

PORT OF NEWPORT REGULAR COMMISSION MEETING AGENDA

Tuesday, August 23, 2016, 6:00 p.m.

South Beach Activities Room

2120 SE Marine Science Drive, Newport, OR 97365

I. Call to Order6:00

II. Changes to the Agenda6:01

III. Public Comment6:02

IV. Consent Calendar6:05

 A. Minutes

 1. Commission Special Meeting July 26, 2016

 2. Regular Commission Meeting July 26, 2016

 B. Financial Report

 C. Resolution Designating Bank Accounts and Authorizing Check Signers

 D. Award of Port Dock 5 Fixed Pier Approach Engineering Contract

 E. IGA w/ City of Newport for Bay Front Parking District Extension

V. Correspondence/Presentations

VI. Old Business6:10

 A. Items Removed from Consent Calendar

 B. Accounts Paid

 C. International Terminal Shipping Facility Update

VII. New Business6:20

 A. Resolution Adopting a Safety Policy

 B. Award of Port Dock 5 Pile Replacement Contract

VIII. Staff Reports6:35

 A. Director of Finance

 1. July Occupancy Report

 B. Director of Operations

 C. General Manager

 1. Rogue Brewery Mural

 2. Highway 20 Construction

 3. Oregon Coast Zone Management Association (OCZMA) Membership Renewal

 4. SDAO Training

 5. CW Pasley Propeller

 6. DEQ Permitting for Fish Stations

 7. BBQ Albacore Tuna Classic/NOAA 5th Anniversary

 8. South Jetty Access

 9. Goal Setting

IX. Commissioner Reports6:50

X. Calendar/Future Considerations7:00

 A. 7/15 – 8/26 Shop at the Dock, Fridays

 B. 8/27 – 8/29 Salmon Enchanted Evening

 C. 9/5 Labor Day, Port Office Closed

 D. 9/10 MDR Charity Car Show

 E. 9/23 – 9/24 Arthritis Bike Classic

 F. 9/27 Regular Commission Meeting

 G. 9/29–9/30 OPPA Annual Conference

 H. 10/8 – 10/9 Columbus Day Regatta

 I. 10/11 – 10/14 PCC Conference

 J. 10/18 Regular Commission Meeting (rescheduled)

 K. 11/15 Regular Commission Meeting (rescheduled)

 L. 12/20 Regular Commission Meeting (rescheduled)

XI. Public Comment7:05

XII. Adjournment7:08

Regular meetings are scheduled for the fourth Tuesday of every month at 6:00 p.m.

The Port Newport South Beach Marina and RV Park Activity Room is accessible to people with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours in advance of the meeting to Port of Newport Administration Office at 541-265-7758.

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PORT OF NEWPORT MINUTES

July 26, 2016

Commission Special Meeting

I. CALL TO ORDER

Commission Vice-President Ken Brown called the Commission Special Meeting of the Port of Newport Board of Commissioners to order at 12:00 noon at the OSU Extension Office, 1211 SE Bay Boulevard, Newport, Oregon.

Commissioners Present: Ken Brown (Pos. #4), Vice-President; Patricia Patrick-Joling (Pos. #5), Secretary/Treasurer; Stewart Lamerdin (Pos. #3); and Steve Beck (Pos. #2). Walter Chuck (Pos. #1), President was absent.

Management and Staff: Kevin Greenwood, General Manager and Karen Hewitt, Administrative Assistant.

Members of the Public and Media: Wayde Dudley, Port Volunteer Mates; Barb Dudley, Port Volunteer Mates; Lee Fries, Port Volunteer Mates; Jim Shaw, South Beach resident; Ardis DeFreece, HMSC Artist-in-Residence.

II. REVIEW ROGUE MURAL PROCESS

Greenwood introduced the Agenda Item and the Staff Report. Greenwood referred to the diagrams showing where the murals would be placed on the current Serven Building Distillery and on the new warehouse expansion. Greenwood asked the Commission for feedback on the scope of work presented, and if the Port Commission wanted to evaluate the concepts or delegate to the City Arts Committee. Greenwood also introduced artist Ardis DeFreece, who was referred to him by Rick Brown at NOAA. Greenwood reminded the Commission that the Port was responsible for the design of the mural, but the mural would be installed by Rogue and their chosen artist. Greenwood said that DeFreece would listen to the Commission and create three concepts to be reviewed, as outlined in the scope of work. Patrick-Joling said she would like the Commission to make the decision rather than delegating to the City Arts Committee; Lamerdin agreed. Patrick-Joling suggested the design should blend in with the area with a nautical theme. She also asked who would be responsible for maintenance of the mural. Greenwood said that the original building, Serven/Distillery, is owned by the Port, and the Port is responsible for its maintenance. The extensions are owned and maintained by Rogue. Greenwood understands that Rogue will be responsible for maintaining the murals but will confirm with Brett Joyce. Lamerdin added that it would also be in Rogue's best interest to maintain the murals. He also asked if there had been a public announcement about the design, and concern that other area artists may be disgruntled. Beck asked DeFreece about her experience with murals. DeFreece said she had 20 years' experience. Greenwood said that DeFreece was also staying in the RV Park and will be here for about 45 days. DeFreece added that it is unusual for an artist to design then hand over the design to another artist. Rogue could do an artist call for the completion of the mural.

Beck also agreed that the Commission should evaluate the design, and asked if the mural would be used as branding. Greenwood also conveyed that Chuck had emailed that he would like the Commission to work with the artist. Beck suggested the WPA, art deco period, would be an historically significant style to use in designing the murals. He provided some images as samples of what this might look like. Patrick-Joling also spoke of a mural she was shown in Port Hueneme, CA, that beautifully depicted the history of that Port. Lamerdin asked if there was a costs constraint from Rogue. Greenwood said the agreement was clear that they will install the mural. DeFreece said she will provide markups and drawings. Her style is classical realistic, and generally artists fees for painting a mural are from \$35 - \$150 per square foot.

Brown added that Rogue will be involved in the process of developing the mural. Greenwood said that there was someone in the graphic design department at Rogue in Portland who would be their liaison. DeFreece added that not all artists work the same way in translating a design into a mural, but with a mural this large, there is not a huge amount of detail everywhere. Greenwood shared additional information from Chuck's email that he wanted the activities of South Beach represented, that the depictions be accurate with defined details and soft colors. Brown said he had spoken with DeFreece about the elements of South Beach, including Rogue which is the largest object there so should be a part of the murals, along with NOAA, charters, HMSC, and perhaps Native American oyster beds and sea lions. He suggested that the bridge did not need to be included since it was right there, but maybe the historical bridge construction could be represented. Monterey cypress trees in the area are also of significance, planted by one family in the 1920s – 30s, and the Aquarium has one of the largest on the coast. In addition, the trees have great structural design. Patrick-Joling said she would get an image of the Port of Hueneme's mural for reference. Patrick-Joling also commented that the people on the West Coast are "hardy souls" and depicting that was important. DeFreece said she was born and raised in the Pacific Northwest which was one reason she was interested in the HMSC residency. Lamerdin suggested that the Commission lean on the artist for guidance and provide her with element priorities. Brown commented that this would just be phase one; there could be future murals. Greenwood said this project includes two murals, which could be connected. The current project would be on the Severn building, and the expansion would follow 2 – 3 years later.

Brown asked what the budget implications were. Greenwood said there is \$15,000 in the General Fund for South Beach improvements. The sidewalk is approximately \$16,000. The application for a Homeland Security grant was rejected for security cameras. With \$1500 added to South Beach planning, there is still enough for South Beach service dock planning. Greenwood asked DeFreece if she had enough information to get started. She said the Commission had given her a lot of information, and any additional comments could be sent to Greenwood to forward to her. Greenwood will schedule a noon work session on August 23, 2016, to meet with DeFreece and provide feedback on three concepts presented. From there, she could prepare a final draft which could be tweaked.

III. PUBLIC COMMENT

Jim Shaw said he would like the Port of develop the concepts. The new marine facility student housing would be right there. He thought that asking other artists to be involved right now would cause long delays. He asked what the time line was for the mural. Greenwood responded the Work Session would be August 23rd, and approximately mid-September DeFreece would present concepts, and in October the concept would be handed to Rogue.

Lee Fries commented that if the Commission thought that Rogue could take care of something they should look at their trucks, which could use better maintenance.

IV. ADJOURNMENT

Having no further business, the meeting adjourned at 12:50 pm.

ATTESTED:

Walter Chuck, President

Patricia Patrick-Joling, Secretary/Treasurer

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PORT OF NEWPORT MINUTES

July 26, 2016

Regular Commission Meeting

I. CALL TO ORDER

Commission President Walter Chuck called the Regular Commission Meeting of the Port of Newport Board of Commissioners to order at 6:00 pm at the OSU Extension Office, 1211 SE Bay Boulevard, Newport, Oregon.

Commissioners Present: Walter Chuck (Pos. #1), President; Ken Brown (Pos. #4), Vice-President; Patricia Patrick-Joling (Pos. #5), Secretary/Treasurer; Stewart Lamerdin (Pos. #3); and Steve Beck (Pos. #2).

Management and Staff: Kevin Greenwood, General Manager; Stephen Larrabee, Director of Finance; Rick Fuller, Director of Operations; and Karen Hewitt, Administrative Assistant.

Members of the Public and Media: Mark Miranda, Newport Police Dept.; Yale Fogarty, ILWU; Wayde Dudley, Port Volunteer Mates; Barb Dudley, Port Volunteer Mates; Lee Fries, Port Volunteer Mates; Ralph Busby, Newport City Council; Pat Ruddiman, ILWU; Jim Shaw, South Beach resident; Derrick Tokos, City of Newport; Dick Anderson, Lincoln City resident; Kiera Morgan, KYTE; Dennis Anstine, Newport News-Times.

II. CHANGES TO THE AGENDA

There were no changes to the agenda.

III. PUBLIC COMMENT

Mark Miranda, Newport Police Department, advised the Commission that the ODOT pm closures on Route 20 were postponed again until August 14, 2016, with reevaluation. The Police Department staff levels, due to vacations and injuries, is short but maintaining. There are currently 3 officers in training, one of whom is a transfer from another agency expected to train on a fast track. The Police Department is down 3 people: one from last June plus two new positions approved by City Council. The Department is now recruiting but has received very few applicants. There will be two additional openings due to retirements in the new year. Miranda distributed recruiting materials to the Commission to distribute to people they thought would be a good candidate.

IV. CONSENT CALENDAR

- A. Minutes
 - 1. Commission Special Meeting June 21, 2016
 - 2. Regular Commission Meeting June 21, 2016
- B. Financial Report
- C. Pacific Northwest Waterways Association Membership Dues
- D. Good Sam Membership Fee
- E. Special Use Permit – Newport Bay to Brews ½ Marathon & 10K 10/15/16
- F. Special Use Permit – U-DA-MAN Fishing Tournament 10/7 – 10/8/2016

Patrick-Joling asked that item D. Good Sam Membership Fee be removed from the Consent Calendar. Beck notes that a correction needed to be made to the minutes for the Commission Special Meeting 6/21/16, page 4 of 103 in the Meeting Packet, line 9, “Beck” should be changed to “Lackey.”

A motion was made by Patrick-Joling and seconded by Beck to approve the Consent Calendar as amended. The motion passed 5 – 0.

V. CORRESPONDENCE/PRESENTATIONS

There were not correspondence or presentations.

VI. OLD BUSINESS

A. Items Removed from Consent Calendar

1. Good Sam Membership Fee

Patrick-Joling said she was concerned about the \$6,100 expense and that there was some digital, web information, but a significant portion was for print advertising. Larrabee said that the Port had been with Good Sam for over 10 years. He added that Good Sam recognizes the digital trend and is moving over time from print to adding digital media. Larrabee said that a lot of the RVers are older and are used to the print material. The membership is a package deal and we have been given a discount on the fee. Good Sam is the #1 publication for the RV world, and includes park ratings. Patrick-Joling asked if the Port is tracking how RVers have heard about our park. Larrabee said we can track the discounts, which are approximately 75% of those staying in the RV Park. Good Sam also tracks direct jumps to our website from their website, which were approximately 2500 in the past year. Larrabee agreed with Patrick-Joling that the fee was large, but there are 1000’s of Good Sam members. Patrick-Joling said she wanted to explore and see what else is out there. Larrabee said he could ask staff to call around and see what else is being used, and request lower rates from Good Sam. Patrick-Joling suggested FMCA would be another option. Lamerdin noted that the occupancy numbers in the park are not decreasing, and Larrabee added that revenue numbers are up. Beck said that tourism in the area has increased over the last four years, helped by City committee work. The room taxes collected go in part to Destination Newport. Patrick-Joling said that a lot of businesses have eliminated print advertising and suggested the RV Park could forego this for a year and see what we had. Greenwood recommended that for this year the Port continue with Good Sam. Lamerdin said he is reluctant to mess with a working system without more research. Chuck added the Port could ask Good Sam customers if they would come back if the discount were discontinued and where they heard about the RV Park.

A motion was made by Brown and seconded by Beck to approve the Good Sam Membership and Fee. The motion passed 5 – 0.

B. Accounts Paid

Ken Brown declared a conflict of interest because of payments made to Les Schwab. **A motion was made by Patrick-Joling and seconded by Jincks to accept the accounts paid. The motion passed 4 – 0.**

C. International Terminal Shipping Facility Update

Greenwood introduced the agenda item and staff report. Greenwood said that Hampton Affiliates had successfully lobbied against the ITSF, wrongly classifying this project as job exporting. The Port is

looking at other funding sources for the ITSF. Kevin advised that EDA is cautious about any funding from them going toward TIGER and would like to see those funds going to separate parts of the project. Greenwood hopes to resubmit to EDA within 30 days. The EDA grant would be a 50% match so additional funds would be required. The TIGER financing plan needs to be finalized by the end of October to keep the grant. The Commission and staff will need to discuss funding from the \$2MM loan, NOAA fund and the General Fund to keep the project moving forward. There will be tough decisions to make. Beck and Patrick-Joling both asked if an alternative use for the ITSF could be found in the meantime to generate income. Greenwood said there had been some discussion about down-sizing the project, but 9 acres is about as small an area that would be practical. He added that the Port would not want to show other uses while pursuing current grant funds. Greenwood said the soil sampling had been done and other activity completed to keep the permits active. He added that completion of the ITSF project was a 50-50 proposition at this point, which would have long term ramifications for Port projects. The ITSF project was intended to generate income to finance fishing docks maintenance. The upcoming Coastal Economic Summit would be an opportunity to discuss the project as a job creator with the potential for other products to counter Hampton Affiliates arguments. Brown agreed to act as a liaison with Teevin on the project.

VII. New Business

A. Election of Commission Officers

Greenwood introduced the agenda item and staff report. He said the option of nominating a plank was used in the past and was an easier process.

A motion was made by Beck and seconded by Lamerdin to nominate Chuck for President, Brown for Vice-President, and Patrick-Joling as Secretary/Treasurer as a plank. The motion passed 5 – 0.

B. Resolution 2016-06 Creating a Commercial Fishing Users Group Committee

Greenwood introduced the agenda item and staff report. Greenwood said he had also discussed the Committee idea with Kaety Jacobsen of the OSU Marine Fisheries Extension. Beck asked who had raised the idea of a Fishing Committee. Greenwood said he had spoken with Commissioners one-on-one and some interest was expressed. He said his original draft had nine members, and adding a long-liner and direct market seller were Jacobsen's suggestions. Greenwood said he had reviewed the proposal with Jacobsen and she shared with the FINE county-wide group. Chuck said that he had dealt with FINE and received good feedback. Since the Port Docks support the bulk of the fishing fleet, it would be good for them to have a venue. Patrick-Joling asked if the Committee were formed, how its actions be delivered to the Commission. Greenwood said that most of the Committee's activity would be driven by requests from the Commission for the Committee's input. Information would be delivered to the Commission through Minutes and Staff Reports. For example, the Committee could vet capital improvement priorities and find opportunities for funding those improvements.

Beck asked about the two Commission members suggested, and whether this would be in lieu of an ex officio representation. Greenwood acknowledged there were different options for Commission involvement. After discussion, the Commissioners agreed to have one Commissioner as an ex officio, non-voting member of the Committee rather than two voting members. Lamerdin commented that the recommendation included a lot of specific people and it may be better to have a larger pool; Greenwood said there could be alternates. Some of the members may be out fishing when the meetings are scheduled, but there should still be a quorum. Greenwood said this Committee would be subject to public meeting and records rules, including what constitutes a quorum. By-laws would be required. The budget implications for the Committee would be related to staff time, with the North Commercial Harbormaster,

the NIT Supervisor, and the Administrative Assistant supporting the Committee. Greenwood recommended adopting the Resolution as amended.

A motion was made by Patrick-Joling and seconded by Beck to adopt Resolution 2016-06 Creating a Commercial Fishing Users Group Committee as amended. The motion passed 5 – 0.

C. IGA w/ City of Newport for Bay Front Parking District Extension

Greenwood introduced the Agenda Item and Staff Report. Brown asked how the Port has benefitted from the Parking District. Derrick Tokos said there was concern about the fairness of the payments. The Port has had representatives from the Port actively participating, and the District has opened lines of communication between the tourism and fishing industries. The Parking District extension was looking to conduct a parking study before taking more significant steps. Brown said the parking permits at the Port which were introduced to recoup payments to the District were an inconvenience to fishermen, and he does not see the Port getting value from the District. Greenwood clarified that there is concern about the proportionality of the payments among participants. Tokos said the Port contribution was a figure negotiated with David Jincks and Don Mann. \$20,000 of the Parking District funds comes from members, and the rest from a trust. Lamerdin asked what other businesses were paying. Tokos said Trident was paying \$600, based on employer program. Depending on the results of the study, funds may be used to pave additional parking areas on Port property. Lamerdin when a decision about the Port's participation would be needed. Greenwood said the District loosely matches the fiscal year, which ended June 30th, and suggested tabling for one month with a work session scheduled on August 23rd. Lamerdin asked for a more detailed breakdown of contributions. Brown said he rejected the IGA. No action was taken.

D. Resolution 2016-07 Amending Hiring Policy

Larrabee introduced proposed Resolution. He said that Port management discussed policies that would attract, train, motivate and keep employees. This Resolution was drafted to tighten up the hiring policy to meet these goals. The three tier structure allows for growth opportunities within the Port. Management would share the policy with staff.

A motion was made by Patrick-Joling and seconded by Brown to adopt Resolution 2016-07 Amending the Personnel Policy Manual to Adopt a Revised Hiring Policy. The motion passed 5 – 0.

VIII. DEPARTMENTAL REPORTS

A. Director of Finance

Larrabee introduced the Director of Finance Report and June Occupancy Report.

B. Director of Operations

Fuller introduced the Director of Operations Report. He said he had met with 6 engineers, and RFP proposals were due Friday, July 29th. He wants to have a selection committee of 5 members, and offered that one of those members be a Commissioner. Lamerdin agreed to participate on the selection committee. Fuller said that the Port Volunteer Mates had done an excellent job on their projects, and they were working well with the Department Heads. They will be working at the International Terminal. Lamerdin added that he agreed the Mates had done excellent work and felt fortunate they were a part of the Port. Chuck also thanked the Mates.

C. General Manager

Greenwood introduced the General Manager Report.

1. Rogue Brewery Mural

The mural was discussed at the noon Work Session. A Work Session will be scheduled for August 23rd for further discussions.

2. Highway 20 Construction

There was no discussion on this item.

3. DulsEnergy Lease/MOU

Greenwood said the DulsEnergy project had taken a step back as they look for investors.

4. Coastal Economic Summit, North Bend, Oregon, August 8 – 9

Greenwood said he would be attending the Summit and asked if any Commissioners were interested in attending they should contact Port staff.

5. Re-zoning Consideration for August 23rd

Greenwood said the rezoning opportunity looked good, and could be fine-tuned when actual projects emerged. The City recommended that commercial opportunities would be best on the side of the lot toward Englund Marine, and marine support on the Port Dock side. Greenwood added that he appreciated the rezoning opportunity presented to him by Derrick Tokos. Tokos said the City of Newport would incur the costs of rezoning but would appreciate feedback from the Commission about location. The Commission consensus was for the option 2 rezoning.

6. New Flood Preliminary Maps are rolling out this summer

Greenwood commented that a significant amount of Port development happens in the flood zone. Greenwood thanked Tokos for bringing the upcoming changes in regulations to his attention. The changes could include increased setback and mitigation. The OPPA meeting in Salem on Thursday July 28th and conference in Astoria in September may address this issue.

7. Personal Notes are Public Records

Lamerdin asked if highlighting only would be considered notes. Hewitt responded that since that did not create an additional record, highlighted agendas or packets would not need to be included.

8. Recreational Immunity

There was no discussion on this item.

IX. COMMISSIONER REPORTS

Patrick-Joling said she had attended Association of Pacific Ports' 103rd Annual Conference in Port Hueneme, CA. She found it fascinating, with good networking opportunities and good speakers. Paul N.

Jaenichen, Sr. - Maritime Administrator, MARAD, spoke about cargo shipping. Germany has 66%, while the U.S. has 2%, the lowest in 100 years. He called for beefing up port infrastructure and would be happy to speak at conferences held in Newport in future years. Patrick-Joling will share more at the next Commission meeting.

X. CALENDAR/FUTURE CONSIDERATIONS

- A. 7/15 – 8/26 Shop at the Dock, Fridays
- B. 8/12 – NOAA Anniversary Salute
- C. 8/13 – 8/15 Great Albacore Tuna BBQ Challenge
- D. 8/19 – 8/21 Lincoln County Fair
- E. 8/27 – 8/29 Salmon Enchanted Evening
- F. 9/5 – Labor Day, Port Office Closed
- G. 9/10 – MDR Charity Car Show

Chuck said in past years, the Commission Meetings in November and December were held on the third Tuesday instead of the fourth because of the holidays, and suggested the same be done this year; the Commission agreed. Chuck will not be here for the Commission Meetings on August 23rd. Patrick-Joling will not be able the Commission Meetings on September 27th and October 25th, and asked if they could be moved. Chuck said the September meeting will not be moved, but the October meeting will be moved to October 18th.

XI. PUBLIC COMMENT

Wayde Dudley said getting workers away from parking on the bay front was the biggest parking issue.

Jim Shaw commented that at the Salmon Enchanted Evening last year, 6 aircraft from Seattle arrived and were disappointed because they expected a salmon dinner and only got hors d'oeuvres. These 6 are not returning. Chuck advised that the Port does not run the event, just provides the space. As to the Fishermen's Committee, their main issue is moorage, not product.

Barb Dudley said as to Good Sam membership, she knows a lot of elderly RVers don't use the internet and won't stay anywhere but a Good Sam park. There are caravans of RVers who rely on the Good Sam book.

XII. ADJOURNMENT

Having no further business, the meeting adjourned at 7:45 pm.

ATTESTED:

Walter Chuck
President

Patricia Patrick-Joling
Secretary/Treasurer

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Port of Newport
Balance Sheet
As of July 31, 2016

	Jul 31, 16	Jul 31, 15	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
Available Cash & Equivalents	1,509,878.60	1,093,465.83	416,412.77
Restricted Cash & Equivalents	672,893.71	735,936.13	-63,042.42
Total Checking/Savings	2,182,772.31	1,829,401.96	353,370.35
Accounts Receivable			
Accounts Receivable	149,251.97	27,834.89	121,417.08
Total Accounts Receivable	149,251.97	27,834.89	121,417.08
Other Current Assets			
Allow for Bad Debt - CM	-10,000.00	-10,000.00	0.00
Allow for Bad Debt - SB	-4,000.00	-4,000.00	0.00
AR Property Tax	10,334.60	10,334.60	0.00
Deferred OF - Contirb after MD	18,048.00	18,048.00	0.00
Due from other Port Funds	4,897.94	37,229.33	-32,331.39
Net Pension Asset	146,594.00	146,594.00	0.00
Prepaid Expenses	71,763.47	80,831.35	-9,067.88
Undeposited Funds	6,950.75	-4,437.21	11,387.96
Total Other Current Assets	244,588.76	274,600.07	-30,011.31
Total Current Assets	2,576,613.04	2,131,836.92	444,776.12
Fixed Assets			
Capital Assets	85,670,010.77	85,670,010.77	0.00
Total Fixed Assets	85,670,010.77	85,670,010.77	0.00
TOTAL ASSETS	88,246,623.81	87,801,847.69	444,776.12
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
Accounts Payable	122,534.67	94,545.21	27,989.46
Total Accounts Payable	122,534.67	94,545.21	27,989.46
Other Current Liabilities			
Accrued Interest Payable	11,693.00	11,693.00	0.00
Current Portion-Long Term Debt	353,377.00	353,377.00	0.00
Deferred Revenue	190.95	190.95	0.00
Due to other Port Funds	-5,187.86	-3,265.82	-1,922.04
Lodging/Room Tax Payable	0.00	1,868.60	-1,868.60
Payroll Liabilities	26,572.51	30,541.88	-3,969.37
Total Other Current Liabilities	386,645.60	394,405.61	-7,760.01
Total Current Liabilities	509,180.27	488,950.82	20,229.45
Long Term Liabilities			
2013 FF&C Bond Premium	111,892.75	111,892.75	0.00
Deferred IF - Proportion/Contri	31,249.00	31,249.00	0.00
Derferred IF - Invest Return	282,867.00	282,867.00	0.00
Less Current Portion L Term Deb	-353,377.00	-353,377.00	0.00
Long Term Debt	8,480,410.74	8,480,410.74	0.00
Total Long Term Liabilities	8,553,042.49	8,553,042.49	0.00
Total Liabilities	9,062,222.76	9,041,993.31	20,229.45
Equity			
Contributed Capital	7,130,788.00	7,130,788.00	0.00
Fund Balance	71,788,701.34	71,350,104.58	438,596.76
GAAP - Pension Expense	18,048.00	18,048.00	0.00
GAAP - Pension Income	140,846.00	140,846.00	0.00
Net Income	106,017.71	120,067.80	-14,050.09
Total Equity	79,184,401.05	78,759,854.38	424,546.67
TOTAL LIABILITIES & EQUITY	88,246,623.81	87,801,847.69	444,776.12

**Port of Newport
Profit & Loss Budget vs. Actual
July 2016**

	Jul 16	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Hoist Dock & Services	3,282.11	364,000.00	-360,717.89	0.9%
Launch Ramp & Trailer Storage	8,402.50	70,000.00	-61,597.50	12.0%
Lease Revenues	43,386.77	616,081.00	-572,694.23	7.0%
Miscellaneous Revenue	7,408.19	46,000.00	-38,591.81	16.1%
Moorage	116,410.46	1,189,000.00	-1,072,589.54	9.8%
RV Parks	150,097.47	754,000.00	-603,902.53	19.9%
Shipping Terminal Revenues	0.00	7,000.00	-7,000.00	0.0%
Total Income	<u>328,987.50</u>	<u>3,046,081.00</u>	<u>-2,717,093.50</u>	<u>10.8%</u>
Gross Profit	328,987.50	3,046,081.00	-2,717,093.50	10.8%
Expense				
Debt Services	12,452.12	684,934.00	-672,481.88	1.8%
Materials & Services	117,812.67	1,425,200.00	-1,307,387.33	8.3%
Personal Services	88,322.62	1,300,616.00	-1,212,293.38	6.8%
Total Expense	<u>218,587.41</u>	<u>3,410,750.00</u>	<u>-3,192,162.59</u>	<u>6.4%</u>
Net Ordinary Income	110,400.09	-364,669.00	475,069.09	-30.3%
Other Income/Expense				
Other Income				
Grant & Loan Proceeds	0.00	168,000.00	-168,000.00	0.0%
Interest Income	165.12	4,000.00	-3,834.88	4.1%
Property & Dredge Sales	0.00	2,000.00	-2,000.00	0.0%
Property Tax Revenue	495.91	94,500.00	-94,004.09	0.5%
Total Other Income	<u>661.03</u>	<u>268,500.00</u>	<u>-267,838.97</u>	<u>0.2%</u>
Other Expense				
Capital Outlay	5,043.41	500,000.00	-494,956.59	1.0%
Contingency	0.00	100,000.00	-100,000.00	0.0%
Transfers Out	0.00	60,000.00	-60,000.00	0.0%
Total Other Expense	<u>5,043.41</u>	<u>660,000.00</u>	<u>-654,956.59</u>	<u>0.8%</u>
Net Other Income	<u>-4,382.38</u>	<u>-391,500.00</u>	<u>387,117.62</u>	<u>1.1%</u>
Net Income	<u><u>106,017.71</u></u>	<u><u>-756,169.00</u></u>	<u><u>862,186.71</u></u>	<u><u>-14.0%</u></u>

