

PORT OF NEWPORT REGULAR COMMISSION MEETING AGENDA

October 27, 2015, 6:00 pm
South Beach Activities Room
2120 SE Marine Science Drive, Newport, OR 97365

Walter Chuck (Pos. #1), President; Ken Brown (Pos. #4), Vice President; David Jincks (Pos. #2), Secretary/Treasurer; Stewart Lamerdin (Pos. #3); Patricia Patrick-Joling (Pos. #5)

- I. Call to Order 6:00
- II. Changes to the Agenda 6:01
- III. Public Comment 6:02
- IV. Consent Calendar 6:05
 - A. Minutes:
 - 1. Regular Commission Meeting 9/22/2015
 - 2. Special Commission Meeting 10/13/2015
 - B. Financial Reports
 - C. Special Use Permit – 4th Annual Newport Turkey Trot
 - D. Consent for Partial Street Vacation from City of Newport/Samaritan Pacific Health Services (ORS 271.190)
 - E. Res. No. 2015-16 Workers Compensation Coverage for Volunteers
 - F. Award Contract for Dumpster Acquisition (\$29,100)
- V. Correspondence/Presentations 6:08
 - A. Oregon/South Carolina Congressional Delegation re: USCG Air Facility
- VI. Old Business
 - A. Items Removed from Consent Calendar
 - B. Accounts Paid 6:10
- VII. New Business
 - A. Letter of Support for Shipping Facility Connect Oregon VI Grant Application..... 6:12
 - B. Res. 2015-17 Amending Classification and Compensation Plans.. 6:17
- VIII. Departmental Reports
 - A. Director of Finance 6:20
 - B. Director of Operations 6:21
 - C. General Manager
 - 1. Rogue Presentation 6:25
 - 2. Insurance Renewal – Best Practices..... 6:35
 - 3. Goal Setting 6:37
 - 4. Annual Performance Evaluation..... 6:47
 - 5. PNWA Conference, Oct. 7-9 7:00
- IX. Commissioner Reports..... 7:01
- X. Calendar/Future Considerations 7:06
 - A. 11/11 Veterans’ Day – Port Office Closed
 - B. 11/13 Fishermen’s Appreciation Day
 - C. 11/17 Regular Commission Meeting (rescheduled)
 - D. 11/26 Newport 4th Annual Turkey Trot
 - E. 11/26 – 11/27 Thanksgiving Holiday – Port Office Closed
- XI. Public Comment 7:20
- XII. Adjournment 7:21

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

September 22, 2015

Regular Commission Meeting

I. CALL TO ORDER

Commission President Walter Chuck called the Regular Commission Meeting of the Board of Commissioners to order at 6:00 pm at the OSU Extension Office, 1211 SE Bay Blvd, Terry Thompson Conference Room.

Commissioners Present: Walter Chuck (Pos. #1), President; Ken Brown (Pos. #4), Vice President; David Jincks (Pos. #2), Secretary/Treasurer. Stewart Lamerdin (Pos. #3) arrived at 6:16 pm. Patricia Patrick-Joling (Pos. #5) was excused.

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

Members of the Public and Media: Kiera Morgan, KYTE/KNPT; Steve Wyatt, Lincoln County Historical Society (LCHS); Hal Pritchett, Oregon State University; Yale Fogarty, International Longshore and Warehouse Union; Pat Ruddiman, International Longshore and Warehouse Union; Ralph Busby, Newport City Council; Mark Miranda, Newport Police; Jim Shaw; Lee Fries.

II. CHANGES TO THE AGENDA

Kevin Greenwood said that the minutes for the Regular Meeting on July 28, 2015, were already adopted and could be removed from the Consent Calendar.

III. PUBLIC COMMENT

There was no public comment at this time.

IV. CONSENT CALENDAR

- A. Minutes:
 - 1. Regular Commission Meeting/Work Session – August 18, 2015
 - 2. Work Session – September 1, 2015
 - 3. Work Session – September 15, 2015
- B. Financial Reports
- C. Donate Launch Fees for Columbus Day Regatta to the Oregon Boating Foundation
- D. Procure Shelter Station for NOAA
- E. Support for DLCD Technical Assistance Grant for Vision Planning
- F. Foulweather Trawl 2015-2020 Lease Extension
- G. Special Use Permit- Bay to Brews Half Marathon & 10K
- H. Special Use Permit – U-DA-MAN Tournament
- I. Special Use Permit – Trick or Treat MONSTER FEET Run
- J. Resolution Setting Limits for Charter/Guide Vessels Insurance Coverage

A motion was made by Brown and seconded by Jincks to approve the Consent Calendar. The motion passed 3-0.

V. CORRESPONDENCE/PRESENTATIONS

A. Introduction of Peter Zerr, Newport International Terminal Facility Supervisor

Greenwood introduced Zerr and referred Commissioners to the information in the packet. Greenwood said there was an extensive interview with members of the Commission and commercial fleet, and it was great to have Zerr as part of the team. Zerr said that Jim Durkee had the International Terminal well set-up, and he hopes to do as well. Chuck welcomed Zerr and thanked the hiring committee.

B. Joe Novella, Oregon Boating Foundation Re: America

Greenwood presented the thank you note from the Oregon Boating Foundation.

C. City of Newport Optical Viewing Tower

Greenwood said that there was no information yet as to the site, costs or details. Fuller said that he understood it would be similar to the State Park viewing tower and that the City of Newport would be responsible for maintenance.

VI. OLD BUSINESS

A. Items Removed from Consent Calendar

No additional items were removed from the Consent Calendar.

B. Accounts Paid

A motion was made by Jincks and seconded by Brown to accept Accounts Paid. The motion passed 3-0.

C. Prop installation update – Lincoln County Historical Society

Greenwood said the plans for the installation was moving forward and the question now was how to deal with the prop. Steve Wyatt from LCHS said that the prop would need to be mounted and that modifications would be needed to make the prop safe and to preserve it. LCHS proposed sandblasting the prop to remove rust and then let it rust for approximately a week to retain the aged appearance. The prop would then be sealed with a graffiti proof coating. LCHS filed for a permit and they would continue to work with the City of Newport. Chuck asked if there would be enough metal left after this process. Wyatt said there are some unknowns but the prop seemed solid. Greenwood introduced the sample letter responding to the LCHS included in the packet which requests the sandblasting be minimized, and recommended the Commissioners approve.

A motion was made by Brown and seconded by Jincks to approve the letter to the LCHS. The motion passed 3-0.

VII. NEW BUSINESS

A. IGA with State of Oregon establishing a Business Relationship

Greenwood said the Inter-Governmental Agreement (IGA) was the last component of the Strategic Business Plan adopted in January of 2013. This document would address project priorities and funding. This document would also be used by other Ports. The Port's Vision plan would serve to identify the Port's projects and priorities, which would currently be the shipping facility at McLean Point and fishing dock repair. Greenwood recommended that the Commission adopt the IGA.

A motion was made by Jincks and seconded by Lamerdin to adopt the IGA. The motion passed 4-0.

B. PD-1/Undersea Gardens Redevelopment

Greenwood said he was working with Steve Webster; the property is owned by Webster's business, Front Street Marine LLC (FSM.) Greenwood said there are a number of issues that the Port wanted considered. First, how does the Port assist with the pontoon removal and referred to packet documents regarding the options. Any proceeds from the haul out would be split 50-50 with the Hall family. Greenwood advised this would require Commission approval before discussing with the Hall family. Another consideration is the removal of the fender piles that are currently used by commercial fishing. Webster agreed to a license or easement to allow commercial vessels use of a bull rail. Fuller was involved in the review of the options along with Greg Morrill of Bergerson Construction, contractor for FSM. Greenwood advised he would be asking the Commission for a motion to support moving forward. Jincks asked how Port Dock 1 would be left when separated. The Port will need to consider perhaps a railing in the future. Jincks added that completion of the project by FSM was not scheduled until 2016, and wanted clarification as to what Greenwood sought from the Commission. Greenwood said he sought approval to pursue an easement or license that could be recorded. Jincks commented that this had been the worse property trade made by the Port. Chuck stated his concerns were what it would look like, if it would be an alley way, and the effect on the view of the sea lions. Greenwood responded there would be a 5 foot gap. Fuller added that it was still early in the discussions and that Port staff would be involved in the review. Greenwood said this area had been used for commercial vessel tie-up if none was available at the International Terminal, and that there had been several large boats over the past few weeks. He suggested that the new facility could be an attraction itself, including off-loading fish and fish-mongering, and would be a good partnership. Lamerdin asked when the old structure would be removed, and expressed concern about hazards if it was done at the South Beach area. Fuller said that would take place during the in-water work period and the recommended location was an unimproved haul-out on Rondys' property. Jincks added that the pontoon had already been removed and cleaned in the past. The Commission gave Greenwood consent to move forward on pursuing an agreement for commercial use of FSM's bull rail and approval of use the Rondys' property for pontoon demolition.

VIII. DEPARTMENTAL REPORTS

A. Director of Finance

Larrabee said that this was audit season and expected completion by the second week in October. He announced that Barb Martin had retired last Friday and that the Port would be looking to fill that position.

B. Director of Operations

Fuller began by welcoming Zerr and commented that he had a good grasp of the operation and the transition was going well with the change in management of Operation, NOAA and NIT. Training is ongoing for Zerr.

C. General Manager

Greenwood referred to the minutes of the Work Session on 9/15/15 and said that a plan for traffic, parking and landscaping should be available in a week or two. He asked the Commissioners for feedback on the mural proposed by Rogue. Jincks commented that the mural looked like an ad for Rogue Ale, and that the Port should protect the marina. He suggested the mural should show the Sport Marina, RV Park, fishing, and what was happening at the Port in South Beach. Lamerdin asked if this was proposed for the distillery; Greenwood confirmed. Lamerdin said the mural should high-light South Beach and not just be a billboard for Rogue. He added he had spoken with some of the people in South Beach who also hoped the mural would say something about South Beach and that there was already enough advertising for Rogue. Brown liked the left half of the mural with the bridge, but the rest looked like "graffiti." Jincks said that Rogue had previously wanted South Beach streets named after people associated with Rogue, which was declined. Brown suggested that the mural should tie in more with the other murals along Bay Blvd. Greenwood said he would take the comments back to Rogue.

Greenwood asked Fuller to comment on the progress of the Teevin site plan review. Fuller said that comments had been received back from the engineer, including that the administrative building on the Teevin project was outside the leasehold and concerns about the pump station. In regards to dredge spoils, he had reviewed past lease approvals but there was not a quantifiable amount. Fuller will look at the survey results from Teevin. Greenwood said a big issue was finding a site for unbuildable organic materials. A possible grant would be available through Connect Oregon VI. The application will be available October 6th and is due November 20th. Greenwood will work on this. The Commission asked if the hoist dock grant would hurt the Port's chances of receiving a grant from Connect Oregon. Greenwood said he will look for feedback.

Greenwood said he appreciated Zerr's background. In the past 18 months, 5 out of the 7 managers have been hired, which is a huge turnover. Losing Martin leaves a major position open. Greenwood thanked the Commission for their support in the hiring process. Greenwood said he could now prioritize the vision plan with adequate staff in place, and that quantifiable goals are critical for the Commission now and in the future.

Jincks commented that the Port has limited property, and the Vision Plan seems bigger than the property. The Vision Plan represents a huge project and will most likely change in two years; the Port is fluid. He said he would support a Work Session to set goals. Jincks said

he would prefer staff time and resources used for deferred maintenance and McLean Point before attacking the Vision Plan. Lamerdin said he would need to review the current scope of the Vision Plan, and recognized it could be used to focus goals and not just building. Greenwood said McLean point would be addressed in 2017, and having that project included in the Port's Strategic Business Plan would be helpful in pursuing financing. Greenwood reminded the Commission that the scope of work was previously approved when applying for the TGM grant. Chuck said the Commission would look at what needs to be prioritized, goals, and then look at the Vision Plan; current needs should be addressed first. Jincks said that he did not approve the current Vision Plan. Newport is a unique, premiere working waterfront. He would like the Vision Plan scaled back because he is more interested in repairs to current facilities. Greenwood said there are five sub-plans in the Strategic Business Plan: marketing (vision), financial, environmental, capital, and management. Goals and objectives for all of those plans need to be established to make it a top down process. Lamerdin agreed a Work Session could help match the needs of the Port and the Vision Plan. Greenwood added for the record that the Vision Plan scope of work was previously reviewed and a letter of support submitted, although the grant was not approved. The DLCDC Tech Assistance grant submission is due at the end of the month and Greenwood would need a letter from the Commission to pursue. Lamerdin said the priorities need to be looked at but it should not jeopardize submission for the grant. The Vision Plan will help to set priorities; it needs to be addressed specifically. Jincks also wanted to comment on the record that he had concerns about the Vision Plan.

Brown asked if the issues with TCB Security had been resolved. Greenwood advised the Commission that Mike Goff of TCB will make a presentation at the Regular Meeting in October, which will include changes to their approach. Brown said he had heard complaints about RVs on Bay Blvd. Greenwood said that additional areas were being patrolled by TCB. Lamerdin asked about the maintenance issues in the Occupancy Report. Larrabee said he will look into the matter, and that Chris Urbach was on top of the issues.

IX. COMMISSIONER REPORTS

There were no Commissioner Reports.

X. CALENDAR/FUTURE CONSIDERATIONS

- A. 09/27 Yaquina Bay & River Clean-up
- B. 10/04 U-DA-Man Fishing Tournament
- C. 10/08 Fishermen's Forum 8:30am (PD7 Operations Shop)
- D. 10/15 South Beach Marina User's 8:30am (SB Marina Activities Rm)
- E. 10/17 Newport Bay to Brews Half Marathon & 10K (Rogue Lot)
- F. 10/24 7th Annual Chamber Scary-Okie
- G. 10/24 Trick or Treat MONSTER FEET Kids 5k Fun Run
- H. 10/27 Regular Commission Meeting, 6pm
- I. 10/31 Several Trick or Treat events in Nye Beach & Bayfront
- J. 11/07 15th Annual Oyster Cloyster @ Aquarium

Brown commented that the Newport Municipal re-opening was last year and can be removed from the calendar. A Commission Work Session was scheduled for October 13, 2015, at noon, location to be determined. Staff will provide a print out of paperwork for the Vision Plan.

XI. PUBLIC COMMENT

Lee Fries said that he agreed with Jincks about the uniqueness of the Newport Bayfront and fishing fleet. This has to be protected and promoted. There are a large number of people at the Bayfront who enjoy this unique experience.

Professor Hal Pritchard of OSU said he wanted to say it was good to have Fuller and Zerr at the Port. He has been around the Port for 40 years. The current Port management is highly professional with a high caliber of talent. The Port is going in a great direction.

Mark Miranda of the Newport Police presented Emergency Declarations Guidelines for Appointed and Elected Officials and provided copies for the Commissioners and the Port office. He said this was also of importance when it came to FEMA payments. Next month he will bring information about FEMA online courses. He also presented a questionnaire from the LA Times "When the Big One Hits. . .", and provided copies for the Commissioners and the Port office. Miranda gave annual reminder about the prescription drug drop off box at the police station. Jincks thanked Miranda for coming to the meeting and bringing materials; Miranda replied this was an important line of communication.

XII. ADJOURNMENT

Having no further business, the meeting adjourned at 7:10 PM.

ATTESTED:

Walter Chuck, President

David Jincks, Secretary / Treasurer

PORT OF NEWPORT MINUTES

October 13, 2015

Special Commission Meeting

I. CALL TO ORDER

Commission President Walter Chuck called the Special Commission Meeting of the Board of Commissioners to order at 12:00 noon at the South Beach Activities Room, 2120 SE Marine Science Drive, Newport, OR 97365.

Commissioners Present: Walter Chuck (Pos. #1), President; Ken Brown (Pos. #4), Vice President; David Jincks (Pos. #2), Secretary/Treasurer; Patricia Patrick-Joling (Pos. #5). Stewart Lamerdin (Pos. #3) arrived at 12:10 pm.

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

Members of the Public and Media: Mike Isaacson, Chief Operations Officer, Rogue; Lee Fries; Sara Skamsner.

II. VISION PLAN REVIEW

Greenwood referred to the request at the September Regular Meeting for a review of the Vision Plan. Greenwood then reviewed the background and analysis in the Vision Plan Staff Report in the meeting packet. The Commissioners said they had reviewed the Strategic Business Plan online. Greenwood then reviewed the list of focus items in the Vision Plan Staff Report. He added that the use for currently vacant parcels was an opportunity for public input, and he wanted some feedback from the Commission about public outreach. Patrick-Joling asked why the website would need to be redesigned. Greenwood explained that there are very few pages on which staff can change content, so updates can require payment to the outside webmaster, and that the web site was an important marketing tool. Lamerdin said the website was critical and was also a reference source for grant proposals. Jincks asked why updating the website was not just normal business. Greenwood said that that item into the vision plan would allow for grant money funding for the few thousand dollars it would cost.

Jincks asked if time and costs had been estimated for the items on the focus list. Greenwood said they had not. Jincks requested that the time and costs be presented. Greenwood said having Fuller on board and Larrabee up to speed would allow Greenwood time to work with a consultant. Greenwood said the public outreach element had been discussed with Walter Chuck but could be pulled back. It would be possible to ask for public input by "neighborhood", open town hall, or a combination. Chuck said the six focus items were a good start. He would also like to see the estimate of staff time. The Commission can give direction on a five year vision. Newport is the last working waterfront on the West Coast, so the waterfront should remain a priority. Members of the Public from the area of the International Terminal, Commercial Bay Front, and South Beach could meet with Greenwood and the Port Commission. Jincks stated that ports are unique. There is infrastructure on which the port functions depend: fishing, dredging, and shipping. The public is not aware of these dependencies. The Port needs to consider open space and effects on parking, for example. Dock 5 Pier will fail and a ramp system will be needed. The Public does not know this.

Jincks asked what property was staff looking at to develop. Greenwood said one area was the area between the Yaquina Bay Yacht Club and the Port. Jincks responded that that was support property for industry. Greenwood referred to the previous approval by Derrick Tokos

to build a hotel there. Jincks said that Tokos was wrong and that hotels are not supported by a commercial marina. Greenwood asked the Commission what kind of use they expect to see in that land. If used for parking, it could take pressure off of Port Dock 5. Jincks commented that someday the Port would lose parking and that we have to look ahead; this would need to be explained to the public. Greenwood said he could inform the public and work with the consultant on that. He asked the Commission to what degree would they like the discussion opened to public, in what groups, and how big or small the conversation would be regarding preferred uses. Jincks said he had hoped for a Power Point presentation for the new Commissioners showing what property we have, of which not much is available. Greenwood identified 3.5 acres at the commercial docks, 4.5 acres at Yaquina Bay Fruit processing, and the ongoing development at the International Terminal. These areas were not specifically identified in the business plan. Having areas for development identified in the Strategic Business Plan and a Vision Plan helps in applying for grants. Jincks said there is very little developable property because much of the land supports business at the Port. Federal funds were received for the dredge channel because it supports commercial fishing. Nine acres at McClean are suitable for a lay down area for shipping. Greenwood said the Port has a close relationship with the Hall family; they have 30 acres. In response to Jincks' question if this was just internal business, Greenwood responded that what will be going on at McClean Point is not in any business plan which makes it difficult to seek grants. Chuck said the Port needed to get going on the Connect Oregon application which needs something in writing. Jincks suggested McClean Point should be the Port's priority plan, and does not require public input and does not need a Vision Plan. Greenwood said that the Vision Plan started with South Beach, but he was hoping to get South Beach, the Commercial Marina and McClean Point all addressed. The Connect Oregon application is due November 20th, there will be other grant applications, and application and presentation materials will be needed for next spring. Greenwood suggested he work with Teevin and bring information to the Commission at a Special Meeting. Lamerdin asked what Greenwood estimated as a time line and would a consultant be needed. Greenwood responded that if the public component were scaled back, approximately four to five months starting in January 2016, and a consultant would be important, and would cost \$50K - \$80K, which could be paid with grants. This would include consultant fees, web design and ancillary costs. Patrick-Joling said the Port was not ready to go to the public. The Commissioners need to know what the Port has, its condition and then plan for use.

Lamerdin agreed there was a risk in asking the public's opinion; the Port Commission needs to first identify priorities for assets so that suggestions from the public could be responded to with whether they followed the Port's priorities. He suggested the Port's priorities could be included on the website. Greenwood stated that goals and objectives are important. In the future, suggested re-evaluating every November, but they need to be set now because they have not been reviewed in a few years. Lamerdin suggested the public needs to be aware of the Port's principles so that ideas will be evaluated in part on how they fit in with the Port's plan. Jincks said he has seen many types of plans over the years and still projects get out of whack. Patrick-Joling cautioned against giving the public the perception they can make suggestions. The Commission needs to establish goals that are financially healthy. Jincks said that the Commission needs to consider the Port's key functions. He has 20 years of Port experience, and not all of the Commissioners or staff do. Port Dock 5 will need repairs and parking will be a priority. The International Terminal is important to add to the plan including a lay down area. He would like the projects broken out and prioritized. Connect Oregon has already identified that the Port is important to the State of Oregon.

Chuck suggested the Commission meet for a goal setting session. There are state requirements for funding programs. He agreed with the notion of breaking the project goals into separate pieces. Setting priorities will also affect the Port's stakeholders so it would be valuable to get them involved in the process; they can help solve issues. This is not to suggest that the discussion is not open to the public for wide-ranging suggestions, but on the topics the Commission specifically brings up for discussion. Greenwood asked if the

Commission would give a yes or no to the priority list items in the Staff Report. Lamerdin said he would first like to see clear prioritization, including a consideration of what guides the Port. Jincks said that the Port does have a mission statement. It is important to prioritize what is needed for Connect Oregon. Greenwood stated that the Port could leverage grant money for all of the items in the Staff Report. If the public involvement is scaled down, this could be accomplished quickly. Jincks said he would prioritize the International Terminal and would like to discuss this at the Regular Commission Meeting. Greenwood informed the Commission that he would need professional presentation materials for spring. Jincks said a Vision Plan is not needed to apply for Connect Oregon. Greenwood added that there were other grants that could be applied for as well. Greenwood asked if the Vision Plan, which is a marketing plan, would be considered at this time. Patrick-Joling said the Commission would first need a goal setting session, including information about what the Port has, the condition of the assets, and maintenance costs. Greenwood stated that part of the Vision Plan is to bring from the ground up what we have and the conditions, along with what the goals are. Patrick-Joling said in her experience with the City of Newport, a goal session could take one day but they would need current status. Greenwood said the Port will need graphic design assistance to pull all of the requested information together for presentation. Patrick-Joling said photos and current documents could be used. Greenwood said this area is part of the Capital Facilities Plan, but there are other issues to address as well. He asked if the Commission was reluctant to hiring a consultant. Patrick-Joling said a consultant would not be needed for goal setting. Greenwood said the Vision Plan would be looking at the next 10 – 15 years, further ahead than goal setting for the next 5 years. The Capital Facilities plan is budget driven. Yearly goals are set through the General Manager's performance review. The Commission could start from scratch with setting goals. Patrick-Joling suggested looking at the City's template for a one day goal setting session. Lamerdin asked what was needed for the grant application, to which Greenwood responded the Port would need the project specifically identified in a Strategic Business Plan. Lamerdin suggested the Port could identify the project goals in-house and use a consultant for the presentation; the Commission responded favorably to this suggestion.

