u>Port Labor</u> . Includes all staff and fully burdened. Per hour, one hour minimum, in 15 minute increments.			
1. Standard			
a. Regular Hours.....	\$53.00	\$70.00	32.1%
b. Overtime. Any services required outside the established working hours, unless otherwise posted.....	\$79.50	\$105.00	32.1%
c. Emergency Call-out. Any services requiring a port employee not currently on duty to report to duty after hours.....	\$100.94	\$130.00	28.8%
2. 30-ton Crane Operation, International Terminal Only			
a. Regular Hours.....	\$53.00	\$75.00	41.5%
b. Overtime. Any services required outside the established working hours, unless otherwise posted.....	\$79.50	\$112.00	40.9%
c. Emergency Call-out. Any services requiring a port employee not currently on duty to report to duty after hours.....	\$100.94	\$142.00	40.7%
Q. <u>Pallet Charge</u> . Any Port owned pallet leaving yard, each	\$6.00	\$6.60	10.0%
R. <u>Dredge Spoils</u> . Includes state fees; may be waived for other public agencies or beneficial uses.			
Per cubic yard.....	\$2.50	\$3.00	20.0%
S. <u>Keys/Cards</u> .			
1. South Beach Facilities, cards.			
a. Original (1st one).....	free	free	0.0%
b. Replacement/additional (each).....	\$6.00	\$10.00	66.7%
2. Bay Front Facilities, keys.			
a. Original/first one.....	\$17.00	\$20.00	17.6%
b. Replacement/additional.....	\$30.00	\$35.00	16.7%

**SECTION 2. COMMERCIAL MARINA (BAY FRONT) CHARGES.** (Port Docks 1, 3, 5 and 7)

A. <u>Moorage</u> . Per linear foot.			
1. Daily (transient).....	\$0.50	\$0.80	60.0%
2. Weekly [≈ 10% discount].....	--	\$5.00	n/a
2. Calendar Month, [≈ 50% discount]      to be paid in advance..	\$9.00	\$12.00	33.3%
3. Semi-Annual, [≈ 73% discount]      to be paid in advance..	\$33.00	\$40.00	21.1%
4. Annual, [≈ 83% discount]      to be paid in advance..	\$44.00	\$50.00	13.6%
B. <u>Parking Permits</u> . To be paid in advance. (Will be prorated monthly for existing permit holders.)			
1. Commercial Fishermen only.			
a. Quarterly: Jan → Mar, Apr → Jun, Jul → Sep, or Oct → Dec [\$20/month] .....		\$60.00	n/a
b. Semi-Annual: January → June or July → December [\$15/month].....		\$90.00	n/a
c. Annual: January → December [\$10/month].....	\$22.00	\$120.00	545.5%
2. Public Parking. Limited availability. [Paved, fenced, and assigned.] To be paid in advance.			
a. Quarterly: Jan → Mar, Apr → Jun, Jul → Sep, or Oct → Dec [≈ \$5/day].....		\$325.00	n/a
b. Semi-Annual: January → June or July → December [≈ \$4/day].....		\$520.00	n/a
c. Annual: January → December [≈ \$3/day].....		\$780.00	n/a

**SECTION 3. INTERNATIONAL TERMINAL CHARGES.**

International Terminal Tariff No. 1 adopted via Resolution No. 2014-03 on 22 May 2014. All fees authorized via Tariff No. 1 effective 1 July 2014.