Port of Newport
Profit & Loss Budget vs. Actual - Admin
 July 2016

	Jul 16	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Hoist Dock & Services	250.00			
Lease Revenues	43,386.77	616,081.00	-572,694.23	7.0%
Miscellaneous Revenue	100.00			
Moorage	258.00			
Total Income	<u>43,994.77</u>	<u>616,081.00</u>	<u>-572,086.23</u>	<u>7.1%</u>
Gross Profit	43,994.77	616,081.00	-572,086.23	7.1%
Expense				
Debt Services	0.00	17,852.00	-17,852.00	0.0%
Materials & Services	30,602.01	392,900.00	-362,297.99	7.8%
Personal Services	40,733.67	510,748.00	-470,014.33	8.0%
Total Expense	<u>71,335.68</u>	<u>921,500.00</u>	<u>-850,164.32</u>	<u>7.7%</u>
Net Ordinary Income	-27,340.91	-305,419.00	278,078.09	9.0%
Other Income/Expense				
Other Income				
Grant & Loan Proceeds	0.00	168,000.00	-168,000.00	0.0%
Interest Income	165.12	4,000.00	-3,834.88	4.1%
Property Tax Revenue	495.91	94,500.00	-94,004.09	0.5%
Total Other Income	<u>661.03</u>	<u>266,500.00</u>	<u>-265,838.97</u>	<u>0.2%</u>
Other Expense				
Capital Outlay	0.00	500,000.00	-500,000.00	0.0%
Contingency	0.00	100,000.00	-100,000.00	0.0%
Transfers Out	0.00	60,000.00	-60,000.00	0.0%
Total Other Expense	<u>0.00</u>	<u>660,000.00</u>	<u>-660,000.00</u>	<u>0.0%</u>
Net Other Income	661.03	-393,500.00	394,161.03	-0.2%
Net Income	<u><u>-26,679.88</u></u>	<u><u>-698,919.00</u></u>	<u><u>672,239.12</u></u>	<u><u>3.8%</u></u>

Port of Newport
Profit & Loss Budget vs. Actual - NIT
 July 2016

	Jul 16	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Hoist Dock & Services	0.00	193,000.00	-193,000.00	0.0%
Miscellaneous Revenue	0.00	5,000.00	-5,000.00	0.0%
Moorage	0.00	80,000.00	-80,000.00	0.0%
Shipping Terminal Revenues	0.00	7,000.00	-7,000.00	0.0%
Total Income	<u>0.00</u>	<u>285,000.00</u>	<u>-285,000.00</u>	<u>0.0%</u>
Gross Profit	0.00	285,000.00	-285,000.00	0.0%
Expense				
Debt Services	11,407.92	443,460.00	-432,052.08	2.6%
Materials & Services	3,721.50	108,100.00	-104,378.50	3.4%
Personal Services	6,225.01	71,486.00	-65,260.99	8.7%
Total Expense	<u>21,354.43</u>	<u>623,046.00</u>	<u>-601,691.57</u>	<u>3.4%</u>
Net Ordinary Income	<u>-21,354.43</u>	<u>-338,046.00</u>	<u>316,691.57</u>	<u>6.3%</u>
Net Income	<u><u>-21,354.43</u></u>	<u><u>-338,046.00</u></u>	<u><u>316,691.57</u></u>	<u><u>6.3%</u></u>

**Port of Newport
 Profit & Loss Budget vs. Actual - SB
 July 2016**

	Jul 16	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Hoist Dock & Services	1,373.11	10,000.00	-8,626.89	13.7%
Launch Ramp & Trailer Storage	8,402.50	70,000.00	-61,597.50	12.0%
Miscellaneous Revenue	6,574.60	37,000.00	-30,425.40	17.8%
Moorage	92,730.41	669,000.00	-576,269.59	13.9%
RV Parks	150,097.47	754,000.00	-603,902.53	19.9%
Total Income	<u>259,178.09</u>	<u>1,540,000.00</u>	<u>-1,280,821.91</u>	<u>16.8%</u>
Gross Profit	259,178.09	1,540,000.00	-1,280,821.91	16.8%
Expense				
Debt Services	464.55	216,666.00	-216,201.45	0.2%
Materials & Services	56,504.83	604,400.00	-547,895.17	9.3%
Personal Services	24,134.10	342,800.00	-318,665.90	7.0%
Total Expense	<u>81,103.48</u>	<u>1,163,866.00</u>	<u>-1,082,762.52</u>	<u>7.0%</u>
Net Ordinary Income	178,074.61	376,134.00	-198,059.39	47.3%
Other Income/Expense				
Other Income				
Grant & Loan Proceeds	0.00	0.00	0.00	0.0%
Property & Dredge Sales	0.00	2,000.00	-2,000.00	0.0%
Total Other Income	0.00	2,000.00	-2,000.00	0.0%
Other Expense				
Break-in Replacement	0.00	0.00	0.00	0.0%
Capital Outlay	5,043.41			
Total Other Expense	<u>5,043.41</u>	<u>0.00</u>	<u>5,043.41</u>	<u>100.0%</u>
Net Other Income	<u>-5,043.41</u>	<u>2,000.00</u>	<u>-7,043.41</u>	<u>-252.2%</u>
Net Income	<u><u>173,031.20</u></u>	<u><u>378,134.00</u></u>	<u><u>-205,102.80</u></u>	<u><u>45.8%</u></u>

**Port of Newport
 Profit & Loss Budget vs. Actual - CM
 July 2016**

	Jul 16	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Hoist Dock & Services	1,659.00	161,000.00	-159,341.00	1.0%
Launch Ramp & Trailer Storage	0.00	0.00	0.00	0.0%
Miscellaneous Revenue	733.59	4,000.00	-3,266.41	18.3%
Moorage	23,422.05	440,000.00	-416,577.95	5.3%
Shipping Terminal Revenues	0.00	0.00	0.00	0.0%
Total Income	<u>25,814.64</u>	<u>605,000.00</u>	<u>-579,185.36</u>	<u>4.3%</u>
Gross Profit	25,814.64	605,000.00	-579,185.36	4.3%
Expense				
Debt Services	579.65	6,956.00	-6,376.35	8.3%
Materials & Services	26,984.33	312,400.00	-285,415.67	8.6%
Personal Services	17,229.84	214,674.00	-197,444.16	8.0%
Total Expense	<u>44,793.82</u>	<u>534,030.00</u>	<u>-489,236.18</u>	<u>8.4%</u>
Net Ordinary Income	-18,979.18	70,970.00	-89,949.18	-26.7%
Other Income/Expense				
Other Income				
Miscellaneous	0.00	0.00	0.00	0.0%
Total Other Income	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>
Net Other Income	0.00	0.00	0.00	0.0%
Net Income	<u><u>-18,979.18</u></u>	<u><u>70,970.00</u></u>	<u><u>-89,949.18</u></u>	<u><u>-26.7%</u></u>

Port of Newport - NOAA Fund
Balance Sheet
As of July 31, 2016

	Jul 31, 16	Jul 31, 15	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
Cash & Equivalents	4,492,807.49	4,352,718.97	140,088.52
Total Checking/Savings	4,492,807.49	4,352,718.97	140,088.52
Other Current Assets			
Derfered OF - Contrib After MD	2,957.00	2,957.00	0.00
Due From Other Funds	58.43	0.00	58.43
Net Pension Asset	24,019.00	24,019.00	0.00
Prepaid Expenses	25,739.19	38,927.06	-13,187.87
Total Other Current Assets	52,773.62	65,903.06	-13,129.44
Total Current Assets	4,545,581.11	4,418,622.03	126,959.08
TOTAL ASSETS	4,545,581.11	4,418,622.03	126,959.08
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
Accounts Payable	12,760.30	12,968.28	-207.98
Total Accounts Payable	12,760.30	12,968.28	-207.98
Other Current Liabilities			
Accrued Interest Payable	499,410.00	499,410.00	0.00
Current Portion-Long-Term Debt	840,000.00	840,000.00	0.00
Due to Operations or Const Fund	4,897.94	13,488.57	-8,590.63
Vacation Payable	3,767.42	941.00	2,826.42
Total Other Current Liabilities	1,348,075.36	1,353,839.57	-5,764.21
Total Current Liabilities	1,360,835.66	1,366,807.85	-5,972.19
Long Term Liabilities			
Deferred IF - Invest Return	46,347.00	46,347.00	0.00
Deferred IF - Prop/Contrib	5,120.00	5,120.00	0.00
Less Current Portion L Term Deb	-840,000.00	-840,000.00	0.00
Long-Term Debt	21,554,006.00	21,554,006.00	0.00
Total Long Term Liabilities	20,765,473.00	20,765,473.00	0.00
Total Liabilities	22,126,308.66	22,132,280.85	-5,972.19
Equity			
Fund Balance	-16,343,760.08	-16,487,486.68	143,726.60
GAAP - Pension Expense	2,957.00	2,957.00	0.00
GAAP - Pension Income	23,078.00	23,078.00	0.00
Net Income	-1,263,002.47	-1,252,207.14	-10,795.33
Total Equity	-17,580,727.55	-17,713,658.82	132,931.27
TOTAL LIABILITIES & EQUITY	4,545,581.11	4,418,622.03	126,959.08

**Port of Newport - NOAA Fund
 Profit & Loss Budget vs. Actual
 July 2016**

	Jul 16	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Interest Income	779.01	10,500.00	-9,720.99	7.4%
Lease Income	211,761.51	2,542,000.00	-2,330,238.49	8.3%
Total Income	212,540.52	2,552,500.00	-2,339,959.48	8.3%
Expense				
Debt Service	1,442,366.88	1,997,335.00	-554,968.12	72.2%
Materials & Service	27,522.77	689,320.00	-661,797.23	4.0%
Personal Services	5,653.34	75,759.00	-70,105.66	7.5%
Total Expense	1,475,542.99	2,762,414.00	-1,286,871.01	53.4%
Net Ordinary Income	-1,263,002.47	-209,914.00	-1,053,088.47	601.7%
Other Income/Expense				
Other Expense				
Contingency	0.00	100,000.00	-100,000.00	0.0%
Fund Transfers Out	0.00	2,000,000.00	-2,000,000.00	0.0%
Total Other Expense	0.00	2,100,000.00	-2,100,000.00	0.0%
Net Other Income	0.00	-2,100,000.00	2,100,000.00	0.0%
Net Income	-1,263,002.47	-2,309,914.00	1,046,911.53	54.7%

Facility Maintenance Reserve Fund
Balance Sheet
 As of July 31, 2016

	<u>Jul 31, 16</u>	<u>Jul 31, 15</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
Umpqua Bank - Money Market	73,787.05	48,384.52	25,402.53
Total Checking/Savings	<u>73,787.05</u>	<u>48,384.52</u>	<u>25,402.53</u>
Total Current Assets	<u>73,787.05</u>	<u>48,384.52</u>	<u>25,402.53</u>
TOTAL ASSETS	<u>73,787.05</u>	<u>48,384.52</u>	<u>25,402.53</u>
LIABILITIES & EQUITY			
Equity			
Fund Balance	73,777.66	48,378.36	25,399.30
Net Income	9.39	6.16	3.23
Total Equity	<u>73,787.05</u>	<u>48,384.52</u>	<u>25,402.53</u>
TOTAL LIABILITIES & EQUITY	<u>73,787.05</u>	<u>48,384.52</u>	<u>25,402.53</u>

**Construction Fund - Port of Newport
 Balance Sheet
 As of July 31, 2016**

	<u>Jul 31, 16</u>	<u>Jul 31, 15</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
Construction Fund Bank Accts	76,210.85	183,307.46	-107,096.61
Total Checking/Savings	<u>76,210.85</u>	<u>183,307.46</u>	<u>-107,096.61</u>
Total Current Assets	<u>76,210.85</u>	<u>183,307.46</u>	<u>-107,096.61</u>
TOTAL ASSETS	<u>76,210.85</u>	<u>183,307.46</u>	<u>-107,096.61</u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
A/P - Construction	6,165.50	16,000.01	-9,834.51
Total Accounts Payable	<u>6,165.50</u>	<u>16,000.01</u>	<u>-9,834.51</u>
Total Current Liabilities	<u>6,165.50</u>	<u>16,000.01</u>	<u>-9,834.51</u>
Total Liabilities	<u>6,165.50</u>	<u>16,000.01</u>	<u>-9,834.51</u>
Equity			
Fund Balance	79,229.46	183,266.66	-104,037.20
Net Income	-9,184.11	-15,959.21	6,775.10
Total Equity	<u>70,045.35</u>	<u>167,307.45</u>	<u>-97,262.10</u>
TOTAL LIABILITIES & EQUITY	<u>76,210.85</u>	<u>183,307.46</u>	<u>-107,096.61</u>

**Bonded Debt Fund - Port of Newport
 Balance Sheet
 As of July 31, 2016**

	Jul 31, 16	Jul 31, 15	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
Gen Obligation Bond MM-OCB	310,382.54	89,324.31	221,058.23
Total Checking/Savings	310,382.54	89,324.31	221,058.23
Other Current Assets			
Due from Operating Fund	-5,246.65	-3,266.18	-1,980.47
Property Tax Receivable	86,925.12	86,925.12	0.00
Total Other Current Assets	81,678.47	83,658.94	-1,980.47
Total Current Assets	392,061.01	172,983.25	219,077.76
Other Assets			
Bond Issue costs, net of amort.	91,334.00	91,334.00	0.00
Total Other Assets	91,334.00	91,334.00	0.00
TOTAL ASSETS	483,395.01	264,317.25	219,077.76
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Other Current Liabilities			
Bonds Payable - Current	300,000.00	300,000.00	0.00
Total Other Current Liabilities	300,000.00	300,000.00	0.00
Total Current Liabilities	300,000.00	300,000.00	0.00
Long Term Liabilities			
2007 Series Bonds	4,209,263.00	4,209,263.00	0.00
2008 Series Bonds	4,304,912.00	4,304,912.00	0.00
2011 Series Bonds	5,211,741.00	5,211,741.00	0.00
Less Current Portion LTD	-300,000.00	-300,000.00	0.00
Total Long Term Liabilities	13,425,916.00	13,425,916.00	0.00
Total Liabilities	13,725,916.00	13,725,916.00	0.00
Equity			
Bonded Debt Fund Balance	-13,468,256.72	-13,468,256.72	0.00
Retained Earnings	221,003.59	0.00	221,003.59
Net Income	4,732.14	6,657.97	-1,925.83
Total Equity	-13,242,520.99	-13,461,598.75	219,077.76
TOTAL LIABILITIES & EQUITY	483,395.01	264,317.25	219,077.76

**PORT OF NEWPORT
RESOLUTION NO. 2016-_____**

A RESOLUTION DESIGNATING BANK ACCOUNTS AND 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. 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. 17(A) states that all Commissioners are eligible to sign checks upon approval; and

WHEREAS, Resolution 2015-13 approved September 18, 2015 was the last resolution authorizing check signers; and

WHEREAS, Steve Beck replaced David Jincks as Position #2 upon being sworn in to office on June 21, 2016; NOW THEREFORE,

THE PORT OF NEWPORT BOARD OF COMMISSIONERS RESOLVES AS FOLLOWS:

Section 1. Authorized Signers. The Commission authorizes the five members of the Port of Newport Board of Commissioners, the General Manager and the Director of Finance to be signers on designated bank accounts.

- A. Walter Chuck..... Position #1
- B. Steve Beck..... Position #2
- C. Stewart Lamerdin..... Position #3
- D. Ken Brown Position #4
- E. Patricia Patrick-Joling..... Position #5
- F. Kevin M. Greenwood..... General Manager
- G. Stephen J. Larrabee Director of Finance

Section 2. Designated Bank Accounts. The Commission designates the following bank accounts:

- A. Oregon Coast Bank
 - 1. Operating Checking..... General
 - 2. Marina Deposit General
 - 3. Payroll..... General
 - 4. PERS..... General
 - 5. SPWF General
 - 6. Operating Checking..... NOAA
 - 7. Maintenance & Replacement NOAA
 - 8. Revenue Bond Reserve NOAA
 - 9. Assignment of Deposits NOAA
 - 10. Operating Checking..... Construction
 - 11. Money Market..... Construction
 - 12. GO Fund..... Bonded Debt
- B. Columbia Bank
 - 1. Money Market..... General
- C. Umpqua Bank
 - 1. Money Market..... NOAA
 - 2. Operating.....Facilities Maintenance

Section 3. Rescission. All previous check signers are hereby rescinded from signing on bank accounts of the Port of Newport.

APPROVED AND ADOPTED BY THE BOARD OF COMMISSIONERS this 23rd day of August, 2016.

ATTEST:

Walter Chuck, President

Patricia Patrick-Joling, Secretary/Treasurer



CONSENT CALENDAR AGENDA ITEM

DATE: 8/19/2016
RE: Award of Port Dock 5 Fixed Pier Approach Engineering Contract
TO: Kevin Greenwood / Port of Newport Board of Commissioners
ISSUED BY: Rick Fuller – Director of Operations

BACKGROUND

The Port Dock 5 fixed pier approach has been restricted to all unauthorized vehicles due to its current poor structural condition. A 2011 staff assessment and report indicated replacement or significant repair was needed to the entire structure within five years. The approved 2016/17 Capital improvement budget lists the PD5 approach engineering as priority #8 for large projects with a total authorized line item budget amount of \$25,000. During the months of July and August 2016, Port staff conducted a Request for Proposal (RFP) as attached to gain marine engineering cost proposals for the included scope of work. A selection committee representing staff, commission and the fishing industry met on two occasions** to analyze the submitted proposals and subsequently interview a short list of two firms.

**Bob Eder of the fishing industry was unable to attend the August 10, 2016 meeting but did attend the interview meeting.*

PURPOSE, SCOPE AND DETAIL

The purpose of the Request for Proposal was to receive engineering services proposals that will provide three conceptual designs, solutions, and cost estimates for the replacement or long term repair of the fixed pier structure. Please see the scope of work included in the attached RFP.

For the RFP process, six (6) qualified engineering firms were contacted. Five (5) firms responded with submittals per the RFP deadline. On August 10, 2016 the selection committee consisting of Commissioner Stewart Lamerdin, General Manager Kevin Greenwood, Interim Harbor Master Kent, and Director of Operations Rick Fuller met, qualified, scored and shortlisted the submittals down to two firms selected for a phone interview. The Best Value Analysis sheet is attached for your review. On August 18, 2016 PND Engineering and OBEC Engineering each participated in a phone interview which the selection committee** discussed and graded. OBEC Engineering was selected for recommendation to the General Manager and the Commission for approval.

**Bob Eder of the fishing industry attending.*

OPTIONS

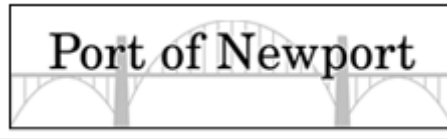
1. Approve the recommendation of the selection committee
2. Do not approve the recommendation of the selection committee

BUDGET IMPLICATIONS

\$25,000 was appropriated and budgeted in the 2016/2017 capital outlay budget for. OBEC Engineering proposed bid breakdown total proposal is \$24,930 remaining within the authorized budgeted line item for engineering services.

RECOMMENDATION

Staff recommends: **that the Commission authorize the General Manager to enter into negotiation resulting in an engineering services contract with OBEC Engineering for an amount not to exceed Twenty Five Thousand Dollars (\$25,000).**



REQUEST FOR PROPOSAL (RFP) PROFESSIONAL SERVICES

PROJECT: PD5 Fixed Pier Approach - Structural Renovation Design
LOCATION: Port of Newport - Port Dock 5 Newport, OR
DUE: July 29, 2016, 2:00pm PST

Proposals on this project will be accepted by Hand Delivery, Mail, Fax, PDF via email.

SUBMIT TO: Port of Newport C/O General Manager Phone: (541) 265-7758
600 SE Bay Boulevard Fax: (541) 265-4235
Newport, OR 97365 Email: khewitt@portofnewport.com

CONTACT: Rick Fuller 541.265.7758
rfuller@portofnewport.com

TERMS AND CONDITIONS:

1. **Schedule for Work:** Start: 8/24/16 Completion: TBD
Time is of the essence. All attempts at improving the schedule will be made by the consultant
2. **General Description:** Port Dock 5 located on Bay Front Boulevard Newport, OR is the main dock for Oregon's largest commercial fishing fleet. The main fixed pier approach is an aging wooden structure requiring extensive repair or replacement of its wooden piling foundation. Due to the unknown severity of its current structural capacity, vehicular traffic has been restricted to the first fifty five feet of its two hundred ten foot length. The approach is the only access to concrete floating dock system which is connected by an aluminum ramp system renovated in 2012. The approach is critical to the function of the Port and requires a long term solution for its replacement or repair. 24/7 access to the dock system must be managed and maintained. The Port of Newport Commission has authorized staff to proceed with acquiring engineering feasibility proposals offering a minimum of three conceptual engineered solutions with construction estimates for future budgetary planning and scheduling.
3. **Submittal Requirements:**
 - A. Documented site visit. Contact project contact for appointment.
 - B. Qualifications of your firm and all staff (including sub-consultants) proposed to perform the work on this project. Include details of experience your firm has with Marine design.
 - C. A list of similar projects completed in the last seven years. Particular relevant are projects with grant type construction funding.
 - D. A list of critical issues that the consultant considers to be of importance for the project.
 - E. A scope of work for the proposed design and management of the project. Include an approach to quality control, project management, and team communication. Upon award of selection, the scope of work will be revised with Port staff to formulate the final scope of work for the project.
 - F. References from at least three other projects with similar requirements that have been completed within the past seven years and that have involved the staff proposed to work on this project. As part of the reference check process, the Port may choose to visit one or more of the listed projects and/or request a copy of the plans and documentation completed.

- G. A sample plan and profile sheet(s) of a similar project. Examples should be no smaller than 11”x17”.
- H. Consultant’s willingness to enter into the Port of Newport Standard Contract Agreement.

- 4. **Bid Breakdown:** Provide an all-inclusive itemized budget for each of the major phases in the Scope of Work. Proposals shall be inclusive of all taxes, insurance, overhead, fees, and profit.
- 5. **Proposal Selection:** The Port Manager or appointed persons will evaluate each submitted proposal and report to the Port Commission with a recommendation if required. If required, the Port Commission shall make the final selection and reserves the right to reject any proposal not in compliance with all prescribed public bidding procedures and requirements, and may reject for good cause any or all proposals upon finding that it is in the public interest to do so. The Port will analyze information provided by all Proposers. The consultant providing the best value to the Port of Newport will be selected; the lowest-cost bidder will not necessarily be selected. After consultant selection, Port of Newport will enter into any necessary negotiations to reach a final contract. Evaluation criteria that will be used are as follows:
 - A. Qualifications
 - a. Qualifications of your firm, staff and any subcontractors
 - b. Details of expertise/strengths to complete the scope of work
 - c. Experience on projects of similar marine scopes of work
 - d. Experience on projects with grant construction funding
 - e. References from other similar projects
 - f. Proven ability and/or experience estimating total project costs given the Scope of Work
 - B. Approach
 - a. Excellent understanding of the work required for the project
 - b. Design approach and ideas that could enhance the quality of service
 - c. Approach to value engineering and providing “Best Long-term Value” to the Port of Newport
 - d. Approach to cost control, quality control, project management, and team communication
 - C. Cost
 - a. The total of itemized costs of work for each phase in the Scope of Work.
 - D. Contracting
 - a. Willingness to enter into the Port of Newport Standard Contract Agreement (sample included as attachment “F”)
- 6. **Drawings and Specifications:** If applicable, bidder is provided with documents, which are thought to be necessary in preparing a proposal. Bidder is responsible for requesting any other documents/drawings from references in the scope of work that would be necessary to prepare a complete proposal. The Port of Newport will accommodate all requests equally through addendum to the best of its ability.
- 7. **Insurance:** Upon acceptance, contractor will provide proof of proper business licensing and registration in the State of Oregon, and will maintain all required licensing and permits required by Local, State or Federal jurisdictions to perform the services of this agreement. Contractor will provide proof of business liability insurance with a minimum of \$1,700,000 liability coverage and maintain required liability insurance at all times for services and their responsible employees while on Port owned property. Contractor will be fully responsible to maintain all employee workmen's compensation insurance as mandated by Local, State and Federal requirements. Contractor shall name the Port of Newport as an Additional Insured and provide a Certificate of Insurance confirming Liability and Workers Compensation with a 30 day Notice of Cancellation, prior to starting any work. Contractor shall pay any and all payroll and withholding taxes and any other sums that is required by Local, State or Federal agencies.

8. **Prevailing Wages:** The Contractor may be required to pay prevailing wage rates, depending upon the final total price of the project, in conformance to ORS 279C.800 thru 279C.870. A current copy of Prevailing Wage Rates for Public Works contracts in Oregon is available from the State of Oregon, Bureau of Labor and Industries.
9. **Boli Fee:** The Port, if required, will pay a fee to the Bureau of Labor and Industries pursuant to the provisions of ORS 279C.825. The fee is one-tenth of one percent of the price of this contract, but not less than \$100.00 nor more than \$5,000.00, regardless of the contract price.
10. **Nondiscrimination & Affirmative Action:** The Port of Newport is an equal opportunity employer and provider and requires all Proposers to comply with policies and regulations concerning equal opportunity. The Proposer, in the performance of this Agreement, agrees not to discriminate in its employment because of an employee's or applicant's race, religion, national origin, ancestry, sex, age, or physical handicap.
11. **Environmental And Natural Resources Laws To Be Observed:** In compliance with ORS 279C.525, the following is a list of federal, state and local agencies, of which the Port has knowledge, that have enacted ordinances or regulations relating to environmental pollution and the preservation of natural resources that may affect the performance of the Contract:

FEDERAL AGENCIES:

Department of Agriculture, Forest Service, Soil Conservation Service, Department of Defense, Army Corps of Engineers, Department of Energy, Federal Energy Regulatory Commission, Environmental Protection Agency, Health and Human Services, Department of Housing & Urban Development, Department of Interior, Bureau of Land Management

STATE AGENCIES:

Department of Agriculture, Soil and Water Conservation Commission, Department of Energy, Department of Environmental Quality, Department of Fish and Wildlife, Department of Forestry, Division of State Lands, Water Resources Department

LOCAL AGENCIES:

Bureau of Reclamation, Geological Survey, U.S. Fish and Wildlife Service, Department of Labor - Occupation Safety and Health Administration, Water Resources Council, City Councils, Board of County Commissioners.

PD5 Fixed Pier Approach - Structural Renovation Design
SCOPE OF WORK

Provide all labor, supervision, expendables, submittals, and incidentals necessary to complete all work implied as follows:

- 1. Description:** The Port Dock 5 fixed pier approach is an aging wooden structure requiring extensive repair or replacement of its wooden piling foundation. Due to the unknown severity of its current structural capacity, vehicular traffic has been restricted to the first fifty five feet of its two hundred ten foot length. The approach is the only access to concrete floating dock system which is connected by an aluminum ramp system renovated in 2012. The approach is critical to the function of the Port and requires a long term solution for its replacement or repair. 24/7 access to the dock system must be managed and maintained. The scope of work consists of engineering feasibility proposals offering a minimum of three conceptual engineered solutions with construction estimates for future budgetary planning and scheduling.

- 2. Project limits:** The project is limited to the 210' x 50' Port Dock 5 fixed wooden pier structure only.

- 3. Conceptual design:**
 - a) Provide minimum of three conceptual engineered solutions for the replacement or repair of the existing 210' x 50' fixed pier structure.
 - b) Provide construction estimates for each solution offered including design development, construction drawings, permits, general conditions and construction costs.
 - c) Consideration must be given to the replacement of the entire structure vs. foundation piling & bracing only.
 - d) Design will consider a Class 5 gross vehicle weight rating (GVWR) range from 16001–19500 lb.
 - e) Consideration must be given to 24/7 public dock accessibility during construction along with continuous service of fuel, water, and electrical services.
 - f) Design will consider the future construction of a permanent and alternate access to the PD5 floating dock system originating from Port of Newport owned property.

- 4. Other:**
 - a) Successful consultant will provide a project summary and conclusion outlining a best value analysis and steps for future consideration with project milestones.