III. **ROGUE EXPANSION COST SHARING REVIEW**

Greenwood referred to the diagram provided for proposed changes on the Rogue lot, which would include the boat ramp, gangway, asphaltting old ramps, along with design and implementation for the transportation area and potentially dry camping. Greenwood asked the Commission if Rogue should be responsible for filling in the ramp. Brown said that Rogue would have to dig up for their construction already, so they could do the filling more cost effectively. Lamerdin asked if Rogue gave any pushback to being responsible for filling the ramp. Mike Isaacson of Rogue said that this was not a problem. Greenwood suggested that the asphaltting on top of the old boat ramp would be the Port's responsibility in consideration of the State Police vessel Guardian and the reconfiguration of the service dock. Brown asked that Greenwood try to get money for this project from the State, especially with the State Police vessel a factor. The project is bigger than just Rogue; the area could be better utilized. Chuck said right now, the Port would just be relocating the gangway and keeping it open for public use. Jincks said that the service dock will be unusable for a period of time. After the boat ramp is filled in, the dock could be reopened. The Port would need to notify the public. This also will create parking issues. Chuck asked if relocating the gangway was best. Jincks responded not now, but it would be relocated later. Greenwood addressed the asphalt that would be needed on top of the old boat ramp, which would merge with the dry camping area. Isaacson asked if the bulkhead could be discussed. Greenwood said for clarification, filling in the boat ramp includes buttressing as well. Brown said it could be concrete blocks. Greenwood said he will have to confirm.

Jincks said the Port should look at loss/gain in the area. Greenwood said the Port would be losing about an acre of asphalt. Jincks stated that the loss/gain to the recreational marina

needs to be documented. The Port has already lost 2/3 of its parking. This proposal is a loss, so how will the Port regain? Greenwood said the documents presented had just been received on Monday, 10/12/2016, and this is a preliminary drawing. There are 91 stalls existing; the new estimate is 83. Jincks asked about the loss to dry camping; Greenwood responded approximately 20%. Jincks said this encroachment also needs to be documented; it is also a loss for the Port, and its value needs to be calculated.

Jincks specifically asked about access to parking in areas 3 and 5 on the diagram. More Port property will be needed for an access road. Chuck also asked about access and if drivers would need to go all the way around. He asked whether this parking was required by the city. Isaacson said Derrick Tokos did not want people to be backing into traffic. Jincks requested the Commission be given a footprint of what will be used, ingress and egress, and loss to dry camping. Jincks further asked if the Port was just recovering its loss. Greenwood asked if the Commission was requesting that if there is a loss, Rogue would be responsible to regain. Brown said the requirement for 20 employee parking spots was from the rule books based on the size of the building. Chuck suggested putting the 20 parking spots either at the triangle on the RV lot, which is not currently used, in front of Rogue's building, or back where they were on a previous plan. Isaacson said the plan would need to be fine-tuned with the Port. Some of the unused space depends on road transition.

Isaacson agreed this was not the best plan for parking. The Seafood & Wine festival would also be a consideration. Greenwood confirmed with the Commission that Rogue would be responsible for asphaltting net loss. Fuller added that the Port should require asphaltting on top of the old boat ramp at a minimum, and as required. This needs to be capped. Jincks said it was inconvenient to have parking at the end of the building. Isaacson said they would push back on Tokos. The transportation plan would need some back and forth with the Port. Greenwood said this plan was a first draft, and that they were looking to get away from islands. Lamerdin asked why they were considering no islands, and Greenwood responded this was for the Seafood and Wine Festival. Brown said this would also serve RVs. Lamerdin expressed concern this would look like big giant warehouses and a big paved lot. Landscaping needs to be considered. Jincks added that islands are a part of landscaping. The Seafood and Wine festival's years are numbered. This area had previously been RV plan phase 2, but this area was lost. Fuller said the islands shown in the diagram were just conceptual. Lamerdin said a large diagram and a directed discussion would make for a less frustrating approach to reviewing the plan.

Greenwood said the purpose of this diagram was to look at cost sharing, not a full traffic plan. Jincks said there needs to be a traffic plan because costs feed into the plan. The Port also needs to know the areas for which it is responsible in the final plan. Greenwood asked if there was a consensus that in areas 5 or 6, striping and landscaping would be Rogue's responsibility. Jincks said asphalt would be needed on areas 1 and 3. The Port may be losing up to 40% of dry camping area, which would represent approximately \$25,000 per year. The Port has a responsibility to the Recreational Marina. Isaacson said Rogue will provide more information on square footage on loss/gain, but it is not resolved yet. Greenwood said the discussion was a helpful breakdown on cost sharing.

Fuller reviewed a memo to Greenwood reviewing the status of bids for the project. Fuller said the SFO required painting of public areas every 3 years and painting demised areas every 4 years. Fuller explained that public areas include hallways, conference rooms, etc. Demised areas would include offices and warehouses, etc. Fuller said the lack of bids was not surprising due to the nature of the job: authorization required, done during off hours, and a large job. Fuller said although the lack of response to the RFP was disappointing, the bid received was from the same company who had satisfactorily done the painting last year. Last year, their bid was the low bid by nearly 48%, and this year's bid saw a reduction of 5% in the unit price. Greenwood recommended awarding the contract to All-Ways Painting.

A motion was made by Patrick-Joling and seconded by Jincks to award the painting contract to All-Ways Painting. The motion passed 5 – 0.

Kb said he had received an email from the City of Newport Vision Committee asking for a Port representative. Patrick-Joling volunteered to serve as a liaison, and Greenwood would serve as an alternate if needed.

IV. **ADJOURNMENT**

Having no further business, the meeting adjourned at 1:35 pm.

ATTESTED:

Walter Chuck, President

David Jincks, Secretary / Treasurer



Memo

To: Port of Newport Commissioners
From: Stephen Larrabee, Director of Finance
Date: October 27, 2015

Financials:

September year to date financials are attached.

Finance Operations:

The audit meeting took place on October 16th with Commissioners Chuck and Brown in attendance. The draft audit will be provided to Port staff sometime in early November.

A new staff member, William Hewitt, has joined the team at the South Beach RV Park. The search to hire a new staff accountant is in process.

Port of Newport Operating Fund
Balance Sheet
 As of September 30, 2015

	Sep 30, 15	Sep 30, 14	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
Available Cash & Equivalents	1,179,033.82	1,053,978.67	125,055.15
Restricted Cash & Equivalents	792,144.51	455,146.82	336,997.69
Total Checking/Savings	1,971,178.33	1,509,125.49	462,052.84
Accounts Receivable			
Accounts Receivable	56,572.23	178,551.03	-121,978.80
Total Accounts Receivable	56,572.23	178,551.03	-121,978.80
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
Cash Clearing	-237.60	1,466.80	-1,704.40
Due from other Port Funds	59,441.44	31,833.50	27,607.94
Prepaid Expenses	65,311.26	124,279.75	-58,968.49
Undeposited Funds	-13,766.46	20.00	-13,786.46
Total Other Current Assets	107,083.24	153,934.65	-46,851.41
Total Current Assets	2,134,833.80	1,841,611.17	293,222.63
Fixed Assets			
Capital Assets	88,077,059.77	88,077,059.77	0.00
Total Fixed Assets	88,077,059.77	88,077,059.77	0.00
TOTAL ASSETS	90,211,893.57	89,918,670.94	293,222.63
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
Accounts Payable	69,506.66	88,617.75	-19,111.09
Total Accounts Payable	69,506.66	88,617.75	-19,111.09
Other Current Liabilities			
Accrued Interest Payable	12,369.00	12,369.00	0.00
Deferred Revenue	190.95	1,350.00	-1,159.05
Due to other Port Funds	0.00	4,273.61	-4,273.61
Payroll Liability	30,705.52	26,273.46	4,432.06
Total Other Current Liabilities	43,265.47	44,266.07	-1,000.60
Total Current Liabilities	112,772.13	132,883.82	-20,111.69
Long Term Liabilities			
2013 FF&C Bond Premium	118,665.75	118,665.75	0.00
Long Term Debt	8,763,781.74	8,763,781.74	0.00
Total Long Term Liabilities	8,882,447.49	8,882,447.49	0.00
Total Liabilities	8,995,219.62	9,015,331.31	-20,111.69
Equity			
Contributed Capital	7,130,788.00	7,130,788.00	0.00
Fund Balance	-5,664,476.69	-6,166,639.67	502,162.98
Opening Balance Equity	79,446,413.75	79,446,413.75	0.00
Net Income	303,948.89	492,777.55	-188,828.66
Total Equity	81,216,673.95	80,903,339.63	313,334.32
TOTAL LIABILITIES & EQUITY	90,211,893.57	89,918,670.94	293,222.63

9:00 AM
 10/22/15
 Accrual Basis

Port of Newport Operating Fund Profit & Loss Budget vs. Actual July through September 2015

	<u>Jul - Sep 15</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Ordinary Income/Expense			
Income			
Lease Revenues	165,790.70	608,051.00	-442,260.30
Shipping Terminal Revenues	3,377.50	15,900.00	-12,522.50
Hoist Dock & Services	93,966.80	410,200.00	-316,233.20
Moorage	314,010.58	1,081,000.00	-766,989.42
Launch Ramp & Trailer Storage	27,880.00	62,000.00	-34,120.00
Miscellaneous Revenue	29,721.76	37,200.00	-7,478.24
RV Parks	386,473.75	655,000.00	-268,526.25
Total Income	<u>1,021,221.09</u>	<u>2,869,351.00</u>	<u>-1,848,129.91</u>
Gross Profit	1,021,221.09	2,869,351.00	-1,848,129.91
Expense			
Personal Services	234,179.76	1,147,035.00	-912,855.24
Materials & Services	335,790.67	1,524,407.00	-1,188,616.33
Debt Services	46,849.83	637,033.00	-590,183.17
Total Expense	<u>616,820.26</u>	<u>3,308,475.00</u>	<u>-2,691,654.74</u>
Net Ordinary Income	404,400.83	-439,124.00	843,524.83
Other Income/Expense			
Other Income			
Property Tax Revenue	1,180.40	92,350.00	-91,169.60
Gain/(Loss) on Sale of Assets	20.00		
Grant & Loan Proceeds	0.00	183,000.00	-183,000.00
Interest Income	833.06	2,500.00	-1,666.94
Miscellaneous	480.35		
Property & Dredge Sales	498.00		
Total Other Income	<u>3,011.81</u>	<u>277,850.00</u>	<u>-274,838.19</u>
Other Expense			
Contingency	0.00	200,000.00	-200,000.00
Capital Outlay	3,463.75	215,000.00	-211,536.25
Transfers Out	100,000.00	100,000.00	0.00
Total Other Expense	<u>103,463.75</u>	<u>515,000.00</u>	<u>-411,536.25</u>
Net Other Income	<u>-100,451.94</u>	<u>-237,150.00</u>	<u>136,698.06</u>
Net Income	<u><u>303,948.89</u></u>	<u><u>-676,274.00</u></u>	<u><u>980,222.89</u></u>

8:59 AM
 10/22/15
 Accrual Basis

**Port of Newport Operating Fund
 Profit & Loss Budget vs. Actual - Admin
 July through September 2015**

	<u>Jul - Sep 15</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Ordinary Income/Expense			
Income			
Lease Revenues	165,790.70	608,051.00	-442,260.30
Hoist Dock & Services	750.00		
Moorage	438.00		
Miscellaneous Revenue	866.25	0.00	866.25
Total Income	<u>167,844.95</u>	<u>608,051.00</u>	<u>-440,206.05</u>
Gross Profit	167,844.95	608,051.00	-440,206.05
Expense			
Personal Services	95,028.86	474,879.00	-379,850.14
Materials & Services	84,099.71	532,650.00	-448,550.29
Debt Services	4,463.00	17,851.00	-13,388.00
Total Expense	<u>183,591.57</u>	<u>1,025,380.00</u>	<u>-841,788.43</u>
Net Ordinary Income	-15,746.62	-417,329.00	401,582.38
Other Income/Expense			
Other Income			
Property Tax Revenue	1,180.40	92,350.00	-91,169.60
Gain/(Loss) on Sale of Assets	20.00		
Grant & Loan Proceeds	0.00	183,000.00	-183,000.00
Interest Income	833.06	2,500.00	-1,666.94
Total Other Income	<u>2,033.46</u>	<u>277,850.00</u>	<u>-275,816.54</u>
Other Expense			
Contingency	0.00	200,000.00	-200,000.00
Capital Outlay	0.00	15,000.00	-15,000.00
Transfers Out	100,000.00	100,000.00	0.00
Total Other Expense	<u>100,000.00</u>	<u>315,000.00</u>	<u>-215,000.00</u>
Net Other Income	-97,966.54	-37,150.00	-60,816.54
Net Income	<u><u>-113,713.16</u></u>	<u><u>-454,479.00</u></u>	<u><u>340,765.84</u></u>

9:10 AM
 10/22/15
 Accrual Basis

**Port of Newport Operating Fund
 Profit & Loss Budget vs. Actual - NIT
 July through September 2015**

	<u>Jul - Sep 15</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Ordinary Income/Expense			
Income			
Shipping Terminal Revenues	3,244.30	14,500.00	-11,255.70
Hoist Dock & Services	34,534.72	147,000.00	-112,465.28
Moorage	12,344.00	70,000.00	-57,656.00
Miscellaneous Revenue	1,571.65		
Total Income	<u>51,694.67</u>	<u>231,500.00</u>	<u>-179,805.33</u>
Gross Profit	51,694.67	231,500.00	-179,805.33
Expense			
Personal Services	10,663.20	63,101.00	-52,437.80
Materials & Services	23,617.87	104,650.00	-81,032.13
Debt Services	39,255.93	441,403.00	-402,147.07
Total Expense	<u>73,537.00</u>	<u>609,154.00</u>	<u>-535,617.00</u>
Net Ordinary Income	<u>-21,842.33</u>	<u>-377,654.00</u>	<u>355,811.67</u>
Net Income	<u><u>-21,842.33</u></u>	<u><u>-377,654.00</u></u>	<u><u>355,811.67</u></u>

9:12 AM
 10/22/15
 Accrual Basis

**Port of Newport Operating Fund
 Profit & Loss Budget vs. Actual - SB
 July through September 2015**

	<u>Jul - Sep 15</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Ordinary Income/Expense			
Income			
Hoist Dock & Services	6,929.14	6,000.00	929.14
Moorage	192,293.25	611,000.00	-418,706.75
Launch Ramp & Trailer Storage	27,852.60	62,000.00	-34,147.40
Miscellaneous Revenue	24,270.53	33,200.00	-8,929.47
RV Parks	386,473.75	655,000.00	-268,526.25
Total Income	<u>637,819.27</u>	<u>1,367,200.00</u>	<u>-729,380.73</u>
Gross Profit	637,819.27	1,367,200.00	-729,380.73
Expense			
Personal Services	75,728.11	330,689.00	-254,960.89
Materials & Services	167,576.98	587,507.00	-419,930.02
Debt Services	0.00	170,823.00	-170,823.00
Total Expense	<u>243,305.09</u>	<u>1,089,019.00</u>	<u>-845,713.91</u>
Net Ordinary Income	394,514.18	278,181.00	116,333.18
Other Income/Expense			
Other Income			
Miscellaneous	300.00		
Property & Dredge Sales	498.00		
Total Other Income	<u>798.00</u>		
Net Other Income	798.00		
Net Income	<u><u>395,312.18</u></u>	<u><u>278,181.00</u></u>	<u><u>117,131.18</u></u>

9:11 AM
 10/22/15
 Accrual Basis

**Port of Newport Operating Fund
 Profit & Loss Budget vs. Actual - CM
 July through September 2015**

	<u>Jul - Sep 15</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Ordinary Income/Expense			
Income			
Shipping Terminal Revenues	133.20	1,400.00	-1,266.80
Hoist Dock & Services	51,752.94	257,200.00	-205,447.06
Moorage	108,935.33	400,000.00	-291,064.67
Launch Ramp & Trailer Storage	27.40		
Miscellaneous Revenue	3,008.33	4,000.00	-991.67
Total Income	<u>163,857.20</u>	<u>662,600.00</u>	<u>-498,742.80</u>
Gross Profit	163,857.20	662,600.00	-498,742.80
Expense			
Personal Services	52,759.59	278,366.00	-225,606.41
Materials & Services	60,496.11	299,600.00	-239,103.89
Debt Services	3,130.90	6,956.00	-3,825.10
Total Expense	<u>116,386.60</u>	<u>584,922.00</u>	<u>-468,535.40</u>
Net Ordinary Income	47,470.60	77,678.00	-30,207.40
Other Income/Expense			
Other Income			
Miscellaneous	150.00		
Total Other Income	<u>150.00</u>		
Other Expense			
Capital Outlay	3,463.75	200,000.00	-196,536.25
Total Other Expense	<u>3,463.75</u>	<u>200,000.00</u>	<u>-196,536.25</u>
Net Other Income	-3,313.75	-200,000.00	196,686.25
Net Income	<u><u>44,156.85</u></u>	<u><u>-122,322.00</u></u>	<u><u>166,478.85</u></u>

Port of Newport - NOAA Fund
Balance Sheet
As of September 30, 2015

	<u>Sep 30, 15</u>	<u>Sep 30, 14</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
Cash & Equivalents	4,719,627.46	4,698,973.56	20,653.90
Total Checking/Savings	<u>4,719,627.46</u>	<u>4,698,973.56</u>	<u>20,653.90</u>
Other Current Assets			
Prepaid Expenses	13,276.25	36,445.31	-23,169.06
Total Other Current Assets	<u>13,276.25</u>	<u>36,445.31</u>	<u>-23,169.06</u>
Total Current Assets	<u>4,732,903.71</u>	<u>4,735,418.87</u>	<u>-2,515.16</u>
TOTAL ASSETS	<u>4,732,903.71</u>	<u>4,735,418.87</u>	<u>-2,515.16</u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
Accounts Payable	25,147.75	28,171.42	-3,023.67
Total Accounts Payable	<u>25,147.75</u>	<u>28,171.42</u>	<u>-3,023.67</u>
Other Current Liabilities			
Vacation Payable	1,734.00	1,660.00	74.00
Due to Operations or Const Fund	9,421.32	8,611.80	809.52
Accrued Interest Payable	499,410.00	499,410.00	0.00
Total Other Current Liabilities	<u>510,565.32</u>	<u>509,681.80</u>	<u>883.52</u>
Total Current Liabilities	<u>535,713.07</u>	<u>537,853.22</u>	<u>-2,140.15</u>
Long Term Liabilities			
Long-Term Debt	22,357,424.00	22,357,424.00	0.00
Total Long Term Liabilities	<u>22,357,424.00</u>	<u>22,357,424.00</u>	<u>0.00</u>
Total Liabilities	<u>22,893,137.07</u>	<u>22,895,277.22</u>	<u>-2,140.15</u>
Equity			
Opening Balance Equity	-17,758,143.71	-17,758,143.71	0.00
Unrestricted Net Assets	517,765.26	503,621.26	14,144.00
Net Income	-919,854.91	-905,335.90	-14,519.01
Total Equity	<u>-18,160,233.36</u>	<u>-18,159,858.35</u>	<u>-375.01</u>
TOTAL LIABILITIES & EQUITY	<u>4,732,903.71</u>	<u>4,735,418.87</u>	<u>-2,515.16</u>

9:17 AM
 10/22/15
 Accrual Basis

**Port of Newport - NOAA Fund
 Profit & Loss Budget vs. Actual
 July through September 2015**

	<u>Jul - Sep 15</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Ordinary Income/Expense			
Income			
Lease Income	635,284.53	2,542,000.00	-1,906,715.47
Interest Income	1,994.40	10,500.00	-8,505.60
Misc Income	303.34		
Total Income	<u>637,582.27</u>	<u>2,552,500.00</u>	<u>-1,914,917.73</u>
Expense			
Personal Services	30,514.50	109,660.00	-79,145.50
Materials & Service	99,855.80	605,120.00	-505,264.20
Debt Service	1,427,066.88	1,999,434.00	-572,367.12
Total Expense	<u>1,557,437.18</u>	<u>2,714,214.00</u>	<u>-1,156,776.82</u>
Net Ordinary Income	-919,854.91	-161,714.00	-758,140.91
Other Income/Expense			
Other Expense			
Capital Outlay	0.00	56,000.00	-56,000.00
Fund Transfers Out	0.00	500,000.00	-500,000.00
Contingency	0.00	100,000.00	-100,000.00
Total Other Expense	<u>0.00</u>	<u>656,000.00</u>	<u>-656,000.00</u>
Net Other Income	<u>0.00</u>	<u>-656,000.00</u>	<u>656,000.00</u>
Net Income	<u><u>-919,854.91</u></u>	<u><u>-817,714.00</u></u>	<u><u>-102,140.91</u></u>

9:19 AM
 10/22/15
 Accrual Basis

Facility Maintenance Reserve Fund
Balance Sheet
 As of September 30, 2015

	<u>Sep 30, 15</u>	<u>Sep 30, 14</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
Umpqua Bank - Money Market	148,399.12	166,625.35	-18,226.23
Total Checking/Savings	<u>148,399.12</u>	<u>166,625.35</u>	<u>-18,226.23</u>
Total Current Assets	<u>148,399.12</u>	<u>166,625.35</u>	<u>-18,226.23</u>
TOTAL ASSETS	<u><u>148,399.12</u></u>	<u><u>166,625.35</u></u>	<u><u>-18,226.23</u></u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
Accounts Payable	50,727.39	2,134.35	48,593.04
Total Accounts Payable	<u>50,727.39</u>	<u>2,134.35</u>	<u>48,593.04</u>
Total Current Liabilities	<u>50,727.39</u>	<u>2,134.35</u>	<u>48,593.04</u>
Total Liabilities	50,727.39	2,134.35	48,593.04
Equity			
Fund Balance	48,378.36	166,595.95	-118,217.59
Net Income	<u>49,293.37</u>	<u>-2,104.95</u>	<u>51,398.32</u>
Total Equity	<u>97,671.73</u>	<u>164,491.00</u>	<u>-66,819.27</u>
TOTAL LIABILITIES & EQUITY	<u><u>148,399.12</u></u>	<u><u>166,625.35</u></u>	<u><u>-18,226.23</u></u>

9:30 AM
 10/22/15
 Accrual Basis

Construction Fund - Port of Newport Balance Sheet As of September 30, 2015

	Sep 30, 15	Sep 30, 14	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
Construction Fund Bank Accts	167,532.03	750,698.73	-583,166.70
Total Checking/Savings	167,532.03	750,698.73	-583,166.70
Accounts Receivable			
Accounts Receivable	-180.00	0.00	-180.00
Total Accounts Receivable	-180.00	0.00	-180.00
Total Current Assets	167,352.03	750,698.73	-583,346.70
TOTAL ASSETS	167,352.03	750,698.73	-583,346.70
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
A/P - Construction	0.00	94,631.70	-94,631.70
Total Accounts Payable	0.00	94,631.70	-94,631.70
Total Current Liabilities	0.00	94,631.70	-94,631.70
Total Liabilities	0.00	94,631.70	-94,631.70
Equity			
Fund Balance	183,266.66	750,803.54	-567,536.88
Net Income	-15,914.63	-94,736.51	78,821.88
Total Equity	167,352.03	656,067.03	-488,715.00
TOTAL LIABILITIES & EQUITY	167,352.03	750,698.73	-583,346.70

**Bonded Debt Fund - Port of Newport
 Balance Sheet
 As of September 30, 2015**

	<u>Sep 30, 15</u>	<u>Sep 30, 14</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
Gen Obligation Bond MM-OCB	99,396.97	55,240.07	44,156.90
Total Checking/Savings	99,396.97	55,240.07	44,156.90
Accounts Receivable			
Due from General Operating Fund	0.00	4,273.61	-4,273.61
Total Accounts Receivable	0.00	4,273.61	-4,273.61
Other Current Assets			
Property Tax Receivable	76,845.12	76,845.12	0.00
Total Other Current Assets	76,845.12	76,845.12	0.00
Total Current Assets	176,242.09	136,358.80	39,883.29
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	<u>267,576.09</u>	<u>227,692.80</u>	<u>39,883.29</u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Other Current Liabilities			
Bonds Payable - Current	10,000.00	285,000.00	-275,000.00
Total Other Current Liabilities	10,000.00	285,000.00	-275,000.00
Total Current Liabilities	10,000.00	285,000.00	-275,000.00
Long Term Liabilities			
Less Current Portion LTD	-285,000.00	-285,000.00	0.00
2007 Series Bonds	4,312,682.00	4,312,682.00	0.00
2008 Series Bonds	4,414,908.00	4,414,908.00	0.00
2011 Series Bonds	5,269,811.00	5,269,811.00	0.00
Total Long Term Liabilities	13,712,401.00	13,712,401.00	0.00
Total Liabilities	13,722,401.00	13,997,401.00	-275,000.00
Equity			
Bonded Debt Fund Balance	1,464,547.00	1,189,547.00	275,000.00
Retained Earnings	226,913.11	181,354.05	45,559.06
Opening Balance Equity	-15,156,375.83	-15,156,375.83	0.00
Net Income	10,090.81	15,766.58	-5,675.77
Total Equity	-13,454,824.91	-13,769,708.20	314,883.29
TOTAL LIABILITIES & EQUITY	<u>267,576.09</u>	<u>227,692.80</u>	<u>39,883.29</u>

SPECIAL USE PERMIT APPLICATION

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

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

Event Name: 4th Annual Newport Turkey Trot

Event Date: November 26, 2015 Time(s) 8:30 am

Location: South Beach RV Park

Facilities to Be Used: South Beach Marina RV Park's Activities Room

Set-up Dates and Start Times: Thursday, November 26, starting 6:30 am

Take-down Dates and End Times: Thursday, November 26, 12:00 pm

Estimated Number of Participants: Contestants: 350

Vendors / Volunteers: 15 Volunteers

Attendees: 20

Applicant / Signer: Ed Cortes

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

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

Contact Person (if different than applicant): _____

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

Please provide a detailed description of the event:

4th Annual Turkey Trot is a family event that happens every Thanksgiving Morning. The Newport Turkey Trot is supports local charities and/or local non-profits. The first two years, all proceeds went to Newport Food Pantry. Last year, the Newport Turkey Trot benefit Sam Case Elementary School.