A. Port Security Fee. (§I.13) Per three 8-hour shifts.

B. Materials & Supplies. (§I.31). Cost + 5% Administration Fee.

C. Dockage Charges. (§III.31). Rate per day, by length.

1. 000.00 - 351.05 ft.....	\$1,627.00	\$1,627.00	0.0%
2. 351.05 - 371.05 ft.....	\$1,792.00	\$1,792.00	0.0%
3. 371.02 - 400.26 ft.....	\$1,981.00	\$1,981.00	0.0%
4. 400.26 - 426.51 ft.....	\$2,203.00	\$2,203.00	0.0%
5. 426.51 - 449.48 ft.....	\$2,373.00	\$2,373.00	0.0%
6. 449.48 - 475.72 ft.....	\$2,607.00	\$2,607.00	0.0%
7. 475.72 - 498.69 ft.....	\$2,960.00	\$2,960.00	0.0%
8. 498.69 - 524.93 ft.....	\$3,527.00	\$3,527.00	0.0%
9. 524.93 - 551.18 ft.....	\$3,639.00	\$3,639.00	0.0%
10. 551.18 - 574.15.....	\$3,822.00	\$3,822.00	0.0%
11. 574.15 - 600.39 ft.....	\$4,373.00	\$4,373.00	0.0%
12. 600.39 - 626.64 ft.....	\$5,092.00	\$5,092.00	0.0%
13. 626.64 - 650.00 ft.....	\$5,787.00	\$5,787.00	0.0%
14. Above 650 ft., added on top of above rate, per ft.....	\$8.90	\$8.90	0.0%
15. Exceptions for certain vessels (§II.14) [Including all fishing vessels] Per linear foot.			
Daily.....	\$0.80	\$1.20	50.0%
Weekly [\$1/day] .....	--	\$7.00	n/a

*Commercial Fishing vessels directed by Port staff to the International Terminal for the Port's convenience will only be charged at the Commercial Marina rates for that specific trip.*

D. Service and Facility Charges. (§III.2).

Per 1000 board feet, unless noted.

1. Logs. Scribner scale, ex dock.....	\$7.75	\$7.75	0.0%
2. Cants.....	\$6.00	\$6.00	0.0%
3. Lumber, packaged rough.....	\$5.22	\$5.22	0.0%
4. Lumber, packaged surfaced.....	\$4.63	\$4.63	0.0%
5. Plywood, veneer, corestock & harbord, /1000 kilos.....	\$5.87	\$5.87	0.0%
6. Pulp, Linerboard, bales or rolls, 2000 kilos.....	\$3.49	\$3.49	0.0%
7. Other commodities, per metric ton or 1000 bf.....	\$6.83	\$6.83	0.0%
8. Other commodities, per cubic meter.....	\$5.69	\$5.69	0.0%

E. Wharfage Assessment. (§III.6).

Minimum charge for any single bill of lading.....	\$10.00	\$10.00	0.0%
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F. Wharf Charges. (§III.7)

Per 1000 board feet, unless noted. In addition to Service & Facility charges.

1. Logs. Scribner scale, ex dock.....	\$9.50	\$9.50	0.0%
2. Cants.....	\$6.00	\$6.00	0.0%
3. Lumber, packaged rough.....	\$4.55	\$4.55	0.0%
4. Lumber, packaged surfaced.....	\$4.03	\$4.03	0.0%

	PREVIOUS	NEW	% CHG
5. Plywood, veneer, corestock & harbord, /1000 kilos.....	\$3.96	\$3.96	0.0%
6. Pulp, Linerboard, bales or rolls, 2000 kilos.....	\$2.72	\$2.72	0.0%
7. Other commodities, per metric ton or 1000 bf.....	\$5.57	\$5.57	0.0%
8. Other commodities, per cubic meter.....	\$4.57	\$4.57	0.0%
<b>G. <u>Cargo Staging Area.</u> (§IV.2). Base rent for 3-acre surge area.</b>			
1. Per week, seven days	\$2,000.00	\$2,000.00	0.0%
2. Per day, less than seven days	\$300.00	\$300.00	0.0%
<b>H. <u>Line Service.</u> (§V.3). Labor will be charged at the rates set out in the current ILWU/PMA West Coast Contract + 5.0% for overhead. Rate schedule per day.</b>			
1. 2 individuals.....	\$520 - \$656		0.0%
2. 4 individuals.....	\$1,061 - \$1,317		0.0%
3. 6 individuals.....	\$1,575 - \$1,973		0.0%
4. 8 individuals.....	\$2,153 - \$2,631		0.0%