- 5. Work specifically excluded from this scope of work:**
 - a) Structural testing, inspection, reporting
 - b) Soils testing or characterization

- 6. Attachments:**
 - a) Structural report dated May 11, 2011
 - b) Location map
 - c) PD5 ramp replacement dwg
 - d) GRI pile driving report 1-13-2012
 - e) Photos
 - f) Professional services agreement

Best Value Analysis: PD5 Fixed Pier Approach - Structural Renovation Design

Reviewed By:

Date:

Company	Mott-MacDonald	SHN Engineering	PND Engineers	KPFF Engineering	OBEC	Stuntzner Engineering
Contact	Diana Walker	Ron Stillmaker	Bill Gunderson	Stuart Finney	Jenny Carlson	Ralph Dunham
Phone	206.316.0280	541.266.9890	206.624.1387	503.227.3251	360.334.3250	541.267.2872
Email	diana.walker@mottmacn	rstillmaker@shn-engr.com	BGunderson@pndengine	ralph@stuntzner.com	icarlson@obec.com	ralph@stuntzner.com
CCB#						

Criteria						
Mandatory site visit	7/21/2016	7/25/2016	7/25/2016	7/20/2016	7/18/2016	----
Proposal received	7/29/2016	7/29/2016	7/28/2016	7/29/2016	7/29/2016	----
Qualifications (35 Points)						
Qualifications of the firm, staff and any subcontractors						
Details of expertise/strengths to complete the scope of work						
Experience on projects of similar marine scopes of work						
Experience on projects with grant construction funding						
References from other similar projects						
Proven ability and/or experience estimating total project costs given the Scope of Work						
TOTAL	28.25	24.25	30.5	26.5	33	0
Design Approach (40 Points)						
Excellent understanding of the work required for the project						
Design approach and ideas that could enhance the quality of service						
Approach to value engineering and providing "Best Long-term Value" to the Port of Newport						
Approach to cost control, quality control, project management, and team communication						
TOTAL	36.25	30	36.25	29.25	37	0
Cost (25 Points)						
Itemized costs for COMPARED work scope						
TOTAL	20.5	18.25	20.25	1.25	23.75	0

TOTAL ALL POINTS (100 Possible)	85	72.5	87	57	93.75	0
RANKING (1-5)	3	4	2	5	1	
Notes						Decline - NO Bid

Questions:

- 1 Describe your success with actual vs conceptual budgets
- 2 Does the proposal provide for public presentation/comment?
- 3 What steps will be taken to guarantee constructability - Permitting, construction, ADA, DEQ, ACOE, DSL, Geotechnical
- 4 Give an example of a project estimate gone wrong. Why?
- 5 Discuss the constraint of keeping the
- 6 How will you address stakeholder input into the design process
- 7 What is your experience with mitigation issues and opportunities

Appendix C. ■ Bid Breakdown

Port of Newport Port Dock 5 Structural Renovation Project OBEC Consulting Engineers							
TASKS	OBEC	OBEC	OBEC	OBEC	OBEC	ITEM TOTAL	JOB TOTAL
	PROJ MNGR	MARINE ENGR	SENIOR QA	ACAD	CLER		
Professional Services							
1	Kickoff meeting	8	8			16	\$1,984
2	Conceptual design of 3 options	15	15		30	60	\$6,360
3	Construction cost estimate	12	6			18	\$2,436
4	Budget estimate for related services	8				8	\$1,264
5	Evaluate concepts/recommendations	8	4	2		14	\$2,068
6	Develop concept for alternate access	8			8	16	\$1,968
7	Prepare summary report	12	16	4		34	\$4,366
8	Review meeting	8	8			16	\$1,984
	TOTAL HOURS	79	57	6	38	182	
	HOURLY RATES	\$158	\$90	\$222	\$88	\$71	
	TOTAL LABOR ESTIMATE	\$12,482	\$5,130	\$1,332	\$3,344	\$142	\$22,430
Expenses							
	GRI geotechnical consulting					\$2,500	
	TOTAL EXPENSE ESTIMATE					\$2,500	
	TOTAL ESTIMATE (IF ALL TASKS REQUIRED)						\$24,930

Appendix B. ■ Scope of Work

OBEC understands Port Dock 5 is in a deteriorated condition and has been partially closed to vehicular traffic. Structural rehabilitation or replacement is required in order to continue operating safely. The Port wishes to engage a marine consultant to provide expert analytical, conceptual design, and cost estimating services for this project. OBEC recommends the following detailed scope of engineering services to provide these services:

SCOPE OF WORK

Task 1 Kick-off Workshop

OBEC will work with the Port to identify key Port staff and schedule a workshop at the Port's office. OBEC's proposed project manager, Jenny Carlson, will attend along with one other key OBEC staff person. The following goals are anticipated for the workshop:

- **Establish Project Communication Protocol**
- **Define the Problem** – Make sure everyone understands and agrees with the problem we are trying to solve.
- **Identify the Port's Short- and Long-term Goals, Objectives, and Key Values for the Project** – These may include, but not be limited to:
 - Tenant satisfaction
 - Capital cost
 - Funding opportunities
 - Maximum acceptable dock closure requirements
 - Access requirements and alternate access points
- **Determine Evaluation Framework** – This could be done with number rating from 1 to 5 assigned to each criterion for each concept, 1 being the lowest (unacceptable, likely not feasible), 5 being the highest (very favorable). We can "weight" the rating numbers to take into account varying importance of criteria to the Port, keeping in mind that some of the criteria will be pass/fail when identifying project alternatives.
- **Gather Input/Brainstorm Project Alternatives** – These ideas may not all be carried through to the final alternatives analysis, but the ideas of key stakeholders may drive/refine our preliminary list of project alternatives.
- **Establish Design Criteria** –
 - Seismic Design criteria
 - Tsunami criteria
 - Live load and vehicle loading criteria
 - Desired structure lifespan
 - Geotechnical design assumptions
 - CAD Design Standards
- **Set the Schedule for Deliverables**

Deliverables

Meeting minutes, design criteria.

Task 2 Conceptual Design

Based on input from the workshop, OBEC will leverage our expertise to create up to three conceptual alternatives that meet the rehabilitation goals for the Port Dock 5 structure. These alternatives may include:

- New exterior substructure and crossbeams
- New exterior substructure and new superstructure
- New parallel structure
- New floating dock structure

Assumptions and Clarifications

- The Port will provide AutoCAD format background showing topography and bathymetry in the vicinity of Port Dock 5 or OBEC will utilize publicly available digital resources such as Google Earth and county records to establish a background. The accuracy of public records cannot be guaranteed, but we feel it is adequate for this conceptual work.
- Based on Port input, OBEC assumes the structural condition of the Port Dock 5 existing deck and stringers is satisfactory to be utilized in a rehabilitation scheme. OBEC has not included an allowance to perform a condition assessment for the deck and stringers.

Deliverables

Conceptual plan and elevation for each of the three concepts in AutoCAD format and PDF format. Six full-size hard copies will be provided to the Port.

Task 3 Cost Estimating

OBEC will utilize our internal cost database and recent bid information for similar projects to generate construction cost estimates for each concept.

Clarification

The accuracy of a cost estimate is directly related to the completion of the design process. OBEC proposed to follow the recommendations of the American Association of Cost Engineers (AACE) in determining the percentage accuracy of these cost estimates.

Deliverable

Cost estimate for each of the three alternatives.

Task 4 Budget Estimates for Related Services

For each of the three concepts, we will develop budget estimates for the following recommended approach to services for future phases to assist the Port with the completion of the Port Dock 5 project:

- Condition assessment of existing deck/superstructure, if required
- Topographic and/or Bathymetric survey to develop site background
- Preliminary structure and foundation design: approximately 30% completion so the permit process may begin
- Environmental permitting
- Final structure and foundation design
- Specification package- technical and Division 1/general conditions
- Construction Management
- Construction Inspection
- Project closeout/as-builts

Deliverable

Budget estimates for each of the three concepts.

Task 5 Concept Evaluation and Recommendations

OBEC will evaluate each concept using the framework chosen in the workshop and provide recommendations to the Port for selection of a concept.

Deliverable

Written summary of evaluation results.

Task 6 Prepare Conceptual Arrangement for a Permanent and Alternate Access to Commercial Floating Docks

The alternate access to the Port Dock 5 floating dock system will originate from Port-owned property. We will confirm all three Port Dock 5 concepts will accommodate this alternate access.

Clarification

No allowance is included in the proposed fee estimate to perform a cost estimate for this alternate access concept.

Deliverables

Plan and elevation presenting concept for alternate access in AutoCAD and PDF format. Six full-size hard copies will be provided to the Port.

Task 7 Prepare Summary Report

OBEC will prepare a draft report including a project summary, presenting all concepts, evaluation/analysis process, and recommendations for the path forward, including project milestones..

Deliverable

Draft Summary Report in Word and PDF format.

Task 8 Review Meeting

Jenny and one other OBEC staff person will attend a meeting at the Port's office to review the report and our recommendations. All Port comments will be incorporated and the report will be finalized.

Deliverables

Final Summary Report, stamped by an engineer registered in the State of Oregon, PDF format. Six bound hard copies will be provided to the Port.

Services Not Included

The following services have not been included in this proposal. OBEC will be happy to provide a proposal for any of these services at the Port's request.

- Meetings with regulatory agencies
- More than two meetings at the Port's office.
- Surveying
- Structural testing, inspection, and reporting
- Soils testing and characterization

Schedule

OBEC proposes the following schedule for performing the above detailed scope of work:

Notice to Proceed – 8/24/16

Project Kickoff Workshop – 8/31/16

Draft Alternative Design Report – 9/21/16

Review Meeting – 9/30/16

Final Alternative Design Report – 10/10/16

Fees

The estimated fee for this feasibility and conceptual design work is detailed in the attached spreadsheet. Labor rates are based on OBEC's Ports and Marine standard rate table, attached for your reference. We propose to complete the requested services outlined in our scope of work on a time and materials basis for an estimated fee not to exceed (NTE) \$24,930. These fees will not be exceeded without prior written authorization from the Port. Any changes to the scope of work, whether requested by the Port or due to other circumstances will be documented in writing and promptly communicated to the Port.

From: [Kevin Greenwood](#)
To: [Stewart Lamerdin](#)
Cc: [Rick Fuller](#); [Karen Hewitt](#)
Subject: Re: Confidence in bid selection for PD5
Date: Friday, August 19, 2016 2:07:38 PM

Stewart,

Thanks for your participation in the selection process. I'll be sure Karen includes this email in the board packet supporting the contract award. Travel safe and we'll see you when you're back in town.

Kevin
(541) 265-7758
(541) 961-9517 cell

Sent from my iPhone

On Aug 19, 2016, at 2:02 PM, Stewart Lamerdin <slamerdin@portofnewport.com> wrote:

Kevin,

After participating in a careful review of all 5 proposals and the subsequent round of phone interviews, I wanted to reiterate my support for the selection of OBEC Consulting Engineers for the Port Dock 5 engineering study.

The proposal submitted by OBEC was clearly laid out and addressed all the criteria included in the RFP. They presented themselves very professionally during the phone interview and I feel they are best suited to deliver the types of engineering designs appropriate for our project.

If you or any of the commissioners have any questions regarding my support for this decision, please contact me directly and I would be happy to discuss this further.

Regards,

Stewart

CONSENT CALENDAR AGENDA ITEM

DATE: August 23, 2016
RE: IGA w/ City of Newport for Bay Front Parking District Extension
TO: Board of Commissioners
ISSUED BY: General Manager

BACKGROUND

Last month, the Port Commission reviewed the IGA but was reluctant to approve based upon a few concerns. Specifically, the Commission wanted to review the list of participants and their contributions, projects completed out of the district funds and a review of the committee membership. I have talked to the City and feel that the Port and fishing community are more than represented by its participation in the District, which sunsets in two years.

ITEMS OF CONCERN

List of district members and rates for participation.

Included in your packet is the list of businesses participating in the district. Even though many of the large processors are paying much less than the Port, their operations are 24/7 including three shifts with many employees getting to work via public or corporate transportation (vans). The fleet – at times – can use parking spaces for as long as 72 hours straight.

List of projects completed by the city.

Included in your packet is a memo from Derrick Tokos to the Newport City Council summarizing the activities of the district with a review of the cash balances.

List of committee members.

Of the six committee members, half are represented by port/fishing interests: Gary Ripka, Mike Pettis and myself. Laura Anderson, Cris Torp and Janet Webster are the other members.

TERMS OF THE AGREEMENT

- Port continues to \$6,000 annually into the Bay Front Area Economic Improvement District. This represents the commercial fishing industries impacts to parking as well.
- City will complete a parking study plan that will review a number of options for parking improvements.
- By participating, the Port is eligible to receive improvements and the Port/fleet will continue to have three seats on the committee.

ANALYSIS

Though the Port and fishing industry are the largest contributors to the parking district, we also have the most votes on the committee. In this regard, I feel that we are adequately represented in the decision making process. There also appears have been improvements benefitting the port such as expanding the Lee St. parking lot, improved sidewalks across from Port Dock 5 and striping of additional parking spaces at Port Dock 7. The City is also exploring other capital improvements that could be a benefit to the Port and fleet. From a purely financial review, it appears those improvements, in aggregate, cost close to the \$24,000 contribution over the last four years; but the real benefit is having an active voice in the decision making on bay front parking.

RECOMMENDATION

I would recommend that a Commissioner make a MOTION TO AUTHORIZE THE GENERAL MANAGER TO SIGN THE INTERGOVERNMENTAL AGREEMENT WITH THE CITY REGARDING PORT PARTICIPATION IN THE BAY FRONT AREA PARKING SYSTEM IMPROVEMENTS AND APPROVING THE \$6,000 ANNUAL CONTRIBUTION FOR THE NEXT TWO YEARS.

-###-

**AMENDMENT NO. 1 TO INTERGOVERNMENTAL AGREEMENT
BETWEEN THE CITY OF NEWPORT AND THE PORT OF NEWPORT
REGARDING PORT PARTICIPATION IN BAY FRONT AREA
PARKING SYSTEM IMPROVEMENTS**

This Intergovernmental Agreement is between the Port of Newport, a port district organized under ORS Chapter 777 (“Port”) and the City of Newport (“City”).

Both entities are units of local government, organized and operated under the laws of the state of Oregon. Oregon Revised Statutes, Chapter 190 specifically authorizes agreements between units of local government for any and all functions and activities that any party to the Agreement may perform.

RECITALS

A. On October 6, 2011 Port and City entered into an Intergovernmental Agreement (“Agreement”) outlining Port’s roles and responsibilities in regards to an Economic Improvement District (“District”) that the City formed in the Bay Front area to fund parking system improvements. The Agreement included a commitment by the Port to make an annual monetary contribution to the District on its behalf and that of the fisherman mooring at Port facilities.

B. The Agreement was to terminate at such time as the City ordinance establishing the District (Ordinance No. 2020) was repealed or expired. On June 20, 2016, City extended the expiration date of the District by two (2) years so that a parking study can be performed to establish if the District should continue in its current form or whether alternative approaches should be pursued to address the areas parking needs (Ordinance No. 2098). The new expiration date of the District is June 30, 2018. The parking study is funded, in part, by the District.

C. Port is assisting with the preparation of the parking study and supports its completion. Accordingly, Port agrees to this Amendment No. 1 to its Agreement with the City, to extend its expiration date by two (2) years so that it aligns with the new District expiration date.

TERMS OF AGREEMENT

1. **Port Obligations.** Port shall pay \$6,000 annually at the end of each fiscal year to City. This amount represents Port’s contribution to the Bay Front Area Economic Improvement District.
2. **City Obligations**
 - a. Upon execution of this Agreement by both parties, City agrees to complete a parking study for the Bay Front area as outlined in its contract with Lancaster Street Labs, dated February 11, 2016.

b. Upon receipt of Port's annual payment, City shall place such amounts into the account City shall create for business license surcharge fees pursuant to Ordinance No. 2020, §3(f).

3. **Term of Agreement.** The term of this Agreement shall be two (2) years, commencing upon the effective date of City Ordinance No. 2098. Upon completion of this two-year term, the parties may elect to extend this Agreement by written amendment for the duration of any City Council extension of District per Ordinance No. 2020, §11.]

4. **Effect of Payments.** Port payments made under §1 of this Agreement represent Port's voluntary participation in the Bay Front Area Economic Improvement District. In exchange for this participation, Port properties will be eligible for receipt of parking system improvements and the Port shall be represented on the District Advisory Committee, pursuant to §5(b) of Ordinance No. 2020.

5. **Termination.** This Agreement terminates at such time as City Ordinance No. 2020 is repealed or expires. In the event that the City Council makes further amendments to Ordinance No. 2020 during the term of this Agreement, Port may elect to terminate the Agreement. A decision by the Port to terminate the Agreement shall be made in writing, within 30 days of the effective date of the amendment to Ordinance No. 2020.

6. **Notice.** All notice required under this Agreement shall be written and sent to the parties at the following addresses:

City of Newport
Attention: City Manager
169 SW Coast Highway
Newport, Oregon 97365

Port of Newport
Attention: General Manager
600 SE Bay Boulevard
Newport, Oregon 97365

7. **Attorney Fees.** If either party commences any arbitration, legal action, suit, or proceeding against the other to rescind, interpret or enforce the terms of this Agreement, the parties agree that the prevailing party shall be awarded reasonable attorney's fees and costs incurred in any such arbitration, action, suit or proceeding and in any later appeals filed as a consequence thereof. Such costs shall bear interest at the statutory legal rate from the date incurred, until the date paid.

8. **Severability.** If any part, term or clause of this contract is held by a court or arbitrator to be unenforceable, of no effect or in conflict with any law, the validity

of the remaining provisions and clauses shall not be affected and the rights and obligations of the parties shall be construed and in force as if the Agreement did not contain the particular part, term or clause held to be unenforceable.

9. Amendments. The terms of this Agreement may be waived, modified, supplemented or amended only upon written agreement of both parties.

PORT OF NEWPORT

CITY OF NEWPORT

By: General Manager

By: City Manager

Date: _____

F:\Clients\MuniNewport, City of\COMMUNITY PLANNING & DEVELOPMENT\Bay Front Economic Improvement District\IGA - Bay Front Parking District - (092011) REV DRAFT - CHC.docx

DRAFT

Revenue Estimate: Proposed Bay Front Parking District

Business Name	Address	Current Annual Base Business License Fee	Proposed Business License Surcharge
Apollo's	836 SW Bay Blvd	\$150	\$100
Auntie Belinda's Candies	640 SW Bay Blvd	\$75	\$150
Bang Kok Thai Restaurant	855 SW Bay Blvd	\$75	\$150
Barge Inn	358 SW Bay Blvd	\$75	\$100
Bay 839	839 SW Bay Blvd	\$150	\$300
Bay Haven Inn	608 SW Bay Blvd	\$150	\$300
Bay Latte	673 SW Bay Blvd	\$75	\$150
<i>Bay Market - closed</i>	<i>644 SW Bay Blvd</i>	<i>\$0</i>	<i>\$0</i>
Bay Street Gallery	859 SW Bay Blvd	\$75	\$150
Bayscapes Gallery	333 SW Bay Blvd	\$75	\$150
Bohemian Candles	342 SW Bay Blvd	\$75	\$150
Bornstein's Seafood	813 SW Bay Blvd	\$300	\$600
BowWow Meow	546 SW Bay Blvd	\$75	\$150
Breach the Moon	434 SW Bay Blvd	\$75	\$150
Candy Shoppe	440 SW Bay Blvd	\$75	\$150
Capt Reel Deep Sea Fishing	343 SW Bay Blvd	\$75	\$150
Chi Boogie	836 SW Bay Blvd	\$75	\$150
Chidish Tendencies	342 SW Bay Blvd	\$75	\$150
Crossover Tattoo	338 SW Bay Blvd	\$75	\$150
Doodle Bug	334 SW Bay Blvd	\$75	\$150
Fish Peddler's Market/Pacific Shrimp	617 SW Bay Blvd	\$600	\$600
Forinash Gallery	856 SW Bay Blvd	\$75	\$150
Front Street Marine LLC	113 - 213 SE Bay Blvd	\$75	\$100
Hallmark Fisheries	361 - 367 SW Bay Blvd	\$75	\$150
Harpoon Hannah's	452 SW Bay Blvd	\$150	\$300
Harry's Bait and Tackle	404 SW Bay Blvd	\$75	\$150
Inscapes Gallery	818 SW Bay Blvd	\$75	\$150
Jambo's World Crafts	458 SW Bay Blvd	\$75	\$150
Kelli's Treasures	342 SW Bay Blvd	\$75	\$150
Latta's Fused Glass	673 SW Bay Blvd	\$75	\$150
Leatherworks	410 - 412 SW Bay Blvd	\$75	\$150
Local Ocean Seafood	213 SE Bay Blvd	\$300	\$600
Made in Oregon	342 SW Bay Blvd	\$75	\$150
Main Sail	338 SW Bay Blvd	\$75	\$150
Marine Discovery Tours	345 SW Bay Blvd	\$150	\$300
Mo's Annex	657 SW Bay Blvd	\$300	\$600
Mo's Main Restaurant	622 - 626 SW Bay Blvd	\$300	\$600
Newport Candle	424 SW Bay Blvd	\$75	\$150
Newport Tradewinds	653 SW Bay Blvd	\$75	\$150
Noodle Café	837 SW Bay Blvd	\$75	\$150
Northwest Kitchens	420 SW Bay Blvd	\$75	\$150
Ocean Blue @ Gino's	808 SW Bay Blvd	\$75	\$150
Oceanic Arts	444 SW Bay Blvd	\$75	\$150
Old Bayfront Bizarre	620 SW Bay Blvd	\$75	\$150
Oregon Undersea Gardens	267 SW Bay Blvd	\$300	\$100
Ozone Art Gallery	673 SW Bay Blvd	\$75	\$150
Pacific Shrimp Co. (@ Pacific Choice Seafood)	209, 213, and 245 SW Bay Blvd	\$300	\$600
Pizza Pot	342 SW Bay Blvd	\$75	\$150
Port Dock 1 Inc	325 SW Bay Blvd	\$150	\$100
Port Dock Marina	P.O. Box 635 Newport	\$75	\$150
Ripley's Believe It or Not	250 SW Bay Blvd	\$150	\$100
Rogue Ales	748 SW Bay Blvd	\$150	\$300
Round Trip Clothing	602-B SW Bay Blvd	\$75	\$150
Sada's Restaurant	250 SW Bay Blvd	\$150	\$300
Saffron Salmon	859 SW Bay Blvd	\$150	\$300
Sail Inn	134 SW Bay Blvd	\$75	\$100
Schiewe Marine	103 SE Bay Blvd	\$75	\$150
Shark's Seafood Bar	852 SW Bay Blvd	\$75	\$150
The Coffee House	156 SW Bay Blvd	\$75	\$150
The Wax Works	250 SW Bay Blvd	\$75	\$100
Trident Seafood	623 SW Bay Blvd	\$300	\$600
Up Our Alley	602 SW Bay Blvd	\$75	\$150
<i>Vacant (next to Sail Inn)</i>	<i>146 SW Bay Blvd</i>	<i>\$0</i>	<i>\$0</i>
<i>Veal Connection Corp (next to Coast Guard)</i>	<i>875 SW Bay Boulevard</i>	<i>\$0</i>	<i>\$0</i>
Wind Drift	414 SW Bay Blvd	\$75	\$150

Notes:

Shaded businesses provide off-street parking for customers.

All figures are subject to adjustment based upon actual on-site conditions.

Total Surcharge: \$13,100

Port Contribution: \$6,000

Estimated Annual Revenue: \$19,100

BAY BLVD PARKING DISTRICT

Business Name	Address	Parking Surcharge
Asiatico Sushi Bar Inc	875 SW Bay Blvd	
Bay Street Gallery	859 SW Bay Blvd	
Bay St Vacation Rental		
Saffron Salmon		
Republic of Candy	855 SW Bay Blvd	
Pier 839 Restuaant & Bar	839 SW Bay Blvd	
Vacant	837 SW Bay Blvd	
Ocean Beauty Seafood	813 SW Bay Blvd	
Pacific Shrimp	761 & 727 SW Bay Blvd	
Abbey Street Pier	663-669 SwW Bay Blvd	
Bay Latte		
Latta Fused Glass Gallery		
ozone Art Gallery		
Mo's Annex	657 SW Bay Blvd	
Newport Tradewinds	653 SW Bay Blvd	
Trident Seafoods Inc	623 SW Bay Blvd	
Pacific Shrimp	617 SW Bay Blvd	
Point Adams Packing Co	411 SW Bay Blvd	
Hallmark Fisheries	367 SW Bay Blvd	
Fish Market		
Marine Discovery Tours	345 SW Bay Blvd	
Vacation Rental Loft		
Capt Reel Deep Sea Fishing	343 SW Bay Blvd	
Bayscapes Gallery & Coffee Hse	333 Sw Bay Blvd	
Closed	325 SW Bay Blvd	
Port of Newport	275 SW Bay Blvd	
Undersea Garden	267 SW Bay Blvd	
Pacific Shrimp	209 SW Bay Blvd	
Port of Newport	109 SW Bay Blvd	
Port of Newport	318 SE Bay Blvd	
City of Newport - Park	333 SE Bay Blvd	
Smuggler's Cove Resort	337 SE Bay Blvd	
Lincoln Co Historic Society	333 SE Bay Blvd	
Local Ocean Seafood INC	213 SE Bay Blvd	
Schiewe Marine Supply	103 SE Bay Blvd	
Main Sail Inn	134 SE Bay Blvd	
Vacation Rental Loft		
The Coffee House	156 SE Bay Blvd	
Mariner Enterprises	250 SW Bay Blvd	
Vacant		
Ripley's Believe It/The Wax Works		
City of Newport - Park	290 SW Bay Blvd	
Doodle Bugs	334 Sw Bay Blvd	
Vacant		
Made in Oregon	342 SW Bay Blvd	

Gear Shed Wright & Assoc	342 SW Bay Blvd
Bohemian Candle	342 SW Bay Blvd #H
Seaview Homes	342 SW Bay Blvd #G
Knotty & Nice Forever	342 SW Bay Blvd #A
Barge Inn	358 SW Bay Blvd
Harry's Bait & Tackle	402-404 SW Bay Blvd
Leather Works	410-412 SW Bay Blvd
Burke Butler Properties	414 SW Bay Blvd
Northwest Kitchens	420 SW Bay Blvd
Newport Bay Candles	424 SW Bay Blvd
Ripley's Property	444 SW Bay Blvd
I & I Dispensary	452-454 SW Bay Blvd
Lighthouse Loft	456 Sw Bay Blvd
Jambo's	458 SW Bay Blvd #1
Round Trip Clothing	602 SW Bay Blvd
Bay Haven Inn	608 SW Bay Blvd
Old Bay Front Bazaar	618 SW Bay Blvd
Mo's Ent	622 SW Bay Blvd
Mo's 628 Bay LLC	628 SW Bay Blvd
2 Kids Candy Store	640 SW Bay Blvd
Bay Market	644 SW Bay Blvd
City of Newport - Park	0 Sw Bay Blvd
Rogue Ales	746-748 SW Bay Blvd
Ocean Blue @ Gino's	808 SW Bay Blvd
Charlotte Boxer	818 SW Bay Blvd
Wood Gallery	
Apollo's	836 SW Bay Blvd
Seafood Restaurant	
Shark's Seafood Bar & Steamer	852 SW Bay Blvd
Forinash Gallery	856 SW Bay Blvd

Memorandum

To: Newport City Council
From: Derrick Tokos, Community Development Director
Date: June 12, 2014
Re: Parking District Update

The following is a brief overview and list of accomplishments associated with each of the City's three parking districts (Bay Front, City Center, and Nye Beach). General observations are included at the end of the memo. Implementing ordinances for each of the three districts are enclosed, and advisory committee members have been invited to attend the Council work session and share their observations as well.

Bay Front District

Created with Ord. No. 2020, effective October 19, 2011

Advisory Committee Members: Gary Ripka, Janet Webster, Cris Torp, Gabrielle McEntee-Wilson, Mike Pettis and Kevin Greenwood.

Resources: FY 14/15 beginning fund balance of \$33,782. Annual revenue from business license surcharge and fixed contribution from the Port of Newport in the amount of \$18,900. District also has \$231,646 available to it from the old "payment-in-lieu" parking fund.