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

The 4th Annual Newport Turkey Trot will again benefit Sam Case / Yaquina View Boosters. If Port of Newport waives the usage fees, Newport Turkey Trot will donate \$1,000 to Sam Case / Yaquina View Boosters and will designate Port of Newport as a sponsor in all our mailing, Facebook & website.

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

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

USAGE FEE SCHEDULE

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

From: Karen Hewitt
To: "Ed Cortes"
Subject: RE: 4th Annual Newport Turkey Trot
Date: Thursday, October 22, 2015 8:43:00 AM

Thank you, Ed.

Karen Hewitt
Administrative Assistant



From: Ed Cortes [mailto:ed@ardoradventures.com]
Sent: Wednesday, October 21, 2015 11:33 PM
To: Karen Hewitt <khewitt@portofnewport.com>
Subject: RE: 4th Annual Newport Turkey Trot

Hi Karen,

The Activities Room is the check-in “headquarters”. This is where pre-registered runners check-in to get their t-shirt and bib number. Also, new runners register here.

We’ll arrive at 7:00 am on Thursday. There’s little to setup so there’s very minimum noise. We arrange 3 tables inside the activities room to distribute t-shirts and bibs. Runner’s will start arriving at 7:30.

Races will start on SE Marine Science Dr and RV Park Driveway. We’ll have banners on the road and soon after the race starts, we move from the SE Marine Science Dr to Parking Lot in front of Rogue Spirits Distillery. This is the same spot where Barrel to Keg Relay had their finish.

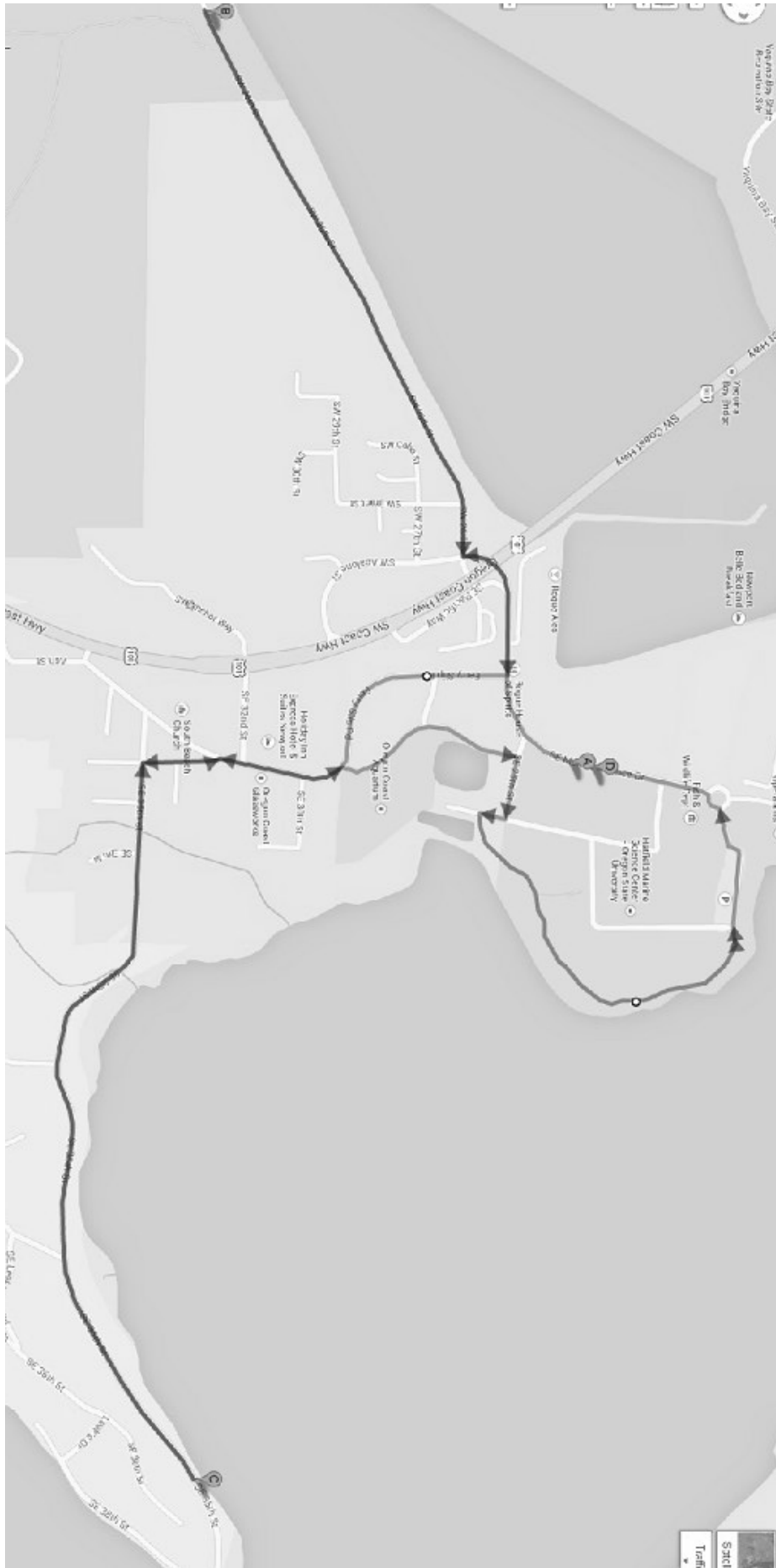
The attached photo is something new we’re considering for this year. Please let us know if this is possible. This new route change will take runners into the Boat Launch parking lot. We’re planning in having a photographer by the marina store. As the runners make their way back, we’ll have a beautiful background of the bridge to take pictures. Again, this is new this year and we have not decided but are considering it.

Let me know if you need any other information.

Ed
541-351-8265









PORT OF NEWPORT SPECIAL USE PERMIT

This permit, effective November 26, 2015, 6:30 am, from the Port of Newport, organized and existing under the laws of the State of Oregon, hereinafter referred to as "Port", to Coast Hills Events LLC of Newport, Oregon, hereinafter referred to as "Permittee."

The Port hereby grants permission to Permittee to use South Beach RV Park and Activities Room as shown in Exhibit A, attached. Use of designated area by Permittee is for 4th Annual Newport Turkey Trot (Exhibit A details description of event.)

Permit is subject to the rules, regulations, and ordinances of the Port of Newport and subject to the following terms and conditions:

1. **Deposit.** A nonrefundable deposit in the amount of \$100.00.
2. **Fees.** Waived in consideration of sponsorship rights and \$1000 donation to Sam Case/Yaquina View Boosters from event proceeds.
3. **Reservation of Rights.** Port reserves the right to alter or amend the terms and conditions of this permit.
4. **Liability, indemnity of Port.** Permittee agrees to exercise due care in the activities described above and to abide by all Port rules, regulations and ordinances. Permittee shall indemnify and hold Port harmless from and against all claims, actions, proceedings, damages, and liabilities, including attorney fees, arising from or connected with Permittee's use of Port facilities. Permittee will carry a comprehensive general liability insurance policy with limits of \$1,000,000.00 per occurrence and \$2,000,000.00 in aggregate, and will provide the Port with a Certificate of Insurance naming the Port as an additional insured.
5. **Limitation of Port's Liability.** Permittee acknowledges that Permittee has inspected the grounds and related facilities and is satisfied that these facilities are adequate for safe use for the above-described purpose. This permit is not a contract. Port's liability is limited to its sole negligence. Port's employees will make reasonable efforts to contact Permittee and notify Permittee of conditions requiring Permittee's attention, but Port assumes no responsibility of Permittee's use of the Port's facilities. Permittee confirms and assures that there are not alcoholic beverages used or provided during this event and that certified and trained emergency response providers are on site.

Nontransferability/Term. This permit is nontransferable. This permit expires November 26, 2015, 12:00 pm.

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

Port of Newport:

Accepted By:

Kevin Greenwood, General Manager

Ed Cortes, Coast Hills Events LLC

ATTACHMENT: Exhibit A (Map & detailed description of event)

CC: Chris Urbach, South Beach Harbormaster; TCB Security; and Penny Gabrielson, SB Marina Office

AGENDA ITEM: CONSENT CALENDAR

CONSENT FOR PARTIAL STREET VACATION FROM CITY OF NEWPORT/SAMARATIN PACIFIC HEALTH SERVICES

The Port received a request from Derrick Tokos, City of Newport, Community Development Director, to approve a partial street vacation on the new Samaritan Pacific Health Services campus. The request is for vacating the part of SW 10th St. from SW Bay St. north SW Case St.; SW Case St. from SW 10th St. east to SW 11th St.; and an alley between and parallel to SW 10th and 11th Sts. From SW Bay St. north to SW Case St. Tokos' staff report is included in the Commission packet.

The Port does not own property in that part of town, however, ORS 271.190 states that "no vacation shall be made of any street, alley, public place or part thereof, if within 5,000 feet of the harbor or pierhead line of the port, unless the port commission ... approves the proposed vacation in writing." Port Dock 1 is approximately 2,000 linear feet from the proposed development as the crow flies triggering the request from the City.

Port staff has reviewed the City of Newport's staff report on the matter and is recommending to the Port Commission that it approve the vacation.

I would recommend that a member of the Commission make a MOTION TO APPROVE THE VACATION OF A PORTION OF SW 10TH STREET, SW CASE STREET, AND AN ALLEY BETWEEN SW 10TH AND SW 11TH STREETS, AS PRESENTED, AND DIRECT THE GENERAL MANAGER TO CONVEY IN WRITING TO THE NEWPORT CITY COUNCIL THAT SUCH APPROVAL HAS BEEN GIVEN IN ADVANCE OF ITS NOVEMBER 2, 2015 MEETING.

-###-

PLANNING STAFF REPORT
Case File 1-SV-15

- A. **APPLICANT:** Pacific Communities Health District (initiated by the City Council on September 8, 2015).
- B. **REQUEST:** Vacate a portions of SW 10th Street from SW Bay Street north to SW Case Street; SW Case Street from SW 10th Street east to SW 11th Street; and an alley between and parallel to SW 10th and 11th Streets from SW Bay Street north to SW Case Street.
- C. **SUBJECT PROPERTY:** Real property abutting each of the rights-of-way to be vacated is identified by tax lot reference and ownership, as follows:

SW 10th Street: Tax Lots 4500, 4600, 4800, 4900, 5000, 5100, 5200, 12900, 13100, 13200, 13500, 13501, 13502, and 13800 of Lincoln County Assessor's Map 11-11-08-CA. The properties are owned by the Pacific Communities Health District.

SW Case Street: Tax Lots 12700, 12900, 13000, and 13800 of Lincoln County Assessor's Map 11-11-08-CA. The properties are owned by the Pacific Communities Health District.

Alley between SW 10th and 11th Street: Tax Lots 12900, 13000, 13001, 13100, 13200, 13300, 13400, 13500, 13501, 13502, and 13600 of Lincoln County Assessor's Map 11-11-08-CA. The properties are owned by the Pacific Communities Health District.

D. **STAFF REPORT**

1. **REPORT OF FACT**

- a. **Plan Designation:** High Density Residential.
- b. **Zone Designation:** R-4/"High Density Multi-Family Residential."
- c. **Surrounding Land Uses:** The public rights-of-way that are to be vacated are internal to a group of contiguous properties owned by the Pacific Community Health District. The streets and alley had served a block of single and multi-family residential buildings that have been cleared by the Health District to make room for the hospital expansion. Surrounding land uses include hospital facilities to the north and west, office and residential development to the south, and the Avamere Rehabilitation Center to the east.
- d. **Topography and Vegetation:** The subject sections of SW Case Street and SW 10th Street contain paved roads. The terrain is relatively flat and vegetation is primarily native and non-native groundcover species.

- e. **Existing Structures:** No buildings exist within the rights-of-way.
- f. **Utilities:** Public water, sewer, and storm drainage infrastructure is in place in the subject sections of SW Case Street, SW 10th Street, and the alley. Easements will be reserved over these utilities.
- g. **Development Constraints:** None known.
- h. **Past Land Use Actions:** None known.
- i. **Notification:** Notification to abutting and affected property owners, to City departments, and to public/private utilities/agencies was mailed on September 22, 2015. Notice of this Planning Commission public hearing was also published in the Newport News-Times on September 25, 2015, October 2, 2015, and October 7, 2015.
- j. **Attachments:**
 - Attachment "A" – Letter from David Bigelow, Samaritan Pacific Health Services, with attached map, dated 8/17/15
 - Attachment "B" – Map illustrating city utilities and rights-of-way to be vacated.
 - Attachment "C" – Copy of ORS Chapter 271.080 to 271.230.
 - Attachment "D" – Notice and mailing list for the public hearing.

2. **Explanation of the Request for Street Vacation:**

Samaritan Pacific Health Services, on behalf of the Pacific Communities Health District, asked the Newport City Council to initiate the statutory street vacation process to vacate the above referenced street rights-of-way in preparation of a planned hospital expansion. The affected portions of the SW 10th Street and SW Case Street rights-of-way are developed with public streets and there are city water, sewer, and storm drainage services that will need to be relocated. If the rights-of-way are vacated, easements will need to be reserved until Samaritan Pacific reconfigures the utilities in a manner acceptable to the City. At that time, the easements can be released via quit claim deed.

On September 8, 2015, the Newport City Council elected to begin the street vacation process. This was done in accordance with policies the Council adopted to govern when it would initiate street vacation proceedings. Those policies require consideration of (a) the extent of public benefit; (b) the extent of present and anticipated future use of the right-of-way; (c) potential environmental and geologic impacts; (d) financial factors; (e) effect on property owners; (f) consistency with

applicable plans, ordinances and regulations; and (g) the amount and quality of the information provided by the person requesting the vacation. The Council may consider other factors as well. In a letter dated August 17, 2015 (Attachment A), David Bigelow, Samaritan Pacific Health Services, explains how these policies are satisfied. Specific rights-of-way subject to this proposal are depicted on the map included with Mr. Bigelow's letter and an aerial map prepared by city staff (Attachment B).

3. **Evaluation of the Request for Street Vacation:**

- a. **Comments:** Abutting and affected property owners, city departments and public/private utilities/agencies were notified on September 22, 2015 (Attachment D). As of October 6, 2015, no comments were received.
- b. **Planning Commission Review Required:** Pursuant to NMC 14.52.030, Approving Authorities, the City Council will decide street vacation proposals following a public hearing and upon receipt of a recommendation from the Planning Commission.
- c. **Applicable Criteria set forth in Oregon Revised Statutes (ORS) 271.130:**
 - i. Have the owners of a majority of the area affected, computed on the basis provided in ORS 271.080, objected in writing to the vacation of the subject streets; and
 - ii. Will the vacation of the right-of-way adversely affect the market value of abutting properties and, if so, have those owners consented in writing to the vacation; and
 - iii. Has notice has been duly given *[required for hearing before the City Council, pursuant to ORS 271.080]*; and,
 - iv. Will the public interest will be prejudiced by the vacation of such plat or street or parts thereof *[arguably required by ORS 271.130(1) through its cross reference to ORS 271.080]*.
- d. **NMC Chapter 14.26 Maintenance of Public Access:** The city shall review, under ORS 271.080 - 271.230, proposals for the vacation of public easements or rights-of-way that provide access to or along the Yaquina Estuary or the Pacific Ocean. The city shall review, under ORS 271.300 - 271.360, proposals for the sale, exchange, or transfer of public ownership that provide access to or along the Yaquina Estuary or the Pacific Ocean. Existing public ownerships, rights-of-way, and similar public easements that provide access to or along the estuary or the ocean shall be retained or replaced if they are sold, ex-changed, or transferred. Rights-of-way may be vacated to permit redevelopment of existing developed shoreland areas, provided public access across the affected site is retained.

e. **Staff Analysis:**

The Planning Commission reviews this request and makes a recommendation to the City Council. In order to recommend approval of the request, the Planning Commission must find that the applicant's proposal meets (or is capable of meeting) the following criteria:

- i. Have the owners of a majority of the area affected, computed on the basis provided in ORS 271.080, objected in writing to the vacation of the subject streets; and;

Notice of this proposal to vacate the listed street segments was provided to affected property owners on September 22, 2015. Pursuant to ORS 271.080, individuals entitled to notice are those that own property within a notice area that extends 400 feet beyond the terminal points, and 200 feet perpendicular to, a stretch of right-of-way that is being vacated. A list of the affected owners is included with this report (Attachment "D"). If the owners of two-thirds of the land area that is subject to notice object in writing then the street vacations cannot proceed. To date, the City has not received any written objections to this street vacation proposal.

- ii. Will the vacation of the right-of-way adversely affect the market value of abutting properties and, if so, have those owners consented in writing to the vacation; and

The Pacific Communities Health District owns all abutting properties and has requested that the street rights-of-way be vacated so that hospital improvements can be constructed on the land. This request by the Health District, through the August 17, 2015 letter from David Bigelow, serves as evidence of the abutting property owners consent to the street vacation (Attachment "A"). The street rights-of-way are not needed to provide access to abutting properties and when vacated will accrue to these properties increasing their size. Public rights-of-way internal to the Pacific Communities Health District ownership break up the property, creating obstacles that the Health District would otherwise have to work around when developing the site. This would make it difficult for them to expand and renovate the hospital. Vacating these rights-of-way gives the Health District a single block of land to work with, which likely enhances the property's value.

For these reasons, it is reasonable for the Planning Commission to conclude that the requisite consent has been provided and that vacating the rights-of-way will not adversely impact the abutting properties.

- iii. Whether notice has been duly given [required for hearing before the City Council, pursuant to ORS 271.080]; and,

The Newport Municipal Code does not contain notice requirements for this type of Planning Commission hearing, and ORS Chapter 271 does not require Planning Commission action on a street vacation proposal. Abutting and affected owners received written notice as provided in ORS 271.080 and notice was published in the News-Times (Attachment “D”). This is sufficient for the Commission to find that this requirement has been satisfied.

- iv. Whether the public interest will be prejudiced by the vacation of such plat or street or parts thereof [arguably required by ORS 271.130(1) through its cross reference to ORS 271.080].

On October 6, 2008, the City Council adopted policies to govern when it would utilize the Council initiated street vacation option for the purpose of ensuring that the public interest is not prejudiced by a street vacation. Those policies, and findings explaining how they have been satisfied, are included in the August 17, 2015 letter from David Bigelow (Attachment “A”). The Planning Commission may rely up the letter as evidence that the public interest will not be prejudiced by the vacation.

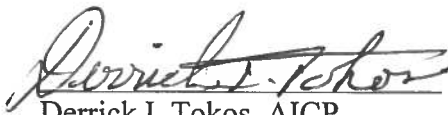
- v. As outlined in NMC Chapter 14.26 Maintenance of Public Access, the city shall review, under ORS 271.080 - 271.230, proposals for the vacation of public easements or rights-of-way that provide access to or along the Yaquina Estuary or the Pacific Ocean. The city shall review, under ORS 271.300 - 271.360, proposals for the sale, exchange, or transfer of public ownership that provide access to or along the Yaquina Estuary or the Pacific Ocean. Existing public ownerships, rights-of-way, and similar public easements that provide access to or along the estuary or the ocean shall be retained or replaced if they are sold, ex-changed, or transferred. Rights-of-way may be vacated to permit redevelopment of existing developed shoreland areas, provided public access across the affected site is retained.

SW Case Street and SW 10th Street are developed public streets that provide access to the Yaquina Estuary and Pacific Ocean via SW 11th Street and SW Harbor Drive. However, the streets are at best secondary, indirect routes with SW Harbor Drive, SW Bay Street and SW 11th Street providing more direct access to the estuary and ocean. Considering that more convenient routes are available to the public, it is reasonable for the Planning Commission to find that vacating the subject sections of SW 10th Street and SW Case Street will not interfere with or limit public access to the estuary and ocean.

4. **Conclusion:** If the Planning Commission finds that the proposal meets the minimum City and statutory criteria (or is capable of meeting the criteria) established for the street vacation, the Commission may forward a favorable recommendation to the City Council. If the Planning Commission finds that the criteria have not been met (or are not capable of being met), the Commission should identify changes necessary to meet the criteria or should deny all or part of the request.

D. **STAFF RECOMMENDATION:** Findings contained in this report establish that the street vacation proposal can satisfy City and statutory approval standards provided the following conditions are imposed:

1. The Newport City Council should make the ordinance vacating portions of SW 10th Street from SW Bay Street north to SW Case Street; SW Case Street from SW 10th Street east to SW 11th Street; and an alley between and parallel to SW 10th and 11th Streets from SW Bay Street north to SW Case Street, contingent upon easements being reserved over the affected areas until the Pacific Communities Health District reconfigures the utilities in a manner acceptable to the City.



Derrick I. Tokos, AICP
Community Development Director
City of Newport

October 7, 2015

ATTACHMENT "B"
Map illustrating city utilities & rights-of-way to be vacated



NEWPORT
 City of Newport
 Community Development Department
 188 SW Coast Highway
 Newport, OR 97365
 Phone: 541.574.0629
 Fax: 541.574.0644

This map is for informational use only and has not been prepared for use in a lawsuit for legal, engineering, or surveying purposes. It includes data from multiple sources. The City of Newport assumes no responsibility for any errors or omissions. The City of Newport assumes no responsibility for any errors or omissions. The City of Newport assumes no responsibility for any errors or omissions.

Hospital Properties - Proposed Street Right-of-Way Vacation
 sewer (green), water (blue), storm drainage (orange) and area to be vacated (light red)

Image Taken July 2013
 4-inch, 4-band Digital Orthophotos
 David Smith & Associates, Inc. Portland, OR

CITY OF NEWPORT
NOTICE OF A PUBLIC HEARING ON A PARTIAL STREET VACATION¹

NOTICE IS HEREBY GIVEN that the Planning Commission of the City of Newport, Oregon, will hold a public hearing on Monday, October 12, 2015, to review and make a recommendation to the Newport City Council on a partial street vacation as requested in:

File No. 1-SV-15:

Applicant: Initiated by the City Council, at the request of Samaritan Pacific Health Services, Inc. on behalf of Pacific Communities Health District.