**SECTION 4. RECREATIONAL MARINA (SOUTH BEACH) CHARGES.** Rates become effective October 1, 2018.

<b>A. <u>Moorage.</u> Per linear foot. Charge based on boat length or slip length, whichever is greater. Charge at F-Dock based on boat length.</b>			
1. Daily.....	\$0.70	\$0.80	14.3%
2. Weekly [≈ 10% discount].....	\$4.00	\$5.00	25.0%
3. Calendar Month [≈ 50% discount].....	\$10.50	\$12.00	14.3%
4. Semi-Annual, [≈ 73% discount]..... to be paid in advance..	\$38.00	\$40.00	5.3%
5. Annual, [≈ 79% discount]..... to be paid in advance..	\$60.00	\$60.00	0.0%
6. Electric Surcharge, per extra plug on dock.			
a. Weekly.....	\$25.00	\$30.00	20.0%
b. Monthly.....	\$100.00	\$120.00	20.0%
7. Live-aboard, by written agreement only. Monthly rate per person.			
a. Existing live-aboards as of 1 May 2018			
"grandfathered", with scheduled increase of 2.0%			
per year beginning 1 July 2019.....			
	\$53.00	\$90.00	69.8%
b. New live-aboards.....			
	\$25.00	\$125.00	n/a
<b>B. <u>South Beach Charter Rates.</u></b>			
1. Charter Operating Fee.....	\$315.00	\$400.00	27.0%
<b>C. <u>Dock Box.</u> Purchase.....</b>			
	\$325.00	\$375.00	15.4%
<b>D. <u>Electrical Upgrade.</u> From 20 to 30 amp. One time fee.....</b>			
	\$56.00	\$75.00	33.9%
<b>E. <u>Service Fee Reimbursement.</u> For electric pedestal amperage overloads.</b>			
May be charged at actual cost to the Port + 5.0% Admin. Fee			
	\$83.00	\$100.00	20.5%
<b>F. <u>Line Replacement.</u> Per foot, per time.....</b>			
	\$1.25	\$1.50	20.0%
<b>G. <u>Launch Fee.</u> Includes use of launch ramp, boat washdown, and fish cleaning stations.</b>			
1. Daily.....	\$6.00	\$10.00	66.7%
2. Annual			
a. Resident .....	\$60.00	\$80.00	33.3%
b. Resident Senior (60+).....	\$50.00	\$60.00	20.0%
c. Non-resident .....	\$85.00	\$120.00	41.2%
d. Non-resident Senior. (60+).....	\$75.00	\$100.00	33.3%
e. Military Veterans			
Disabled, Retired, or Active Duty; with ID Proof			
	--	\$50.00	n/a

**SECTION 5. RECREATIONAL VEHICLE PARK FEES.** Effective 1 July 2018. Applicable State and Municipal Lodging Tax will be an additional charge. Prepaid Reservations at the FY 2017-2018 may be made for the 2018 calendar year through 1 July 2018. Reservations for the Seafood and Wine Festival, 2-night minimum, open for online reservations only starting at 6:00 am on 7 January 2019. Any cancellations of a Seafood & Wine reservation will be charged for a 2-night stay.

Good Sam 10% discount only on daily rates in the RV Park Marina Sites.

Military Veterans' (Disabled, Retired or Active Duty with ID Proof) 10% discount only on daily rates in the RV Park Marina Sites.

**A. High Traffic Surcharge.** Per night (2-night minimum). Added to all RV Park stays in the Marina RV Park, RV Park Annex, and Dry Camping (tents allowed).

1. Memorial Day, Labor Day, 4th of July .....	\$20.00	\$25.00	25.0%
2. Seafood & Wine Festival, Marina RV Park & Annex .....	\$50.00	\$50.00	0.0%
3. Seafood & Wine Festival, Dry Camp .....	\$50.00	\$30.00	-40.0%
4. Other Special Events .....	varies	varies	

**B. Peak Season (Summer).** 1 May - 31 October. Base rate before taxes.

1. All Marina RV Park Sites			
a. Daily			
Regular.....	\$42.00	\$50.00	19.0%
[Good Sam OR Military Veterans (not both)].....	\$37.80	\$45.00	19.0%
b. Monthly.....	\$823.00	\$905.00	10.0%
2. The Annex RV Sites			
a. Daily.....	\$33.00	\$38.00	15.2%
b. Monthly.....	\$651.00	\$750.00	15.2%
3. Dry Camping, daily (tents allowed).....	\$22.00	\$27.00	22.7%