Accomplishments: Assessed the viability of expanding the Lee Street parking lot; made targeted improvements to pedestrian crossings, sidewalks, and ADA ramps to improve safety; funded striping of additional parking spaces at Port Dock 7; assessed and funded construction of a section of sidewalk on Bay Street and is exploring opportunities for seasonal shuttle service and funding requirements for structured parking.

City Center District

Created with Ord. No. 2009, effective January 5, 2011

Advisory Committee Members: Bill Bain, Frank Geltner, and Tom McNamara.

Resources: FY 14/15 beginning fund balance of \$5,051. Annual revenue from business license surcharge in the amount of \$3,368.

Accomplishments: Funded the resurfacing and striping of the 9th and Hurbert parking lot, adjusted the location of timed parking and loading zones to improve the availability of parking spaces, and identified and corrected barriers to pedestrian movement within the district.

Nye Beach District

Created with Ord. No. 1993, effective July 1, 2010

Advisory Committee Members: Jody George, Kathy Cleary, Linda Neigebauer, Wendy Engler, Dave Teem.

Resources: FY 14/15 beginning fund balance of \$23,525. Annual revenue from business license surcharge in the amount of \$8,700.

Accomplishments: Partially funded improvements to 3rd Street sidewalks with the district's share of the "payment-in-lieu" parking funds. Instituted changes to timed parking limitations in the district by standardizing limits at 3-hours and adjusting the type and location of signage and loading areas. Additionally, the district instituted a parking sticker program, extended striping for parallel parking on NW Coast and NW 3rd Streets, secured changes to parking lot location and directional signage, addressed pedestrian obstructions, and funded streetscape enhancements at the entrance to the Nye Beach Turnaround. Existing funds are being reserved as potential contributions towards resurfacing the Nye Beach turnaround, sidewalk improvements in the vicinity of the old dry cleaners, or improving lighting along NW 3rd Street.

Observations: Nye Beach has been the most active district, at times meeting as frequently as every 6-weeks to review the status and provide feedback and general direction on projects. The district has been inactive this year, with a majority of the members volunteering time on the Planning Commission's Nye Beach design review ad-hoc committee. Bay Front and City Center districts have typically met once or twice a year. Districts could be more active and might potentially accomplish more in the way of projects if they had additional staff resources. This has been a limiting factor.

With that said, the amount of funding generated within each district is not sufficient to pay for major improvements to the parking system. This limits the scope of projects that the parking districts can undertake to those associated with maintenance of existing parking and pedestrian improvements, correcting and adjusting signage and striping to improve efficiencies, and addressing gaps in the system such as missing sidewalk connections. New or alternate funding sources will need to be pursued if more substantial improvements are desired, such as a structured parking lot in the Bay Front or Nye Beach areas.

Forming economic improvement or "Parking Districts" that use a business license surcharge to collect funds for parking system improvements has proven to be more effective than the previous approach of customized "payment-in-lieu" agreements with property owners who could not provide off-street parking that would otherwise have been required with new development. It has been far easier to administer, and business owners appear to be satisfied that this approach is ensuring that they are all participating in an equitable manner. By ordinance, the payment-in-lieu system will become the norm again if the districts are not extended at the end of the 5 year term, and there should be some thought as to whether or not there might be a better alternative.

Creating advisory committees has led to greater involvement from area business owners in the management of public parking assets and they have proven to be a very helpful sounding board for city staff on projects. The 3rd Street sidewalk work is a good example, with Public Works staff regularly vetting design issues with the committee and committee members participating in public outreach efforts. Achieving quorums has been an issue at times with the City Center and Bay Front Districts. This is due to the small size of the City Center Advisory Committee (just three members) and the Bay Front Advisory Committee having an even number of representatives from fishing and tourist-oriented business interests.

Like the prior "payment-in-lieu" program, parking districts provide relief from a limited number of off-street parking spaces for new development or redevelopment. This has been somewhat helpful, facilitating the leasing of vacant retail space in the Bay Front area for example; however, by in large it hasn't been a significant factor. Providing wholesale relief from off-street parking standards would have a more meaningful impact. This would likely need to be coupled with some sort of funding package sufficient to support the construction of new spaces, such as structured parking, in order for it to be feasible given the limited supply of parking in Nye Beach and the Bay Front.

Road work on Pioneer Mountain Loop to force detour at milepost 15

By Terry Dillman
Of the News-Times

One project finished well ahead of schedule, another remains on hold and will likely continue past its anticipated completion, and a third is moving along nicely, but will require a full closure of U.S. Highway 20 this weekend.

The \$8.5-million Pioneer Mountain

ate a new, straighter section of highway, boosting safety by eliminating sharp curves and improving sight distance for drivers.

"This is similar to last year's closure, but at a different location," Little noted.

Sam's Creek Road and Elk City Road will remain open to local traffic from Highway 20. Oregon Highway 34 is the primary detour for passenger and recreational vehicles. Trucks are restricted to legal length limitations - the suggested truck route is Oregon 99W to Oregon 22 to Oregon 18.

Continued on Page A8

Bayfront parking district put in dry dock

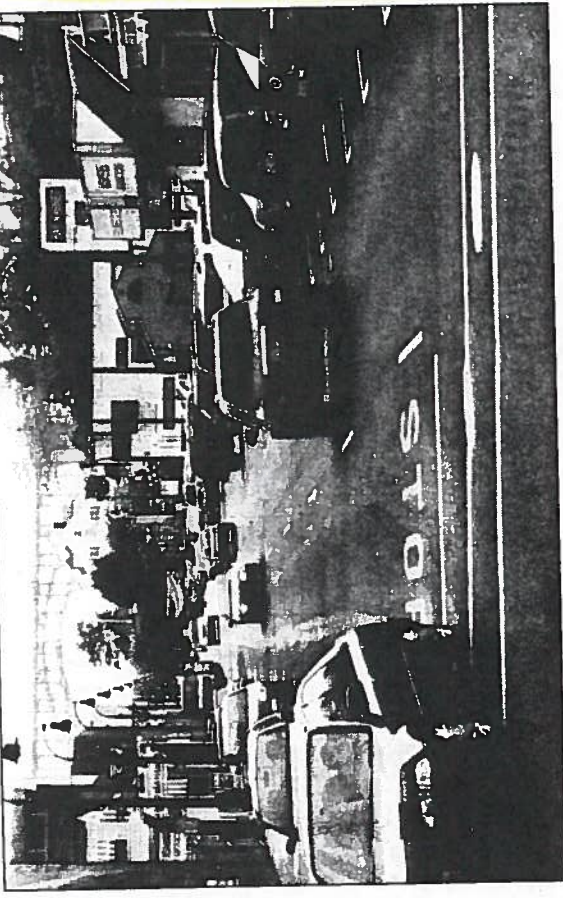
By Larry Coonrod
Of the News-Times

After a tsunami of protest from the fishing industry, Newport city councilors on Monday put off any further action on a proposed Bayfront parking district until September.

Newport's city code requires businesses to provide a certain number of parking spaces or pay \$175 per required space they cannot provide. The money accumulates in a fund set aside to pay for parking improvements.

In 2007, a citizens parking task force recommended increasing this to a one-time, \$7,500 payment. The city council did not adopt that recommendation in order to give businesses the opportunity to form parking districts, which essentially impose a surcharge on business licenses to pay for parking improvements. Both the Nye Beach and City Center areas have formed parking districts.

With the exception of the fishing community, most businesses on the Bayfront support the formation of a parking district. If more than 33 percent of businesses register opposition to a parking district, the process stops. However, although the fishing industry uses the Bayfront, the parking district ends at the



A proposal to form a parking district on Newport's Bayfront has been placed on hold until September as a result of a flurry of protest from members of the fishing industry. (Photo by Steve Card)

shoreline, so commercial fishing boat owners do not count in the tally of who supports or opposes the district.

More than 45 fishermen registered their disapproval of the proposed district with letters, and several testified in front

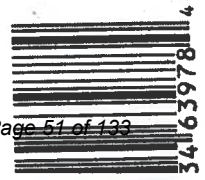
Continued on Page A3

9:0ft	7-11am / -2.5ft
7-4ft	7:34pm / 2.5ft
9-4ft	8:27am / -2.3ft
7-4ft	8:23pm / 2.7ft
8-9ft	9:14am / -1.9ft
7-2ft	9:15pm / 2.9ft
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4	48.2 ... 0.00
5	49.4 ... 0.11
9	50.2 ... 0.06
6	43.7 ... 0.00
from Jan. 1	40.46

August 23, 2016

- B6-8
- C4-7
- B1-3
- C4
- C2-3
- A7
- A6
- C1-3
- B5
- 7'S INSERTS
- Rite Aid • Safeway
- TV Guide

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News Times 5/18/11
Don + Dale

Bay, some areas to the east and north. Rose Lodge) seat on the Lincoln County School District Board of Directors. Martin tallied 6,510 votes (81 percent) to Biddle's 1,488 (19 percent). Her term expires June 30, 2015.

Kelley Ellis was unopposed in her bid to replace Brenda Brown in the school district's Zone 4 (Toledo, Siletz, Ed-dyville areas). She will serve out the unexpired term, which ends June 30, 2013. Elsewhere, former city council member Roger Sprague returned to the Ward III seat on Lincoln City Council, easily besting political newcomers Kent Seida and Don Williams. Sprague, who gleaned 205 votes to Seida's 80 and 95 for Williams, will complete a term left unfinished due to the death of long-time council member Ed Kuntz. The term expires Dec. 31, 2012.

Lincoln City had three other contested races, all for seats on the Devils Lake Water Improvement District Board of Directors. After a fair amount of pre-election carping among the candidates, Noel Walker ousted Jack Strayer, 778-529, for position 1, Randy Weldon eased past Douglas Pirie, 730-549, for position 2, and Kip Ward rolled past Joe Barnes, 795-535, in position 3. All earned four-year terms that expire June 30, 2015.

Both open commissioner positions for the Port of Toledo were contested. Michael L. Kriz easily bested Margaret J. Brunette, gleaming 984 votes to Brunette's 403 to win position 4. Penny Ryerson led former port commissioner Cody Gray by just 45 votes, 718-677, in the bid for position 5. Those terms expire June 30, 2015.

Elsewhere, Yale Fogarty bested Darren Brisco, 228-158, for the four-year, position 1 seat on the Newport Fire Protection District Board of Directors.

Voter turnout reached about 42 percent, with 10,847 of the county's 25,987 voters returning ballots.

Terry Dillman is the assistant editor of the News-Times. Contact him at 541-265-8571, ext 225, or terrydillman@newstimes.com.

do and how are you doing it."
 Contact reporter Larry Coonrod at 541-265-8571 ext 211 or larry@newportnewstimes.com.

Continued from Page A1

BAYFRONT

"A parking district is a blank check for the tourist business to do what they want," fisherman Mike Becker said.

The annual \$100 business license surcharge would raise an estimated \$10,000 to \$15,000 per year. A committee of business owners would plan parking improvements, which could include new signage or leasing additional spaces, but the city council would have final approval.

Gabe McEntee-Wilson, of Mo's Restaurant, testified that the Bayfront Merchants Associ-

ation had worked for three years on the parking district plan and had been diligent in including all businesses.

At the suggestion of Councilor David Allen, representatives from the Bayfront tourist and fishing industries agreed to form an ad hoc committee to work on mutually acceptable parking projects before the parking district is formed.

"We'll actually be trying to do the tough stuff first," Allen said. The council voted unanimously to revisit the issue at its Sept. 6 meeting.

Kids Zone. The nonprofit group also put its liability insurance in order and secured approval from ODOT for a trailer plan.

But commissioners still had their doubts, which mounted when the owner of the gas station backed out of the parking deal. Hee Hong stepped forward to say the station might be leased or sold, and she didn't want any encumbrances on the property. Johnson argued that the other lot, an un-paved parcel owned by winemaker Dick Cutler, was adequate for their needs.

"So, somebody trips over a rock, and that will be a problem," countered a commissioner. Johnson replied he couldn't imagine that happening, but "if they fell into a pothole, we are liable."

Commission member Greg

concurring, saying traffic could be a problem. She cited the recent Easter Day when "trailer-sailors" jammed local streets so thoroughly "that the Easter bunny couldn't get through."

Commissioner Peggy Leoni agreed. "It's a nice idea but not fear of competition as a reason to deny the permit. Louie Roe, 17, has been enrolled in the Kids Zone for 10 years. She said the community center idea bridged a crucial gap in the Kids Zone business program, which offers college

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- Dysport, Hestylane & Perlane
- Skin rejuvenation
- Laser 350
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5:00 to 7:30 p.m.

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Derrick Tokos

From: David Jincks [bluefox@q.com]
Sent: Wednesday, May 18, 2011 8:31 PM
To: Derrick Tokos

Derrick,

I attended the City Council meeting Monday evening to try and get a better understanding of the parking district topic that has been flying around the Bay front for several weeks. I did gain considerable more knowledge on the current issues by attending the Council meeting, though the main issue of parking is decades old. I had a sidebar with the Mayor during the break and let him know the Port of Newport would be engaged in the current Bayfront parking crisis, Don Mann and one Commissioner would be attending all meetings for the Port. I also had a brief conversation with Councilman Bertuleit whom I had served on the 1998 Bayfront Advisory Committee with, this conversation left me uneasy and concerned over possible Council Direction. I'm submitting my name as the representative for the Distant Water Fleet that homeports out of Newport, to any Ad-Hoc Committee, Advisory Committee, or whichever Committee format the Council deems as most advantageous. As President of Midwater Trawlers Cooperative (MTC) Oregon's largest distant water Fishing Vessel Owners Association with 46 members I feel it's extremely important that we're one of the sectors represented. I still believe the mission statement in the Bay Front Plan that became part of the City's comprehensive plan is a worthy goal, and should remain the mission statement for our current efforts.

Please add me to any e-mail string that may be developed for advertising future meetings on Bay Front parking.

Thank You,

David Jincks
Midwater Trawlers Cooperative
P.O. Box 1434
Newport, OR 97365
bluefox@q.com
Fax: 541-574-6428
PH: 541-270-3208

ugg said they obtained the search warrant from the Lincoln County Circuit Court. Along with all the animals, they seized store records. Zaugg said the animals would be examined, evaluated, and placed in foster care until the investigation is complete. No

tion. The location of the animals will determine what, if any, charges are filed. Because they are evidence in this case, the animals are not yet available for adoption. Cindy Hanson, public relations manager for the aquarium, said they would take care of the

extremely accommodating on very short notice in helping them remove and transport the fish. Barbara Baugnon, the humane society's marketing communications director, said the Oregon Department of Agriculture also provided "a piece in the puzzle" by forwarding com-

spection of the pet store. Zaugg said charges are filed, they would submit the case to Lincoln County District Attorney Rob Bovett. Contact assistant editor Terry Dillman at 541-265-8571 ext. 225, or terrydillman@newportnewstimes.com.

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Newport tentatively approves economic improvement district along Bayfront

By Ross Coyle
Of the News-Times

The Newport City Council announced its tentative approval on Tuesday of a city ordinance proposal to create an economic improvement district along the Bayfront.

Community Development Director Derrick Tokos emphasized that the council's endorsement of the ordinance was not official but a general reading and review of the proposed language.

"We didn't want to invest the resources in preparing the IGA before we knew the council was behind the concept," said Tokos.

The economic improvement district is the result of planning and committee work to update a city ordinance from the early '80s. The old ordinance requires businesses developing on the Bayfront to either provide parking with development, or pay a \$175 fee, which contributes towards building parking spaces.

The ordinance will define property along Bay Boulevard as an economic improvement district, which would apply to all businesses in that district. It also establishes a tax on business license renewals for all businesses within the district and appoints an advisory board to oversee the spending of those funds on improvements.

The new ordinance comes as an intergovernmental agreement between the Port of Newport and City of Newport, with the port weighing in to represent fishermen and marine industry interests and the city representing citizen and Bayfront business interests.

To fund the district improvements, a size-based surcharge will be added to business license renewals in the district. Businesses with fewer than five employees would pay \$150, those with five to 20 employees would pay \$300, and those with more

than 20 employees would pay \$600. The fee would be enacted beginning in October 2012.

The surcharge will be reduced to \$100 for any business that provides its own parking and will be waived for small businesses that operate one or two days per week or less than one month per year.

Outside of the business surcharge, Tokos expects improvements will be funded through the former in-lieu-of-parking account. "That has a substantial amount of money in it," he said, estimating it to

be around \$250,000. He also expects the license surcharge to provide around \$19,000 per year - \$6,000 from the port and \$13,000 from the city.

The ordinance also creates a District Advisory Committee to oversee and recommend improvement projects for the district. The committee will be composed of an even number of representatives, with at least one member from Bayfront businesses, fishermen, and the Port of Newport. All positions will be filled by city council approval after the adoption of the ordinance.

City council will postpone a roll call vote until the IGA between Newport and the Port of Newport is agreed upon. The IGA and ordinance will be voted on in the same session, which Tokos expects to happen within the next two months. "I'm taking the IGA to the port commission later in September," he said, "so I expect to put both before city council in October."

Ross Coyle is a reporter for the News-Times. He can be reached at 541-265-8571 ext. 221 or rosscoyle@newportnewstimes.com.

News Times 9/9/11

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Page 54 of 133
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Port of Newport

Operating Fund

July 21, 2016 through August 17, 2016

Date	Num	Name	Memo	Amount
7/28/16	38116	Arcis	Testing and certification of cranes	2,621.10
7/28/16	38117	Business Oregon - OBDD	Debt service	7,800.00
7/28/16	38118	Cardinal Services	Wages for temp services	2,286.45
7/28/16	38119	CenturyLink - Business Service	Telephone	110.62
7/28/16	38120	Coastal Paper & Supply	Cleaning and paper supplies	621.76
7/28/16	38121	CoastCom	Internet and email	832.00
7/28/16	38122	Fred Meyer Customer Charges	Food for meeting	44.98
7/28/16	38123	G & K Floors	Janitorial services - SB and customs trailer	4,080.00
7/28/16	38124	Good Sam RV Travel Guide	Annual directory - SB RV Parks	5,856.00
7/28/16	38125	Chamber of Commerce	Leadership Lincoln - 2016-2017	495.00
7/28/16	38126	Employee	Expense reimbursement	52.98
7/28/16	38127	Employee	Expense reimbursement	11.69
7/28/16	38128	National Photocopy Corporation	IT services	39.95
7/28/16	38129	Newport Signs	Vehicle decals	132.00
7/28/16	38130	North Coast Electric Company	Lighting supplies	75.33
7/28/16	38131	NW Natural	SB gas	107.10
7/28/16	38132	Pacific Northwest Waterways Assoc	Membership dues - 2016-2017	7,420.00
7/28/16	38133	Employee	Expense reimbursement	5.08
7/28/16	38134	Pioneer Printing	Printed service tickets	252.30
7/28/16	38135	RK Concrete Construction	Multi-use area walkways - SB Marina	4,740.00
7/28/16	38136	Road & Driveway Co	Lot sweeping - July 4th	247.00
7/28/16	38137	Rotary of Newport	Dues for Kevin Greenwood	223.00
7/28/16	38138	Sears Commercial One	Lawn mowers, refrigerator, operating supplies	2,297.50
7/28/16	38139	Special Districts Insurance Service	Change to vehicle insurance	21.00
7/28/16	38140	Suburban Propane	Propane tanks	80.00
7/28/16	38141	Toyota Lift NW	Forklift maintenance, operator training	1,351.57
7/28/16	38142	United Grocers - Cash & Carry	Office supplies	122.31
7/28/16	38143	Verizon Wireless	Port cell phones	485.99
7/28/16	38144	Overton Safety Training	Hydraulic mobile crane operator qualification	595.00
8/8/16	38145	Petty Cash	Office supplies - SB Marina & RV Parks	219.06
8/10/16	38146	Agate Beach Supply	Paint and painting supplies	155.05
8/10/16	38147	ALSCO	Floor mats and towel rental	344.87
8/10/16	38148	Alsea Bay Power Products	Operating supplies	123.66
8/10/16	38149	Barrelhead	Operating supplies	426.30

Port of Newport

Operating Fund July 21, 2016 through August 17, 2016

Date	Num	Name	Memo	Amount
8/10/16	38150	Employee	Mid-month draw	450.00
8/10/16	38151	Cardinal Services	Wages for temp services	2,513.15
8/10/16	38152	Carson Oil Company	Fuel - NIT	86.80
8/10/16	38153	Central Lincoln PUD	Electricity	159.21
8/10/16	38154	Employee	Mid-month draw	500.00
8/10/16	38155	City of Newport	Void	0.00
8/10/16	38156	Coastal Paper & Supply	Paper products and cleaning supplies	1,932.56
8/10/16	38157	Dahl & Dahl	Flatbed load of debris to dump	284.07
8/10/16	38158	Employee	Mid-month draw	500.00
8/10/16	38159	Dept of Environmental Quality	Storm water, NPDES construction permit	980.00
8/10/16	38160	Design Space	Temporary office rental	1,094.00
8/10/16	38161	Employee	Mid-month draw	300.00
8/10/16	38162	Direct TV	Cable - RV parks	1,069.29
8/10/16	38163	Englund Marine Supply Co	Operating supplies	167.95
8/10/16	38164	Employee	Mid-month Draw	300.00
8/10/16	38165	Fastenal Company	Operating supplies	109.35
8/10/16	38166	Employee	Mid-month draw	475.00
8/10/16	38167	Fred Meyer Customer Charges	Bottled water	6.16
8/10/16	38168	Fred Pryor Seminars	CPE - QuickBooks seminar	79.00
8/10/16	38169	Gray's Web Design	Website update	87.50
8/10/16	38170	Halco Welding	Sand blasting hinge plate - PD7 ramp	200.00
8/10/16	38171	Harvey's Lock & Key	Restroom keys and padlocks	568.20
8/10/16	38172	IconiPro Security and Alarms	Annual services - 8/1/16-7/31/17	75.00
8/10/16	38173	Idea Print Works	PON logo embroidered on safety vests	63.00
8/10/16	38174	JC Market	Bottled water	15.28
8/10/16	38175	Keller Supply Company	Hose bibs	25.50
8/10/16	38176	LazerQuick	Document enlargements	5.00
8/10/16	38177	MacPherson, Gintner & Diaz	Professional services	75.00
8/10/16	38178	Neofunds by Neopost	Postage meter refill	441.10
8/10/16	38179	Newport Auto Parts	Oil filters and gas can	10.14
8/10/16	38180	Newport News-Times	Coast Guard appreciation ad	66.00
8/10/16	38181	Oregon State Marine Board	New title for Fiesta skiff	25.00
8/10/16	38182	Petty Cash	Office supplies - Port Office	182.35
8/10/16	38183	Pioneer Telephone Cooperative	Telephone	226.62

Port of Newport

Operating Fund July 21, 2016 through August 17, 2016

Date	Num	Name	Memo	Amount
8/10/16	38184	Platt	Operating supplies	121.88
8/10/16	38185	Power Motors	Repairs - 2006 Ford PU	99.00
8/10/16	38186	Pro-Build	Operating supplies	54.14
8/10/16	38187	Rau Plumbing	Oil building pipe repair	700.00
8/10/16	38188	Employee	Mid-month draw	650.00
8/10/16	38189	Sherwin Williams	Paint and painting supplies	976.02
8/10/16	38190	Special Districts Insurance Service	Monthly health-life-dental insurance	11,464.01
8/10/16	38191	Staples	Office supplies	168.38
8/10/16	38192	Employee	Mid-month draw	1,500.00
8/10/16	38193	T & L Septic & Chemical Toilet Svc	Chemical toilet rental	976.00
8/10/16	38194	TCB Security Services	Monthly security contract	6,516.00
8/10/16	38195	Thompson's Sanitary Service	Trash disposal	6,342.95
8/10/16	38196	Toyota Lift NW	Forklift handle assembly	211.67
8/10/16	38197	United Grocers - Cash & Carry	Office supplies	197.34
8/10/16	38198	Voya	Monthly employee contributions	100.00
8/10/16	38199	Xerox Corporation	Copier lease	403.04
8/10/16	38200	Yaquina Bay Communications	Banner Ad	101.50
8/10/16	38201	City of Newport	Transient room tax - July 2016	8,102.63
8/10/16	38202	City of Newport	Void	0.00
8/10/16	38203	Department of State Lands	Waterway lease 15 year renewal - 2016-2031	375.00
8/10/16	38204	Newport Food Pantry	Sponsor Newport Food Pantry	200.00
			Total	96,608.44



NOAA Fund

July 21, 2016 through August 17, 2016

Date	Num	Name	Memo	Amount
7/28/16	12968	Advanced Backflow Testing	Backflow testing	525.00
7/28/16	12969	G & K Floors	Janitorial services	450.00
7/28/16	12970	Ultimate Pest Control	Pest control	125.00
7/28/16	12971	Verizon Wireless	Telephone	51.70
7/28/16	12972	Williams Scotsman	Mobile office rent	346.30
8/10/16	12973	Aboveboard Electric	Install new UPS for emergency pier lights	1,371.96
8/10/16	12974	American Bankers Ins Co of FL	Flood insurance	1,664.00
8/10/16	12975	ASCO Services	Annual maintenance and service inspection	1,296.00
8/10/16	12976	AVS Elevator	Quarterly service	487.26
8/10/16	12977	Contech Engineered Solutions	Storm filter cartridges	610.00
8/10/16	12978	Fastenal Company	Stainless self-tapping screws	7.61
8/10/16	12979	JC Market	Coffee and donuts for eelgrass volunteers	43.98
8/10/16	12980	Pacific Habitat Services	Environmental consulting services	5,169.44
8/10/16	12981	Petty Cash	Petty cash	20.18
8/10/16	12982	Pioneer Telephone Cooperative	Telephone	243.22
8/10/16	12983	Special Districts Insurance Services	Monthly health-dental-life insurances	648.63
8/10/16	12984	T & L Septic & Chemical Toilet Service	Holding tank rental from 6/26/16 to 7/25/16	135.00
8/10/16	12985	TCB Security Services	Elevator phone monitoring	20.00
8/10/16	12986	Thompsons Sanitary Service	20 yd dumpster and disposal	345.60
8/10/16	12987	US Bank	Revenue bonds 2010 administration fees	650.00
8/10/16	12988	Valley Fire Control	Annual and six-year maintenance	908.00
			Total	15,118.88



Construction Fund
July 21, 2016 through August 17, 2016

Date	Num	Name	Memo	Amount
8/10/16	11833	GRI	Phase 1 and 2 of environmental site assessment - ITSF	6,165.50
Total				6,165.50

OLD BUSINESS AGENDA ITEM

DATE: 8/23/2016
RE: International Terminal Shipping Facility Update
TO: Port of Newport Board of Commissioners
ISSUED BY: Kevin Greenwood, General Manager

FINANCING UPDATE

Connect Oregon:

- Process is complete.

Economic Development Administration:

- Continue to work with consultants and EDA staff to refine the application.
- EDA Administrators are in contact with TIGER representatives to find out project overlap and coordination.
- Federal funds cannot be used to leverage one another, so both agencies are looking at where a good “seam” would be.

TIGER US Dept. of Transportation:

- Bob Bouchard and Bob Loken from USDOT were in Newport today. I gave them a presentation on the project, tour of the site and we discussed the financing plan including the IFA Loan and NOAA cash reserves. I stressed that our plan was not to use those funds but to find better financing including EDA by early Spring 2017.

State Options:

- I continue to work with Rep. Gomberg, Sen. Roblan and others in the Coastal Caucus to find other funding opportunities for the project.
- Looking at funds in the Regional Solutions (RST) program where \$800k is marked “pending”. Small amount in Community Develop Block Grants (CDBG), \$46k. Governor’s Special Reserve Fund (SRF) could be used as a last resort, but not specific on amounts.

Private Options:

- Talked with Craft3 a non-profit lender about their loan programs.
- Continuing to talk to private sector about investing.

OTHER

- Corps permit has officially been received. This permit basically removed Teevin’s name and replaced it with the Port.
- Continuing to work with the Economic Development Alliance of Lincoln County to receive a state-wide marketing designation for the property. The certification is called a Regionally Significant Industrial Area (RSIA) and would apply to the Hall property as well.