Request/Subject Property: The request is for the proposed street vacation of the portions of SW 10th Street from SW Bay Street north to SW Case Street; SW Case Street from SW 10th Street east to SW 11th Street; and an alley between and parallel to SW 10th and 11th Streets from SW Bay Street north to SW Case Street (see the attached illustration of the proposed area to be vacated).

Date Request Received: A letter of request was received from Samaritan Pacific Health Services on March 17, 2015, and was initiated by the City Council on September 8, 2015.

Applicable Criteria: Oregon Revised Statutes (ORS) 271.120 requires that: (1) The consent of the owners of the requisite area have been obtained; (2) Notice has been duly given; and (3) The public interest will not be prejudiced by the vacation of such plat or street or parts thereof.

Testimony: Testimony and evidence must be directed toward the request above or other criteria, including criteria within the Comprehensive Plan and its implementing ordinances, which the person believes to apply to the decision. Failure to raise an issue with sufficient specificity to afford the city and the parties an opportunity to respond to that issue precludes an appeal (including to the Land Use Board of Appeals) based on that issue. Testimony may be submitted in written or oral form. Oral testimony and written testimony will be taken during the course of the public hearing. The hearing may include a report by staff, testimony from the applicant and proponents, testimony from opponents, rebuttal by applicant, and questions and deliberation by the Planning Commission. Written testimony sent to the Community Development (Planning) Department (address under "Reports/Materials") must be received by 5:00 p.m. the day of the hearing to be included as part of the hearing or must be personally presented during testimony at the public hearing. Pursuant to ORS 197.763 (6), any person prior to the conclusion of the initial public hearing may request a continuance of the public hearing or that the record be left open for at least seven days to present additional evidence, arguments, or testimony regarding the application.

Reports/Materials: The staff report may be reviewed or a copy purchased at the Newport Community Development (Planning) Department, City Hall, 169 S.W. Coast Hwy, Newport, Oregon, 97365, seven days prior to the hearing. The file materials and the applicable criteria are currently available for inspection at no cost or copies may be purchased for reasonable cost at this address.

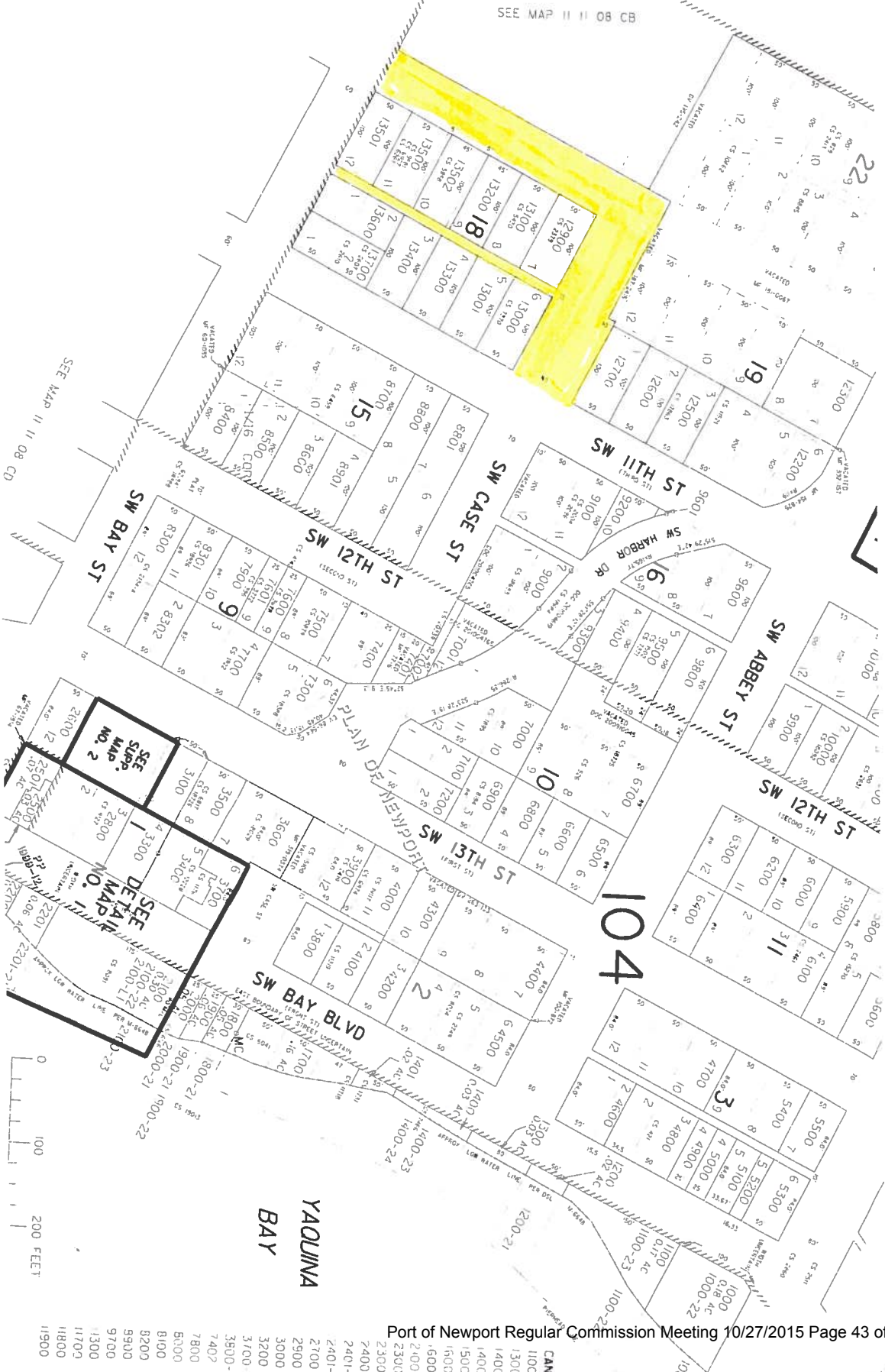
Contact: Derrick Tokos, Community Development Director (541) 574-0626 (address above in "Reports/Materials").

Time/Place of Hearing: Monday, October 12, 2015; 7:00 p.m.; City Hall Council Chambers (address above in "Reports/Materials").

MAILED: September 22, 2015.

PUBLISHED: Friday, September 25, 2015; Friday, October 2, 2015; and Wednesday, October 7, 2015 / Newport News-Times.

¹ Notice of the public hearing is being sent to affected property owners (according to Lincoln County Assessor's records) within the notification distance required for the request, affected public/private utilities/agencies, and affected city departments. Port of Newport Regular Commission Meeting 10/27/2015 Page 42 of 112



SEE MAP II 11 08 CB

SEE MAP II 11 08 CD

SEE SUPP. MAP NO. 2

SEE DETAIL MAP NO. 1



YAQUINA BAY

**PORT OF NEWPORT
RESOLUTION NO. 2015-16**

**A RESOLUTION EXTENDING WORKERS' COMPENSATION COVERAGE TO THE VOLUNTEERS OF
THE PORT OF NEWPORT**

WHEREAS, ORS 656.031 allows for workers compensation coverage for municipal volunteers;
and

WHEREAS, all Port personnel, other than those employed full-time, part-time, or substitutes therefor, shall be known as volunteer personnel and shall not be considered as workers (ORS 656.031(1)); and

WHEREAS, the Port may elect to have such personnel considered as subject workers for the purpose of workers compensation insurance and that the written application include a resolution of the governing body declaring its intent to cover volunteer personnel as provided by state law (ORS 656.031(2)); and

WHEREAS, the resolution shall include a description of the work to be performed by such personnel, the estimated total number of volunteer personnel on a roster for each separate category which coverage is elected, and that the Port shall notify the insurer of changes in the estimated total number of volunteers; and

WHEREAS, the Port shall annually maintain official membership rosters for each category of volunteers; NOW THEREFORE,

THE PORT OF NEWPORT BOARD OF COMMISSIONERS RESOLVES AS FOLLOWS:

Section 1. Workers' Compensation Coverage for Volunteers. Pursuant to ORS 656.031, workers' compensation coverage will be provided to the classes of volunteer workers listed on the Volunteer Election Form that is hereby made part of this Resolution.

Section 2. Workers' Compensation Coverage for Volunteers. The Port of Newport shall provide coverage to the classes of volunteer workers as indicated in this resolution and listed on the attached Volunteer Election Form(s). Attachment A.

Section 3. Board Committee Members. Public Officials on unpaid boards and committees will be covered only for administrative and clerical functions while performing their authorized duties as elected and/or appointed officials. The Port has two committees with a total of ten members that fit this definition: Board of Commissioners and Budget Committee.

Section 4. Court-mandated community service workers/inmates on work release may be covered for worker's compensation benefits by the sentencing court. Coverage will be determined prior to work inception and stipulated to in writing between the City and the respective sentencing court. Court-mandated volunteers will keep track of their hours and have their assumed payroll reported in Class Code 7720V using Oregon minimum wage.

Section 5. Other Volunteers. Non-public safety volunteers and board members volunteering for duties other than administration and clerical functions will use the attached Volunteer Election Form(s) to keep track of hours and have the assumed payroll report in the correct Class Code for all types of work using Oregon minimum wage.

Section 6. Roster. A roster of active volunteers—public safety, non-public safety, and community service workers/inmates on work release--will be kept by Port staff for reporting purposes. It is

acknowledged that Special District Insurance Services (SDIS) may request copies of these rosters during the year.

Section 7. Unanticipated Exposure. Volunteer projects or exposure not addressed herein will be added onto the Port of Newport's coverage agreement by; 1) endorsement; 2) with advance notice to SDIS, and; 3) allowing two (2) weeks for processing. It is hereby acknowledged that coverage of this type cannot be backdated.

Section 8. Term. The provisions of this Resolution shall be effective 27 October 2015 for the fiscal year beginning 1 July 2015 and ending 30 June 2016. The worker's compensation coverage for volunteers that is the subject of this Resolution shall be updated annually by Resolution.

APPROVED AND ADOPTED BY THE BOARD OF COMMISSIONERS this 27th day of October, 2015.

ATTEST:

Walter Chuck, President

David Jincks, Secretary/Treasurer

Best Value Analysis: Galvanized dumpsters with rollers

2015-16 budget \$30,000

Company	Rule Steel Container	Wastequip North West	GK Industrial Refuse Systems
Contact	Hallie Slayter	Ken Boyovich	Julie Coleman
Phone	541-990-7531	800-645-7106	253-735-5543 ext: 106
Email	Hallie.slayter@rulesteel.com	kboyovich@wastequip.com	jcoleman@gk-irs.com
Criteria			
Total Price Per Quotation @ 10 ea	22,880.00	24,800.00	32,025.00
Add 4ea 2 yrd dumpster	6,220.00	6,380.00	na
TOTAL PURCHASE ORDER	29,100	31,180	32,025
Delivery	included in price	included in price	included in price
Load/Unload	n/a	n/a	n/a
Recycling	n/a	n/a	n/a
Installation	n/a	n/a	n/a
Warranty	n/a	n/a	n/a
Notes	Price is for 10ea 1-1/2 yard fish dumpsters and 10ea 2 yard trash dumpsters. This salesman was very proactive and prompt with his Quote	Prices for 10ea 1-1/2 yard fish dumpsters and 10ea 2 yard trash dumpsters. This salesman was slow in getting quote to me.	Price is for 10ea 1-1/2 yard fish dumpsters and 10ea 2 yard trash dumpster's. This sales was very slow and it took a lot of phone calls to finale get the quote.



RULE STEEL CONTAINER



ATTENTION: Chris Urbach
 COMPANY: Port of Newport
 EMAIL: chris@portofnewport.com
 BILL TO: 600 SE Bay Blvd
 Newport, OR 97365
 SHIP TO: SAME AS BILLING
 PHONE: 541 867-6657
 CELL: 541 270-5558
 FAX: NA

DATE: August 21, 2015
 TERMS: NET 30

SALES REP: HALLIE SLAYTER
 CELL: 1-541-990-7531
 FAX: 1-541-926-2997

Rear-Load Containers

PROPOSAL #
C-15-432

WE HEREBY SUBMIT SPECIFICATIONS AND ESTIMATES FOR:
 (Circle item numbers to select. Line out unwanted items.) All pricing in U.S. funds.

ITEM #	QTY	DESCRIPTION	PRICE/EA	PRICE/LINE
1	10	2 CuYd Steerable and Trainable Containers. Flat-Top. 12ga body, 10ga floor, w/ 8"x2" polyurethane on iron casters (2 swivel - 2 fixed) and quick lock pads. 2ea - DuraFlex Single-Wall lids w/ bungees. No lid props. 6"x4"x1/2" angle lift mechanism under floor. Drain on receiver end. Fold-down steerable tongue with rear stud "hitch" and bungee to keep tongue in up position when stationary. Container will be galvanized.	\$1,440.00	\$14,400.00
2	10	OPTION: Upgrade casters on above container to be Heavy-Duty Polyurethane on Iron with a pinless swivel for added impact resistance (add per container)	\$115.00	\$1,150.00
3	10	1.5 CuYd Rear Load Containers. Flat-Top. 14 ga body, 6"x2" mold-on rubber casters and Quick release caster-pads, duraflex single-wall lids w/ bungies. 1 1/4" Trunnion bar w/ 2" washers. Holes drilled for galvanizing. Container will be galvanized.	\$583.00	\$5,830.00
4	1	FREIGHT: 1ea - Load to Portland AND 1ea - Load from Portland to Newport	\$1,500.00	\$1,500.00

IN STATE: NO TAXABLE: NA TAX 0.00% \$0.00

WE PROPOSE TO FURNISH MATERIAL AND LABOR IN ACCORDANCE WITH THE ABOVE SPECIFICATIONS FOR THE SUM OF: \$22,880.00

NOTE: Please expect some paint to rub off the containers during handling and shipping. We will provide touch up paint.

determined at time of order to be determined
 DELIVERED ON OR BEFORE SHIP VIA

All material is guaranteed to be as specified. All work shall be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the amount set forth above. We shall not be responsible for delays caused by strikes, accidents, or other contingencies beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by workman's insurance.

SIGNATURE:
 THIS PROPOSAL MAY BE WITHDRAWN BY RULE STEEL IF NOT ACCEPTED WITHIN 30 DAYS.

The above prices, specifications, terms and conditions are satisfactory and are hereby accepted. Rule Steel is authorized to do the work as specified. Payment will be made as outlined above. Payment is DUE in 30 days. Purchaser agrees to pay all costs and expenses of collection including interest and Attorney fee. 1 1/2% interest per month charged on past due accounts. Buyer agrees that he will not hold seller responsible for any liability greater than amount of this sale.

SIGNATURE _____ DATE _____
 TO ORDER, PLEASE RETURN A SIGNED COPY TO RULE STEEL VIA FAX OR EMAIL

THANK YOU! WE LOOK FORWARD TO THE OPPORTUNITY OF WORKING WITH YOU ON THIS AND FUTURE PROJECTS.

Quote Number

WQ-10000616

Sell To:

Contact Name Chris Urbach
Bill To Name Port of Newport
Bill To 600 Se Bay Blvd
 Newport, OR 97365-4338
 USA
Email chris@portofnewport.com
Phone 541-867-6657

Ship To Name Port of Newport
Ship To 600 Se Bay Blvd
 Newport, OR 97365-4338
 USA

Quote Information

Salesperson Ken Boyovich
Salesperson Email kboyovich@wastequip.com
Salesperson Phone (800) 645-7106
Created Date 9/21/2015
Expiration Date 10/5/2015
Quote Number WQ-10000616
 Please Reference Quote Number on all Purchase Orders

Model	Product Description	Description	Quantity	Sales Price	Total Price
160397	1.5 YD REAR LOAD CONTAINER "LEACH"	1 1/2 yd Rear load Galvanized Trunion bar Dura-Flex single wall lid 12GA BODY 6" RUBBER SWIVEL CASTERS IN QR PADS HOT DIP GALVANIZED	10.00	\$845.00	\$8,450.00
Specialty Front Load	Special Front Load - OR (See Details for Product Information)	2 YD TWBL GALV 12 GA.& 6X4X1/2 ANGLE POCKET 12GA BODY 6" x 4" x 1/2" ANGLE LIFT POCKET UNDER STEERABLE TOW PACKAGE 8" BALLOON CASTERS (BOLT ON) NO QUICK LOCK PADS Dura-Flex single wall lid HINGE LIDS ON DRIVERS SIDE IN - DIRECTION OF TOW HOT DIP GALVANIZED	10.00	\$1,595.00	\$15,950.00

Payment Terms Net 30 Days	Subtotal	\$24,400.00
Shipping Terms Ship Collect	Shipping and Handling	\$400.00
	Tax	\$0.00
	Grand Total	\$24,800.00

Additional Information

Additional Terms Our quote is a good faith estimate, based on our understanding of your needs. Subject to our acceptance, your Order is an offer to purchase our Products and services in accordance with the Wastequip Terms and Conditions, including our limited warranties, the terms of which are incorporated herein by reference, which constitutes the entire agreement between the parties. The Wastequip Terms and Conditions are available on our website at <http://www.wastequip.com/terms-conditions> Port of Newport Regular Commission Meeting 10/27/2015 Page 49 of 112

Chris Urbach

From: Julie Coleman <jcoleman@gk-irs.com>
Sent: Tuesday, October 13, 2015 2:25 PM
To: Chris Urbach
Subject: RE: Quote

Chris:

For some reason my paper isn't scanning or faxing. The cost for (4) 2yd and (4) 1.5yd container is \$12,810.00. This includes delivery. I am calling in the IT guys and will keep trying

Julie Coleman
GK Industrial Refuse Systems
253-735-5543 ext: 106
Fax: 253-735-5882
www.gk-irs.com

Total for 10 and 10
is 32025

From: Chris Urbach [mailto:chris@portofnewport.com]
Sent: Tuesday, October 13, 2015 8:39 AM
To: Julie Coleman
Subject: RE: Quote

Julie not sure why I'm not getting your e-mail quote, I received this e-mail from you if you would like to try faxing it to me that would work also the # is (541 867 3352).

From: Julie Coleman [mailto:jcoleman@gk-irs.com]
Sent: Thursday, September 17, 2015 3:25 PM
To: Chris Urbach
Subject: RE:

Do you want them painted?

Julie Coleman
GK Industrial Refuse Systems
253-735-5543 ext: 106
Fax: 253-735-5882
www.gk-irs.com

From: Chris Urbach [mailto:chris@portofnewport.com]
Sent: Thursday, September 17, 2015 3:24 PM
To: Julie Coleman
Subject:

United States Senate

WASHINGTON, DC 20510

October 06, 2015

The Honorable John Thune
Chairman
Senate Committee on Commerce,
Science, & Transportation
512 Dirksen Senate Building

The Honorable Bill Nelson
Ranking Member
Senate Committee on Commerce,
Science, & Transportation
425 Hart Senate Building

The Honorable Bill Shuster
Chairman
House Committee on Transportation
& Infrastructure
2251 Rayburn House Office Building

The Honorable Peter DeFazio
Ranking Member
House Committee on Transportation
& Infrastructure
2164 Rayburn House Office Building

Dear Chairmen Thune and Shuster and Ranking Members Nelson and DeFazio:

As you continue your discussions on an authorization bill for the United States Coast Guard, we urge you to include section 209 of the House-passed bill in any final agreement.

We are extremely concerned about efforts to close Coast Guard air facilities in Newport, Oregon and Charleston, South Carolina. Both facilities are located in important, high-use ports in our states. Newport is one of Oregon's three deep-draft ports and is home to the state's largest commercial fishing fleet. Charleston is one of America's top cargo ports and also boasts important tourism and fishing industries.

We understand all too well the financial pressures facing the Coast Guard and other agencies and departments, particularly as the result of sequestration and Congress' stop-and-go budgeting. We also believe that life-saving assets should rank among the highest federal priorities and we know that these facilities are saving lives along our Pacific and Atlantic coasts. Simply put: shuttering these facilities would risk the health and safety of Oregonians and South Carolinians.

The House-passed bipartisan Coast Guard Reauthorization Act of 2015 includes language in section 209 to keep both air facilities open in recognition of their vital capabilities. While the Senate has yet to pass a reauthorization this Congress, we know you and your staffs are already discussing what a final reauthorization bill might include. As you continue these discussions, we strongly urge you to include section 209 in any final agreement.