**C. Off Season (Spring).** 1 February - 30 April.

1. All Marina RV Park Sites			
a. Daily			
Regular.....	\$38.00	\$43.00	13.2%
[Good Sam OR Military Veterans (not both)].....	\$34.20	\$38.70	13.2%
b. Monthly.....	\$706.00	\$750.00	6.2%
2. The Annex RV Sites			
a. Daily.....	\$33.00	\$37.00	12.1%
b. Monthly.....	\$651.00	\$730.00	12.1%
3. Dry Camping, daily (tents allowed).....	\$22.00	\$25.00	13.6%

**D. Off Season (Winter).** 1 November - 31 January.

1. All Marina RV Park Sites			
a. Daily			
Regular.....		\$36.00	n/a
[Good Sam OR Military Veterans (not both)].....		\$32.40	n/a
b. Monthly.....		\$600.00	n/a
2. The Annex RV Sites			
a. Daily.....		\$30.00	n/a
c. Monthly.....		\$585.00	n/a
3. Dry Camping, daily (tents allowed).....		\$22.00	n/a

	PREVIOUS	NEW	% CHG
E. <u>South Beach Meeting Room</u> . Must be pre-arranged and authorized. Keys must be obtained and returned.			
1. 1/3 Day (morning, afternoon or evening).....	\$30.00	\$40.00	33.3%
2. Full Day.....	\$80.00	\$100.00	25.0%
F. <u>Pet Fee</u> . Pets free (3 pet limit).			
G. <u>Individual Fee</u> . First two people free; each additional person charged.			
a. Daily.....	\$3.00	\$4.00	33.3%
b. Monthly.....	\$32.00	\$42.00	31.3%
H. <u>Vehicle Fee</u> . Any combination of three axle pieces or equipment (e.g.			
a. Daily.....	\$7.00	\$10.00	42.9%
b. Monthly.....	\$35.00	\$50.00	42.9%
I. <u>Reservation Deposit</u> . Payable at booking. Deposit will be applied to actual stay, subject to cancellation fee if			
a. Daily .....		First night's rate	
b. Monthly.....		First month's rate	
J. <u>Cancellation Fee</u> .			
1. Daily reservation, except holiday or special event.			
a. 72 hours or more before check-in date.....	\$11.00	\$15.00	36.4%
b. Less than 72 hours before check-in date.....		First night's rate	
2. Daily reservation, holiday or special event other than Seafood & Wine Festival			
a. 14 days or more before check-in date.....	\$11.00	\$15.00	36.4%
b. Fewer than 14 days before check-in date.....		First night's rate	
3. Monthly reservation.			
a. 30 days or more before check-in date.....	\$50.00	\$55.00	10.0%
b. Less than 30 days before check-in, or early checkout.....	\$100.00	\$110.00	10.0%
4. Seafood & Wine Festival. All cancellations are charged for a 2-nights' rate, no grace period.			
K. <u>RV Storage Fee</u> . To be paid in advance. RV must be in good condition. Per linear foot. (min. 20 ft.)			
1. Monthly.....	--	\$3.00	n/a
2. Semi-Annual, per month.....	--	\$2.50	n/a
L. <u>Laundry Machines</u> . Per Load.....	\$2.00	\$2.00	0.0%
M. <u>Showers</u>			
1. Marina RV Park and Annex RV Sites.....	free	free	0.0%
2. Marina Slips & Dry Camping (including tents), per 5 minutes	\$1.50	\$1.50	0.0%

**SECTION 6. CIVIL PENALTIES.** Penalties found in PONFC (§7.4(a)). Paid in full. Effective July 1, 2018.

A. <u>Class A Violation</u>			
1. 0 - 14 days, per day.....	\$300.00	\$330.00	10.0%
2. 15 - 29 days, per day.....	\$600.00	\$660.00	10.0%
3. 30+ days, per day.....	\$1,000.00	\$1,100.00	10.0%
B. <u>Class B Violation</u> .			
1. 0 - 14 days, per day.....	\$150.00	\$165.00	10.0%
2. 15 - 29 days, per day.....	\$300.00	\$330.00	10.0%
3. 30+ days, per day.....	\$500.00	\$550.00	10.0%