-###-

NEW BUSINESS AGENDA ITEM

DATE: 8/18/2016
RE: Resolution adopting a safety policy
TO: Kevin Greenwood / Port of Newport Board of Commissioners
ISSUED BY: Rick Fuller – Director of Operations

BACKGROUND

Per the attached SDAO Memorandum dated 8/5/2010:

As a member of Special Districts Insurance Services Workers' Compensation Program (group self-insured), OR-OSHA requires certain administrative responsibilities under OAR 437-001-1055 and OAR 437-001-1060 for your district.

OAR 437-001-1055 requires each member of a group self-insured program to establish and implement a written occupational health and safety loss prevention program for each establishment that includes; 1) loss prevention effort for prevention or reduction of health and safety injuries and illnesses; and 2) inform managers and workplace locations of the availability and the process for requesting loss prevention assistance. OAR 437-001-1060 then outlines what is required as part of the loss prevention effort.

Currently the Port of Newport does not have a comprehensive safety policy that has been adopted by management or the commission.

PURPOSE, SCOPE AND DETAIL

In order to conform to the standards of OR-OSHA, OAR 437-001-1055, OAR 437-001-1060, SDAO, and Sec. 3.6 and 5.7 of the adopted Personnel Manual, the Port of Newport Safety Committee and staff have completed the attached comprehensive Safety and Health Policy. The scope of the Safety and Health Policy brings together written statements, programs, policies and plans in an organized manner which confirms the Ports commitment to the safety and health of its employees. As a tool of expediency, the policy is supported by standalone & individually detailed programs, policies and plans (Example attached) which can be altered, edited and revised as standards, policies and conditions warrant without the necessity of Commission adoption.

ALTERNATE CONSIDERATIONS

The OR-OSHA requirement does not specify or outline a single Safety & Health Plan but does require specific individual written documents and programs. The individual requirements can be maintained as individual items under the program. This approach is not recommended as it could result in conflicting, absent or misrepresented policies and programs for the administration as is evident in the Self –Insured Annual Evaluation of 6/24/2015.

BUDGET IMPLICATIONS

The 2016/2017 budget for safety and equipment is adequate to maintain the programs described in this policy.

RECOMMENDATION

I would recommend that the Commission make a MOTION TO ADOPT THE SAFETY & HEALTH POLICY AS PRESENTED

**PORT OF NEWPORT
RESOLUTION NO. 2016-xx**

**A RESOLUTION ESTABLISHING A HEALTH AND SAFETY POLICY FOR PORT OF
NEWPORT EMPLOYEES.**

WHEREAS, the Port of Newport By-laws for the Port of Newport requires the Commission to create personnel rules by resolution (Sec. 6(D)) and to provide a safe work environment (Sec. 6(G)); and

WHEREAS, Personnel Manual was adopted by the Port Commission on March 28, 2000 and has amended the personnel policies periodically; and

WHEREAS, the Personnel Manual requires (Sec. 3.6 and 5.7) that the Port have and use a Health and Safety Policy for the protection of its employees; NOW THEREFORE

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

Section 1. Adopt the Health and Safety Policy (Exhibit A).

Section 2. Individual Safety Programs will be developed administratively by the Port's management team following best management practices developed and/or recommended by the Oregon Safety and Health Administration (OSHA), Bureau of Labor and Industries (BOLI), Special Districts Association of Oregon (SDAO), and other professional associations.

Section 3. Staff is directed to codify this policy according to past administrative practices.

Section 4. Prior versions of the Health and Safety Plan are hereby repealed..

APPROVED AND ADOPTED BY THE BOARD OF COMMISSIONERS this 23rd day of August, 2016.

ATTEST:

Walter Chuck, President

Patricia Patrick-Joling, Secretary/Treasurer



Safety and Health Policy

Adopted by Resolution No. 2016-xx August 23, 2016

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INTRODUCTION

The Port of Newport is committed to providing and maintaining a safe and healthy work place for its employees. We believe that accidents can be prevented and that every employee is entitled to work under the safest possible conditions.

The Port of Newport will make every reasonable effort to promote loss prevention activities and will provide 1) safe working equipment, 2) necessary personal protection and, 3) in the event of an injury, emergency first aid and/or medical services.

It is the responsibility of every employee, the General Manager, and the Board of Commissioners to provide for a safe and healthy work area, safe equipment, and safe work practices. We need the full cooperation and effort of everyone to integrate loss prevention activities into both normal and non-routine business operations.

President, Board of Commissioners

Date

General Manager, Port of Newport

Date

1. Safety and Health Policy Statement

It is the intent of The Port of Newport to provide a safe environment for employees and volunteers. It is also our intent to properly manage any incidents that occur so as to minimize injury and other forms of loss. A well-managed workplace safety program can benefit our organization and its people in countless ways. In order for the Port of Newport to achieve our goals, we have developed a workplace safety program outlining the policies and procedures regarding employee and volunteer health and safety. Each and every individual must become familiar with the program, follow and enforce the procedures, and become an active participant in this workplace safety program.

While management (the workplace safety officer and/or workplace safety committee) will be responsible for developing and organizing this program, its success will depend on the involvement of each employee and volunteer. We look forward to your cooperation and participation.

1.1. Accountability

1.1.1. Formal standards of behavior and performance. The Port of Newport has written safety plans, policies, programs, processes, and procedures that are formulated by management and clearly communicated to each employee.

1.1.2. Resources and support to meet defined standards. Management will provide the physical resources (tools, equipment, materials, workstations, facilities) and other support (education, training, scheduling, and culture) to achieve defined standards.

1.1.3. Behavior and performance. Informal processes occur daily as a result of effective supervision that may be defined as "detecting and correcting hazardous conditions and unsafe behaviors before they result in an injury". All Employees are held accountable for only those responsibilities over which they have control. What an employee actually controls in the workplace depends on the position they hold. With greater assigned responsibility comes greater fixed accountability. Accountability follows control.

1.1.4. Consequences. When employees perform unsafe behaviors, actions will be initiated per the personnel policy. Employees will be disciplined if they choose unsafe behaviors.

1.1.5. Applying discipline appropriately. Repeated safety infractions by an employee is considered serious. Discipline will be considered per the procedures found in the personnel policy.

1.1.6. Evaluation of the accountability system. All systems and subsystems require a continual examination of internal processes to make sure the system is functioning properly. Safety staff should conduct ongoing analysis and evaluation of all processes within the safety accountability system.

2. Safety and Health Loss Prevention Program

The safety and health of all workers/employees is a shared goal of all who work for the Port of Newport. The Port's policy is that all managers, supervisors, and other employees share responsibility for taking reasonable steps to engender a safe and healthful workplace.

The Port of Newport has an established safety committee consisting of management and labor representatives that holds regularly scheduled safety meetings. The goal of the committee is to assist in identifying hazards and unsafe work practices, mitigating obstacles to accident prevention, and evaluating the Port's safety program.

The Port of Newport expects all management and hourly employees to participate in the following actions:

- 2.1. Strive to achieve zero accidents and injuries.
- 2.2. Take reasonable steps to improve safety and health rules.
- 2.3. Assist in loss control efforts aimed at identifying and mitigating industrial hygiene and/or safety hazards.
- 2.4. Identify reasonable and appropriate mechanical and physical safeguards.
- 2.5. Conduct reasonable safety and health inspections.
- 2.6. Train workers as needed in safe work practices and procedures.
- 2.7. Provide employees with personal protective equipment as appropriate to specific job tasks, and training employees in its appropriate care and use.
- 2.8. Use appropriate personal protective equipment.
- 2.9. Report hazards, unsafe work practices, and accidents.
- 2.10. Assist in the identification of the cause of on the job injuries, and in the identification of reasonable methods to prevent similar occurrences.
- 2.11. Supervise workers in safe work practices.
- 2.12. Enforce applicable safe work rules.
- 2.13. Participate in and support safety committee activities.
- 2.14. Review the Port's Safety and Health Program annually or as needed.

Discipline per the personnel policy process could result from a failure to pay reasonable attention to any of the above.

IF LOSS PREVENTION ASSISTANCE IS NEEDED AT ANY TIME, CONTACT:

Port of Newport Human Resources: 541.265.7758

Port of Newport Director of Operations:
541.265.7758

Special Districts Association of Oregon (SDAO) Loss Control Dept.:
800.285.5461

3. Safety Committee Policy Statement

3.1. Purpose

The purpose of our centralized safety committee is to bring workers and management together in a non-adversarial, cooperative effort to promote safety and health in the workplace. The safety committee will assist management and make recommendations for change.

3.2. Organization

There shall be, in most cases, an equal number of employee and employer representatives from each organizational departments. However, there may be more employee representatives than employer representatives if both groups agree. Employee representatives shall be volunteers or elected by their peers. If no employees volunteer or are elected, they will be appointed by management. Employer representatives will be appointed. Safety committee members will serve a continuous term of at least one year. The committee will elect a chairperson and a secretary every three years. Committee membership terms will be staggered so that at least one experienced member is always on the committee.

3.3. Extent of Authority

It must be clearly understood that the safety committee advises management on issues that will promote safety and health in the workplace. Written recommendations are expected from the safety committee and they will be submitted to management. In turn, management will give serious consideration to the recommendations submitted and will respond in writing to the committee within a reasonable time. A policy amendment may be drafted for Port Commission adoption.

3.4. Functions

- 3.4.1. Committee meetings and employee involvement
- 3.4.2. Hazard assessment and control
- 3.4.3. Safety and health planning
- 3.4.4. Evaluation of accountability system
- 3.4.5. Evaluation of management commitment to workplace safety and health
- 3.4.6. Accident and incident investigation
- 3.4.7. Safety and health training
- 3.4.8. Evaluation of Safety & Health Policy

3.5. Recommendations

All recommendations submitted to management must be written and should:

- 3.5.1. Be clear and concise
- 3.5.2. Provide reasons for implementation
- 3.5.3. Give recommended options
- 3.5.4. Show implementation costs and recommended completion dates
- 3.5.5. List benefits to be gained

3.6. Procedures

The committee's plan of action requires procedures by which the committee may successfully fulfill its role. Procedures developed should include but not be limited to:

- 3.6.1. Meeting date, time and location (Safety Committee Meeting Agenda)
- 3.6.2. Election of chairperson and secretary

- 3.6.3.** Order of business
- 3.6.4.** Records (Safety Committee Meeting Minutes)
- 3.6.5.** Duties of each member includes, but is not limited to:
- 3.6.6.** Reporting unsafe conditions and practices
- 3.6.7.** Attending all safety and health meetings
- 3.6.8.** Reviewing all accidents and near-misses
- 3.6.9.** Recommending ideas for improving safety and health
- 3.6.10.** Working in a safe and healthful manner
- 3.6.11.** Observing how safety and health is enforced in the workplace
- 3.6.12.** Completing assignments given to them by the chairperson
- 3.6.13.** Acting as a work area representative in matters pertaining to health and safety
- 3.6.14.** Others as determined by company safety and health needs

You can find a list of the current list of Safety Committee members posted within your employee communication area.

4. PROGRAMS, POLICIES & PLANS

4.1. Purpose

The Port of Newport follows all applicable Oregon OSHA standards. The Port of Newport complies with the General Duty Clause of the OSH Act, which requires employers to keep their workplace free of serious recognized hazards. The following programs, policies and plans are modeled after Oregon OSHA standards and are summarized below for quick reference. The content of the programs, policies and plans are reviewed regularly and are subject to change as laws and standards are amended. The Port of Newport programs are on file and can be referenced by all personnel as needed. The safety programs, policies and plans of the Port of Newport are not limited to the following list and may be amended as required. Contact your immediate supervisor for a list of the current safety programs, policies and plans available.

4.2. Safety And Health Training

Management and employees will be trained in any of the defined training programs listed as their position requires, however, all employees are encouraged to participate in any of the programs if they have a desire to do so. Following are examples of available training.

- 4.2.1. Forklift Training
- 4.2.2. Hazard Communication Training
- 4.2.3. Lockout/Tag-out Training
- 4.2.4. First Aid & CPR Training (Including Blood-born pathogens)
- 4.2.5. Back Safety
- 4.2.6. Ergonomics
- 4.2.7. Personal Protective Equipment
- 4.2.8. Electrical Safety Training
- 4.2.9. Hoist and Crane Training
- 4.2.10. Employer and Employee Safety Responsibilities
- 4.2.11. Accident Investigation
- 4.2.12. Machine Guarding
- 4.2.13. Confined Space Training
- 4.2.14. Boaters Line Handling

4.3. System For Conducting An Accident Investigation

- 4.3.1. Investigation team - Includes employees who have been trained to conduct an effective investigation. A team must include a minimum of:
 - 4.3.1.1. One employee from the work area where the accident occurred (not involved in the accident).
 - 4.3.1.2. A supervisor from a work area not involved in the accident.
 - 4.3.1.3. A safety committee representative if not included in the team above.
- 4.3.2. Gather information - Record the facts about the accident. Interview witnesses and others involved.
- 4.3.3. Analyze the facts - Identify the accident's causes and contributing factors. Determine how the accident could have been prevented.
- 4.3.4. Report the findings - Prepare a written report that describes who was involved, where the accident occurred, when it happened, and what caused it. Recommend, specifically, how to prevent the accident from happening again.
- 4.3.5. Act on the recommendations - Have management and the safety committee review the report and determine what will be done to prevent similar accidents from occurring in the future.

- 4.3.6. Follow up - Ensure that appropriate corrective action was taken to prevent the accident.
- 4.3.7. Distribution and filing – Distribute the findings and actions as needed and ensure all documentation has been filed per the Port policies.

4.4. Hazard Communication Program

4.4.1. Purpose

The purpose of the Hazard Communication Program (HazCom) is “to ensure that the hazards of all chemicals produced or imported are evaluated and details regarding their hazards are transmitted to employers and employees.”

4.4.2. Scope

The Hazardous Communication Program consists of:

- 4.4.2.1. Container Labeling
- 4.4.2.2. Safety Data Sheets (SDS)
- 4.4.2.3. Hazardous Communication Training
- 4.4.2.4. Hazardous Chemicals List
- 4.4.2.5. Non-Routine Hazardous Material Tasks
- 4.4.2.6. Contractor Requirements

Refer to the current and updated Port of Newport Hazard Communication Program on file for further details.

4.5. Personal Protective Equipment Program

4.5.1. Purpose

The purpose of this program is to establish a minimum standard for the use of personal protective equipment (PPE). The use of personal protective equipment is vital in preventing injury to employees. This program points out Port requirements, and employee compliance as a condition of employment. Failure to comply with the PPE Policy is considered just cause for disciplinary action.

4.5.2. Scope

The Port will provide or reimburse the employee for all required PPE as determined in the personnel policy for items such as life vest, steel-toed shoes, work gloves, and high visibility clothing. The Port of Newport will provide training for employees in the care and use of PPE and inspect worksites for compliance of this policy. Supervisors are responsible for setting the proper example and for enforcing this policy. Employees are responsible for maintaining and wearing PPE as required in this policy.

Refer to the current and updated Port of Newport Personal Protective Equipment Program on file for further details.

4.6. Marine Safety Program

4.6.1. Purpose

The purpose of the Marine Safety is to establish minimum standards of safety while working in our unique marine environment.

4.6.2. Marine life

The Yaquina Bay is a diversified marine environment. Large mammals such as seals and sea lions use the shoreline habitat along with docks and will be encountered. Marine mammals are wild animals and can be dangerous. Caution and distance should be maintained to avoid attack.

4.6.3. Water craft & work barges

Port owned watercraft will be operated by authorized personnel only. All boat operators must have a valid boater’s education certificate and provide proof of practical skills of safe operations.

Unless transiting Port owned vessels, there will be a minimum of two persons in the vessel for all work activities. PFD's will be worn at all times when on a port owned watercraft.

Refer to the current and updated Port of Newport Marine Safety Program on file for further details.

4.7. Lockout / Tagout Program

4.7.1. Purpose

The purpose of this established lockout/tagout program is to provide maximum safety protection from hazardous energies to our employees whenever they must service or perform maintenance on machinery and equipment.

4.7.2. Scope

These procedures shall be used by all employees authorized to service or maintain our equipment to ensure that machines or equipment are completely isolated from all potential hazardous energy sources. All employees affected in any way by servicing and maintenance activities shall also be knowledgeable of lockout/tagout procedures consisting of:

- 4.7.2.1. Application
- 4.7.2.2. Compliance
- 4.7.2.3. Authorization
- 4.7.2.4. Procedures
- 4.7.2.5. Training

Refer to the current and updated Port of Newport Lockout / Tagout Program on file for further details.

4.8. Vehicle Safety Program

4.8.1. Purpose

This program has been developed to define standards of conduct and establish mandatory training for staff, and volunteers who operate motor vehicles or equipment while conducting The Port of Newport business. The primary goal of this policy is to help prevent accidents and minimize the risk of personal injury associated with those incidents.

4.8.2. Scope

This program applies to individuals who are required to operate a motor vehicle, Port-owned or personally owned, to conduct Port business.

4.8.3. Definitions

For the purpose of this program, "motor vehicle operator" refers to any staff, or volunteer, 18 years of age or older, who operates a motor vehicle while conducting Port business. "Frequently" shall be defined as once a week or more. Individuals who are under 18 year of age may not operate a motor vehicle to conduct Port business.

Refer to the current and updated Port of Newport Vehicle Safety Program on file for further details.

4.9 Confined Spaces Program

4.9.1 Purpose

The purpose of this program is to ensure the safety of Port employees that may enter into areas and confined spaces that are designated per OR-OSHA 437-002-0146. The primary goal of this program is to prevent accidents and minimize the risk of personal injury associated with confined spaces.

4.9.2 Scope

This program applies to individuals who are trained and required to enter into confined spaces.

Refer to the current and updated Port of Newport Confined Spaces Program on file for further details.

4.10 Fall Protection Program

4.10.1 Purpose

The purpose of this program is to ensure that every employee who works for the Port of Newport recognizes workplace fall hazards and takes the appropriate measures to address those hazards.

4.10.2. Scope

OSHA requires that fall protection be provided at elevations of four feet in general industry workplaces, five feet in shipyards, six feet in the construction industry and eight feet in longshoring operations. This program describes requirements for fall protection in the varying jobsite situations found at the Port of Newport.

Refer to the current and updated Port of Newport Fall Protection Program on file for further details.

4.11 Emergency Response Plan for Employees

4.11.1 Purpose

In the event of a sudden emergency situation that includes, but is not limited to, fire, explosion, earthquake, tsunami, weather, terrorist act, sabotage, work place violence, or vessel collision, Port supervisory personnel shall immediately alert all employees of the emergency situation, by verbal communication, and lend assistance to ensure a safe and orderly evacuation if required.

4.11.2 Scope

Refer to the current and adopted Port of Newport Emergency Response Plan on file for further details.

4.12 Other

Additional programs may be added to this list as amended per the policies of the Port of Newport.

I have read and understand the provisions of the Port of Newport Safety & Health Policy. I have been instructed how to obtain the current programs, policies and plans of this policy.

Name (printed)

Signature

Date

*** IMPORTANT ***

To: SDIS Workers' Compensation Insurance Program Members
From: Scott Neufeld, Loss Control Manager
Date: August 5, 2010
Re: OR-OSHA Self-Insured Loss Prevention Program

As a member of Special Districts Insurance Services Workers' Compensation Program (group self-insured), OR-OSHA requires certain administrative responsibilities under OAR 437-001-1055 and OAR 437-001-1060 for your district.

OAR 437-001-1055 requires each member of a group self-insured program to establish and implement a written occupational health and safety loss prevention program for each establishment that includes; 1) loss prevention effort for prevention or reduction of health and safety injuries and illnesses; and 2) inform managers and workplace locations of the availability and the process for requesting loss prevention assistance.

OAR 437-001-1060 then outlines what is required as part of the loss prevention effort.

SDAO and legal counsel have put together a program that will help members meet the OR-OSHA requirement for a loss prevention effort at your district. This loss prevention effort is above and beyond your already required written programs such as hazard communication and lockout/tagout as an example.

The first step in the process is to make sure that all managers at your district know that SDAO is your workers' compensation carrier and that as a member of the program loss prevention assistance is available to them. This can be as simple as sending an email out to all managers or posting a notice at all establishments stating this (attached is a notice you can copy and post). Have a plan in place that if loss prevention assistance is needed, managers know who to contact at your district so it can be forwarded to the SDAO loss control department.

Failure to comply with these OR-OSHA requirements can result in fines for your district. Our Loss Control Department is available to help you meet this requirement. Please take advantage of our assistance by calling us at (800) 285-5461.

The second step is to have in writing a loss prevention effort that encompasses the district's operations. Attached is a generic District Safety and Health Program that is intended to help meet the OAR 437-001-1060 requirements. The district needs to review the document and add any specific/unique safety issues at your establishments. A copy of this document needs to be located at each establishment, with added specific hazards if any, of the district. A district can use the same loss prevention effort at multiple establishments if the operations are similar at the locations.

This loss prevention effort needs to be review on an annual basis and changes made if necessary when operations or processes have changed over the year. Each year a copy of the loss prevention effort needs to be forwarded to SDAO to be added to your loss control file. SDAO loss control staff will be reviewing your loss prevention efforts during their visits throughout the year.

If you have any questions please contact SDAO loss control at 1-800-285-5461 or losscontrol@sdao.com.

This district is self insured for workers' compensation insurance through Special Districts Association of Oregon (SDAO).



Pursuant to OAR 437-001-1050, 437-001-1055 and 437-001-1060, SDAO provides assistance and loss prevention services should district personnel and volunteers have concerns regarding health and safety hazards.



Should you have safety or health concerns, please contact your district risk manager, business manager or supervisor. Supervisors and managers should be advised that assistance regarding safety and health hazards can be obtained through the Loss Control Department of SDAO by calling (800) 285-5461 or emailing losscontrol@sdao.com

SDAO hopes to provide assistance with the intent of helping Oregon's Special Districts provide a safe and healthy workplace. This information should be posted at each establishment.

Lockout / Tagout Program

1. Purpose

The purpose of this established lockout/tagout program is to provide maximum safety protection from hazardous energies to our employees whenever they must service or perform maintenance on machinery and equipment.

2. Scope

These procedures shall be used by all employees authorized to service or maintain our equipment to ensure that machines or equipment are completely isolated from all potential hazardous energy sources. All employees affected in any way by servicing and maintenance activities shall also be knowledgeable of lockout/tagout procedures.

3. Application

These procedures shall be followed whenever unexpected energizing, start-up, or release of stored energy could cause injury. These procedures do not apply when servicing or maintenance of equipment during normal operations unless:

- Guards, or other safety devices, must be removed or bypassed; or
- An employee places him/herself in an area where work on material, etc., is actually being performed; or
- An employee places him/herself in an area considered dangerous during the normal operation cycle.

4. Compliance

All supervisors are responsible and accountable for the use of safe lockout/tagout procedures by all employees under their supervision. Compliance with lockout/tagout procedures is mandatory. Non-compliance with these procedures is considered a violation of an employee's condition of employment and can result in disciplinary action.

5. Authorization

Employees who are properly trained and certified on equipment maintenance and lockout/tagout procedures, and approved by the facility manager, are authorized to implement lockout/tagout procedures as appropriate.

Lockout/Tagout Procedures

Preparation for Lockout

1. Review - Prior to lockout, the authorized employees(s) shall review the lockout/tagout information for the machine/piece of equipment that they are going to work on. As a minimum the following information will be reviewed:
 - a) Types and magnitudes of energy
 - b) Hazards posed by the energy
 - c) Methods to effectively control the energy.
 - d) Particularly close attention must be given to energies that can be stored or re-accumulated after shutdown
2. Notification - Prior to shutdown, all affected employees will be notified to clear their work area and/or any other area that might be hazardous.
3. Shutdown - Machinery and equipment will be shut down in an orderly manner using normal shutdown procedures or procedures on the associated lockout/tagout information sheet for that machinery or equipment if required.
4. Isolation - All energy isolation devices will be located and operated to completely de-energize and isolate the equipment. The authorized employee shall insure operation of each energy isolation device has been completed.
5. Lockout Devices –

- a) Lockout devices shall be used to secure energy isolating devices unless the machinery or equipment is not capable of being locked out.
 - b) Only authorized employees will affix lockout/tagout devices.
 - c) Lockout devices must be able to hold energy isolation devices in a “safe” or “off” position.
6. Tagout Devices -
- a) Tagout devices will be used only if machinery or equipment is not capable of being locked out.
 - b) Tags will clearly state that moving energy isolation devices from the “safe” or “off” position is strictly prohibited.
 - c) If a tag cannot be affixed to the energy-isolating device, it will be located as close as safely possible to the device so that the tag is obvious to anyone attempting to operate the device.
7. Fixed Observer -
- a) Authorized personnel thoroughly trained on the isolation device may be posted at the device to ensure non-operation of that device when a lockout/tagout is not practical, or under emergency conditions.
 - b) Only the “Authorized Employee” may lockout/tagout machinery or equipment!
8. Lockout/Tagout Materials and Hardware - Lockout/tagout devices are provided by your employer and meet the following:
- a) Each lockout/tagout device is uniquely identified as being used exclusively for lockout/tagout:
 - b) Lockout/tagout devices identify the user:
 - c) Lockout/tagout devices are not to be used for any other purpose than lockout/tagout:
 - d) Tagout devices must be substantial enough to prevent inadvertent or accidental removal. They are attachable by hand, self-locking, non-releasable with not less than 50 LB locking strength, and design/characteristics at least equivalent to a one-piece, all environment-tolerant nylon cable ties.
9. Stored Energy - Immediately after applying lockout or tagout devices, the authorized employee will ensure all potentially hazardous stored or residual energy is relieved, disconnected, restrained, and otherwise rendered safe.
- a) If stored energy can be re-accumulated, the authorized employee will verify that the energy is isolated until maintenance is complete or the energy no longer exists.
 - b) Verification of Isolation: Before starting work on a machine or equipment that is locked or tagged out, the authorized employee will verify that the machinery or equipment is actually isolated and de-energized, using appropriate test equipment as applicable.
 - c) Release from Lockout/tagout: The authorized employee will follow the procedures below prior to removing lockout/tagout devices and restoring energy:
 - d) Equipment: Make sure machinery or equipment is properly reassembled. Inspect machinery or equipment to make sure nonessential items have been removed.
 - e) Employees: Make sure all employees are safely positioned outside danger zones. Notify affected employees that lockout/tagout devices have been removed and that energy is going to be reapplied.
 - f) Removing lockout/tagout devices: Only the authorized employee who applied the lockout/tagout device may remove that device. Exception – When the authorized employee is not at the facility and all reasonable efforts have been taken to inform him/her that the lockout/tagout device has been removed:
 - g) The supervisor, or his delegate, is authorized to remove the device following procedures in the section.
 - h) Each supervisor, or his delegate, will be trained in proper lockout/tagout procedures.
 - i) The supervisor, or his delegate, will ensure the authorized employee has this knowledge before he/she resumes work.

Additional Requirements

- 1. Testing/Positioning Machines or Equipment: Whenever lockout/tagout devices are removed to test or position machines and equipment, or their components, the authorized employee will complete the following procedures in the sequence presented.
 - a) Clear the machine or equipment of tools and materials;
 - b) Remove employees safely away from danger zone;
 - c) Remove lockout/tagout devices;

- d) Energize and proceed with testing or positioning; and
 - e) De-energize all systems and re-apply lockout/tagout devices using proper procedures, unless all work is complete, and the equipment is being returned to service.
2. Outside Personnel - Outside servicing personnel, contracted to perform maintenance or other services requiring lockout/tagout procedures, will not begin work until the supervisor is satisfied that their lockout/tagout procedures are at least equivalent to company procedures.
 3. The supervisor will also ensure company employees understand and comply with contracted personnel lockout/tagout procedures.
 4. Shift/Personnel Changes: When a shift change occurs during a lockout/tagout procedure, the following procedures will be followed:
 - a) Shift to Shift: The off-going authorized employee will not remove his/her lock until the oncoming authorized employee has arrived and placed their lock on the machine or equipment.
 - b) Skip one Shift: The off-going authorized employee will describe in detail the status of the machine or equipment in the maintenance log and sign the log for a "maintenance department" lock and place it on the machine or equipment in place of their personal lock. The oncoming authorized employee, upon seeing the "maintenance department" lock will go to the maintenance log read the status information and then sign for the key to the "maintenance lock". The oncoming authorized employee will then replace the "maintenance lock" with their own personal lock and return the "maintenance lock and key" to the lock storage area. They must then sign in the "maintenance lock and key".