Sincerely,



Ron Wyden
United States Senator



Tim Scott
United States Senator



Lindsey O. Graham
United States Senator



Jeffrey A. Merkley
United States Senator



Operating Fund

September 17, 2015 through October 20, 2015

Date	Numb	Name	Memo	Amount
9/17/15	37189	Blackburn, Michael	23082 refund moorage	664.80
9/17/15	37190	Alan Brown Tire Center	Wheel Barrow Tires	506.76
9/17/15	37191	Central Lincoln PUD	Electric	1,832.57
9/17/15	37192	Chase - Visa	Travel and Conference Expense	863.32
9/17/15	37193	City of Newport	Room Tax	8,796.86
9/17/15	37194	CoastCom Inc	Internet and E-mail	832.00
9/17/15	37195	Design Space	Temporary Office Rental	835.00
9/17/15	37196	DMV	Vehicle Records Research	3.20
9/17/15	37197	Englund Marine Supply Co, Inc	Equipment Supplies	168.27
9/17/15	37198	MACPHERSON, GINTNER & DIAZ	Professional Services	1,685.00
9/17/15	37199	News-Times	Help Wanted Ads for Terminal Facility	263.76
9/17/15	37200	Petty Cash	Hardware and Delivery Tips	85.85
9/17/15	37201	Power Motors	Chk Oil Leak	9.98
9/17/15	37202	R&S Industrial Supplies	Dock Hardware for PD5D	20,690.14
9/17/15	37203	Sherwin Williams	White Stripe Paint	117.24
9/17/15	37204	Staples	Office Supplies	741.67
9/17/15	37205	Suburban Propane	Propane	81.74
9/17/15	37206	U.G. Cash & Carry	Coffee, Candy, Creamer, Sugar	272.29
9/17/15	37207	Petty Cash	Chamber Lunches, Hardware	209.03
9/24/15	37208	Linda Perkins	RV Group Overpayment	49.30
9/24/15	37209	Allegiance Benefit Plan Mgmt.	Insurance Withholding	325.62
9/24/15	37210	Business Oregon-OBDD	Loan 655-36-02 OCT 2015	7,800.00
9/24/15	37211	Chas. H. Day Co. Inc	Carbide Annular Cutter	381.46
9/24/15	37212	Coastal Refrigeration	Repair HVAC Customs Trailer	340.52
9/24/15	37213	Design Space	Customs Office	217.00
9/24/15	37214	Fred Meyer Customer Charges	Food for meetings	268.75
9/24/15	37215	G & K Floors	Janitorial Services SB and Customs Trailer	4,160.00
9/24/15	37216	Grimstad & Associates	Preparation for Audit	3,005.00
9/24/15	37217	NW Natural	SB Gas	115.18
9/24/15	37218	Traffic Safety Supply Co., Inc.	Fixed Bases for Launch Ramp Poles	98.49
9/24/15	37219	Port of Newport .	Transfer Funds to Facilities Maintenance Fund	100,000.00
9/28/15	37220	City of Newport	Land Use Affidavit	55.00
9/29/15	37221	Chas. H Day Co. Inc	Drill Press Adapter	356.19
9/29/15	37222	City of Newport	Land Use Estuary Review	591.00
9/29/15	37223	DAS State Procurement Office	Annual OR Cooperative Procurement Program M-	500.00
9/29/15	37224	Department of Environmental Quality	Air Quality Annual Permit SB	144.00
9/29/15	37225	Pacific Habitat Services, Inc	Obtain State and Federal Permits for PD5	1,017.75
9/29/15	37226	T & L Chemical Toilet Service	Chemical Toilets Bayfront	486.00
9/29/15	37227	Aja Vickers	PCC Conference	358.15
9/29/15	37228	Central Lincoln PUD	Electric Main Ramp Lot	413.88



Operating Fund

September 17, 2015 through October 20, 2015

9/29/15	37229	Rick Fuller	PCC Conference, Meal with JoAnne Barton	244.55
9/29/15	37230	Steve Larrabee	PCC Conference	206.75
9/29/15	37231	Verizon Wireless	Port cell phones	799.84
10/8/15	37232	Pioneer Printing, Inc.	Service Tickets, Envelopes, Letterhead	659.45
10/6/15	37233	ALSCO	Mat and Towel Rentals	240.04
10/6/15	37234	Carson Oil Company	Diesel IT	110.99
10/6/15	37235	Allegiance Benefit Plan Mgmt.	Insurance Withholding	380.25
10/6/15	37236	Central Lincoln PUD	Electric	2,001.43
10/6/15	37237	City of Newport	Water and Sewer	6,598.50
10/6/15	37238	Creative Landscape & Maintenance	Landscape Maintenance	1,200.00
10/6/15	37239	Direct TV	Cable for RV Parks	899.29
10/6/15	37240	Gray's Web Design	Updates to website	30.00
10/6/15	37241	MACPHERSON, GINTNER & DIAZ	Professional Services	1,087.50
10/6/15	37242	Neopost USA Inc	Postage	600.00
10/6/15	37243	Overton Safety Training	Boom Truck Operator Refresher	395.00
10/6/15	37244	Pete Zerr	Work Boot Reimbursement	50.00
10/6/15	37245	Special Districts Insurance Service	Health Plan	10,937.03
10/6/15	37246	Thompson's Sanitary Service, Inc	Trash Disposal	2,077.40
10/6/15	37247	Xerox Corporation	Copier Rental	448.26
10/6/15	37248	Yaquina Bay Communications	Radio Ad Contract	100.00
10/6/15	37249	City of Newport	Water and Sewer	4,651.50
10/6/15	37250	Pioneer Telephone Cooperative	Telephone	452.22
10/8/15	37251	Coastal Paper & Supply, Inc.	Cleaning Supplies	5,253.26
10/8/15	37252	Copeland Lumber Yards, Inc.	Treated Lumber	65.57
10/8/15	37253	Harbor Linen	Shower Curtains	179.70
10/8/15	37254	Industrial Welding Supply, Inc	Annual Lease	427.66
10/8/15	37255	Keller Supply Company	Fawcett's and Shower Parts	411.51
10/8/15	37256	Lock Masters	Repair Deadbolts and Keys	250.00
10/8/15	37257	Newport Auto Parts Inc	Truck Maintenance Parts	122.12
10/8/15	37258	Newport Marine & RV Service, Inc	Parts for Skiff Engine	45.34
10/8/15	37259	Platt	Pipe Insulation and Small Tools	652.50
10/8/15	37260	Thompson's Sanitary Service, Inc	Trash Disposal SB	3,768.05
10/8/15	37261	U.G. Cash & Carry	Safety Cones and Cleaning Supplies	157.74
10/8/15	37262	Voya (State of Oregon Plan)	Monthly Employee Contribution to Deferred Comp.	100.00
10/8/15	37263	Yaquina Boat Equipment, Inc	Shop Labor	65.00
10/8/15	37264	Neopost USA Inc	Postage Machine Rental	149.85
10/8/15	37265	TCB Security Services, Inc	Monthly Security contract	6,516.00
10/13/15	37266	Employee	Mid Month Draw	450.00
10/13/15	37267	Employee	Mid Month Draw	500.00
10/13/15	37268	Employee	Mid Month Draw	500.00
10/13/15	37269	Employee	Mid Month Draw	300.00
10/13/15	37270	Employee	Mid Month Draw	475.00
10/13/15	37271	Employee	Mid Month Draw	500.00
10/13/15	37272	Employee	Mid month Draw	300.00



Operating Fund

September 17, 2015 through October 20, 2015

10/13/15	37273	Employee	Mid Month Draw	1,500.00
10/13/15	37274	Carquest Auto Parts	Washer Fluid, Rain x, Door Spring	41.67
10/13/15	37275	Central Lincoln PUD	Electric	9,299.53
10/13/15	37276	Greater Newport Chamber of Commerce	Treasures of the Sea	135.00
10/13/15	37277	HC Etc., Inc	IT Hours	780.00
10/13/15	37278	Lincoln County Public Works	Fuel for Trucks	202.34
10/13/15	37279	Newport Rental Service	Oil and Filters for Mowers	58.90
10/13/15	37280	Newport Booster Club, Inc.	Booster Club Sign	75.00
10/13/15	37281	Newport Signs	Parking Signs	528.00
10/13/15	37282	News-Times	Coast Magazine Promotion, Notices	799.40
10/13/15	37283	Northwest Management Specialists, INC	Admin Consultation	187.50
10/13/15	37284	Oregon Coast Aquarium	Oyster Cloister	350.00
10/13/15	37285	Pro-Build	Asphalt Repair Material	102.00
10/13/15	37286	Schwabe Williamson & Wyatt	Research Derelict Vessel	617.50
10/13/15	37287	Special Districts Insurance Service	Annual Dues/Work Comp Liability	7,446.72
10/13/15	37288	Staples	Office Supplies	632.56
10/13/15	37289	Suburban Propane	Propane	152.47
10/13/15	37290	Toyota Lift NW	Forklift	483.33
10/13/15	37291	Special Districts Insurance Service	Quarterly Property/Casualty Insurance	33,560.50
10/13/15	37292	void		
10/14/15	37293	Michael Christiansen	refund for RV Group Overpayment	116.09
10/14/15	37294	Barrelhead	Plumbing Tools and Parts	530.53
10/14/15	37295	Century Link	Telephone	381.21
10/14/15	37296	CenturyLink - Business Service	Telephone	40.49
10/14/15	37297	Chase - Visa	Fireproof Cabinet, Paint Locker, Software	5,625.43
10/14/15	37298	CoastCom Inc	Internet and E-mail	832.00
10/14/15	37299	Design Space	Temporary Office Rental	835.00
10/14/15	37300	Government Ethics Commission	Annual Govt Ethics Commission Fee	475.31
10/14/15	37301	Steve Larrabee	OMFA Conference Expenses	305.13
10/15/15	37302	City of Newport	Room Tax	8,236.15

TOTAL **289,031.83**



NOAA Fund

September 17, 2015 through October 20, 2015

Date	Numb	Name	Memo	Amount
9/17/15	12751	Chase-Visa	Filters, Software	1,177.76
9/17/15	12752	Englund Marine & Industrial Supply	Cleat and Hardware	20.86
9/24/15	12753	Carmanah Technologies Corp	Buoy Marker Lights	449.00
9/24/15	12754	Coastal Refrigeration, Heating & A/C	Annual Service HAVC	2,185.00
9/24/15	12755	G & K Floors	Janitorial Services	450.00
9/24/15	12756	OR Dept of State Lands	DSL Permit	9,150.28
9/24/15	12757	Performance System Integration	Annual Inspection	3,600.00
9/24/15	12758	Ultimate Pest Control, LLC	Pest Service	125.00
9/24/15	12759	Williams Scotsman Inc	Rent Mobile Office	349.25
9/29/15	12760	T & L Chemical Toilet Service	Chemical Toilet Service	135.00
9/29/15	12761	Verizon Wireless	Phone Charges	41.64
10/7/15	12762	Petroleum Compliance Services LLC	Cathodic Protection inspection	1,450.00
10/7/15	12763	Pioneer Telephone Cooperative	bus-159375	242.62
10/7/15	12764	S.D.A.O Special District Association	NOAA Health Ins	614.36
10/7/15	12765	Thompsons Sanitary Service	Disposal & 20YD Dumpster	337.70
10/8/15	12766	Alesa Bay Power Products	Phone Charges	47.63
10/8/15	12767	Platt Electrical Supply, Inc.	Electrical Supplies	118.97
10/8/15	12768	TCB Security Services Inc	Elevator Phone Monitoring NOAA	20.00
10/13/15	12769	HC etc., Inc.	Laptop Set up and Data Move	300.00
10/13/15	12770	Lincoln County Public Works	Gas for Truck	68.69
10/13/15	12771	Newport News Times	Invitation to Bid Paint Job	116.62
10/13/15	12772	S.D.A.O Special District Association	Annual Dues/work Comp	5,392.46
10/14/15	12773	Stay'n Power	Annual Maintenance, Battery Rep	20,859.84
10/14/15	12774	Chase-Visa	Laptop, Bird X, Software	1,293.06
			TOTAL	48,545.74



Construction Fund

September 17, 2015 through October 20, 2015

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
9/24/15	11798	City of Newport	Preparation of Urban Renewal Port	16,000.00
TOTAL				16,000.00

AGENDA ITEM: NEW BUSINESS

LETTER OF SUPPORT FOR SHIPPING FACILITY CONNECT OREGON VI GRANT APPLICATION

Included in your packet is a rough draft of the Port's Connect Oregon application. As part of the application, the governing board is required to submit a letter of support for the application. The \$6.5-million laydown facility will be financed through grants. The project is located on the Port's 9-acre parcel located on the northeast corner of McLean Point. The Port submitted a \$2-million grant application to the US Dept. of Transportation through their Transportation Investment Generating Economic Recovery (TIGER) program. This highly competitive program will be announcing their awards later this fall and the Port has plans to apply for additional grants through US Commerce as well as ODOT and Oregon Business.

I will be hiring a few consultants to help me round out the application and more importantly provide me marketing materials that will help make the case during the interview process next year. The remaining elements include:

1. Design. The project is currently at 75% design and Rick Fuller will be coordinating the discussion. Our hope is to have the plans ready to share with the City by the end of November.
2. Memo of Understanding with Rondys (Hall Family). The Port will need to have an agreement in place with the Hall Family for constructing a wetland mitigation site on their property in addition to several other items such as road maintenance and future cost-sharing of the fishermen storage. The Halls are working on this and should have something for the Port to review in November.
3. Permitting. Aside from the building permit, most of the work on environmental permitting is complete. There will be a resubmittal as the Port will be the permit holder and prior permits had Teevin as the named party.
4. Marketing Materials. I hired Capri Architecture (\$5,000) to produce 3D graphics showing proposed development after construction. These images can be viewed from various vantage points and will be useful during presentations that will be made to solicit support for the project over the next 18-24 months. Fee includes use of website and poster board-sized graphics.
5. IMPLAN Analysis. Todd Chase will be producing short and long-term job numbers and gross domestic output for the project (\$800). Again, this analysis will help make a compelling case for the project.

I should have a PowerPoint presentation to share with the Commission at the November board meeting.

I would recommend that a member of the Commission make a MOTION TO AUTHORIZE THE COMMISSION CHAIR TO SIGN A SUPPORT LETTER FOR A CONNECT OREGON GRANT APPLICATION TO FINANCE A SHIPPING FACILITY AT MC LEAN POINT.

-###-

ConnectOregon VI

Oregon's Multimodal Investment Program

What is **ConnectOregon**?

ConnectOregon is a lottery-backed bond initiative, managed by ODOT, that provides grants to public and private entities for air, bicycle/pedestrian, marine, rail, and transit projects that ensure Oregon's transportation system is strong, diverse, and efficient.

How does it work – and what is the funding?

Managed by the Oregon Department of Transportation, **ConnectOregon** is a stakeholder-driven process that includes in-depth review of project applications by several committees. These various committees meet over a six-month period, ultimately creating a prioritized list of recommended projects that goes to the Oregon Transportation Commission for a final decision.



Funding: \$45 million is available for **ConnectOregon VI**, with at least 10 percent of the total fund (\$4.5 million each/\$22.5 million total) to each of the five legislatively-designated regions. Visit <http://www.oregon.gov/odot/td/tp/pages/connector.aspx> for a map of regions. The program does not have a minimum or maximum request amount. Applicants must match at least 30 percent of total project costs.

Who is eligible to apply... and what kind of projects are eligible?

- Public agencies and groups
- Private entities
- Non-profit organizations

Eligible projects are those that involve and enhance the modes of air, bicycle/pedestrian, marine, rail, and transit. Operating costs and highway projects are not eligible.

Key dates

- Applications available: October 5, 2015
- Applications due: November 20, 2015
- Projects awarded: August 2016

Contact: Chris Cummings, Freight Planning Unit Manager
(503) 986-3703

christopher.j.cummings@odot.state.or.us



Program Changes

- Name of fund has officially changed from Multimodal Transportation Fund to Connect Oregon Fund.
- Reference has been added to define Bicycle.
- A definition for Transportation Project was specifically included in *ConnectOregon* legislation. Definition specifically notes that operating expenses and purchase of bicycles are not eligible for *ConnectOregon* funding.
- Legislation increases applicant match amount from 20% to 30%.
- Loans are no longer a funding option.
- A selection consideration pertaining to project life expectancy has been added.
- Persons representing entities with projects for consideration will no longer be permitted to serve on the Final Review Committee.
- Columbia County has been moved from *ConnectOregon* Region 1 to Region 2.

Selection Considerations

- **(a) Whether a proposed transportation project reduces transportation costs for Oregon businesses or improves access to jobs and sources of labor;**
- **(b) Whether a proposed transportation project results in an economic benefit to this state;**
- **(c) Whether a proposed transportation project is a critical link connecting elements of Oregon's transportation system that will measurably improve utilization and efficiency of the system;**
- (d) How much of the cost of a proposed transportation project can be borne by the applicant for the grant from any source other than the *ConnectOregon* Fund;
- (e) Whether a proposed transportation project is ready for construction; and
- (f) Whether a proposed transportation project has a useful life expectancy that offers maximum benefit to the state.

October 27, 2015

Tammy Baney, Chair
Oregon Transportation Commission
355 Capitol Street NE
Salem, OR 97301

RE: PORT COMMISSION SUPPORT FOR CONNECT OREGON VI GRANT
APPLICATION FOR DEVELOPMENT OF SHIPPING FACILITY

Dear Commission Board Members,

The Port of Newport Board of Commissioners supports this application for funding to develop a shipping facility that can utilize both the International Terminal and the newly designed US-20. This facility is the missing intermodal connector between trucking products from the Willamette Valley to shipping routes along the Oregon coast. The Port has received significant letters of support for this project from a wide variety of private sector businesses for a shipping facility out of Newport.

This properly zoned area has been underdeveloped for years. The potential for future taxes benefitting all of Lincoln County is great when considering the vast majority of this land is currently off the tax rolls. As such planning and permitting have been completed and this funding opportunity represents the last financing needed to begin construction in Summer 2017.

We feel that this project meets all of the Connect Oregon criteria for successfully generating jobs and decreasing highway traffic in Oregon. If the Transportation Commission has any comments or questions regarding the project, please contact the Port's General Manager, Kevin Greenwood, at (541) 265-7758.

Respectfully,

Walter Chuck, President
Board of Commissioners

**PORT OF NEWPORT
RESOLUTION NO. 2015-17**

**A RESOLUTION AMENDING THE CLASSIFICATION AND COMPENSATION PLAN FOR
PORT EMPLOYEES**

WHEREAS, the Port By-laws in Part II, Section 6(E) states that the Port Commission shall create employment classifications and compensation by resolution; and

WHEREAS, the Commission adopted the annual Compensation Plan for Port employees by Res. No. 2015-07 on May 26, 2015; and

WHEREAS, the Commission amended the Classification and Compensation Plan to modify the NOAA Facilities Manager, Administrative Assistant and Director of Operations positions by Res. No. 2015-11 on July 28, 2015 and the International Terminal position by Res. No. 2015-13 on August 18, 2015; and

WHEREAS, an evaluation has required that the job description and duties for the Accounting Specialist I position and the accompanying compensation matrix be modified; and

WHEREAS, additional changes may be required based upon continued re-evaluations; and

WHEREAS, the presented classification and compensation plans will not require any amendments to the adopted fiscal year 2015-16 budget; **NOW THEREFORE**

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

Section 1. Compensation Plan. The rate of pay is adjusted from Res. No. 2015-07:

HOURLY	LOW	HIGH
Accounting Specialist I	\$18.09	\$23.73

Section 2. Classification Plan. The following job description is hereby adopted.
Accounting Specialist I. See Attachment A

Section 3. Continuation. All other provisions of Res. No. 2015-07 are in effect.

APPROVED AND ADOPTED BY THE BOARD OF COMMISSIONERS this 27th day of October, 2015.

ATTEST:

Walter Chuck, President

David Jincks, Secretary / Treasurer

POSITION TITLE
Accounting Specialist I

DEPARTMENT/DIVISION
Finance

FLSA: Non-Exempt
DATE: 10/20/2015

Salary Range - \$18.09-\$23.73

IMMEDIATE SUPERVISOR (Title)
Director of Finance

**NO. OF EMPLOYEES DIRECTLY
AND INDIRECTLY SUPERVISED:** 0

**NO. OF EMPLOYEES
DIRECTLY SUPERVISED:** 0

POSITIONS SUPERVISED BY THIS POSITION (Titles): None

POSITION OBJECTIVES

To provide accounting and general assistance to the Director of Finance and the Port General Manager.

Help ensure the timely and accurate reporting of Port financial information.

Help ensure that proper internal controls are in place to safeguard the assets of the Port of Newport.

To prioritize assignments to meet assigned deadlines.

SUMMARY OF DUTIES AND RESPONSIBILITIES

Perform all Accounting functions associated with A/R, A/P, Payroll, General Ledger and Cash Handling.

Help prepare the month-end and year-end closing responsibilities.

Participate in the annual budget process.

Maintain all files relating to lease documents and ensure timely rental payments and renewal options.

Backup for petty cash counts and reconciliations.

Maintain all files in a neat and orderly fashion that will provide for easy access.

All other assigned tasks commensurate with skills and abilities.

EDUCATION REQUIRED

Successful completion of a four year course of study through an accredited college, university or trade school leading to a Bachelor's degree that includes a major field of study related to accounting, finance or closely related field.

EXPERIENCE AND KNOWLEDGE PREFERRED

Five years of experience in handling the full cycle of accounting data, including receivables, payables, payroll, journal entries, and general ledger. Closing and opening books. Ability to work in a computerized data processing environment, including data entry and reporting. Ability to use spread sheet and word processing programs is a must. Must be energetic, articulate and professional to take the Port of Newport to the next level of excellence in the quest to continue to have the best finance department in the State's port industry.

OTHER

This description is an outline of the major recurring responsibilities of the job. It is not intended to be all inclusive of the work to be performed. Other related job objectives, special assignments, and responsibilities will typically be performed.

Approved by Director of Finance

Approved by General Manager

Signature of Employee

Date

Hourly Wage Steps
Amend Res. No. 2015-17 - Fiscal Year 2015-16



Steps

	1	2	3	4	5	6	7	8	9	10	11	12
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Maintenance

Maintenance III	\$ 9.25	\$ 9.33	\$ 9.56	\$ 9.80	\$ 10.04	\$ 10.30	\$ 10.55	\$ 10.82	\$ 11.09	\$ 11.36	\$ 11.65	\$ 11.94
Maintenance II	\$ 11.85	\$ 12.15	\$ 12.45	\$ 12.76	\$ 13.08	\$ 13.41	\$ 13.74	\$ 14.09	\$ 14.44	\$ 14.80	\$ 15.17	\$ 15.55
Maintenance I	\$ 15.94	\$ 16.34	\$ 16.74	\$ 17.16	\$ 17.59	\$ 18.03	\$ 18.48	\$ 18.94	\$ 19.42	\$ 19.90	\$ 20.40	\$ 20.91
Terminal Manager	\$ 19.48	\$ 19.97	\$ 20.47	\$ 20.98	\$ 21.50	\$ 22.04	\$ 22.59	\$ 23.16	\$ 23.73	\$ 24.33	\$ 24.94	\$ 25.56
Harbor Master												
Marina Manager	\$ 19.48	\$ 19.97	\$ 20.47	\$ 20.98	\$ 21.50	\$ 22.04	\$ 22.59	\$ 23.16	\$ 23.73	\$ 24.33	\$ 24.94	\$ 25.56
MOC-P Manager	\$ 23.21	\$ 23.79	\$ 24.39	\$ 24.99	\$ 25.62	\$ 26.26	\$ 26.92	\$ 27.59	\$ 28.28	\$ 28.99	\$ 29.71	\$ 30.45

Administration

Accounting Specialist III	\$ 10.00	\$ 10.25	\$ 10.51	\$ 10.77	\$ 11.04	\$ 11.31	\$ 11.60	\$ 11.89	\$ 12.18	\$ 12.49	\$ 12.80	\$ 13.12
Accounting Specialist II	\$ 13.45	\$ 13.79	\$ 14.13	\$ 14.48	\$ 14.85	\$ 15.22	\$ 15.60	\$ 15.99	\$ 16.39	\$ 16.80	\$ 17.22	\$ 17.65
Accounting Specialist I	\$ 18.09	\$ 18.54	\$ 19.00	\$ 19.48	\$ 19.96	\$ 20.46	\$ 20.98	\$ 21.50	\$ 22.04	\$ 22.59	\$ 23.15	\$ 23.73
Administrative Assistant	\$ 12.50	\$ 12.81	\$ 13.13	\$ 13.46	\$ 13.80	\$ 14.14	\$ 14.50	\$ 14.86	\$ 15.23	\$ 15.61	\$ 16.00	\$ 16.40
Grant/Permit Coordinator												
Special Project Coordinator	\$ 22.50	\$ 23.06	\$ 23.64	\$ 24.23	\$ 24.84	\$ 25.46	\$ 26.09	\$ 26.75	\$ 27.41	\$ 28.10	\$ 28.80	\$ 29.52

Management

General Manager	\$ 42.61	\$ 43.67	\$ 44.76	\$ 45.88	\$ 47.03	\$ 48.20	\$ 49.41	\$ 50.64	\$ 51.91	\$ 53.21	\$ 54.54	\$ 55.90
Finance Director	\$ 33.65	\$ 34.50	\$ 35.36	\$ 36.24	\$ 37.15	\$ 38.08	\$ 39.03	\$ 40.00	\$ 41.00	\$ 42.03	\$ 43.08	\$ 44.16
Operations Director	\$ 33.65	\$ 34.50	\$ 35.36	\$ 36.24	\$ 37.15	\$ 38.08	\$ 39.03	\$ 40.00	\$ 41.00	\$ 42.03	\$ 43.08	\$ 44.16

Sept 2015 Occupancy Report

TO: Port of Newport Board of Commissioners

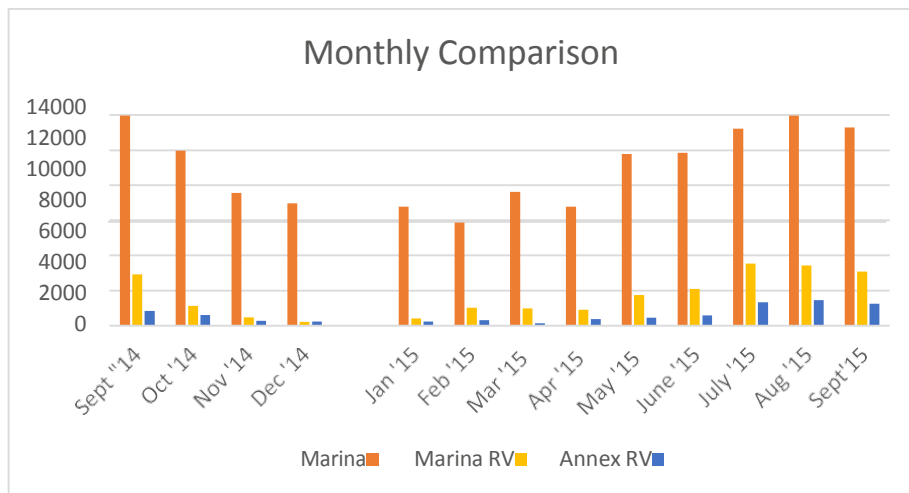
From: Penny, South Beach Marina & RV Park

Date: 10/7/2015

Activity in the marina slowed down in September as our recreational moorage holders started to pull their boats out for the season.