	PREVIOUS	NEW	% CHG
<b>C. Class C Violation.</b>			
1. 0 - 14 days, per day.....	\$30.00	\$33.00	10.0%
2. 15 - 29 days, per day.....	\$60.00	\$66.00	10.0%
3. 30+ days, per day.....	\$100.00	\$110.00	10.0%
<b>D. Class D Violation.</b>			
1. 0 - 14 days, per day.....	\$15.00	\$17.00	13.3%
2. 15 - 29 days, per day.....	\$30.00	\$33.00	10.0%
3. 30+ days, per day.....	\$50.00	\$55.00	10.0%
<b>E. Parking Violation.</b>			
1. 0 - 10 days, paid within.....	\$40.00	\$44.00	10.0%
2. 11 - 20 days, paid within.....	\$85.00	\$94.00	10.6%
3. 21+ days, paid within.....	\$125.00	\$138.00	10.4%
<b>F. Dumping Violation.</b>			
Per Event.....	\$500.00	\$550.00	10.0%
<b>SECTION 7. ADMINISTRATIVE FEES.</b> Staff may require payment or deposit in advance of service (ORS)			
<b>A. Public Records Request Fee Schedule.</b>			
1. Copies of Public Records. Per page.....	\$0.25	\$0.50	100.0%
2. Copies of Nonstandard documents, per page.....	\$20.00	\$22.00	10.0%
3. Copies of Sound Recordings (each).....	\$10.00	\$12.00	20.0%
<b>B. Faxes/Emailing/Copies. Per page.</b>			
1. Local.....	\$1.00	\$1.10	10.0%
2. Long Distance.....	\$1.50	\$2.00	33.3%
3. Incoming.....	\$1.00	\$1.50	50.0%
4. Copies .....	\$0.25	\$0.30	20.0%
<b>C. Long Distance Phone Calls. 5 minutes maximum.</b> .....			
	\$2.00	\$2.50	25.0%
<b>D. Lamination.</b> Per page. Letter size.....			
	\$2.00	\$2.50	25.0%
<b>E. Notice Posting.</b> For non-payment of lease or moorage.....			
	\$65.00	\$75.00	15.4%
<b>F. Failure to Register.</b> For research related to unregistered boats.....			
	\$33.00	\$40.00	21.2%
<b>G. International Terminal Meeting Room.</b> Must be pre-arranged and			
1. Half day.....	\$30.00	\$40.00	33.3%
2. Full day.....	\$60.00	\$80.00	33.3%
<b>H. Returned Check Fee.</b> Bank fees will be added.....			
	\$50.00	\$50.00	0.0%
<b>I. Per Annum Interest Rate.</b> Applied to past due accounts. ....			
	18.0%	20.0%	11.1%
<b>L. Impound Seizure Fee.</b>			
1. Vessel Impounding.....	\$750.00	\$850.00	13.3%
2. Car/Truck/Trailer.....	\$100.00	\$125.00	25.0%
3. Towing.....		Actual Cost + 5% Admin. Fee	
<b>M. Process Fees.</b>			
Any additional fees incurred by the Port as part of an eviction process.			
1. Notice.....	\$50.00	\$75.00	50.0%
2. FED Complaint.....	\$200.00	\$250.00	25.0%
3. Court Hearing.....	\$165.00	\$200.00	21.2%
4. Writ of Execution.....	\$140.00	\$160.00	14.3%