Training

1. Training in lockout/tagout will be provided to all employees who may be in an area where energy control procedures are used. This training is to ensure that the purpose and function of the energy control program are understood and that employees gain the needed knowledge and skills to safely apply, use, and remove energy controls.
2. Authorized employees must be able to recognize hazardous energy sources, types, and magnitudes of energy in the workplace, and methods and means necessary to isolate and control the energy.
3. Affected employees must be able to recognize the purpose and use of energy control procedures.
4. Other employees must be able to recognize procedures and prohibitions of the energy control program.
5. Training on Tagout Devices -
 - a) Tags are warning devices only and do not provide a physical restraint that lockout devices provide.
 - b) Tags must not be removed by anyone other than the authorized employee who used the tag.
 - c) Tags must be legible, and understandable by all employees.
 - d) Tags must be able to withstand environmental conditions in the workplace.
 - e) Tags may give employees a false sense of security.
 - f) Tags must be securely attached to prevent being accidentally detached during use.
6. Retraining - Employees will participate in retraining at the following times:
 - a) Change of job assignment;
 - b) Change in machinery or equipment, or
 - c) Change in operating procedures.
7. Inspections -
 - a) An authorized employee other than the one(s) using the control procedure being inspected will conduct annual inspection on lockout/tagout procedures. The Lockout/Tagout audit sheet shall be used for initial inspections until appropriate lockout/tagout procedures are fully implemented.
 - b) The purpose of the inspection is to correct any deviations or inadequacies in the procedures.
 - c) The inspector and authorized employee must review responsibilities under the energy control procedure.

Lockout/Tagout

OAR 437
Division 2/J

The Control of Hazardous Energy (Lockout/Tagout)

Web site:
www.orosha.org

Salem Central Office
350 Winter St. NE, Rm. 430
Salem, OR 97301-3882

Phone: (503) 378-3272
Toll-free: (800) 922-2689
FAX: (503) 947-7461

General-Industry Requirements

The OR-OSHA standard for **The Control of Hazardous Energy (Lockout and Tagout)**, 29 CFR 1910.147, requires that hazardous energy be controlled during service and maintenance activities. These activities include the installation, setup, adjustment, inspection, modification, and routine maintenance or servicing of machines or equipment. Hazardous energy sources include electrical, mechanical, hydraulic, pneumatic, chemical, gravity, and thermal. Machines or equipment must be isolated from their energy source and rendered inoperative to prevent injury or death from unanticipated, uncontrolled hazardous energy. (Control-circuit type devices are not energy-isolation devices.) Cord-and-plug-connected machines or equipment are not covered under the standard if they are unplugged, the plug is under the exclusive control of the operator, and electricity is the only form of hazardous energy.



Employers must implement and enforce an energy control program that consists of energy-control procedures, effective employee training, and periodic inspections. Requirements:

- Use lockout devices for equipment that **can** be locked out; the key must be unique to the device and under the control of each employee working on the equipment.
- Provide tagout devices instead of lockout devices only if the tagout program provides employee protection equivalent to that provided by a lockout program.
- Require additional safety measures such as the removal or isolation of an electrical circuit or blocking a control switch for a tagout program.
- Ensure new or existing equipment undergoing major repairs, renovations, or modifications is capable of being locked out.
- Provide durable, substantial, and standardized lockout and tagout devices and hardware. Lockout and tagout devices must identify who applied them and may not be used for other purposes.
- Establish written procedures that permit only the employee who applied a lockout or tagout device to remove it; must include provisions for device removal when the employee is not available.
- Inspect energy-control procedures at least annually.

Lockout and Tagout Devices

Lockout devices hold energy-isolation devices in a "safe" or "off" position. They provide protection by preventing equipment from becoming energized because they are restraints that no one can remove without a key or by destroying the lockout device through extraordinary means such as a bolt cutter.

Tagout devices are prominent warning devices fastened to energy-isolation devices to warn employees not to reenergize equipment that is being serviced. Tagout devices are easier to remove and provide employees with less protection than lockout devices.

Energy-Control Procedures

Employers must document procedures for the control of hazardous energy sources for use by authorized employees who lockout or tagout equipment to perform service and maintenance. The isolation or lockout procedures for equipment with one or more hazardous energy sources must include the following:

- The intended use of the procedure.
- Steps for shutting down, isolating, blocking, and securing equipment.
- Steps for the placement, removal, and transfer of lockout devices.
- Equipment-testing requirements to verify the effectiveness of the energy-control measures.



An employer need not document the required energy-control procedure when all of the following conditions exist and no accidents involving the unexpected activation or reenergization of equipment have occurred.

- A single source of energy can be readily identified and isolated; locking out the energy source completely de-energizes and deactivates equipment.
- The lockout device is under the exclusive control of the employee performing the service or maintenance.
- No potential for stored or residual energy or reaccumulation of stored energy exists that could harm employees after shutdown; the service or maintenance activity does not create hazards for other employees.

When reenergization is required as part of a service activity (power is needed to test or position machines, equipment, or components) the temporary removal of lockout or tagout devices is allowed. This temporary exemption applies in limited situations and only for the time required to perform the task. The procedure must be documented.

What workers must do before they begin service or maintenance activities:

1. Inform all affected employees of equipment shutdown.
2. Shut down equipment.
3. Isolate or block hazardous energy.
4. Remove any potential (stored) energy.
5. Lockout or tagout the energy source(s).
6. Verify the isolation and de-energization of equipment.

When multiple persons (crew, craft, department, etc.) are involved in the service or maintenance of equipment, group lockout is permitted under 1910.147(f)(3). The standard also allows for the transfer of lockout or tagout devices during shift changes when written procedures are in place.

What workers must do before removing lockout or tagout devices and re-energizing equipment:

1. Remove tools and replace machine or equipment components.
2. Inform coworkers about energy-control device removal.
3. Ensure all workers are clear of the work area.
4. Verify machine or equipment power controls are off or in a neutral position.
5. Remove the lockout or tagout device.
6. Re-energize equipment.

Periodic Inspection

At least annually, employers must inspect and certify **all** energy-control procedures. Authorized employees other than those using the procedures being inspected must perform the inspections. The inspection certification must identify the equipment, and include the date of the inspection, the person performing the inspection, and all employees included in the inspection. The authorized inspectors must review and verify that **all**:

- Lockout and tagout procedures are adequate.
- Authorized and affected employees know their procedure responsibilities.
- Procedures are being followed.

Training

The employer must provide training that is understandable to the employee and ensure that employees acquire the skills to safely apply, use, and remove lockout and tagout devices. Keep and maintain training records that includes each employee's name and training date(s).

Train authorized employees on the purpose and use of the energy-control procedures, how to recognize hazardous-energy sources (type and magnitude), and the methods necessary to control and isolate the energy source.

Employees who operate equipment being serviced under lockout or tagout procedures or who work in an area where the service activity occurs (affected employees) must be trained to recognize when an energy-control procedure is being used. They should understand the purpose of the procedure and the importance of not tampering with lockout and tagout devices and not starting or using locked or tagged-out equipment.

Retraining is necessary when there is a change in energy-control procedures, machines, equipment, or processes, or when an inspection reveals or an employer has reason to believe that shortcomings exist in an employee's knowledge about the energy-control procedure.

Working by the Rules

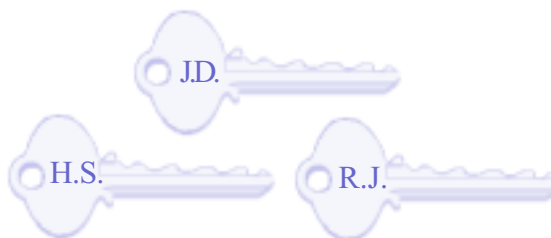
Lockout and tagout rules apply to all Oregon employers and include construction, agriculture, and maritime employment. Employers may need to meet requirements other than 1910.147. For example, electrical installations and utilization equipment are covered under Division 2/S, **Electrical**. See OR-OSHA's Guide to Controlling Hazardous Energy, www.cbs.state.or.us/external/osha/pdf/pubs/3326.pdf, for an overview of rules that contain requirements for the control of hazardous energy.

Resources

For the full text of OR-OSHA rules for lockout and tagout, refer to ORAR 437, Division 2/J, The Control of Hazardous Energy. Industry-specific standards are also found at Oregon OSHA's Web site, www.orosha.org. (Rules/Laws)

Related resource links

- www.osha.gov/SLTC/controlhazardousenergy/index.html
- www.cbs.state.or.us/external/osha/pdf/pds/pd-156.pdf



OR-OSHA (10/03) FS-08



Example: Form 1: Documenting specific energy-control procedures

Note to employers: Use this example as a model for documenting specific energy control procedures for machines and equipment at your workplace.

Department: Maintenance
Equipment: Suction Blast Cabinet w/ Dust Extraction System
Equipment manufacturer and serial number: Dust Extraction Systems, INC. #xxxxxxx
Contact person: Supervisor
Authorized employee(s): Electricians

Purpose: This procedure establishes minimum requirements for the lockout of the suction blast cabinet whenever maintenance or service work is performed. The procedure is used to ensure that the machine is stopped, isolated from all potential hazardous energy sources, and locked out before employees perform any servicing or maintenance.

Notify all affected employees before this lockout procedure is used.

Hazardous energy		Lockout steps	Verification steps	Return to service steps
Type	Magnitude			
Electrical	415 volts	<ul style="list-style-type: none"> Press the STOP button to de-energize the machine. Place the main service disconnect in the OFF position. Lockout the service disconnect using an interlocking hasp and padlock 	<ul style="list-style-type: none"> Switch the ON/OFF control to the ON position. Observe that the machine is not operational. Return the ON/OFF control to the OFF position. <p>or</p> <ul style="list-style-type: none"> Test for no voltage, phase-to-phase and phase-to-ground. 	<ul style="list-style-type: none"> Ensure machine components are back in place. Check the area to ensure tools and nonessential items have been removed. Verify all employees are not in the hazard area. Remove the padlock and hasp from the main isolator disconnect and return to the ON position.
Pneumatic	100 PSI	<ul style="list-style-type: none"> Rotate the main air valve to the CLOSED position. Lockout the valve using a ball-valve lockout, interlocking hasp, and padlock. 	<ul style="list-style-type: none"> Observe that the flow of air ceases. Bleed off residual air pressure. 	<ul style="list-style-type: none"> Remove the ball valve lockout, interlocking hasp and padlock. Rotate the air valve to the OPEN position.

Notify all affected employees that the maintenance is complete and the machine is available for use.

Form 1: Documenting specific energy-control procedures

Note: This form is used for documenting specific energy control procedures for machines and equipment at your workplace.

Department:

Equipment:

Equipment manufacturer and serial number:

Contact person:

Authorized employee(s):

Purpose: This procedure establishes minimum requirements for the lockout of the suction blast cabinet whenever maintenance or service work is performed. The procedure is used to ensure that the machine is stopped, isolated from all potential hazardous energy sources, and locked out before employees perform any servicing or maintenance.

Notify all affected employees before this lockout procedure is used.

Hazardous energy		Lockout steps	Verification steps	Return to service steps
Type	Magnitude			

Notify all affected employees that the maintenance is complete and the machine is available for use.

Form 2: Lockout/tagout inspection form

Note to employers: Use this form to document an inspection of a written lockout or tagout procedure.

Department: _____ Equipment type and serial number: _____

Inspection conducted by: _____

Equipment location: _____

Inspection date: _____

List authorized employees using this procedure. Has the employee been trained in the procedure?

Employee name: _____ Yes No

Employee name: _____ Yes No

Employee name: _____ Yes No

Employee name: _____ Yes No

Do *authorized* employees know the location of the procedure? Yes No

Do *authorized* employees have access to the written procedure? Yes No

Are *affected* employees notified when the procedure is being used? Yes No

Have *affected* employees been trained to recognize when the procedure is being used and instructed not to remove lockout/tagout devices or start de-energized equipment? Yes No

Can energy-isolating devices be locked out? Yes No

Note: When you replace, renovate, or modify machines and equipment, ensure that the energy-isolating devices will accept lockout devices. New equipment and equipment renovated or modified after January 2, 1990, must be capable of being locked out.

Did each *authorized* employee lock out all energy sources? Yes No

Does this procedure involve group lockout/tagout? Yes No

Did the *authorized* employees verify that the equipment was de-energized? Yes No

Did the *authorized* employees follow this lockout/tagout procedure? Yes No

Does this lockout/tagout procedure adequately protect employees? Yes No

If not, list and describe the deficiencies requiring corrective action.

- 1.
- 2.
- 3.
- 4.
- 5.

If this is a lockout procedure, did the inspector review with all *authorized* employees their responsibilities under the procedure? **Note: A review can be accomplished by meeting with employees individually or in a group.**

Yes No
Not applicable

If this is a tagout procedure, did the inspector review with all *authorized* employees their responsibilities under the procedure? **Note: A review can be accomplished by meeting with employees individually or in a group.**

Yes No
Not applicable



NEW BUSINESS AGENDA ITEM

DATE: 8/18/2016
RE: PD5 Pile Replacement/dock repair – Bergerson Construction
TO: Kevin Greenwood / Port of Newport Board of Commissioners
ISSUED BY: Rick Fuller – Director of Operations

BACKGROUND

Port Dock 5 floating docks C&D requires guide pile replacement and repair to the floating dock system. The approved 2016/17 Capital improvement budget lists the Port Dock 5 pile replacement/dock repair project as priority #2 for large projects with a total authorized budget amount of \$300,000. Permitting was obtained in 2015 for the in water work. During the months of July and August 2016, Port staff conducted a Request for Proposal (RFP) as attached to gain marine contractor cost proposals for the included scope of work. A priority was established that the pile removal and replacement portion of the work would be the highest priority from and base price standpoint.

PURPOSE, SCOPE AND DETAIL

Due to the nature of the work, proposals describing a working relationship which provides the Port with a best value outcome is desired. In addition to the PD5 pile replacement & limited removal at PD7, labor & equipment is needed for repair and replacement of Dock 5D whalers, rods & rub boards using Port provided materials pending the remaining project fund balance. See the attached RFP scope of work for further scope details. The project scheduling is critical due to the in water work period which runs concurrently with the beginning of crab season operations. Port staff will rely heavily on contractor communications in order to manage the required open berths for the contractor barges and equipment. Administering a unit priced, not to exceed contract with continual value engineering and strict cost accounting will gain the best value for the amount of work described

Four marine contractors familiar with the Port operations were contacted with three qualified proposals received at the specified bid date. Two proposals provided base price costs that were within the authorized budget amount. In both cases, adding the alternate price for the additional dock work exceeds the authorized budget amount. Of the three proposals, Bergerson Construction having met the intent of the RFP, provided the lowest cost solution as follows:

Base price	<u>\$266,323</u>
Add alternate	<u>\$119,819</u>
Total	<u>\$386,142**</u>

***It should be noted that Bergerson Construction also provided the lowest cost unit price of \$1,732ea for the uncertain contingency activity of cutting off piling that cannot be pulled and removed.*

Bergerson Construction bid sheet with supporting documents and the best value analysis that compares proposal details is attached for your review.

OPTIONS (See attached worksheet)

1. **Perform piling removal/replacement only:** The total project estimate requires an onsite geotechnical engineer representing the Port of Newport which is estimated to cost \$15,000 bringing the total available construction balance to \$285,000. Cost implications cannot be determined at this time for piles that cannot be removed due to corrosion, etc. A contingency amount of \$20,000 represents 7% of the construction balance which will exhaust the allowable budget considering Bergerson base price of \$266, 323. Any unused remaining balance will remain in the capital budget account. This option remains within the approved capital budget line item. Note that, if deferred, cost escalation is likely to occur for the remainder of the specified dock repair work due to loss of economy of scale, inflation, remobilization, continued deterioration, and other unknowns.
2. **Perform piling removal/replacement and partial dock 5D repair:** Considering option #1 above, any remaining balance accumulated due to value engineering, unused contingency or change in scope will be used for the labor required for the dock 5D repair based on the proposed unit pricing. This option will not complete the scope of repair work which will need to be repriced at a later date as budget allows. This option remains within the approved capital budget line item. Note that, if deferred, cost escalation is likely to occur for the remainder of the specified work due to loss of economy of scale, inflation, remobilization, continued deterioration, and other unknowns.
3. **Perform piling removal/replacement and complete dock 5D repair per scope:** To complete the entire scoped project, the estimated total cost including contingency is \$421,000 exceeding the authorized capital outlay budget line item by \$121,000. The management team met to discuss the above options and the finance department let management know that there is currently a positive net operating income of \$450,000 for fiscal year 2015/16 in the general operating fund. Finance is in support of using \$121,000 of the net positive income to fund the completion of the project still leaving the Port with net positive cash flow of \$329,000 for last fiscal year for the general operating fund.

BUDGET IMPLICATIONS

\$500,000 was appropriated and budgeted in the 2016/2017 budget for all capital improvements. As a capital improvement project, the three options above will not exceed the total appropriated capital outlay budget. Other scheduled capital projects are expected to be completed this year as planned with the exception of the #3 ranked security project that did not received grant funding.

RECOMMENDATION

Port dock 5 is in critical need of replacement of up to 26 piles to maintain its structural stability. Port dock 7 is in critical need of the removal of no less than 3 pile stubs that are a danger to navigation. With the piles being the priority, Port dock 5D also requires significant repair to the whalers & rub boards caused by the harsh use and years of deferred maintenance. Through a Request for Proposal process, Bergerson Construction has provided the lowest cost proposal providing a solution that will increase the life of the dock system which provides moorage to the fishing fleet. Per the above options, it is possible to perform the critical pile replacement and continue to defer the repair work until a future date. Deferring the repair work will likely cost more money as previously explained. From an operational standpoint it recommended to complete the entire scope of work while the marine contractor is mobilized to the site not only for the cost benefits but for logistical reasons. The Director of Finance has reviewed the budget implications and supports the use of general operating funds to complete the entire estimated project.

Staff therefore recommends that a Commissioner make a Motion to:

AUTHORIZE THE GENERAL MANAGER TO ENTER INTO A CONTRACT FOR CONSTRUCTION SERVICES WITH BERGERSON CONSTRUCTION, INC. IN THE AMOUNT OF THREE HUNDRED EIGHTY SIX THOUSAND, ONE HUNDRED AND FORTY TWO DOLLARS FOR THE PORT DOCK 5/7 PILE REPLACEMENT AND DOCK REPAIR PROJECT 2016.



REQUEST FOR PROPOSAL (RFP)

PROJECT: Port Dock 5/7 Pile Replacement
LOCATION: Newport, OR
DUE: 8/2/2016
MANDATORY SITE MEETING: 7/26/2016

Proposals on this project will be accepted by Hand Delivery, Mail, Fax, PDF via email.

SUBMIT TO: Port of Newport
600 SE Bay Boulevard
Newport, OR 97365
Phone: (541) 265-7758
Fax: (541) 265-4235
Email: rfuller@portofnewport.com

QUESTIONS TO: Rick Fuller 541.265.7758

TERMS AND CONDITIONS:

- Schedule for Work:** Start: Nov 1, 2016 Completion: TBD
Work is to be determined by the permitted in water work period for Yaquina Bay. Time is of the essence. All attempts at improving the schedule will be made by the contractor.
- General Description:** Through the authorization of the Port of Newport Commission, the Port of Newport is accepting proposals from qualified marine contractors for the supply of material & labor for removal/replacement of existing 16" piling at Port dock 5 & 7. Due to the nature of the work, proposals describing a working relationship which provides the Port with a best value outcome is desired. In addition to the pile replacement, labor & equipment is needed for repair and replacement of Dock 5 whalers, rods & rub boards pending the remaining project fund balance.
- Scope of Work:** Provide all labor, material, tools, lift equipment, supervision (min one company employed, full time foreman), submittals, manuals and incidentals necessary to complete all work implied by the attached scope of work you are quoting. Work to be performed per the all conditions set forth in DSL Permit # 58497-RF
- Bid Breakdown:** Please use attached Bid Form. Your proposal cannot be considered unless the Bid Form has been completed in its entirety. Lump sum bids shall be inclusive of all taxes, freight, insurance, overhead, permits, fees, and profit.
- Proposal Selection:** The Port Manager or appointed contact will evaluate each submitted proposal and report to the Port Commission with a recommendation if required. If required, the Port Commission shall make the final selection and reserves the right to reject any proposal not in compliance with all prescribed public bidding procedures and requirements, and may reject for good cause any or all proposals upon finding that it is in the public interest to do so. The Port will analyze information provided by all Proposers. The successful Proposer will be selected on the basis of the following:
 - Approach and evaluation of the project scope and budget which provides a best value scenario to the Port of Newport
 - Approach and evaluation of the past experience of the individuals who would be performing the work for the Port.

- c. The results of reference checks including the ability to meet permit requirements.
 - d. Responsiveness to proposal specifications and required information.
 - e. Fee for services performed.
6. **Drawings and Specifications:** If applicable, bidder is provided with documents, which are thought to be necessary in preparing a proposal. Bidder is responsible for requesting any other documents/drawings from references in the scope of work that would be necessary to prepare a complete proposal.
 7. **Temporary facilities:** If applicable, field office, telephone, office equipment, and storage are to be provided by the contractor. Contractor is responsible for receiving and storing materials and for clean-up and removal of any waste generated by this scope of work on a daily basis. Restrictions for parking will apply.
 8. **Safety:** Successful bidder will comply with all OR-OSHA & OSHA safety requirements at all times while on Port property. Contractor will be responsible for all employee safety training, safety meetings, record keeping and safety compliance.
 9. **Insurance:** Upon acceptance, contractor will provide proof of proper business licensing and registration in Lincoln County, Oregon, and will maintain all required licensing and permits required by Local, State or Federal jurisdictions to perform the services of this agreement. Contractor will provide proof of business liability insurance with a minimum of \$1,700,000 liability coverage and maintain required liability insurance at all times for services and their responsible employees while on Port owned property. Contractor will be fully responsible to maintain all employee workmen's compensation insurance as mandated by Local, State and Federal requirements. Contractor shall name the Port of Newport as an Additional Insured and provide a Certificate of Insurance confirming Liability and Workers Compensation with a 30 day Notice of Cancellation, prior to starting any work. Contractor shall pay any and all payroll and withholding taxes and any other sums that is required by Local, State or Federal agencies.
 10. **Prevailing Wages:** The Contractor may be required to pay prevailing wage rates, depending upon the final total price of the project, in conformance to ORS 279C.800 thru 279C.870. A current copy of Prevailing Wage Rates for Public Works contracts in Oregon is available from the State of Oregon, Bureau of Labor and Industries.
 11. **Boli Fee:** The Port, if required, will pay a fee to the Bureau of Labor and Industries pursuant to the provisions of ORS 279C.825. The fee is one-tenth of one percent of the price of this contract, but not less than \$100.00 nor more than \$5,000.00, regardless of the contract price.
 12. **Nondiscrimination & Affirmative Action:** The Port of Newport is an equal opportunity employer and provider and requires all Proposers to comply with policies and regulations concerning equal opportunity. The Proposer, in the performance of this Agreement, agrees not to discriminate in its employment because of an employee's or applicant's race, religion, national origin, ancestry, sex, age, or physical handicap.
 13. **Environmental And Natural Resources Laws To Be Observed:** In compliance with ORS 279C.525, the following is a list of federal, state and local agencies, of which the Port has knowledge, that have enacted ordinances or regulations relating to environmental pollution and the preservation of natural resources that may affect the performance of the Contract:

FEDERAL AGENCIES:

Department of Agriculture, Forest Service, Soil Conservation Service, Department of Defense, Army Corps of Engineers, Department of Energy, Federal Energy Regulatory Commission, Environmental Protection Agency, Health and Human Services, Department of Housing & Urban Development, Department of Interior, Bureau of Land Management

STATE AGENCIES:

Department of Agriculture, Soil and Water Conservation Commission, Department of Energy, Department of

Environmental Quality, Department of Fish and Wildlife, Department of Forestry, Division of State Lands, Water Resources Department

LOCAL AGENCIES:

Bureau of Reclamation, Geological Survey, U.S. Fish and Wildlife Service, Department of Labor Occupation Safety and Health Administration, Water Resources Council, City Councils, Board of County Commissioners.

14. **Public Safety During Construction:** Pedestrian safety and traffic control shall be provided for by Contractor in accordance with the latest edition of the Manual on Uniform Traffic Control Devices.

15. **Street/Sidewalks Closure requirements:** Street and sidewalk closures shall be kept to a minimum during construction. Access to local businesses shall be maintained at all times to pedestrian traffic. Any disruptions to pedestrian traffic to local businesses shall be coordinated between the Contractor and business owner to their mutual satisfaction. Contractor shall notify City Engineer and Emergency Services before closing any streets.

**PILE REMOVAL/REPLACEMENT
PORT DOCK 5/7
SCOPE OF WORK**

1. SCOPE:

To provide all labor, supervision, equipment, materials, expendables, submittals, applicable taxes, freight to jobsite, and incidentals necessary to complete all work implied as follows:

A. Provide/Remove/Replace Piling Dock #5 & #7:

1. Provide minimum 26 ea 16"x.50x 60'+/- galvanized piping per drawings & specifications
2. Removal of pile (if required) per permit, drawings, and specifications using vibratory hammer
3. Due to the nature of this work, the contractor must provide continual updates giving multiple scenarios for working within limited budget and time constraints.
4. The work is located in a working commercial fishing dock environment. Work with Port staff on a daily basis to determine work scope prioritization and boat relocation scheduling as required.
5. Provide diving support as needed
6. Provide welding support as needed
7. Daily record keeping per permit, drawings, and specifications

B. Add/Alternate Dock #5 – Repair/Replace/Install whalers, UHMW rub boards, galv. through rods

1. Provide labor & equipment for the repair/replacement and install of whalers, UHMW rub boards, D-Bumpers, and galv. through rods using Port supplied material (inventory provided)
2. Due to the nature of this work, the contractor must provide continual updates giving multiple scenarios for working within limited budget and time constraints.
3. The work is located in a working commercial fishing dock environment. Work with Port staff on a daily basis to determine work scope prioritization and boat relocation scheduling as required.
4. Contractor to provide barge support as needed

C. General items included in this scope of work:

1. Mobilization of equipment and materials and de-mobilization of equipment and excess materials off site.
2. Contractor is responsible for protecting all areas adjacent to their work from any damage due to their scope of work. All damage will be cleaned up and/or be repaired by contractor.
3. Contractor is responsible for offloading, storing and weatherproofing materials on job site, and responsible for the necessary equipment needed to unload materials.
4. Provide all equipment, scaffolding, cranes and hoisting needed to complete scope of work.
5. Provide safe working surroundings for own employees and other trades, ensure safe passage of persons around area of service.
6. All work to be performed in accordance with O.S.H.A. standards and requirements.
7. If applicable, provide M.S.D.S. for all materials prior to mobilization.
8. Participate in job scheduling, contractor meetings, and safety meetings scheduled by Port of Newport.
9. If applicable, conduct weekly jobsite safety meetings and provide Port of Newport with a record of Safety Meeting Minutes.

10. Work, access, parking, and noise are confined to the limits as defined by project representative.
11. If applicable, onsite job boxes or trailers are to be authorized by the Port of Newport and maintained by contractor.
12. Provide complete set of as-built drawings or work reports to Port of Newport, at the end of the project. If applicable, contractor to provide all warranty certificates and electronic copy of operational and maintenance manuals.
13. Work will not be accepted as complete until punch list is totally accepted by the Port of Newport.
14. Daily cleanup and final cleanup is required.