Six Good Sam Groups held their rallies here this month pushing our occupancy numbers to a record high. Our host Clay was busy greeting and guiding guests to their sites. He was requested to give his signature welcome speech to each group.

Sept	2014	2015	Change		YTD 2014	YTD 2015	Change
Marina	11,971	11,294	-5.66%		75,592	79,894	5.69%
Marina RV	2,918	33,089	5.86%		14,900	16,994	14.05%
Annex RV	850	1,258	48.00%		5,295	5,854	10.56%
TOTALS	3,768	4,347	15.37%		20,195	22,848	13.14%





DIRECTOR OF OPERATIONS MONTHLY REPORT

DATE: 10/22/2015
PERIOD: September - October 2015
TO: Kevin Greenwood
ISSUED BY: Rick Fuller

OVERVIEW

Summary:

New staffing changes are now stable and initial training for required certifications has progressed and/or completed. Department managers have started the process of identifying operational tasks. The results of the effort will enable me to analyze the separation of service from maintenance and repair which is critical to implementing a CMMS system for regular preventative maintenance. Progress has started on a matrix which will identify required staff training such as fork lift, Haz Whopper, OSHA, and first aid.

Progress was made on projects such as the N. Com dock pile replacement, Teevin Bros. site plan review, NOAA hydrology modeling, and outstanding permit reporting and closeout, and the requirement for placement of foundations under the CBT and PON Admin modular trailers.

Detail:

- **Staffing:** The change in operations staff has now been implemented with all current operations positions filled and in working mode. Both Pete Zerr and Jim Durkee have attended specific training for their jobs and are in control of their respective roles. Received operational task list from all departments which analyses the type of work that is performed separated between service vs. maintenance and repair. The results of this survey will give a better understanding of staffing and budget requirements. I am in the process of creating a matrix for required training and certification for all field staff. The matrix will identify training such as fork lift, Haz Whopper, OSHA, and first aid.
- **Teevin's Log Yard:** Review and returned the draft construction plans for Teevin's log yard received from Eric Oien. Ron Stillmaker of SHN Engineers & Geologists has been involved in the review of civil drawings. A work session meeting has been arranged Oct 29th with Teevins, Rondys, City and respective professional services for site design and coordination.
- **PD5/PD7 Pile replacement:** Pacific Habitat Services has completed and sent in the Joint Permit Application for removal and replacement of failing piling. After agency receipt, the JPA was amended to include a recent DSL program for advance piling credit mitigation. The Port of Newport was the first application received for the new program which banks credits for removed piling. Written specifications and a formal request for proposal for the project will be the next step in the process.
- **NOAA MOC-P hydrology modeling:** Received the NOAA MOC-P wharf sedimentation analysis from Coast Harbor Engineering (CHE). I'm continuing to communicate with CHE as we

work through the analysis and options for reducing the rate of sedimentation at the wharf. Options notwithstanding, dredging will be required during the 2016/17 in-water work period. The Yaquina Dredge was in fact successful this year removing sediment accumulations near the wharf at the channel line. See attached report.

- **Permits:** I continue to finalize outstanding conditions for open permits on past completed projects. All agencies have been contacted and are working with me to close the permits as required. Progress was made with authorization of the final NOAA recreational access to be location at the SW corner of the SB Marina. Communication with NW Natural has been one sided and unresponsive in regards to the approval of the required educational kiosk that needs to be placed as part of the McLean point access path.
- **PON/CBT permanent foundation for mobile structures:** Have received City permit documentation requiring a permanent foundation to be placed under the existing Customs office trailer and the Port Admin office structure. Will be working with Capri Architecture for engineered drawings required for the permit application and RFP for construction work. An analysis will be made for best options and value.
- **S. Beach OSP secure dock:** Progressing with design and pricing for the improvements required for the use of the floating dock island south of A dock. A MOU will be drafted once the details are more thoroughly developed.
- **Other:**
 - Represented the Port at the OPPA conference in Bandon. Attended conference presentations ranging from State economic forecasts to DSL updates on maintenance dredging and the new program for advance piling credit mitigation. Lots of discussion and interest with the Southern Ports operating the new State provide cutter head dredge which will be shared between Ports. I will watch the outcome with interest as we are subject to increased maintenance dredge operations in the future.
 - Received first meeting agenda regarding the DSL General Permit Rules Advisory Committee. This is the next step in creating a general maintenance dredge permit process which would improve the current requirements. Kirk Jarvie of DSL is leading the charge.
 - The insurance requirements for the prospective volunteer group have been researched and will be presented as a resolution at the upcoming commission meeting. Clothing has been purchased and will be distributed when applicable. I am working on a short list of rules and bylaws that will provide an outline for the group. We continue to progress cautiously until all t's are crossed.

International Terminal

Billable services:

- Forklift - 14 hrs
- 30 Ton Hydraulic crane – 6 hrs
- Moorage – 82 hrs
- Dock Tie Up – 38 hrs
- Labor – 20 hrs

P. Zerr and R. Fuller met with USCG Homeport inspectors for the 1st annual review of the Terminal's Facility Security Plan (FSP). Although the plan has not yet been fully implemented,

the review was helpful in bringing management staff up to speed with the requirements of the plan. A critical component to the existing plan is the purchase of chain link fencing that will be able to be placed in the designated secure zone when a qualifying ISPS ship is a port. Zerr and Fuller are working together to acquire an Marine Transportation Security Act (MTSA) certification which will aid the Port in upcoming transportation & security related grants.

Pete completed and passed 100% the 50 ton crane safety training and certification.

N. Commercial docks

Billable services:

- Forklift - 53hrs
- Hoist crane – 22hrs
- Dock Tie Up – 110hrs

Special Projects

- Dock 5D rod & whaler replacement - 15% complete
- PD5 Pile replacement JPA in progress

Crab season tasks are have begun

NOAA MOC-P

- BAS basic training for Jim Durkee
- Yaquina dredge on site and dredging channel line to the north of the wharf. Removal amount TBD
- ODOT Wharf Inspection- Structural inspection complete, UW inspection to be done Nov or Dec. This was a first time inspection. It will be carried out every 24 months.
- Awarded Demised Area Painting Contract to All-Ways Awarded Painting
- Entry Gate Replacement Contract to Outdoor Fence Co.

Bar crossings this period:

Thomas. G Thompson

USCG Fir

Bell M. Shimada

Oscar Dyson

YTD bar crossing total 1187

S. Beach Marina & RV

Billable services:

- Launch tickets – 1282 tickets sold this period. 4765 tickets sold since new machine installed

Other

- Auction of two abandoned boats stored at South Beach. Neither boats had accessed value

Technical Memorandum

Port of Newport NOAA Facilities Maintenance Dredging Minimization Study Analyses

1. Introduction

This technical memorandum summarizes the study conducted by Coast & Harbor Engineering (CHE), a division of Hatch, Mott, MacDonald, to identify possible causes of excessive sedimentation at the NOAA facilities and feasibility for reduction of maintenance dredging requirements. The NOAA facilities consist of six berths and a turning basin. A general project location and a zoomed in perspective at the NOAA berthing facilities is shown in Figure 1. The figure also shows the boundary of the Yaquina Bay Federal Navigation Channel (FNC).

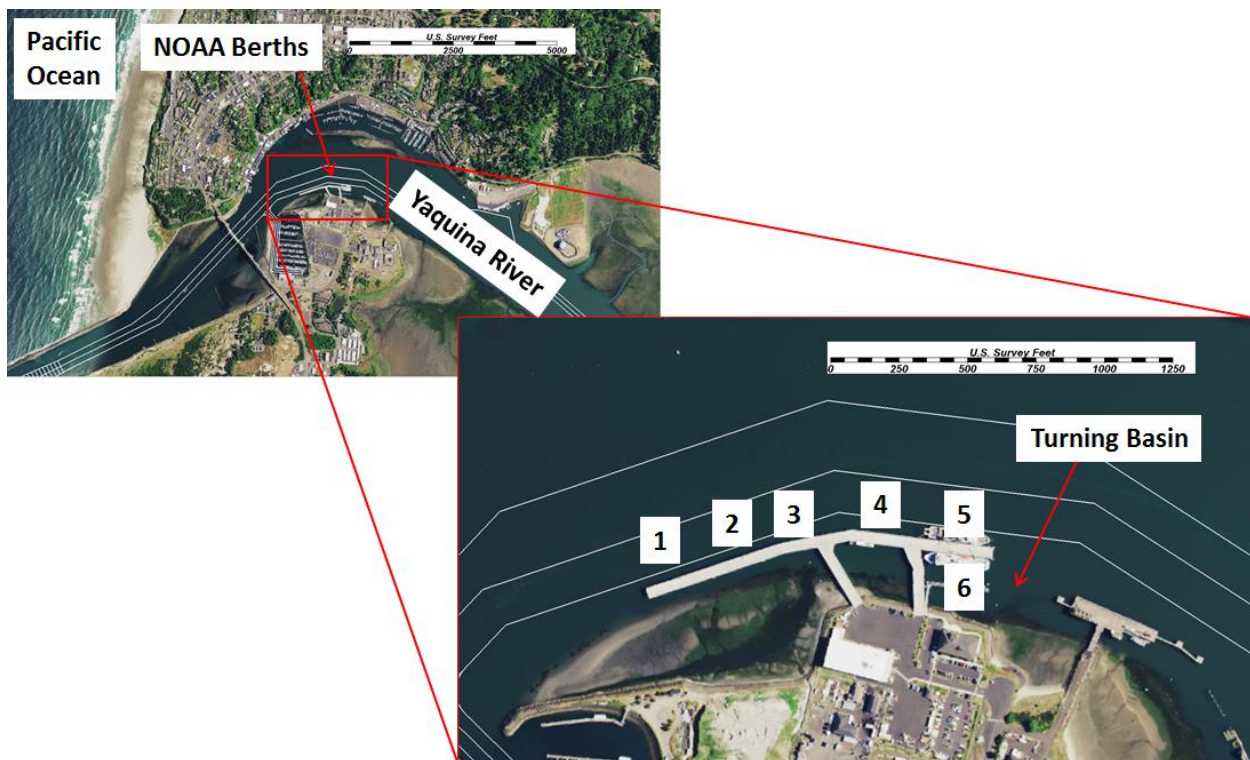


Figure 1. Project site location

The figure shows that five of NOAA berths are located on the river side of the berths and one on the inside of the east end of the berths. The berths are numbered and delineated as shown in Figure 1. A turning basin is located to the east of the NOAA berths 5 and 6, which is also shown on Figure 1.

The Port of Newport is responsible for maintaining the NOAA berthing facilities to a minimum depth of 24 feet, MLLW. On the riverside of the project (west site), the Port's dredging extends from the fender line of the berths to the FNC boundary.

2. History of Dredging at NOAA Facilities and Vicinity

First time dredging at NOAA facilities occurred during construction of NOAA terminals in 2011. During this dredging event, approximately 58,000 CY of sediment were removed from the berthing area to achieve the desired navigable depths. The post-dredged depth conditions at the terminals are shown in color format on Figure 2, based on a winter 2011/12 NOAA survey. Blue color indicates deeper water while yellow/red indicates shallower water.

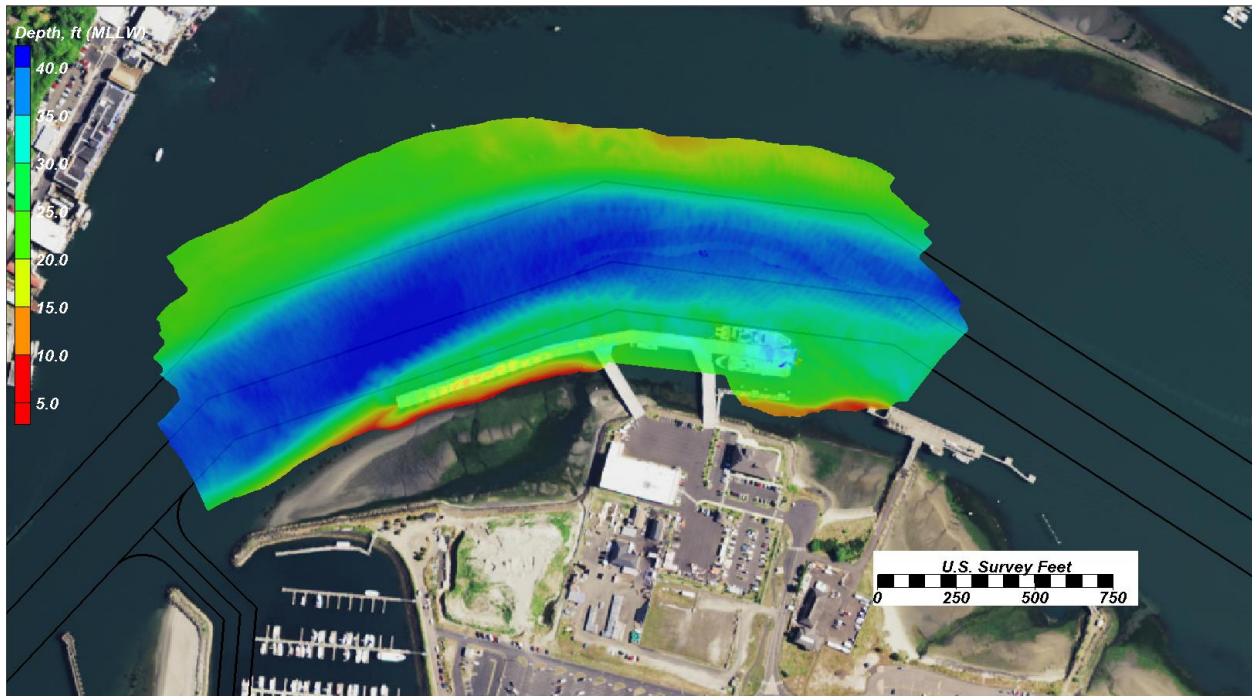


Figure 2. Post-dredged (post-construction) depth conditions at terminals are shown by NOAA winter 2011/12 survey

The dredged navigable depths along the NOAA terminals and turning basin, however, had reduced during the following several years. Figure 3 shows two plots that depict the depth conditions based on a February 2014 NOAA pre-dredge survey (a) and a January 2014 survey (b). The top gridded plot (a) shows the depths at berths 1, 2, 3, and 4. The color plot (b) shows the depth conditions along berths 5 and 6.

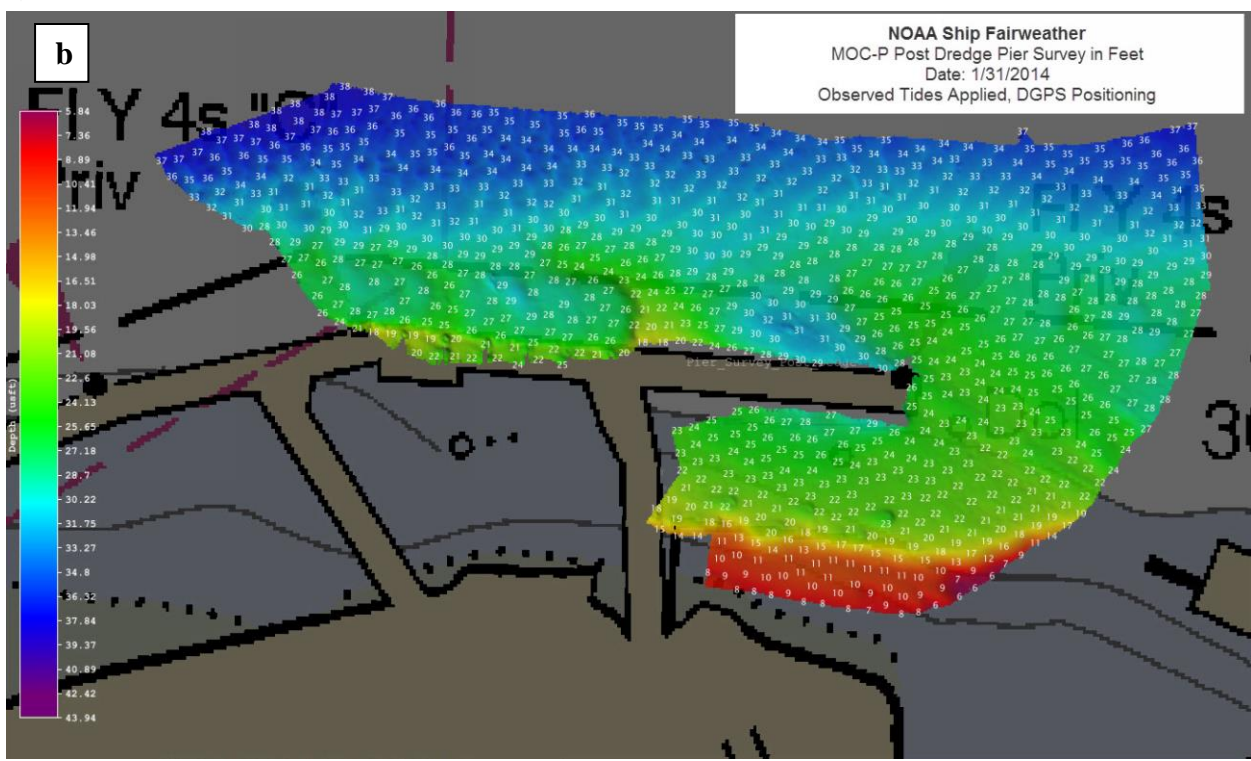
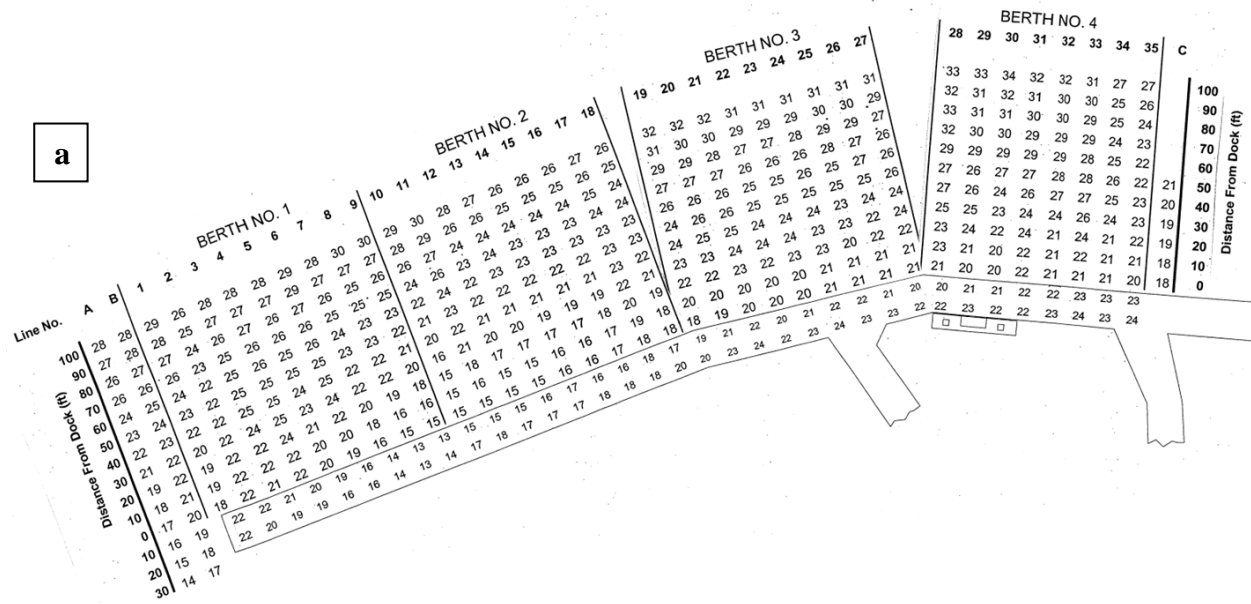


Figure 3. Depth conditions at terminals as shown by a January 2014 NOAA survey

The figure shows that the depths along terminals 1, 4, 5, and 6 reduced from 25 feet, MLLW to 20 feet, MLLW during period of approximately two years. At some locations of terminals 2 and 3, the depth had reduced during this approximately two year period from 27 feet, MLLW to 15 feet, MLLW. A reduction of navigable depths precipitated the need for maintenance dredging. In order to restore the navigable depth, the Port conducted maintenance dredging in February of 2014. Dredging was conducted at Berths 1 through 5. In order to minimize dredging frequency, the Port utilized the advanced maintenance

dredging technique by over-dredging berth 1 by one foot and the other berths to the east by 4 feet. Figure 4 shows the 2014 post-dredged conditions. Similar to the above, dredging depths are depicted in color format.

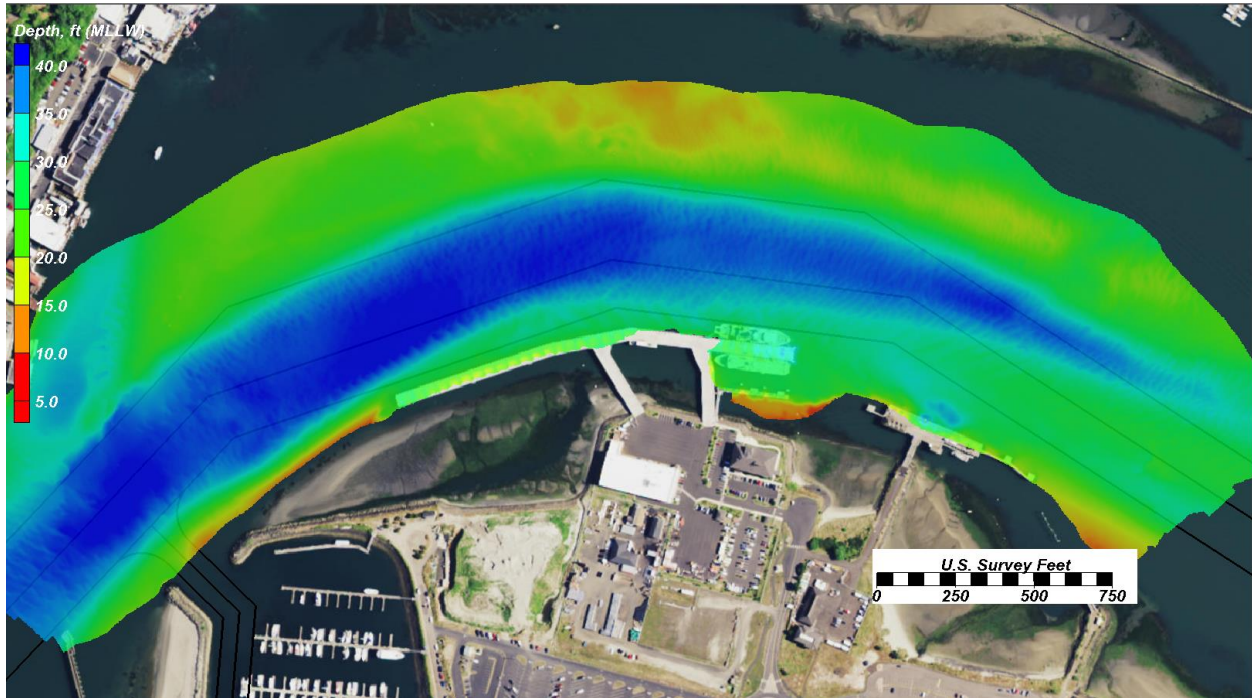


Figure 4. Post-dredged depth conditions at terminals shown by a February 2014 survey

The figure shows that 2014 post-dredge depths along Berth 1 were approximately 25 feet, MLLW and at some locations along berths 1 through 5 – at approximately 28 feet, MLLW. However, similar to the previous post-dredging cycle, the navigable depths did not last for a long time along NOAA terminals and reduced during the following year. Figure 5 shows the depth conditions at NOAA terminals based on a July 2015 survey.