	PREVIOUS	NEW	% CHG
N. <u>Special Use Permit Fee</u> . The General Manager has authority to adjust or waive usage fee based upon non-			
1. <u>Application Fee</u> .....	\$100.00	\$110.00	10.0%
2. <u>Usage Fee</u> . Number of Participants, Attendees, Contestants,			
a. 1 - 200.....	\$400.00	\$440.00	10.0%
b. 201 - 500.....	\$650.00	\$715.00	10.0%
c. 501-1000.....	\$900.00	\$990.00	10.0%
d. 1001 - 5000.....	\$1,400.00	\$1,540.00	10.0%
e. 5001 - 10,000.....	\$1,900.00	\$2,090.00	10.0%
f. 10,001 - 20,000 .....	\$2,400.00	\$2,640.00	10.0%
f. More than 20,000.....	\$5,000.00	\$5,500.00	10.0%
3. Vendors, per each.....	\$40.00	\$50.00	25.0%
4. Insurance Certificate Limits.			
a. General Liability, per occurrence.....	\$2MM	\$2MM	0.0%
b. General Liability, in aggregate.....	\$2MM	\$2MM	0.0%
O. <u>Security</u> . (TCB) costs reviewed and passed along to applicant, + 5.0% Administrative Fee.			
P. <u>Background Check</u> .....	\$25.00	\$40.00	60.0%
Q. <u>Credit Check</u> . .....	\$35.00	\$40.00	14.3%
R. <u>Notary Fees</u> (OAR 160-100-0410).			
Affidavit/Jurat, Oath/Affirmation, Witness/Attest, per document.....	\$10.00	\$10.00	0.0%
S. <u>Package Handling Fee</u> . Per item.			
1. Envelope. ....	--	free	n/a
2. Package. 1st one free. Fee for each additional package.....	--	\$5.00	n/a

**SECTION 8. INSURANCE CERTIFICATE MINIMUM LIMITS.** Effective July 1, 2018. Limits are subject

A. Leases/Tenants.

1. General Liability, each occurrence.....	\$2MM
2. Damage to rented premises, each occurrence.....	\$300K
3. Medical expenses, any one person.....	\$5K
4. Person and adverse injury.....	\$2MM
5. General Aggregate.....	\$2MM
6. Products - Comp/Op aggregate.....	\$2MM

B. Commercial Vessels. Port of Newport to be named as an additional insured on Liability

1. Protection & Indemnity, must not exclude Wreck Removal.....	\$250K
2. Pollution Liability.....	\$300K
3. If Pollution/Protection & Indemnity Combined.....	\$600K

C. Recreational Vessels. Port of Newport to be named as an additional insured on Liability

1. Protection & Indemnity, must not exclude Wreck Removal.....	
2. Pollution Liability.....	
3. -or- Watercraft Liability, must include both wreck removal and pollution liability coverage. Umbrella clauses must identify boats exceeding 25 ft.....	\$500K

D. Charter/Guide Vessels.

1. General Liability.....	\$2MM
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Subject to review by Insurance Agent

	PREVIOUS	NEW	% CHG	
E. <u>International Terminal Vessels</u> (Tariff No. 1(\$17))				
1. Maritime Employer's Liability (Jones Act).....		\$1MM	Subject to review by Insurance Agent	
2. Commercial and/or Comprehensive Marine General Liability.....		\$5MM		
F. <u>Visiting NOAA Vessels.</u>				
1. Commercial and/or Comprehensive Marine General Liability.....		\$5MM		
G. <u>Vendors.</u> (reserved)				

**SECTION 9. RETAIL SALES, GIFT CERTIFICATES, PROMOTIONS, SPONSORSHIPS, AND**  
Commission delegates to the General Manager the ability to set prices.

**SECTION 10. DELEGATION OF RESPONSIBILITY.**  
The Commission delegates to the General Manager the ability to adjust these rates on a temporary basis to better

**SECTION 11. ANNUAL REVIEW.**  
The Commission, through assistance by Port staff, shall at least annually review and adopt a new Rate, Fees and

**SECTION 12. REPEALER.** All previous rates and/or rate resolutions are hereby repealed.

**APPROVED AND ADOPTED** by the Board of Commissioners this 29th day of May, 2018.

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Stewart Lamerdin  
President Pro-Tempore

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Walter Chuck  
Secretary/Treasurer Pro-Tempore





# STAFF REPORT

**DATE:** 08 May, 2018  
**RE:** Moorage Capacity in the Commercial Marina  
**TO:** Doug Parsons / Port of Newport Board of Commissioners  
**ISSUED BY:** Aaron Bretz – Director of Operations

## **BACKGROUND**

Space available for annual moorage agreements has been a frequent topic of inquiry over the past year. This report will lay out some facts regarding current moorage holders, available moorage space, and Port policies, and documents my recommendations.