D. Work specifically excluded from this scope of work:

1. None

E. Attachments:

1. Joint Permit DSL 58497-RF
2. Drawing – PD5
3. Drawing – PD7
4. Commercial Marina Rehabilitation project - Concrete Float Dock System Drawings 1992
5. PD5-D Material inventory

F. Additional Provisions:

1. In water work must progress within the In-Water work period starting November 1, 2017 with work completion prior to permit expiration date 1/8/2017.
2. Ingress/Egress and storage areas will be provided by the Port of Newport at the International Terminal

Best Value Analysis: PD5 Pile Replacement 2016

Company	Billete Marine	Bergerson Constr.	West Coast Contractor	HME Construction
Contact	Pete Billeter	Greg Morrill	Chad Walker	Greg Speyer
Phone	541.269.8600	503.325.7130	(541) 267-7689	(360) 695-1483
Email	pete@billetemarine.com	gmorrill@bergerson-const.com	estimating@westcoastcontractors.com	gregs@himeconst.com
CCB#	166653	63328	63710	
Criteria				
Attended Mandatory Site Meeting 7-26-2016	Yes	Yes	Yes	Yes
Proposal received	Fax - Tues 8/9/2016 11:51 AM	Email - Tues 8/9/2016 1:35 PM	Email - Tue 8/9/2016 1:21 PM	NO BID
Base price				
Materials - Piling	\$ 118,462	\$ 95,336	\$ 117,675	\$ -
Mobilization/Demobilization	\$ 14,000	\$ 91,934	\$ 148,660	\$ -
Extraction each	\$ 2,000	\$ 793	\$ 1,655	\$ -
Extraction Total	\$ 52,000	\$ 34,099	\$ 43,030	\$ -
Placement each	\$ 3,500	\$ 1,729	\$ 1,627	\$ -
Total Placement	\$ 91,000	\$ 44,954	\$ 37,421	\$ -
Total Base Price	\$ 275,462	\$ 266,323	\$ 346,786	\$ -
Alternates				
Pile Cut off-Crane, Dive team each	\$ 3,850	\$ 1,732	\$ 6,742	\$ -
Replace double timber whaler - 200lf	Included in total	\$ 29,000	Included in total	
Install UMHW rub board - 1030lf	Included in total	\$ 28,840	Included in total	
Install new D bumpers - 115lf	Included in total	\$ 2,645	Included in total	
Replace dock through rods - 586ea	Included in total	\$ 52,740	Included in total	
Install angle brackets - 6ea	Included in total	\$ 6,594	Included in total	
TOTAL - Repair/replace/Install Dock 5 whalers	\$ 163,020	\$ 119,819	\$ 128,270	\$ -
GRAND TOTAL	\$ 438,482	\$ 386,142	\$ 475,056	\$ -
Prep shop drawings/submittals	10dy	10dy	5dy	
Material order/delivery	30dy	25dy	15dy	
Scheduled work days	20dy	30dy	30dy	
Crew size	4man	4man	5man	
Superintendent	80	85	90	
Foreman	70	75	90	
Craftsman	65	70	85	
Helper	65	65	85	
Material Mark up %	10%	15%	15%	
Notes				
				8/11/2016 - Confirmed all pricing and inclusions per RFP. Recommend as Best Value

IMPORTANT:

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

PROJECT: Port Dock Pile Replacement

BIDDER: Bergerson Construction, Inc.

Pricing Breakdown if Applicable:

(Attach separate sheet if necessary)

Materials - Piling	\$ 95,336.00
Mobilization/Demobilization	\$ 91,934.00
Pile removal each 43 @ \$793/ea.	\$ 34,099.00
Pile replacement each 26 @ 1,729.00/ea.	\$ 44,954.00
	\$
TOTAL BASE PRICE	\$ 266,323.00

Alternates (if applicable):

(Attach separate sheet if necessary)

	See Attached Sheet
Cut off piling below mud line if broken:	\$
Repair/replace/install Dock 5 whalers, UHMW rubboards, D-Bumpers, through rods using Port supplied materials (see attachment #5):	\$
	\$
	\$
	\$

* 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:

(Attach separate sheet if necessary)

Estimated Schedule:

Preparation of Shop Drawings/submittals	<u>10</u> work days
Fabrication, delivery of material to jobsite	<u>25</u> work days
Work performance on jobsite	<u>up to 30</u> work days
Average Crew Size at 40 hr work week:	<u>4</u> workers

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

Superintendent	\$ <u>85</u> /hour.
Foreman	\$ <u>75</u> /hour.
Craftsman	\$ <u>70</u> /hour.
Helper	\$ <u>65</u> /hour.
Markup on cost of Materials	<u>15</u> %

Provide a list of equipment rates (if applicable):


Equipment Item	Rate	Per
40x80 Crane Barge w/70 Ton Crawler	250.00	Hour
Work Skiff	100.00	Day
Truckable Tug	100.00	Hour

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

Name or description of material or work to be performed	Approximate Value
Diving Services	TBD

 (Initial) Receipt of Addendum Numbers 1 & 2 is hereby acknowledged.

 (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.

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

 (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:

Gregory A. Morrill

Name

Bergerson Construction, Inc.

Company

503-325-7130


Telephone #

503-325-0174 gmorrill@bergerson-const.com

FAX/Email

55 Portway, Astoria, OR 97103

Address



Signature

08/09/16

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.

PORT OF NEWPORT – PORT DOCK 5/7 PILE REPLACEMENT

BID ALTERNATES:

1. Pile Cutoff 3' below Mudline.	\$1,732.00/EA
2. Replace Double 4" x 12" Timber Waler	\$ 145.00/LF
3. Install New 1.5" x 18" HDPE Rub Boards	\$ 28.00/LF
4. Install New "D" Bumpers	\$ 23.00/LF
5. Replace Existing Through Rods	\$ 90.00/EA
6. Install Fabricated Angle Brackets at Fingers	\$1,099.00/EA

Rick Fuller

From: Adam Neahring <aneahring@bergerson-const.com>
Sent: Friday, August 12, 2016 10:22 AM
To: Rick Fuller
Cc: Greg Morrill
Subject: RE: PDS Pile Replacement RFP: Per our phone meeting.

Rick,

Please see the estimated total lump sum of the Dock 5 float Repair items, the quantities below represent the quantities discussed other than clarifying that our waler pricing represents installing a double 4x12 waler and not a single 4x12 waler.

Waler Replacement

- The existing dock is constructed of double 4x12 Timber Walers, replacing the existing waler will include replacing the double 4x12 waler to make adequate lap splices
- Approx. (200 LF) of Double 4x12 Timber Waller @ \$145.00 / LF = \$29,000

HDPE Rub Boards

- Approx. (1030 LF) @ \$28.00/LF = \$28,840

Install New D Bumpers

- Approx. (115 LF) @ \$23.00/LF = \$2,645

Replace Thru-Rods

- Approx. (586 EA) @ \$90.00/EA = \$52,740

Install Fabricated Angle Brackets

- Approx. (6 EA) @ \$1,099.00/EA = \$6,594

Total Lump Sum for Dock 5 Repairs = \$119,819.00

Let me know of any further questions,

Rgds,

Adam Neahring
Project Manager / Estimator



Bergerson Construction, Inc.
Marine & Heavy Civil Construction
55 Portway • Astoria, OR 97103
(503) 325-7130 • CCB# 63328

From: Rick Fuller [mailto:rfuller@portofnewport.com]
Sent: Thursday, August 11, 2016 12:00 PM
To: Adam Neahring <aneahring@bergerson-const.com>
Subject: PD5 Pile Replacement RFP: Per our phone meeting.

Adam,

Per our meeting, please respond/edit or reply to the following meeting notes. I look forward to working with you.

Phone Meeting-Bergerson bid clarifications

Thursday, August 11, 2016

9:55 AM

Meeting Details

- Date and Time: 8/11/2016 11:15am
- Location: Phone

Attendees

- Present
 - Adam Neahring

Discussion

1. Pile removal quantity of 43? Explain
A: Comes from the permit
2. Replacement of 26 vs 23
A: Depending on Port decision
3. Value engineering ideas?
A: Higher strength thinner wall pipe, galvanize only -10below mudline, review lengths
4. Materials include piles galvanized full length - reduce 20' each for savings? Coating?
A:Yes
5. No perch Caps included?
A:Yes
6. Review cut off procedure
A: Dive, dig, backfill
7. Total budget of \$300,000. How best to manage?
A: Unit pricing on pile work, unit price on deck work. Continued value engineering & looking for opportunity to be efficient
8. Kick off planning meeting?
A:Yes
9. Review total price of add alternate
A:Will confirm
10. Prevailing wage?
A:Yes
11. Schedule start date?
A:No problem

Summary

- Verbal Intent to recommend Bergerson Construction as contractor for PD5 pile replacement project.

Rick Fuller
Director of Operations
Port of Newport
600 S.E. Bay Blvd.
Newport, OR 97365
O 541.265.7758
M 541.961.3904
rfuller@portofnewport.com

DIRECTOR OF FINANCE MONTHLY REPORT

DATE: 08/23/2016
PERIOD: July Board Meeting
TO: Port of Newport Commissioners
ISSUED BY: Stephen J. Larrabee

OVERVIEW

Financials:

July year to date financials are attached.

Updated financials from last fiscal year show the General fund bringing in over \$450,000 in operating income.

Finance Operations:

The Check Signing authorization cards will need to be updated and a resolution to start the process has been included in the packet.

I have been working on the Personnel Manual and will have a first draft to the General Manager by September 1st.

The Finance Team has been working on an Operations Manual for the South Beach RV Park which will be completed by the end of the calendar year.

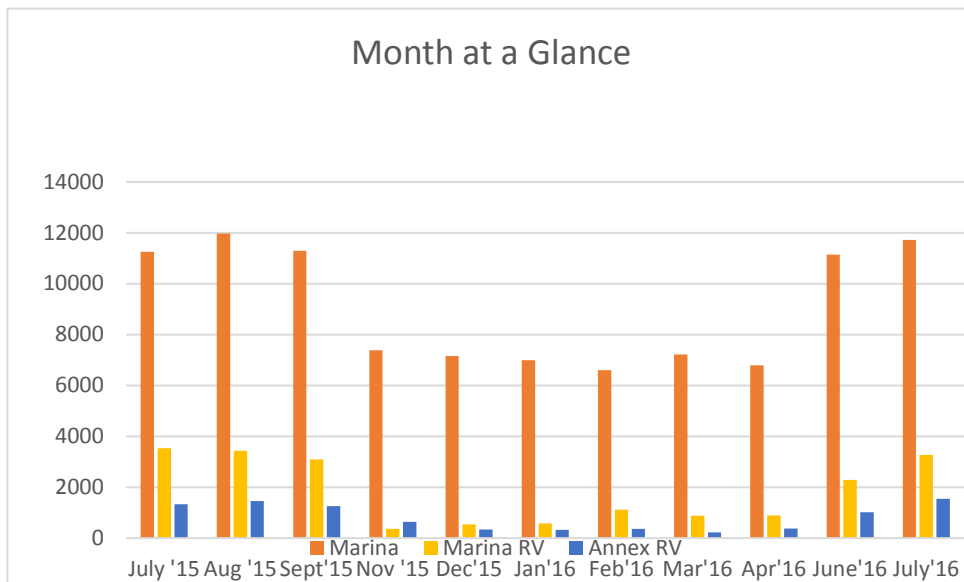
July 2016 Occupancy Report

To: Port of Newport, Board of Commissioners
 From: Penny, South Beach Marina & RV Parks
 08/19/16

We had a very busy July in South Beach. The Marina RV park occupancy numbers were down due to a few no shows and late cancellations. This did not affect our revenue because cancellations made within 3 days are subject to a fee of one night's rent. The Annex numbers were up for the reason that we had more monthly recreational moorage holders staying with us this year.

We had lots of transient activity in the marina.
 We booked 1,041 reservations at the front office and 218 were made online.

July	2015	2016	Change	YTD 2015	YTD 2016	Change
Marina	11251	11718	4.15%	57,987	62,608	7.97%
Marina RV	3537	3265	-7.69%	10,746	11,058	2.90%
Annex RV	1326	1543	16.37%	3,488	4,521	29.62%





DIRECTOR OF OPERATIONS MONTHLY REPORT

DATE: 8/19/2016
PERIOD: July - Aug 2016
TO: Kevin Greenwood
ISSUED BY: Rick Fuller

OVERVIEW

Summary:

Rogue has progressed with site work and foundation concrete. The Multi Use Area is operable and receiving good design reviews. Request for Proposals (RFP) have been completed for two projects at Port Dock 5 and are included in the agenda as recommendations for approval. The International Terminal completed its first compliance inspection and is working to gain compliance for the MTSA certification. The safety committee has completed a comprehensive safety and health policy which has been submitted for commission approval as a resolution.

Detail:

- **Rogue Warehouse Expansion:** The Rogue expansion continues to progress and it is estimated that they are at least one month behind the original schedule placing the projected occupancy into November. They have completed most of the foundation work and are pouring interior slabs. Asphalt was installed at the Multi Use area (Old boat launch) and the construction fencing was moved allowing the use of the area. The total shared cost of the infill project as shown in the attached schedule of values is \$421,919 which is 96% complete.

The new design of the Multi Use Area has received very good reviews from users. The addition of topsoil and landscaping will be completed after the high season when staff labor can be used for cost control.

- **NOAA MOC-P dredging:** Pacific Habitat Service (PHS) has completed the work on the Joint Permit Application. Advanced Remediation Technologies has performed the sediment sampling as required by the Army Corps of Engineers. The JPA will be submitted this period.
- **NOAA MOC-P recreational access:** SHN Engineering has been working on the details for the floating dock connections to the existing piling at the sea wall. SHN Engineering design concept that will add an additional 60ft of dock section to the west end of the service dock attached to the existing seawall piling has been reviewed and accepted by ODFW. The access will include the improvement of the small triangular grounds west of the Rogue Brewery and provide access down to the water for recreational crabbing activities. The later area has recently been cleared and mowed by the SB staff.

- **Permits:** Brad Johnson of the USACE conducted a permit compliance inspection on both the NOAA and the International Terminal permits. The inspection was positive with clarification of pending conditions provided. An interpretive kiosk was placed at the NW Natural roadway across from the dog parking area as part of the NOAA recreational access condition. I continue to work on the details of the outstanding NIT dredging permit conditions.
- **PON/CBP permanent foundation for modular structures:** No change to the CBP modular office trailer. All cost estimates for the CBP office have been submitted to GSA for similar work at the 10'x32' modular building, but the acceptance and agreement remain pending. The project is required in order to comply with city building code.
- **Port Dock 5 fixed pier approach:** The RFP for professional services for the study, design and pricing of the eventual structural replacement of the approach has been completed with the recommendation by the selection committee to hire OBEC Engineering. The details of the recommendation are submitted under the consent calendar item IV(d). Work on the project is anticipated to start late-August pending commission approval.
- **Port Dock 5/7 Pile replacement:** The RFP for the replacement of pile and floating dock repair has been completed and is submitted under the New Business agenda item VII(b) for recommendation to contract Bergerson Construction Inc.. Work is scheduled for the beginning of the in-water work period in November.
- **General Departmental:**
 - Due to two minor employee accidents involving vehicles at the North Commercial Marina, the completion of the Safety and Health policy became top priority in order to establish employee safety guidelines. The policy creates a comprehensive outline for a loss prevention plan as required by the SDAO and OSHA. The policy revision was begun in 2015 by the Safety Committee and has been vetted by SDAO and management. The completed policy has been submitted for resolution adoption per the New Business agenda item VII(a).
 - The working draft of the Facility Maintenance & Operation Plan continues to be a work in progress and was delayed until the Safety Policy was completed and submitted for commission adoption. As a component of the personnel policy which HR is currently working on, the FMOP outline will include at a minimum: Facility operation and program goals, facility and asset identification, maintenance procedures, training, and accountability expectations.
 - This months shout out goes to NIT Supervisor Pete Zerr who has been focused on the recent US Coast Guard inspection required to gain the Marine Transportation Security Act (MTSA) certification. The inspection indicated a few outstanding items which Pete is diligently working on to complete by the next inspection. Pete is working with staff, TCB security, Border & Customs, and the USCG and will be setting up a required site exercise in September.
 - Jim Durkee and the Finance department have been updating the original 20yr maintenance/replacement projection including costs for the NOAA facility as attached.

International Terminal – Pete Zerr, Superintendent

Billable services:

- Forklift - 29hrs
- 30 Ton Hydraulic crane – 17hrs
- Moorage – 87 days

- Dock Tie Up – 163hrs
- Labor – 39hrs

Other

- USCG site visit on July 26th for review of MTSA requirements for Facility Security Plan.
- Crane Ops for installation of Pasley Prop on Bayfront for early morning of July 22nd.
- Preparing for USCG MTSA Annual Exercise currently scheduled for Sept 1st. USCG was emailed with date.

N. Commercial docks – Kent Gibson, Interim Harbor Master

Billable services: (estimated)

- Forklift - 104hrs
- Hoist crane –12.5hrs
- Dock Tie Up – 210.5hrs
- Labor – 114hrs

Other

- Resurfaced nonskid ramp transition plate at bottom of dock 7
- Drained and cleaned out used oil tanks. Replaced old valves and piping
- Annual hoist inspection-All passed

NOAA MOC-P – Jim Durkee, Facility Manager

- Room 143 security wall: Lincoln Glass installed the wall framing on 8-15-16. The glass is scheduled for installation and project completion 8/19/2016.
- Pier lighting inverter replacement: Replacement inverter has been installed and is operating
- Annual inspections are in progress
- Completed soil sampling with Advanced Remediation for the dredging permit

Vessels using facility since last report – Bell M Shimada, Reuben Lasker, Sikuliaq, OSP Guardian, USCG Fir.

Year to date, 1222 passengers crossed the bar on vessels using the NOAA wharf.

Office Occupancy Rate – 67%

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

Billable services:

- Launch tickets – 990 tickets sold this period. 8908 tickets sold since new machine installed.

Other

- The Mates volunteer group have completed the RV Park main entrance sign and the interpretive kiosk at the north fish table
- Runion's Construction haul off of Cougar Ann & Jimco complete. Grumpy Dragon is scheduled for haul off to Toledo this month
- Installed new water line at the old boat launch site along the new sidewalk
- North restroom residing continues to progress with labor provided by Angel Job Corps

Volunteer Work Crews

Port Mates – The group continues to help each department with incidental trash removal. The Mates are working on cleaning and painting the entry anchor at the front of the International Terminal office. Kiosks on both sides of the bay are now being updated and current literature installed and will be maintained regularly.

Angel Job Corps - The Job Corps have had some progress since the instructor's absence. The scope of work is to provide labor & equipment for the scaffolding, siding removal, sheathing repair, painting, and installation of new hardy board lap siding and trim.

Contract 1601 - 02
 South Beach Boat Ramp Infill
 July '16

Item	Description	Quantity	Unit	Unit Price	Contract Amount	% Previous Complete	% Completed to Date	\$ Completed to date	% Complete This Period	\$ Total Value This Period	Balance Remaining
1	Civil Design	1	LS	\$ 10,000.00	\$ 10,000.00	100.00%	100.00%	10,000.00		0.00	0.00
2	Temp Facilities	1	LS	\$ 2,500.00	\$ 2,500.00	100%	100%	2,500.00		0.00	0.00
3	Sitework & Utilities	1	LS	\$ 239,000.00	\$ 239,000.00	86%	100%	239,000.00	14%	33,460.00	0.00
4	Offsite Import	4000	cy	\$ 10.00	\$ 40,000	90%	100%	40,000.00	10%	4,000.00	0.00
5	AC Paving	775	tons	\$ 78.00	\$ 60,450.00	0%	100%	60,450.00	100%	60,450.00	0.00
6	Curb & Gutter	1	LS	\$ 14,000.00	\$ 14,000.00	0%	50%	7,000.00	50%	7,000.00	7,000.00
7	Survey	1	LS	\$ 4,000.00	\$ 4,000.00	100%	100%	4,000.00		0.00	0.00
8	Building Permit (estimated)	1	LS	\$ 12,000.00	\$ 12,000.00	4%	4%	500.00		0.00	11,500.00
9	DSL Jobsite Overhead	1	LS	\$ 16,200.00	\$ 16,200.00	75%	100%	16,200.00	25%	4,050.00	0.00
10	DSL OH & P (6%)	1	LS	\$ 23,769.00	\$ 23,769.00	75.00%	100.00%	23,769.00	25.000%	5,942.25	0.00
					\$ 421,919.00			\$ 403,419.00		\$ 114,902.25	\$ 18,500.00

NOAA MOC-P 20 YEAR CAPITAL MAINTENANCE COST PROJECTION

TASKS	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	TOTAL	
SFO Capital Maintenance																							
Paint Int. Common (3yrs)				25,000			25,000			25,000			25,000			25,000			25,000			150,000	
Paint Int. Offices (4yrs)					40,000				40,000				40,000				40,000				40,000	200,000	
Carpet & Flooring (5 yrs)						75,000					75,000					75,000					75,000	300,000	
Capital Maint/Repair/Replace																						-	
Wharf & Inwater																						-	
Fender/Camel System						10,000					10,000					10,000					10,000	40,000	
Buoys and Floats									12,000								12,000					24,000	
Sm Boat Dock & Ramp											10,000											10,000	
Cathodic Protection											25,000											25,000	
Electrical											20,000											20,000	
Storm Filter system				2,000				2,000					2,000			2,000				2,000		10,000	
Lighting															20,000							20,000	
Berth Dredging						275,000			275,000			275,000						275,000				1,650,000	
Eel Grass Mitigation				9,500	9,500	9,500	9,500	9,500	9,500	9,500	9,500												
Upland Buildings and Site																						-	
Storm Filter System					4,000				4,000				4,000				4,000					4,000	20,000
Asphalt Coating/Stripe						20,000					20,000					20,000					20,000	80,000	
Concrete Repair /Replace											15,000											15,000	
HW Heaters											10,000				20,000							30,000	
Boiler/HW Heat System																15,000						15,000	
HVAC System(s)											10,000					10,000					10,000	30,000	
Critical AC Systems											10,000					10,000					10,000	30,000	
Fire Safety																						-	
UPS Battery Replacement					45,000					45,000					45,000					45,000		180,000	
Lighting															20,000							20,000	
Warehouse Roof																				100,000		100,000	
Office Roof																				45,000		45,000	
Office Fascia, Gutters, Soffit																				100,000		100,000	
Electrical											10,000					10,000					10,000		
Recreation Mitigation					100,000																	100,000	
Total Capital Maintenance Annual	-	-	-	36,500	198,500	389,500	34,500	11,500	340,500	79,500	224,500	277,000	69,000	-	380,000	177,000	56,000	275,000	25,000	47,000	744,000	3,365,000	
Total Capital Maintenance Accumul	-	-	-	36,500	235,000	624,500	659,000	670,500	1,011,000	1,090,500	1,315,000	1,592,000	1,661,000	1,661,000	2,041,000	2,218,000	2,274,000	2,549,000	2,574,000	2,621,000	3,365,000	3,365,000	
Beginning Unrestricted Cash	3,200,000																						
Misc Reimbursables				200,000																			
Annual Maint. Reserve	33,720	33,720	33,720	33,720	33,720	33,720	33,720	33,720	33,720	33,720	33,720	33,720	33,720	33,720	33,720	33,720	33,720	33,720	33,720	33,720	33,720	708,120	
Accumulative Reserve	3,233,720	3,267,440	3,301,160	3,334,880	3,368,600	3,402,320	3,436,040	3,469,760	3,503,480	3,537,200	3,570,920	3,604,640	3,638,360	3,672,080	3,705,800	3,739,520	3,773,240	3,806,960	3,840,680	3,874,400	3,908,120	3,908,120	
Reserve Account Balance	3,233,720	3,267,440	3,301,160	3,298,380	3,133,600	2,777,820	2,777,040	2,799,260	2,492,480	2,446,700	2,255,920	2,012,640	1,977,360	2,011,080	1,664,800	1,521,520	1,499,240	1,257,960	1,266,680	1,253,400	543,120	543,120	

GENERAL MANAGER MONTHLY REPORT

DATE: 8/23/2016
RE: August Regular Meeting
TO: Port of Newport Board of Commissioners
ISSUED BY: Kevin Greenwood, General Manager

ROGUE MURAL UPDATE

Ardis deFreese has been occupied by her contract with HMSC and we'll be shooting for a noon work session on Sept. 27th to see her concepts. I will be attending a City Arts Committee meeting in September to inform them of progress.

HIGHWAY 20 UPDATE

Please note change that the ten hour closures have begun.

Destination Newport (<http://discovernewport.com/travel-info>) and ODOT (<http://us20pme.org/trip-planning/>) have developed websites and noticing systems to keep the public informed about the US-20 project. The public can receive email updates on changes to the closure schedule by signing up through <http://us20pme.org/email-updates/>.

US 20 PME: UPRR – Eddyville (Phase 4) (U.S. 20 MP 15.78 – MP 31.48) Project Summary:

- Construction of landslide mitigation and geotechnical features
- Over 350,000 cubic yards of earthwork
- Construction of roadbed, aggregate base and asphalt concrete pavement
- Installation of drainage, guard rail, striping, and signing
- Installation of a wildlife crossing culvert under the new roadbed
- Erosion control
- Landscaping
- Re-routing public traffic onto the new alignment

10-hour full highway closures will continue Sunday through Thursday nights from 7:30 p.m. to 5:30 a.m. Currently no closures scheduled on Friday and Saturday nights. Construction of Phase 4 continues with drainage, blasting and excavation work near the west end of the project at approximately MP 16. Expect increased truck traffic on the existing U.S. 20 due to material hauling and deliveries on both the east and west ends of the project. Night paving work on the interior of the project will continue. Paving work is being done on the new alignment and should not cause any delays to traffic on the existing U.S. 20 alignment until September or early October. Guardrail replacement work continues on the interior of the project. All other work is taking place away from the existing U.S. 20 alignment.

OCZMA MEMBERSHIP/LIAISON UPDATE

Commissioner Chuck noted that he'd like to continue on as the Port of Newport's Oregon Coastal Zone Management Association (OCZMA) liaison. Updated Liaison list also included. OCZMA serves local elected officials on the Oregon Coast. OCZMA is a clearinghouse of objective information on issues relating to the Oregon Coast—this information is then shared with the state and federal government. OCZMA conducts studies on the Oregon Coast's economy and carries out applied research to improve the standard of living in the region. Through an extensive network of local government officials and many other partners, OCZMA gives voice to the concerns and needs of coastal residents. Membership for the Port is \$800 annually and is budgeted.

SPECIAL DISTRICTS ASSOCIATION OF OREGON (SDAO) TRAINING

The Port sent three officials to the Board Duties, Responsibilities and Liabilities Training at the Best Western last week. Steve Beck, Kent Gibson and myself attended. Topics discussed included Powers and Protections, Roles and Responsibilities, Ethics, Conflicts of Interest, Public Meetings, Public Records and Liability and Exposures.

George Dunkel did a great job of conducting the training. He also mentioned that SDAO provides a service to conduct board practices assessment. I've included a copy of the assessment that took place of the Port Commission on January 13, 2015. This may be beneficial to the new members of the board.

PASLEY PROPELLOR MOUNTED AT MUSEUM

Pacific Maritime Heritage Center continues to work on the commemorative site for the CW Pasley propeller. Included in your packet is text that will be included at the site. The Port has also provided a number of photos of the propeller being removed during the terminal remediation a few years ago. Our agreement with the PMHC allows the Port to collaborate in the development of historical information. Pete Zerr has submitted some corrections that have been included. I have asked Steve to consider adding text about the history of shipping at McLean Point.

DEQ APPROVAL FOR FISH STATIONS

The Port of Astoria recently closed down two recreational fish cleaning stations in a dispute with DEQ over recent fines due to their storm water collection permits. Though it appears that the Port's decision to close the stations were symbolic and the fines were not directly associated with the blood, scales and oils entering the bay, I did discover that most of the south coast ports do have permits for their cleaning stations. The permit that allows the activity is a General 900-J and I have asked DEQ about how to go about getting approval for our six stations and the public hoist dock at North Commercial.

I did visit Charleston harbor after the Coastal Economic Summit and their 900-J allows for the fish carcasses to be dumped in the channel and incidental liquids to drain into the marina. The Port of Newport disposes carcasses via dumpster through Thompson sanitary service so our approval would only be for liquid.

As DEQ becomes more vigilant on these types of water quality issues, the Port will want to continue to get ahead of these potential problems and work with DEQ officials to get these basic approvals. Stay tuned....

OTHER

- BBQ Albacore Tuna Classic was a great success. Walter and I judged the recipes on Saturday and attended the NOAA 5th Anniversary on Friday evening. The event is getting bigger as they sold out at 12:30 a full hour earlier than last year.
- The Port continues to participate in conversations with the Corps of Engineers regarding sand fencing at South Beach State Park. There is not much interest by the City, State Parks and others about adding fencing to the beach access and the city does not have a Dune Management Plan which would allow for temporary excavation of sand to recreate fore dunes that would prevent sand from continuing to blow into the federal channel.