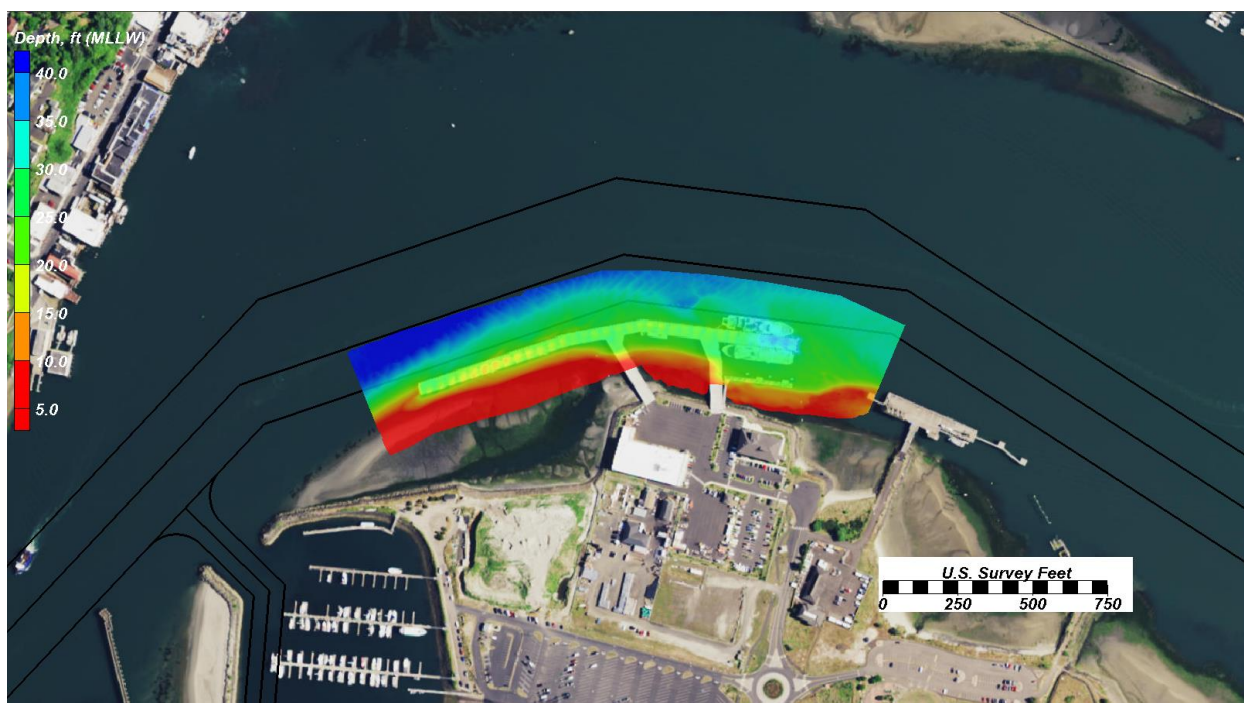


Figure 5. Depth conditions at terminals as shown by a July 2015 NOAA survey

The figure shows that the depths reduced from 25 feet, MLLW to 23 feet, MLLW along terminal 1, from 28 feet, MLLW to 20 feet, MLLW along berth 2, and from 28 feet, MLLW to 23 feet, MLLW along berths 3 and 4. The depths along berth 5 appear to have gotten deeper from 2014 to 2015. The insufficient navigable depth conditions along Berths 1 through 4 has resulted in the need for maintenance dredging work.

In addition to the Port of Newport, dredging in Yaquina Bay has been regularly conducted by the Portland District US Army Corps of Engineers (Corps) to maintain navigable depths in the FNC. Periodically (but not frequently) this dredging occurs in close proximity to the NOAA terminals. The last Corps dredging in the vicinity of NOAA terminals occurred in September of 2015. Available information is not sufficient to track the dates of Corps dredging events that occurred in the vicinity of the future NOAA terminals area. Apparently, prior to 2015 year event, the last known Corps dredging in the vicinity of the NOAA terminal areas occurred in 2009. The available data from the Corps as well as NOAA bathymetric surveys and maintenance dredging data from the Port are used herein for analysis and estimates of sedimentation along the NOAA terminals (See Section 2.2), and further for development of possible measures to minimize these maintenance dredging requirements.

3. NOAA Terminals Sedimentation Analysis

Two datasets, US Army Corps of Engineers and NOAA bathymetric surveys, were compiled and analyzed to determine patterns and rates of sedimentation along the NOAA terminals. The results of this (sedimentation) analysis are then compared to previous CHE numerical modeling, conducted during preliminary design of the NOAA terminals in 2010.

3.1. Analysis of Sedimentation Based on Corps Data

Table 1 lists the Corps' bathymetric survey data available to CHE including dates and data formats.

Table 1. Corps Survey Data Available to CHE

Date	File Format
May 2005	xyz
November 2005	xyz
June 2006	xyz
October 2006	xyz
April 2007	xyz
March 2008	xyz
July 2008	xyz
February 2009	xyz
July 2009	xyz
June 2010	xyz
March 2011	xyz
July 2011	xyz
October 2011	xyz
May 2012	xyz
July 2012	xyz
September 2012	xyz
March 2013	xyz
May 2013	xyz
June 2013	xyz
July 2013	xyz
October 2013	xyz
April 2014	xyz
May 2014	xyz
August 2014	xyz
September 2014	xyz
October 2014	xyz
January 2015	xyz
September 2015	xyz

All bathymetric survey data obtained from the Corps were organized and processed to determine patterns and rates (if possible) of bottom depth changes in the project area, before and after construction of the NOAA terminals. Figure 6 is an example of the processed Corps bathymetry survey data in color format (similar to above, blue color indicates a deeper depth, while yellow and red colors indicate shallower depth).

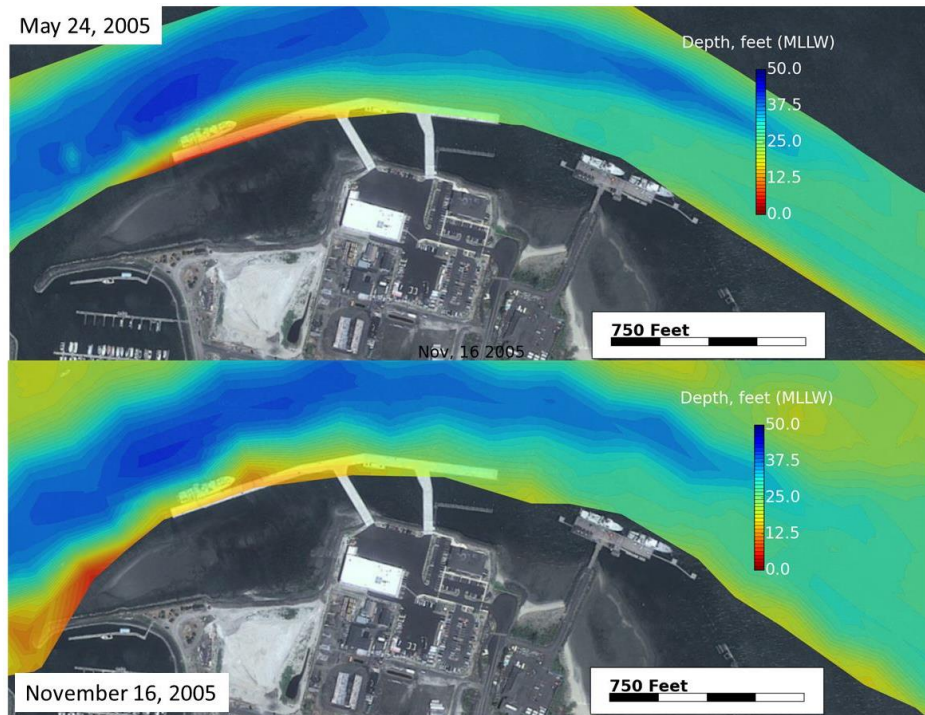


Figure 6. Depth conditions in vicinity of project area on May 24 (upper plate) and November 16 of 2005 (lower plate)

The figure shows depth conditions in the vicinity of the project area on May 24 (upper plate) and November 16 of 2005 (lower plate). For convenience of the reader, Figure 6 (as well as all other figures) also depicts the location of future NOAA terminals, though the terminals were not built yet at the time of the survey. Visual analysis of Figure 6 indicates the dynamics of bottom depth changes in the project vicinity and adjacent to the project areas. However, some of these changes are due to lack of data and inconsistencies in data coverages¹. In order to evaluate in more detail the pattern of bottom depth changes, data from two sequential bathymetric surveys was super-positioned digitally. Figure 7 is an example of such a superposition and shows depth differences that occurred during three time periods: July 14, 2008 and February 18, 2009 (7-month period); February 18, 2009 and July 14, 2009 (5-month period); and July 14, 2009 and June 10, 2010 (approximately 11-month period).

¹ Please note: Extension of the Corps' surveys from the Federal Navigation Channel toward the shoreline is limited, varies from one survey to another, and does not consistently cover the project area. Therefore, strict comparison of successive surveys is not simple and is sometimes not feasible.

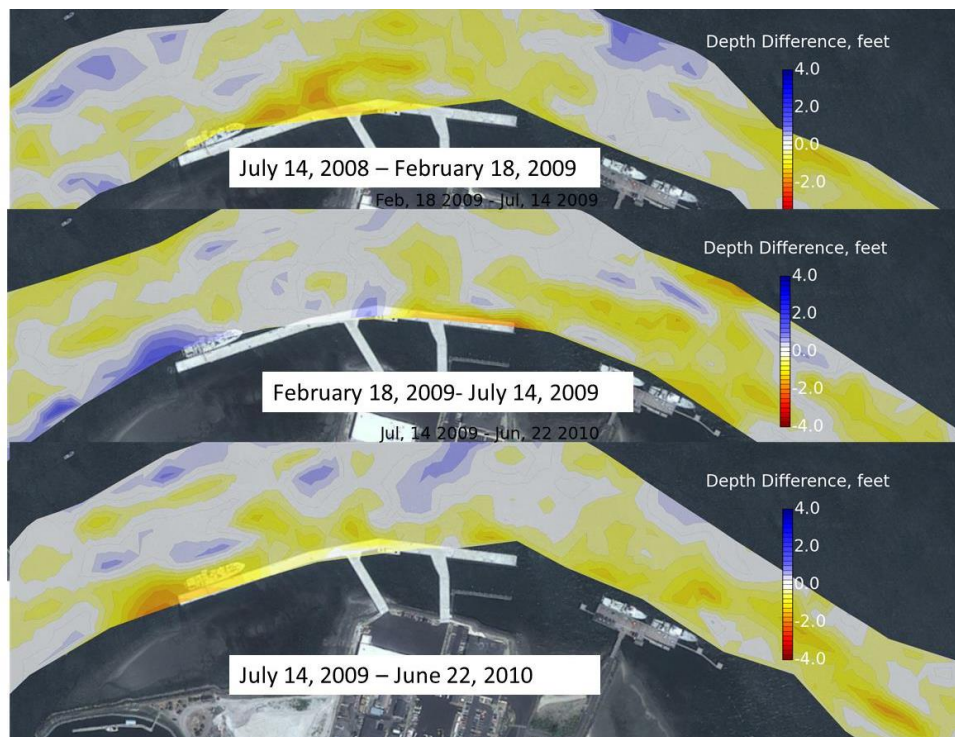


Figure 7. Depth differences that occurred during three time periods: July 14, 2008 and February 18, 2009 (upper plate); February 18, 2009 and July 14, 2009 (middle plate); and July 14, 2009 – June 22, 2010 (lower plate)

The figure shows the pattern of depth changes in the areas of future NOAA berths in color format where blue color corresponds to erosion, while yellow and red correspond to accumulation. Please note that the shown bottom depth changes may somehow be affected by dredging activities from the Corps of Engineers. It is possible that the Corps of Engineers had conducted maintenance dredging work along Yaquina Federal Navigation Channel during this period (2008-2010)². However, it is likely that no dredging occurred in the vicinity of NOAA terminals during this time. Assuming this (no dredging was performed at locations of future NOAA terminals)³, the figure shows a relatively consistent pattern of sedimentation along this part of Yaquina Bay: deposition on a south side and erosion on a north side of the bay. Such a pattern of bottom depth changes may be explained by the well-known physical phenomenon of flow hydrodynamics at bends of rivers and narrow tidal bays. Typically in rivers, erosion occurs at concave and accumulation occurs at convex parts of the bends. The location of the NOAA terminals coincides with convex part of the bend in Yaquina Bay that likely provokes specific flow hydrodynamics and excessive deposition of sediment.

A similar pattern of sedimentation was observed after 2011 upon construction of the NOAA terminals. Figure 8 shows depth differences that occurred during three time

² Information on Corps of Engineers dredging activities in FNC was not available during preparation of the report

³ A shown depth increase downstream from future terminals during period February 16-July 14 2009 most likely is a boundary effect due to lack of the data.

periods: May 19, 2011 - July 14, 2011 (3-month period); July 14, 2011 - October 18, 2011 (3-month period); and May 29, 2012 - September 15, 2012 (approximately 4-month period).

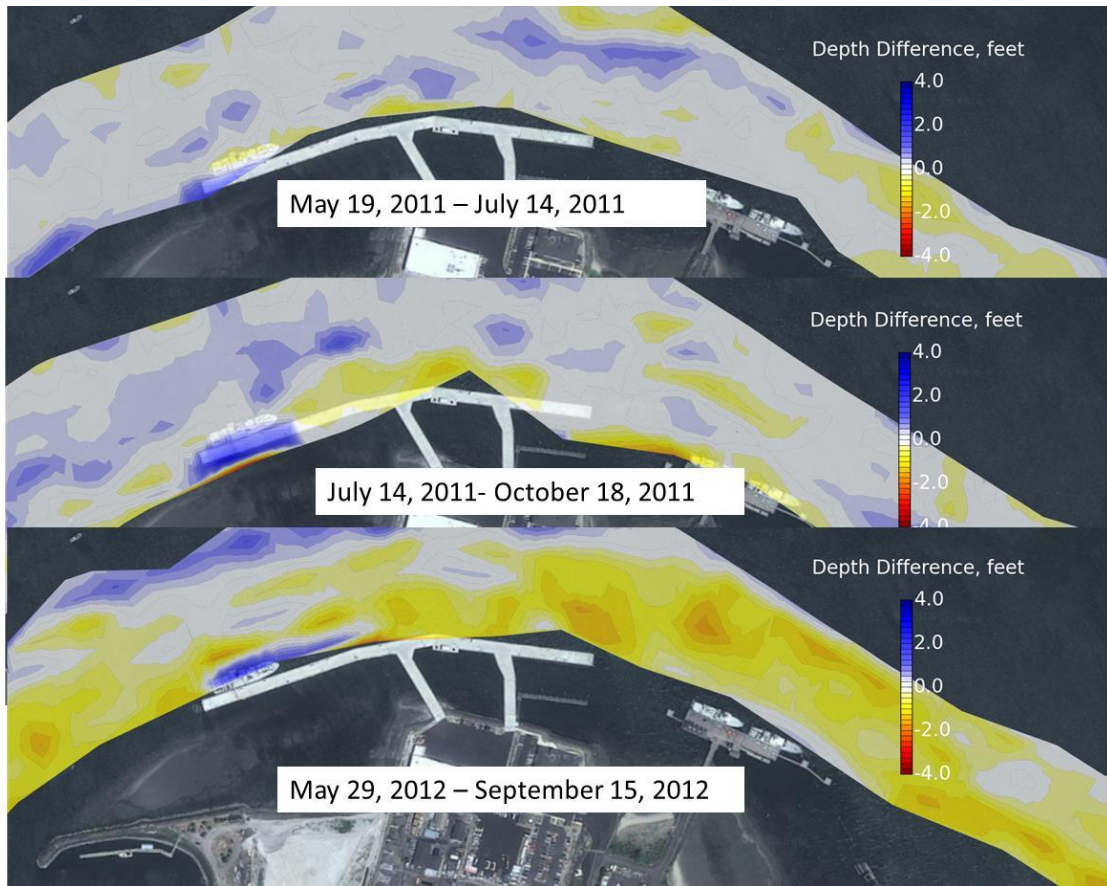


Figure 8. Depth differences that occurred during three time periods: May 19, 2011 - July 14, 2011 (upper plate), July 14, 2011 - October 18, 2011 (middle plate); and May 29, 2012 - September 15, 2012 (upper plate)

The figure shows a similar pattern of sedimentation, deposition on the south side and erosion on the north side of the Bay after construction of the terminals. In the two plates (upper and middle) of the figure this pattern is not strongly defined (probably due to a shorter period of time, more limited data, residual impact from construction activities, and/or other factors). However, this pattern is further clearly confirmed in the lower plate⁴. Based on all available data, it is apparent the location of the NOAA terminals in the convex part of the bay contributes to excessive sedimentation at the berthing areas. The rate of sediment deposition at the convex part of the bay, prior to construction of the terminal, is estimated based on limited data to be approximately 0.05-0.10 feet per month. Please note that these estimates of sedimentation rates are applicable to the deepest and seaward areas of the berths (where Corps data is

⁴ Blue color (erosion) in the vicinity of Berth 1 may result from limited bathymetry data, and thus, the boundary affect or long-term moorage of NOAA vessels at the berth (see discussion on this affect in Section 4).

available). It is likely sedimentation rates in close proximity to the berths and shallower water are larger (see more details in Section 3.2).

3.2. Analysis of Sedimentation Based on the Port and NOAA Survey Data

Table 2 lists the bathymetric survey data, including source and data formats that were available to CHE for analysis of sedimentation at the NOAA terminals.

Table 2. Survey Data Available to CHE

Date	File Format	Source
2012	pdf and xyz	NOAA
2012	pdf	NOAA
January 25, 2013	pdf	Port
July 1, 2013	xyz	NOAA
2014	pdf	Port
2014	pdf	Port
January 20, 2014	pdf	NOAA
January 31, 2014	pdf	Port
February 6, 2014	pdf	Port
February 16, 2014	pdf	NOAA
February 24, 2014	pdf	NOAA
January 8, 2015	pdf	NOAA
April 13, 2015	dwg and xyz	NOAA
July 17, 2015	pdf and xyz	NOAA

The digital format data, surveys February 2014 and July 17, 2015, were processed and analyzed to enhanced (or validate) the findings from analysis of Corps data (Section 2.1) and develop recommendations for future maintenance dredging at the terminals⁵. Figure 9 shows a depth difference plot between the survey conducted on February 2014 and July 13, 2015 in color format (similar to the above color formats, blue color indicates erosion and yellow/red color indicates accumulation).

⁵ Unfortunately, NOAA survey data (those of high quality) conducted in winter of 2011/12 and September 22, 2015 were not applicable for analysis of sedimentation. These surveys are not comparable (from a perspective of sedimentation) to a successive (post-dredge) survey in February 2014 and preceding (pre-dredge) survey on July 17, 2015 due to the Port dredging event on January/February 2014, and the Corps' dredging event in August 2015.

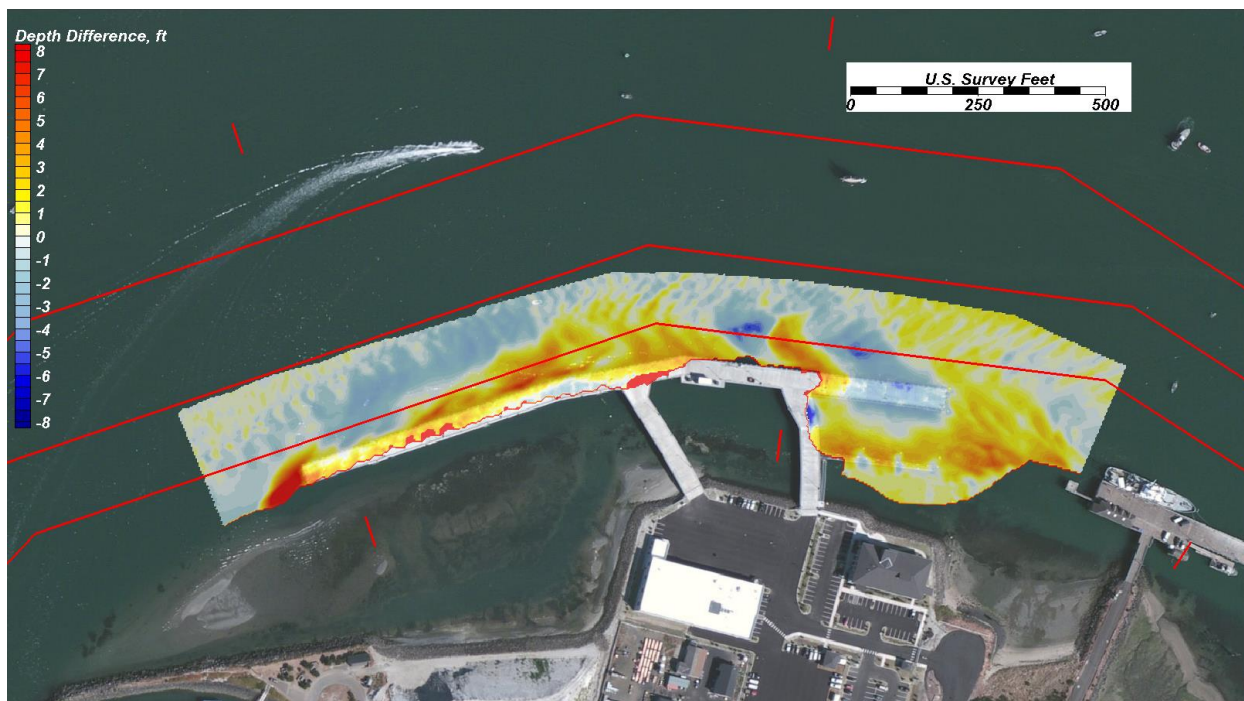


Figure 9. NOAA terminals and vicinity depth difference between February 2014 and July 13, 2015

The figure clearly demonstrates a pattern of sedimentation in the convex area of Yaquina Bay that coincides with location of NOAA terminals (similar to that observed from the Corps surveys). The rates of sedimentation during this period (February 2014-July 2015) were computed for each of the berths as an average accumulation per month through the berthing area (area bounded by the berth and FNC⁶). Results of computations are shown in Table 3.

Table 3. Observed Rates of Sedimentation in the NOAA Berths from February 2014 to July 17, 2014

Berth	Average Sedimentation Rate, ft./month
1	0.009
2	0.178
3	0.128
4	0.078
5	-0.030
6	-0.027

There is a significant variation in sedimentation throughout the berths, with the highest rates of sedimentation occurring at berths 2 and 3. These rates of sedimentation, as discussed above, are higher than that estimated based on Corps survey data because of close proximity to the convex side of the river bend and the

⁶ For berth 6, which does not coincide with the FNC, the averaging area is taken to be 50 feet from the fender line, the average distance from the fender lines of berths 1 through 5 to the FNC.

deepening of the berths areas from the their natural shallower depths prior to construction of the NOAA facilities.

Analysis was conducted also to determine if a higher rate of sedimentation herein relates to sloughing of the bottom slope adjacent to the berth. Figure 10 is profile of the bed elevations in 2014 and 2015 in front of Berth 2 where the largest amount of sedimentation has taken place. The figure shows a relatively flat bottom slope at the fender line at approximately 8H:1V. The figure also shows a relatively uniform distribution of sedimentation along the bottom slope. Both of these factors, a relatively flat slope and uniform distribution of sediment, do not support assumptions of instability and sloughing of the upper slope adjacent to the berth.