## **PURPOSE, SCOPE AND DETAIL**

Linear feet of dock space in the commercial marina.....	<b>7893'</b>
Linear feet of current annual and semiannual moorage holders.....	<b>7576'</b>
Percentage of dock space with annual and semi annual moorage holders.....	<b>96%</b>

\*These figures do not allow for any space between vessels or space in the corners of floats. After adding a minimum of 10' between boats, the percentage of dock that is spoken for climbs over 110%.

It is a best practice of the Marina Industry to consider a marina functionally “full” at the 85% mark in order to allow room for transients. As a matter of practice, the Port of Newport generally does not assign moorage, except for our smaller slips on Port Dock 5B, 5A (north side), and Port Dock 7 C&D. Because we don’t assign moorage, this allows us to go above the “full” mark.

## **CONTEXT**

Because the Port of Newport does not assign moorage in the larger slips and in side tie space, this allows annual moorage agreements over the “full” mark in the marina. We currently have no operational policy that establishes what that mark should be or how to proceed once we’ve reached that point.

We have had reports that there are non-operational vessels in the commercial marina. The Port Facilities Code generally states that vessels moored at the Port must be, “completely seaworthy, fully operational and ready for immediate cruising in local waters.” The term “seaworthy and fully operational” is relatively subjective and difficult to define. What is seaworthy and capable of being operated to one person may not be to another.

## **RECOMMENDATIONS**

**I do not recommend making any changes to current practices... rather I believe we should simply clarify our current practices on the Moorage License Agreement (MLA), and in**

**policy/Facilities Code. This is an effort to manage expectations and present upfront how we manage the marina:**

- Set a benchmark for when the marina is considered to be “full”, although I have not yet done enough work to recommend what that mark should be, based on linear footage of dock vs. linear footage of moorage holders. We should then consider at what point above “full” we wish to stop granting moorage licenses.
- Clarify on the Moorage License Agreement (MLA) that side tie space and slip usage is preferred, but that vessels can be directed to temporarily raft out of one another by the harbormaster at times when side tie and slip space are not available.
- Change how the Port Facility Code addresses “seaworthy” and “fully operational vessels” to a more objective standard.
  - Specifically address the Commercial Marina and tie the standard to the vessel’s recent activity rather than the vessel’s potential for activity (i.e. “seaworthiness”), with exceptions and time limits for vessels that are preparing to start up new fishing operations.
    - Possibly something like: Vessels that have recorded landings of catch commercially in the previous XX amount of time are considered to be “operational.”
    - This provides us with documentation that can be presented by the moorage holder that demonstrates that the vessel is “fully operational.”
  - Make provisions that allow continued moorage for vessels that were previously engaged in distressed fisheries or fisheries with a disaster declaration.
  - Clarify that the intent behind this policy is to discourage permanent live-aboards in the commercial marina and to create a more objectively enforced standard, NOT to drive away active fishing vessels that are experiencing a tough year.



## STAFF REPORT

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**DATE:** 15 May, 2018  
**RE:** Hoist Dock Revenue Increase  
**TO:** Doug Parsons / Port of Newport Board of Commissioners  
**ISSUED BY:** Aaron Bretz – Director of Operations

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### **BACKGROUND**

Revenue at the Hoist Dock from 01 May 17 to 01 May 18 went up by approximately 19% compared to that same time period over the previous year. Much of this increase can be attributed to activity by independent buyers of seafood, whose revenue into the Port doubled from that same time period in 2016-2017. There are many factors that can be attributed to this increase such as fisheries successes and opportunities that became available, but by all accounts much of this increase can be attributed to the second shift that we implemented over crab season. The availability of a second shift on the dock allowed independent buyers to reach out to more boats, and to conduct additional business.

### **DETAIL**

I am still working with Accounting to establish the cost associated with this increase in revenue, but I can certainly say that the second shift performed well financially, and was structured to be profitable.

Adding shifts to the dock increases capacity without requiring infrastructure improvements. As long as the cost is properly managed, we should continue to coordinate growth of operations at the hoist dock with independent buyer growth and use the additional revenue for dock improvements.