-###-



Oregon Coastal Zone Management Association

1201 Court Street NE • Suite 300 • Salem, Oregon 97301 • 541-265-8918 • www.oczma.org

July 18, 2016

Port of Newport
Commissioner Walter Chuck
600 SE Bay Boulevard
Newport, OR 97365

RE: OCZMA DUES FY 2016-2017

Dear Commissioner Walter Chuck:

Now is the time to renew your membership with OCZMA. Since 1975, OCZMA has engaged in many issues that directly impact your residents. Your contribution ensures OCZMA can continue to serve as a forum for communication and collaboration among local governments on the Oregon Coast and act as a conduit for information between you – our member – and state and federal government.

Time and again, OCZMA has enabled coastal leaders to communicate quickly and efficiently with their counterparts up and down the Oregon coast. OCZMA's biggest asset is the robust network of people on the Oregon Coast speaking with a unified voice to support the needs of our diverse coastal population. By working together, we've been able to leverage that expertise and that passion to benefit our communities.

Please see below your dues statement in the amount of \$ 800 for fiscal year 2016-17. Please budget for subsequent fiscal year 2017-18 accordingly; next year's dues statements are slated to be distributed on or around July 1, 2017.

Please appoint an OCZMA representative and an alternate from your organization to serve for current year 2016-17. A form is enclosed for your convenience. Please return the form upon completion to remittance address below or email to accounting@oregoncounties.org.

As a reminder, on July 1, 2015, the Association of Oregon Counties (AOC), started providing fiscal and management services to OCZMA.

Thank you for your ongoing support of OCZMA. We look forward to serving you, our valued member.

Sincerely,

Scott Lee, OCZMA Chair (Clatsop County Commissioner)
OREGON COASTAL ZONE MANAGEMENT ASSOCIATION (OCZMA)

Membership Dues in the Oregon Coastal Zone Management Association (OCZMA) 2016-2017 **\$ 800.00**

Please make checks payable to Association of Oregon Counties and return a copy of this invoice with your payment to the address below. Thank you.

Association of Oregon Counties
Attn: OCZMA
1201 Court Street NE, Suite 300
Salem, OR 97301-4110

CC: General Manager Kevin Greenwood



Oregon Coastal Zone Management Association

Designated Representative and Alternate to the Oregon Coastal Zone Management Association (OCZMA) FY 2016-2017

Member Jurisdiction: _____

Designated Representative (must be an elected official): _____

Email: _____ Phone: _____

Designated Alternate (can be an elected or non-elected official): _____

Email: _____ Phone: _____

Address to which materials should be sent: _____

Approved or submitted by: _____ Date: _____

Please email completed form to: accounting@oregoncounties.org Thank you!

OCZMA BYLAWS (Article III, Membership)

Section 1. Any county, city, port or SWCD within Oregon's Coastal Zone may become a Member of the Association by adopting a Resolution joining the Association. Each Member entity shall designate a representative and alternate to the Association. In the absence of the representative, the alternate shall have all of the representative's responsibilities and authority.

Section 2. Representatives to the Association must be an elected official of the jurisdiction. Alternates selected by the jurisdiction may be elected or non-elected representatives.

Section 3. At the beginning of the fiscal year, the Association will request from Member entities the names of the representatives and alternates to the Association who will represent the jurisdiction during the year. If any time during the year, a Member wishes to change its representation to the Association, it may do so by notifying the Chair of the newly designated representative and/or alternate.

Section 4. The Association may create associate and other non-voting memberships with privileges and assessments as deemed appropriate in support of the Association's purposes, activities and finances. No associate or other non-voting member shall be entitled to be appointed or elected to the Executive Board or otherwise vote on Association matters.

1201 Court ST NE Suite 300 • Salem, Oregon 97301 • phone: 503-585-8351 • email: accounting@oregoncounties.org •



A BRIEF HISTORY OF THE OREGON COASTAL ZONE MANAGEMENT ASSOCIATION

Since 1975, the Oregon Coastal Zone Management Association (OCZMA) has provided a unique platform for local governments to find information, communicate, and collaborate on coastal issues. As a non-profit organized under ORS 190, the OCZMA is one of the only local government organizations in the United States to represent a diverse body of governments on coastal issues. Its membership jurisdictions include coastal counties, cities, ports, soil and water conservation districts, and an associate member federally recognized tribal government. The OCZMA has worked with the Oregon coast's Congressional delegation, the Oregon State Legislature's Coastal Caucus, and many state-level departments and organizations, such as: Oregon Department of Land Conservation & Development; Oregon Department of Fish & Wildlife (ODFW); Oregon Department of Transportation (ODOT); Association of Oregon Counties; Oregon Department of Environmental Quality (DEQ); and the Coastal Nonpoint Pollution Control Program.



Land Use and Natural Resource Management:

In its early years, the OCZMA focused on assisting with the development of Oregon's land use planning program and its four coastal goals. It provided input to the Oregon State Legislature and assisted with local jurisdictions' planning efforts regarding wetland conservation and management, estuarine restoration, and beach and dune planning. More recently, the OCZMA has been involved in marine spatial planning and the development of the Oregon Territorial Sea Plan.

Fisheries:

As critical fisheries began to collapse in the 1970s and 1980s, the OCZMA became more involved in fisheries issues. The association played a central role in developing state policies and created numerous publications related to the topic, such as:

1980s: Facilitated a long-lived salmon allocation process for commercial and recreational ocean fisheries. Developed the concept and policies to allow for selective salmon harvest through fin-clipping.

1990s: Led efforts for allocation of Pacific Whiting for coastal harvesters and processors (see Box 1). Played a significant role in state's salmon and watershed restoration plan.

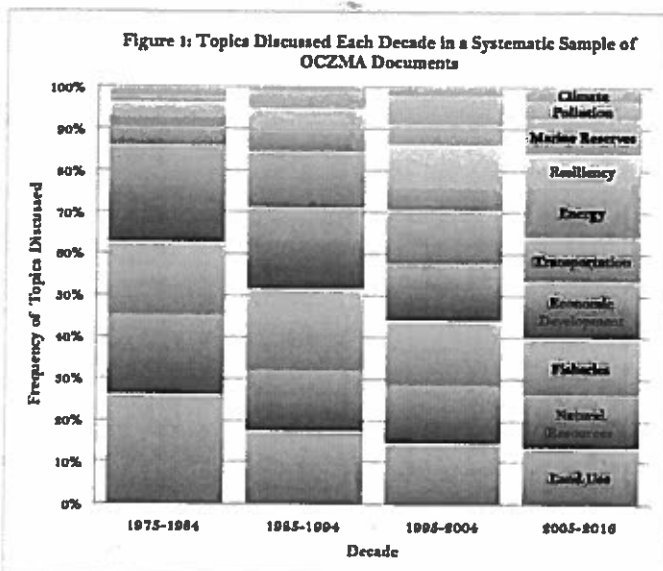
2000s: Assisted in responding to the collapse of the groundfish fishery and helped ensure traditional ocean uses were represented in ocean spatial planning.

Box 1: The OCZMA's work on the Pacific Whiting Fishery

The OCZMA's *The Coastal Notes, Windows on Pacific Whiting* and other publications kept members updated on policy developments for the Pacific Whiting fishery. Its work led to the Pacific Whiting Harvest Allocation by the National Marine Fisheries Service that protected the fishery for Oregon fishermen and processors in 1993.

Key Issues for the OCZMA

Since its inception, four key issues have consistently been a focus of the OCZMA (see Figure 1): Land Use, Natural Resources, Fisheries, and Economic Development.



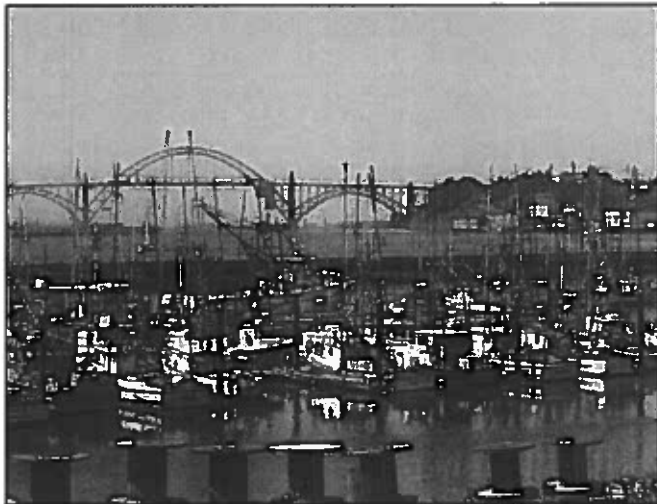
Economic Development:

The work of the OCZMA has contributed to economic development on the coast in the following ways:

Its economic and demographic reports, including the *Economic Landscape of the Oregon Coast*, published in 1987, and *A Demographic and Economic Description of the Oregon Coast*, published in 1994, have helped guide economic development, community development, and strategic planning efforts along the Oregon coast.

Additionally, the OCZMA has maintained an important presence in state policy and planning discussions about rural economic development and served as a collaborative platform for its diverse member jurisdictions working on economic development along the coast.

Ports and harbors studies have also played a role in securing millions of dollars in federal subsidies for maintenance dredging of coastal harbors and waterways. The OCZMA and partners produce an annual report relied on by Congress and the U.S. Army Corps of Engineers. The OCZMA's 1974 report *Estuarine Resources of the Oregon Coast* was another important document that discussed the need to balance the economic and environmental dimensions of the coast's estuaries.



Box 3: "The OCZMA did a nice job in getting cities and counties and port districts involved letting legislators and other policymakers know why we're not like other parts of the world. Our fisheries are managed much differently."

-David Allen, City Councilor for City of Newport

Emergent Issues for the OCZMA

In the 1990's, several issues emerged as new foci for the OCZMA:

Coastal Transportation Policy: The OCZMA has served as a voice for coastal communities in discussions with ODOT about coastal transportation policies, primarily regarding Highway 101. Additionally, in its role on the Coastal Policy Advisory Committee on Transportation, the OCZMA helped get Highway 101 designated as a Scenic Byway and an All-American Road.

Resiliency: The OCZMA has served as a forum to discuss options and provide information regarding coastal resiliency in the face of natural hazards. Additionally, the OCZMA and the Oregon State Legislature, collaborating with Oregon Sea Grant Legislative Fellows (see Box 2), have worked to build awareness of the Cascadia subduction zone earthquake threat since 1993.

Box 2: The Oregon Sea Grant Legislative Fellowship

One of the key links the OCZMA has had with the Oregon State Legislature has been the Oregon Sea Grant Legislative Fellowship. Since 1987, these fellows have served the eight-member Coastal Caucus of the Oregon Legislative Assembly. The fellows also attend and report regularly to the OCZMA.

Water pollution: The OCZMA has informed member jurisdictions about the DEQ's water quality pollution control measures, the Coastal Nonpoint Pollution Control Program and related legislation.

In the early 2000's the OCZMA began to focus on:

Wave and Wind Energy Development: The OCZMA has striven to provide information to coastal communities regarding wave and wind energy development, as well as to participate in state and local planning processes for these sources. For instance, the OCZMA was involved in getting a chapter in Oregon's Territorial Sea Plan regarding the development of wind and wave energy facilities.

Marine Reserves: OCZMA staff and board members serve on the Ocean Policy Advisory Council and have participated in critical state and federal conversations about marine reserves and advocated for coastal concerns such as the impact of reserve siting on fisheries (See Box 3).

*Special thanks to Onno Husing and Georgia York for the photographs



MEMBERSHIP LIAISONS

As of June 21, 2016

Cascade West Council of Governments* - (\$3178.37)

must be elected: Walter Chuck; Ken Brown (alt)

Cascade West Economic Development District*

Kevin Greenwood

Cascade West Area Commission on Transportation* -

Walter Chuck; Ken Brown (alt); alternate may be staff

Oregon Coastal Zone Management Association

(OCZMA)*# -- alternate may be staff (\$800.00)

Walter Chuck

Pacific Northwest Waterways Association (PNWA)*

(\$7200.00) Walter Chuck, Kevin Greenwood

Mid Coast Watershed Council (\$245.00)

Stewart Lamerdin

Oregon Public Ports Authority (OPPA)* (\$9,686.29)

Kevin Greenwood

Oregon Economic Development Association (OEDA)

(\$250) Kevin Greenwood

Economic Development Alliance of Lincoln County

(EDALC)* Kevin Greenwood

Special Districts Association of Oregon (SDAO)*

(\$4,000.00) Kevin Greenwood

Yaquina Bay Economic Foundation (YBEF)* (\$300.00)

Kevin Greenwood; Ken Brown

Yaquina Bay Ocean Observing Initiative (YBOOI)*

Kevin Greenwood

North America Ocean Observing (NANOOS)*

Kevin Greenwood

Coastal Marine Experiment Station (COMBS)*

Stewart Lamerdin

Pacific Coast Congress of Harbormasters and Port Managers (PCCHPM)+

Kevin Greenwood; Steve Larrabee; Rick Fuller

DAS OPS ORCPP – (\$500.00)

Rick Fuller, Steve Larrabee

*paid/mandated membership

#must be elected commissioner

~community organization (no port vote or membership)

Oregon Ethics Annual (\$619.30)

Fishermen Involved in Natural Energy for Lincoln County (FINE)~

Walter Chuck

Newport Chamber of Commerce (NCO)* (\$297)

Kevin Greenwood

Northwest National Marine Renewable Energy Center Advisory Committee (NNMREC)&

Walter Chuck

Department of Geology and Mineral Industries Marine Advisory Committee (DOGAMI)&

Walter Chuck

Oregon Department of Fish and Wildlife Sportfish Advisory Committee (ODFW)&

Walter Chuck

Ocean Policy Advisory Council (OPAC)&

Walter Chuck

Newport Urban Renewal (adhoc)

Patricia Patrick-Joling; Ken Brown (alt)

Newport Airport Committee (adhoc)

Ken Brown; Patricia Patrick-Joling (alt)

Newport Regional Airport Task Force (adhoc)

Kevin Greenwood

Newport Airport Planning Subcommittee (adhoc)

Kevin Greenwood

Newport Parks & Rec Committee~

Kevin Greenwood

Newport Bay Front Parking Dist. Committee*

Kevin Greenwood

International Terminal Liaisons (adhoc)

Walter Chuck, Stewart Lamerdin

Human Resource Liaisons (adhoc)

Walter Chuck, Steve Beck

+paid professional organization

&personal or non-port related board membership

*=Paid via SDAO membership

Serving the Maritime & Recreational Communities

Newport International Terminal (541) 265-9651

Newport Marina at South Beach (541) 867-3321

**SPECIAL DISTRICT
BOARD PRACTICES ASSESSMENT**

**PORT OF NEWPORT
January 13, 2015**

**Board Members: Walter Chuck, Pres., Dean Fleck, Ken Brown, JoAnn Barton, David Jincks
General Manager: Kevin Greenwood**

KEY PERFORMANCE AREAS	RATING			ASSESSMENT
	Good	Caution	Danger	
Board Duties and Responsibilities				
Adherence to standards of good stewardship				Board members feel that in the course of their many projects they've had multiple opportunities to gauge how they're viewed by the public, that they are perceived as being "very accessible", and the public "is confident in us and the direction the Port is taking". Members feel that together they have grown as a board during the Port's "turnaround" and have become more attuned with the community.
Demonstration of good governance practices				The Board's development of new Bylaws is a "first" and constitutes "a more prominent policy document that will provide a road map for our future". The document was created with input from all Board members and with "one voice" will serve as the operating manual for commissioners and the Port.

Operational Compliance				
Overall regulatory compliance				The Port is “miles ahead of where we used to be” in it’s understanding of “the realities of compliance”. The Board feels it is in a more “mature” position on environmental matters and now willingly takes extra steps with additional expenditures to take ensure “higher levels of oversight”.
Timeliness of compliance reporting				“We do a good job” as a part of staying on top of reporting; “we trust Kevin to know and alert us on any reporting issues and have learned from experience that it sometimes pays to hire an outside firm to manage the permit process.”
Potential compliance challenges				The Board is “hawkish about mitigation” and continually scrutinizes Port priorities; the failed fuel line is an example of a situation that became a top priority through a lot of Board input and trust in staff.
Budget and Finance				
Consistency in budgeting to meet needs				The Board has “evolved and modernized the accounting practices” and as a result is able to better balance emergency and infrastructure needs.
Soundness of financial practices				“We are comfortable with our system of checks and balances.” The Board views their internal controls as “protection” for themselves and employees and feels they benefited from a recent change in the auditing process which involved them in reviewing and providing input to the audit draft before it was prepared in final form.

Customer Relations				
Management of service problems				"A lot of room for growth" in this area with a need for a more professional demeanor and appearance by employees who routinely deal with the public.
Improvements to customer service				Kevin needs more time as the new GM to build relationships and establish trust with employees to develop the professionalism of those who have the most public contact. The Board feels employees need to have more "ownership" for customer relations.
Personnel Administration				
Staff morale and work climate				The Board feels that staff is well managed by the GM and that morale is good, an example of which is the positive adjustment made by a long time employee who was not selected for an opening.
Management of employee performance				The GM's performance is reviewed by the Board but the 16-year old personnel manual needs to be modernized to provide a better performance review system.
Alignment of positions with work assignments				There are alignment issues that Kevin is looking at and will be making changes over time for a better fit of personnel with job duties.
Policies and Procedures				
Soundness of administrative policies				The Board is very satisfied with the work the GM has done in instituting sound management policies and practices through the new Board Bylaws as well as the Port's Business Plan and Facilities Plan.
Consistency between work practices and policies				
Efficiency of staff and work systems				

The Giant Prop: a Larger than Life History

Steve M. Wyatt

The scale of this historic relic stops people in their tracks as they walk by: It weighs 7 tons and has a diameter of 14 feet.

This giant ship propeller, the Bayfront's newest landmark, doubles as a calling card for the Pacific Maritime Heritage Center, a maritime museum and event center located at 333 S.E. Bay Blvd., just across the street from Port Dock 5.

To know the history of this prop is to know something about the development of concrete, World War II and Yaquina Bay shipping. The solid steel prop is from the concrete-hulled vessel *C.W. Pasley*. It was one of 24 vessels built under the wartime emergency program near the end of World War II. The *C.W. Pasley* was a general cargo vessel, 336 feet long, with a gross tonnage of 4,800. The deck and hull were made entirely of concrete reinforced with steel. Concrete was used as a conservation measure in order to save steel for more vital wartime uses.

There were 24 such vessels built by McCloskey and Co. of Tampa, Fla., for the United States Maritime Commission, an arm of the federal government. McCloskey and Co. built the identical concrete vessels for an average of \$2 million each, more than double the estimated cost. Adjusted for inflation, that is about \$27 million in today's dollars. While these concrete vessels were known to be seaworthy and handled reasonably well, they were quite slow, with an average sea speed of 8.5 knots (9.7 mph). Today's oceangoing container ships are designed to travel at speeds around 24 knots and are three to four times larger than the McCloskey concrete ships.

The *C.W. Pasley* was named for Charles William Pasley (1780-1861), a noted British soldier and engineer. He was an advocate of militant British colonialism and inventive military engineer who wrote and published several texts on engineering, construction, architecture and mathematics that became classics of their day. During his stint as a lecturer at the Royal School of Military Engineering, he researched the development of artificial hydraulic cement, an improvement over "Roman cement." He was ultimately successful.

His namesake concrete hulled vessel was launched on March 21, 1944. The *C.W. Pasley* was converted into an Army storeship hauling food and provisions in the Southwest Pacific (the waters surrounding the Philippines). In 1945, after war's end, the *C.W. Pasley* returned to Seattle.

In 1948, the newly formed Yaquina Bay Dock and Dredge Co. took possession of the *C.W. Pasley* and two other identical concrete vessels built by McCloskey and Co. — the *Francois Hennebique* and the *Joseph Aspdin* — for use in constructing a dock at Yaquina Bay. Yaquina Bay Dock and Dredge built the new terminal using two of these ships on land it leased to the Port of Newport at McLean Point upriver from Newport's Bayfront.

The *Francois Hennebique* was named after a French stonemason turned very successful engineer who pioneered the use of reinforced concrete for a diversity of structural engineering challenges. His namesake ship was equipped with two large guns (that were never used) and launched and delivered to the Army in 1944 for use as a storeship in the Southwest Pacific. It sailed in the Philippines and to Japan.

In 1946, it was towed to San Francisco. The *Joseph Aspdin* was named for an English bricklayer who patented the first predecessor to modern "Portland cement." The Aspdin was launched in 1943. A few months later, it was in operation by a military contractor. While at sea, it safely weathered a major hurricane and saw service as an Army storeship in the South Pacific. In 1947, it returned to the United States. The *Joseph Aspdin* is remembered as "the ship that committed suicide." Instead of being sunken to become part of the international terminal at Yaquina Bay, it broke loose of its moorings, left the bay, crossed the bar and went aground, sinking near the north jetty.

In 1948, the Yaquina Bay Dock and Dredge Co. sank the *C.W. Pasley* and the *Francois Hennebique* at McLean Point to serve as wharves for cargo handling. The ships were stripped of all salvageable gear; provisions such as dishware, the ship's wheel, fixtures and compasses were sold at an impromptu store and made their way into the homes of many locals. Since then, some of these items have been donated to the Pacific Maritime Heritage Center.

The stripped hulls were floated into place and sunk by blasting holes in their sides and bottoms. The holes remained open to allow water to fluctuate with the tides. The area between the hulls and the shore was backfilled with sand from Yaquina Bay. The *C.W. Pasley* proved problematic from the get-go. It never sat on the bottom of the bay solidly and tipped to one side and slowly cracked. The superstructure of the *Francois Hennebique* was used by the Yaquina Bay Dock and Dredge Co. as office space.

The first large ocean-going vessel was received at this innovative and hastily constructed dock in December 1949. The terminal was run by private operators from the 1950s through the late 1970s, among them Yaquina Bay Dock and Dredge and Sunset Terminals. In 1982, the Port of Newport purchased McLean Point / International Terminal. In the mid-1990s, fuel oil started leaking out of the *C.W. Pasley*'s cracked hull, and log exports trickled to a halt with the last log ship called at the Newport Terminal dock in May 1999.

A complete renovation of the terminal began in 2010. As part of the project, the *C.W. Pasley* was refloated and dismantled and the *Francois Hennebique* partially dismantled. Much of the *Francois Hennebique* hull still remains under the terminal and the bow can be seen sticking out of the tarmac. The cement from the hulls was ground up and reused as paving material and the metal rebar recycled. The two ships had a combined scrap metal value of over \$900,000. The new terminal opened for business in August 2013.

The propeller of the *C.W. Pasley*, at the Pacific Maritime Heritage Center on loan from the Port of Newport, is one of the few objects saved from the renovation project. A nine minute YouTube video documenting the prop's installation can be seen at:
<https://www.youtube.com/watch?v=gT6wAgWWfEM>

GENERAL MANAGERS REPORT AGENDA ITEM

DATE: August 23, 2016
RE: Goal Setting / Mission, Vision, Values
TO: Board of Commissioners
ISSUED BY: General Manager

BACKGROUND

During my annual performance evaluation earlier this year, one of my Tier 2 goals was to facilitate a Goal Setting session with the Port Commission. In June, the Port Commission reiterated its interest in pursuing Goal Setting. As part of my research, I did contact Spencer Nebel, Newport City Manager, and obtained a copy of the Goal Setting process from Commissioner Patrick-Joling.

As a number of planning efforts are currently being pursued by the Port including the Facilities Maintenance and Operations Plan (FMOP), Maritime Transportation Security Act (MTSA) Plan, Personnel Policy, and refinement of the Economic Development Administration (EDA) grant, I would recommend that the Commission aim for an early November half-day goal setting session. This will allow facility managers and department heads time to complete current projects and develop materials that will help aid the Commission in goal setting. In addition, the general manager's annual evaluation begins in January and the adopted Commission goals will be helpful in setting the GM's goals. Ultimately, the prioritized goals and annual evaluations should provide direction for budget priorities.

GOAL SETTING PROCESS

- Included in your packet is a one page sample worksheet that each facility manager/department head will fill out. The individual facilities that will submit goal setting form include: International Terminal, North Commercial, South Beach Marina and RV Park (ops), NOAA MOC-P, Security and South Beach Office (admin), and the soon-to-be-established Maintenance Department. The Finance and Operations Directors will also provide their goals as well. Finance will cover accounting, information technology and human resources.
- Management will review a first draft of the individual worksheets at our **September 20th** Department Head Meeting, with refined plans submitted **October 11th** for final management team review on **October 18th**.
- By the end of October, staff will provide the compiled goal setting work sheets, the General Manager's performance evaluation goals, Capital Improvement Plan/adopted Capital Improvement List, and the Strategic Business Plan. These documents will provide background to the Commission for Goal Setting.
- **A four hour work session will be scheduled in early November (**Saturday, November 5th**) to accomplish the following:**
 - Receive each facility's goals and discuss. 10-15 minutes per facility.
 - Commission will compile, during the presentations, on index cards, goals that they would like to see considered in the upcoming budget process.
 - The Commission will organize the cards into groupings for review.

- Facilitator will summarize on poster paper the groupings to be prioritized/evaluated.
- Commissioners will receive 10 stickers to be placed next to their preferred projects. Stickers have equal value and a Commissioner may place all 10 on a single priority or distribute equally among 10 different priorities.
- Commission will review results and affirm order of priorities.
- Review Mission, Vision and Organizational Values.
- Staff will develop a report summarizing the priorities and the Commission will formally adopt the proposed Commission and Departmental Goals at their **November 15th** meeting. The document will be posted on the Port's website and shared with staff.
- During the budget process, the General Manager will describe how goals are being addressed (or not).
- The following year will include an evaluation by management on how goals were met and the process will be repeated.

REVIEW OF MISSION, VISION AND VALUES

After the Goals have been established, the Commission may want to review its Mission, Vision and Values. The Port last reviewed these statements in 2012 as part of its larger Strategic Business Planning effort.

GOVERNING VALUES

Values represent the Port's most deeply held driving forces, which help us determine our highest priorities. They are the foundation on which we as Port Commissioners and as staff conduct ourselves and perform work for the Port. They serve as our guiding principles -- the motivation for our goals, strategies and actions to accomplish our mission. They clarify who we are as the Port of Newport, articulate what we stand for, and express what we deem as acceptable standards for how the Port of Newport interacts with users, customers, partners, and our own team members.

Leadership. The Port of Newport accepts responsibility for taking the lead role on behalf of the citizens of the Port district in actively pursuing economic progress, which we believe means building and maintaining an economically diverse and thriving community that is resilient in its ability to respond positively to changing conditions and circumstances.

Service. Our business is public service – to the commercial and recreational fishing fleets, to the tourist and marine industries, to our lessees and visitors, and to the citizens of the Port District. Our intent is to strive constantly for quality in all the services we provide.

Collaboration. We pursue and maintain mutually supportive partnerships with our neighbors, including the private sector and local, state and federal government agencies. In the Port's experience, the greater Newport community owes a significant part of its success to the foundational belief of governments and citizens alike to work with determination toward common goals in a spirit of mutual respect and cooperation.

Accountability. The Port serves as a steward of public resources. We manage our properties in a responsible manner, and support our personnel – our human resources – through regular feedback and evaluations designed to improve competence and performance.

Sustainability. The Port recognizes that we must manage the resources of the built environment and the natural environment in a manner that does not compromise the ability of future generations to meet their needs. To that end, we will maintain our capital facilities in working order, we will manage the funds entrusted to us wisely, prudently and ethically, and we will maintain policies that guide us in helping nurture a healthy estuary that is the foundation of our working waterfront.

Optimism. We have confidence in the importance of our mission, and in our ability to overcome obstacles, seize opportunities, and pursue our vision through steadfastness of purpose, awareness of our core values, and persistent focus on achievement.

VISION STATEMENT

The idea behind a vision statement is to express, more or less in future tense, what we want the Port (and Newport) to be at some future point. Since a mission statement and the Strategic Business Plan itself are typically five-year efforts, the Vision Statement looks a little farther (10 or 20 years) into the future. Our vision expresses what we want to see, what we believe we can accomplish if we stretch our capabilities and aim for the vision.

“The Port of Newport will serve 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 will be one of the top two 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.”

MISSION STATEMENT

A Mission Statement defines the Port of Newport’s purpose – what we do and why we do it. The intention of having a mission statement is to give the Port’s public, its customers (and ourselves) a succinct awareness of that purpose.

“Build and maintain waterfront facilities, and promote/support projects and programs in cooperation with other community organizations and businesses that will retain and create new jobs and increase community economic development.”

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