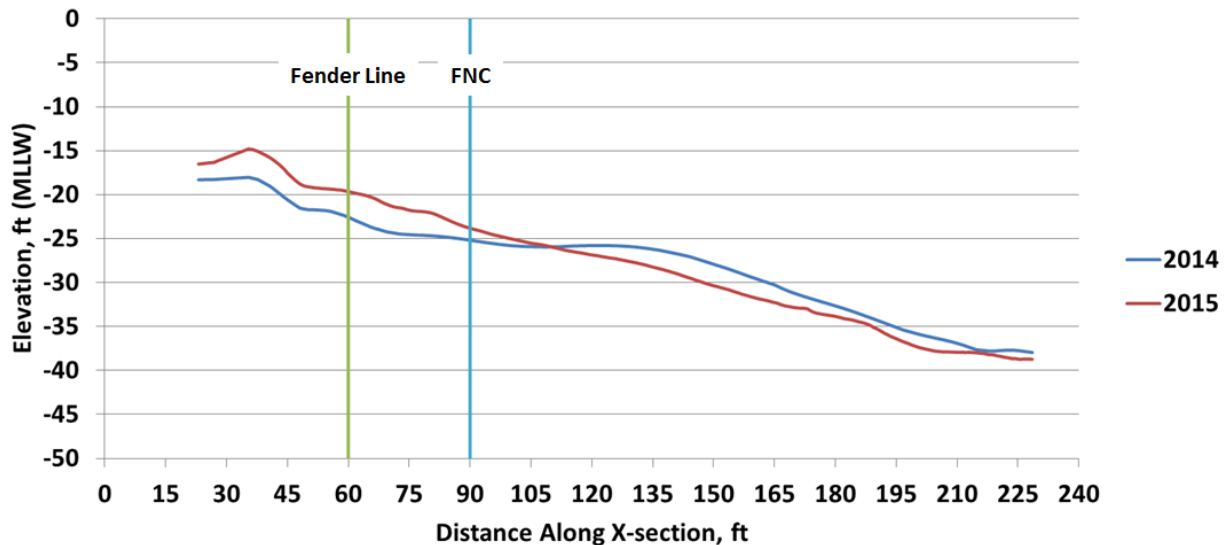


Figure 10. Profile of bed elevations in 2014 and 2015 in front of Berth 2 where largest amount of sedimentation has taken place

Simultaneously with high accumulation, Figure 9 above also shows the area along the terminal where depth actually increased relative to that from the 2014 post-dredge survey. One of these increases was observed at Berths 5 and 6. The water depth at these terminals increased in average by 0.5 feet during the period after dredging. The effect of bottom deepening at these berths may be explained by interaction of river/tidal flow with the berthed ships. It is our understanding that Berths 5 and 6 were used for moorage of large NOAA ships during the fall-winter period of 2014 and 2015. A hull of the ship with draft on the order of 16-20 ft, interacting with tidal/river flow accelerates this flow and results in a bottom scour effect. This effect is demonstrated in Figure 11 which shows the results of three-dimensional (3-D) hydrodynamic modeling of river flow interaction with the moored barge hull.

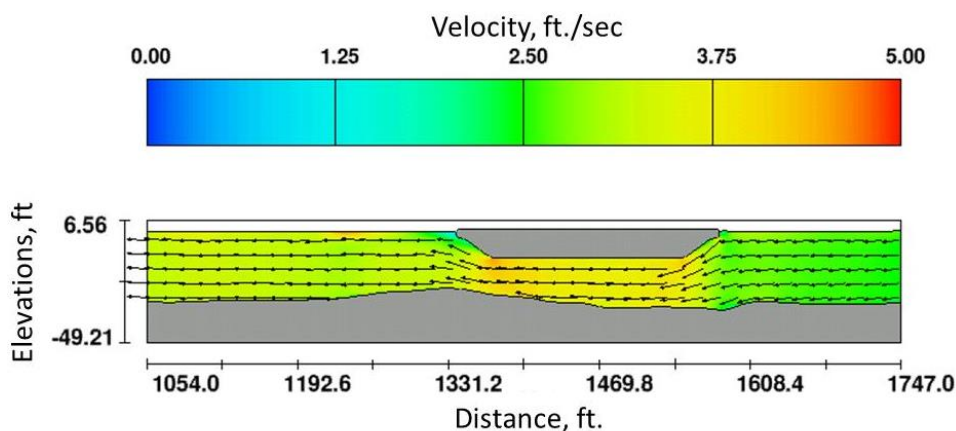


Figure 11. Results of 3-D hydrodynamic simulation of river flow interaction with moored barge hull

The figure shows that river flow approaching to a moored barge with a velocity of 2-2.5 ft/sec accelerates under the barge hull up to 4-5 ft/sec (in 2-2.5 times). After passing the barge hull, the flow velocity still is higher than that upstream for a distance of approximately 1-1.5 lengths of the barge. Such an increase in velocities very likely results in resuspension of bottom sediment and removal (scour) from the berth area. This effect of flow increase due to ship presence was further used for developing recommendations to minimize maintenance dredging requirements.

3.3. Actual and Predicted during Design Sedimentation Rates Comparison

Observed patterns and rates of sedimentation from 2012-2015 were compared to that predicted by morphological modeling during the design phase of the project (CHE 2011). Figure 12 shows a plot of the results of the morphological modeling from the previous study. The model run time was four weeks (during one month), so the actual modeled sedimentation over a year is 12 times the values shown in the figure. The modeling results show a net increase in the amount of sedimentation in front of the dock of approximately 2-3 feet per year.

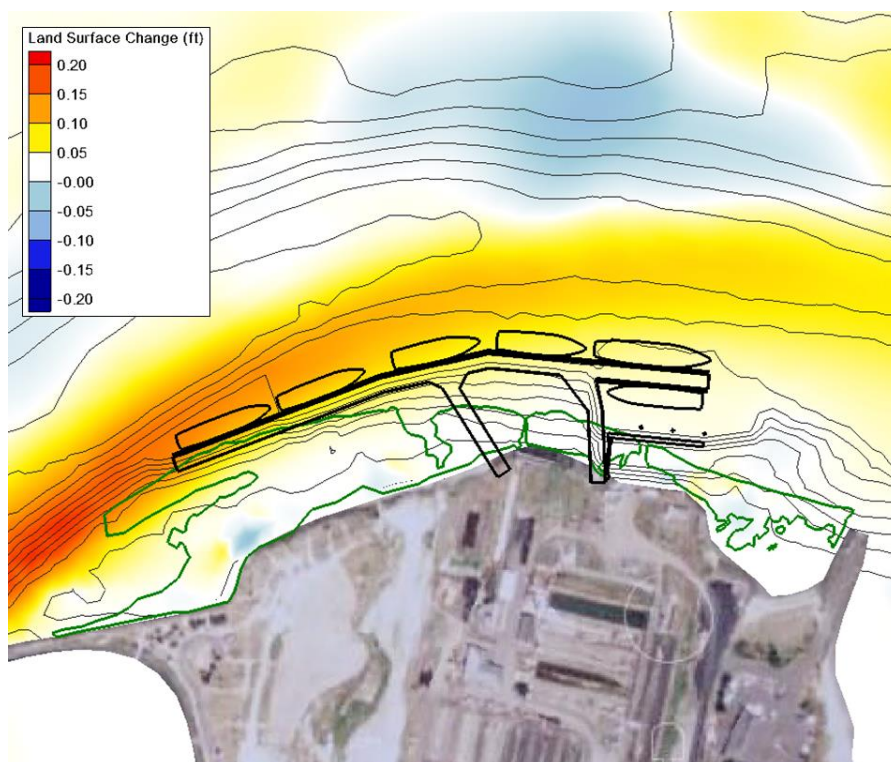


Figure 12. Plot of results of morphological modeling from previous CHE study

Based on the modeling results, approximately 3 feet of sedimentation would be expected in front of the berths from early 2014 to mid-2015. The observed sedimentation varies substantially along the length of the berths. At some localized areas of terminal, the rates of sedimentation are much higher. For example, the measured thickness of sediment at some spotted locations at Berth 2 is estimated to be 7 feet from February 2014 to July 2015. However, on average over the entire Berth 2 area it is estimated at 3.2 feet per year. For all other berths (excluding Berths 5 and 6) the observed average rate of sedimentation over the berth area is estimated to be 1.5 to 3 feet per year. Comparison analysis indicates that the previous large morphological model reasonably predicted overall rates of sedimentation along the terminal. This model may be used in a future to validate the proposed measure to reduce sedimentation and maintenance dredging needs (if required). However, in this case the model needs to be refined to properly account for local berth and berthed ships factors.

4. Sedimentation and Maintenance Dredging Reduction Alternatives

Based on review of the available data and analysis of sedimentation, several feasible alternatives were conceptually identified to address the problem of sedimentation at the NOAA berths and minimize maintenance dredging. These alternatives include: advanced maintenance dredging, Corps of Engineers maintenance dredging at the convex area of FNC, installation of a flow deflection structure, and optimization of NOAA ships long-term moorage or use of auxiliary barge.

- Advanced maintenance dredging is a typical measure used by the Corps of Engineers for along most of the navigation channel. Under this alternative, the berth would be over-dredged on the estimated thickness of sedimentation that may occur between successive maintenance dredging events. For example, it is our preliminary estimate that in order to reduce dredging frequency to 1 time per 3 years, the dredging depths along most of the berths should be in order of 29-30 ft.
- Though maintenance dredging by the Corps of Engineers at FNC apparently occurs on a yearly basis (every year), dredging at the convex part of the river (near NOAA terminal) is conducted only 1 time per 3 – 5 years. As indicted by the study, this (NOAA) convex area is the most silting area of the upper part of FNC. It would be logical for Corps of Engineers to conduct dredging at this area (convex at FNC) on a yearly, or at least bi-annual, basis that would result in lasting the navigable depths at the NOAA terminals. Apparently to implement this alternative, a long-term agreement between the Port, NOAA, and the Corps of Engineers needs to be established with relevant appropriation of funds.
- Installation of flow deflection structure alternative assumes placement of a fixed steel apron under the NOAA piers to redirect flow of suspended sediment and minimize sedimentation at NOAA berths. The deflection structure may be installed between the existing piles as shown schematically on Figure 13 below, or additional piles may be required. Locations, specific dimensions, and number of deflection structures is a subject to determination upon next phase of the study, if this alternative is selected for implementation.

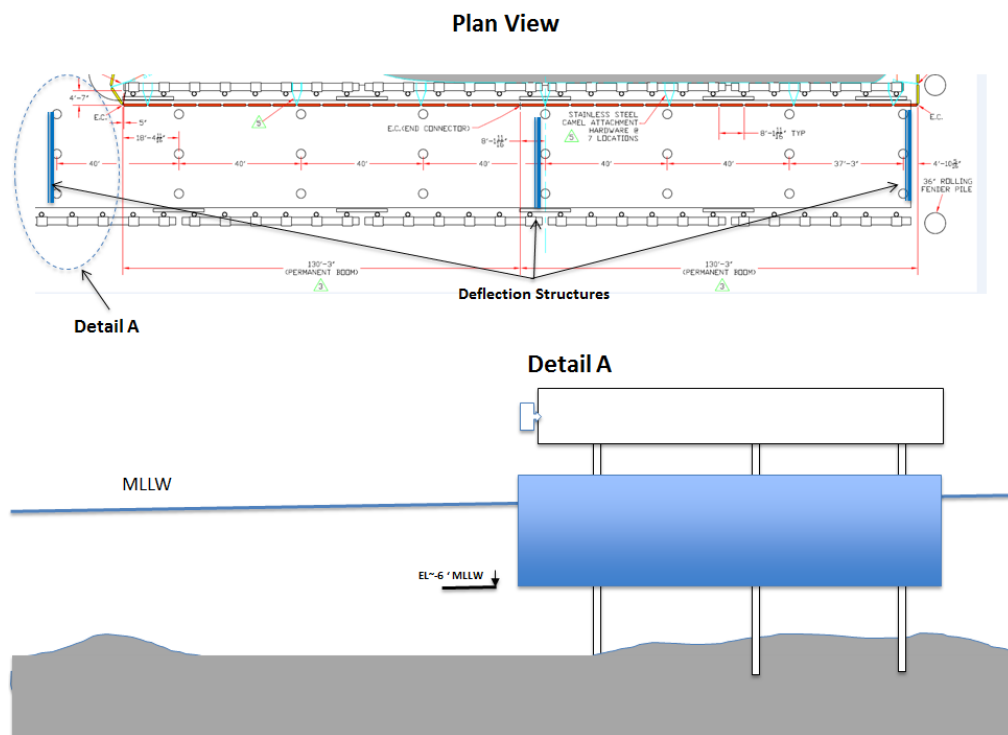


Figure 13. Concept of the deflection structure

- As shown above, long-term moorage the NOAA ships at berths 5 and 6 resulted in sustainability of navigable depths and even the bottom deepening. The alternative assumes that once the need for a long-term moorage for a specific ship is established, a program for rotating ships along the NOAA berths during this period should be developed and implemented. Alternatively, the Port may use mooring of an auxiliary barge at the berths experiencing high accumulation of sediment. Preliminarily, a barge draft of 6-12 feet and length of 100-150 feet would be sufficient for this purpose.

The above alternatives may be used separately or in combination to achieve the desire effect of reduction of maintenance dredging requirements at the NOAA terminal. However, it should be noted that all the above alternatives are conceptual and will require technical, environmental, and other types of the studies to determine their feasibility and applicability to the project conditions.

MEMORANDUM

RECEIVED

OCT 16 2015

Date: October 6, 2015
To: Port Of Newport
From: SDAO Member Services Department
Subject: SDIS Best Practices Program Update – *Deadline approaching!*

PORT OF NEWPORT

Thank you for your continued participation in the Special District Insurance Services Property/Casualty Insurance Program. Each year, districts have the opportunity to receive a discount on the following year's property/casualty insurance contribution with the SDIS Best Practices Program. The calculation of the discount is based on five opportunities that each offer 2% toward your contribution credit for a total up to 10%. **The deadline for submitting all requirements for each credit category is November 13, 2015.**

We currently show your district as having met the requirements for the following discount opportunities:

Discount Opportunity	Requirement Met
Online Training <i>(Credit: 2%)</i>	No
SDIS/SDAO Training <u>OR</u> Board Practices Assessment <i>(Credit: 2%)</i>	Yes
Affiliate Membership <i>(Credit: 2%)</i>	Yes
Best Practices Checklist <i>(Credit: 2%)</i>	No
Public Records and Public Meetings Policy <i>(Credit: 2%)</i>	Yes

Your district's total discount as of October 6, 2015 is **6%**.

You have until **November 13, 2015** to receive credit for all discount opportunities. Enclosed is information about each credit opportunity and their respective requirements. If you have fulfilled a requirement that is not reflected above or you have any questions, please contact us at 800-285-5461.

enr

2015 SDIS Best Practices Program

Your district can receive up to a 10% discount on your general liability, auto liability, and property insurance contributions. There are five opportunities to earn 2% toward your total discount. To receive credit, please submit all requirements by **November 13, 2015**. Credit opportunities include the following:

1. Online Training – Credit: 2% (being completed)

To receive credit for this category, you must have at least *one* person from your district complete one of the following online classes available through SafePersonnel:

- Public Meetings Law
- Emergency & Disaster Preparedness
- Workplace Bullying: Awareness & Prevention

SDAO uses SafePersonnel to facilitate the online training program. A personalized training website is created for each member district to access the training library and take online courses. If your district does not have a training website set up through this program, please contact SDAO Member Services to get started. You can call us at 800-285-5461 or send an email with your name, district, and email address to memberservices@sdao.com.

SafePersonnel will send monthly reports to SDAO with a list of courses each district has completed and credit will be recorded accordingly.

If your website has already been set up and you need assistance accessing the information, please contact SafePersonnel at 800-434-0154.

2. SDAO/SDIS Training or Board Practices Assessment – Credit: 2% (completed by Feb. Jan. 13, 2015)

At least *one* board member or district staff member from your district must attend/complete *one* of the following during 2015:

- SDAO/SDIS regional training
- 2015 SDAO Annual Conference
- SDAO/SDIS on-site risk management training
- Complete a Board Practices Assessment with your district's board – Contact George Dunkel at gdunkel@sdao.com to schedule

A list of available trainings is posted throughout the year on the Events page at www.sdao.com. To receive credit, please fill out the enclosed form (also located at <http://ref.sdao.com/bestpractices/training.pdf>) and return to SDAO by mail, email, or fax.

3. Affiliate Organization Membership – Credit: 2%

You will receive a 2% credit for being a district member of any of the following affiliated organizations:

- Oregon Fire District Directors Association
- Oregon Fire Chiefs Association
- Oregon Water Resources Congress
- Oregon Mosquito and Vector Control Association
- Oregon Recreation and Park Association
- Oregon Public Ports Association ✓
- Oregon Association of Clean Water Agencies
- Oregon Association of Conservation Districts
- Cemetery Association of Oregon
- Oregon APCO-NENA
- Oregon Transit Association
- Oregon People's Utility Districts Association
- Oregon Association of Water Utilities
- Oregon Library Association (individual memberships qualify)
- Oregon PRIMA

Each affiliate organization will notify SDAO of your district's membership. If you receive a best practices update form that does not reflect your district's membership, please let us know right away and we will record that for you. Also, if you need contact information for any of these organizations or if you are a member of an organization that you feel is qualified and is not listed, please contact SDAO Member Services at 800-285-5461.

4. Best Practices Checklist – Credit: 2%

(attached)

In order to receive credit in this category, you must complete the checklist we will mail to you this summer. To receive credit, please submit the completed checklist and signed form certifying that the checklist has been reviewed by the district's board of directors. You can send this by mail, fax, or complete online.

5. Public Records and Public Meetings Policy – Credit: 2%

(completed Res. No. 2015-06)

Your district must submit a copy of its public meetings and records policy to SDAO to receive the 2% credit. If you do not have one in place, visit <http://ref.sdao.com/bestpractices/policy.pdf> to download information and a sample policy.

Special Districts Association of Oregon
PO Box 12613 | Salem, Oregon 97309
Phone: 503-371-8667 or 800-285-5461 | Fax: 503-371-4781 | Email: MemberServices@sdao.com

Public Meetings and Records Best Practices Checklist

**** To be completed by the Board of Directors****

District Name: Port of Newport

Below is the Best Practices Checklist for you to complete and return. Unlike prior years, your answers will not be scored but are to be used for self-assessment. Submission of your complete and signed checklist verifying review from your board of directors (signature line on page 2) will result in a 2% credit to your 2016 insurance contributions.

Steps to receive this credit to your 2016 general liability, auto liability, and property insurance contributions:

- Board of Directors and District Manager (if applicable) complete all questions on checklist.
- Board of Directors review and approve answers.
- Representative of the Board fill out and sign page 2 of the checklist.
- After filling out and signing page 2, return **entire checklist** (OR complete online) to SDAO by **November 13, 2015**.

You can return the checklist to us by mail, email, fax, or **complete it online**. Completing the checklist online saves time and gives you immediate access to valuable resources. To complete the checklist online follow these steps:

- Go to **www.sdao.com**
- Click the Sign In button and enter your user credentials. If you are using Internet Explorer, please be sure to add **www.sdao.com** to your compatibility view websites prior to signing in. For instructions, please visit www.sdao.com/s4/resources/compatibility_mode.aspx.
- After signing in, click on the Insurance Site tab.
- Click on the Best Practices tab, then click on the Take Survey button, and complete the survey.
- If your board has reviewed and approved the checklist, click the box verifying their review and click Submit.

Public Meetings

		Yes	No
1.	Adopt public meetings policy. <i>Ord. No. 100 (Part V)</i>	X	
2.	Adopt board duties and responsibilities of officers. <i>Ord. No. 100 (Sec. 6)</i>	X	
3.	Adopt parliamentary procedure rules including rules for public participation. <i>Ord. No. 100</i>	X	
4.	Distribute copy of Oregon Government Ethics Law to each board member. <i>weblink</i>	X	
5.	Obtain a copy of the <i>Attorney General's Public Records and Meetings Manual</i> from the Department of Justice. <i>in office</i>	X	
6.	The frequency of board meetings complies with the Oregon statute regulating your type of district. <i>Ord. No. 100 (Sec. 27 (D))</i>	X	
7.	Ensure that committees, subcommittees or advisory groups appointed by the Board to bring recommendations back to the Board comply with Public Meeting Law. <i>Ord. No. 100 (Sec. 6(F))</i>	X	
8.	Meetings are held within your district boundaries and the meeting place is accessible to all, including people with disabilities. <i>Ord. No. 100 (Sec. 27 (B))</i>	X	
9.	Provide an interpreter for hearing-impaired persons and are familiar with the ADA, which may impose requirements beyond state law. <i>Ord. No. 100 (Sec. 27(B))</i>	X	
10.	Circulate materials/minutes in advance of board meeting. <i>Ord. No. 100 (Sec. 25(D))</i>	X	
11.	Provide adequate notice of the time, location and agenda of meetings. <i>Ord. No. 100 (Sec. 25)</i>	X	
12.	Meetings are open to the public unless an executive session is authorized by statute. <i>Ord. No. 100 (Sec. 27 (H))</i>	X	

13.	Aware of the permissible statutory provisions authorizing an executive session. <i>Ord. No. 100 (Sec. 27 (H))</i>	X	
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Public Meetings (continued)

		Yes	No
14.	When convening an executive session, the chair cites the specific reason(s) and statute(s) authorizing the executive session for each subject being discussed. <i>Ord. 100 (Sec. 27 (H))</i>	X	
15.	Media are invited to attend executive sessions subject to the understanding that they not report on certain matters. <i>Ord. 100 (Sec. 27 (I))</i>	X	
16.	No final decisions are reached in an executive session. <i>Ord. 100 (Sec. 27 (H))</i>	X	
17.	All official actions of the Board are taken by public vote and a majority of all members of the Board concur in order to make a decision. <i>Ord. 100 (Sec. 38)</i>	X	
18.	All board members are aware of the requirements for declaring an actual or potential conflict of interest under Oregon Ethics Law. <i>Ord. 100 (Sec. 24)</i>	X	
19.	Minutes, whether written or electronically recorded, are taken that contain members present, matters or documents discussed or acted upon, and the results of every vote including the vote of every member. <i>Ord. 100 (Sec. 30)</i>	X	
20.	Minutes are made available to the public within a reasonable after a meeting. <i>Ord. 100 (Sec. 30(G))</i>	X	
21.	Minutes are retained forever. <i>Ord. 100 (Sec. 30(F))</i>	X	

Public Records

		Yes	No
22.	Adopt public records policy. <i>Res. No. 2015-04</i>	X	
23.	Aware of the statutory provisions exempting certain public records. <i>Res. No. 2015-04</i>	X	
24.	Aware that Public Records Law does not require public bodies to create public records. <i>Res. No. 2015-04</i>	X	
25.	Adopt fees for responding to public records requests. <i>Res. No. 2015-04 & 2015-06</i>	X	
26.	Designate one person to coordinate response to public records requests. <i>Res. No. 2015-04</i>	X	
27.	Provide Request for Disclosure of Public Records form to individual requesting records. <i>Res. No. 2015-04</i>	X	
28.	Provide Response Acknowledging Public Records Request to individual requesting records. <i>Res. No. 2015-04</i>	X	
29.	Certify that the information provided is a true copy of the paper or electronic record. <i>Res. No. 2015-04</i>	X	
30.	Cite the specific exemption(s) when denying a public records request. <i>Res. No. 2015-04</i>	X	

Filling out the form below certifies that your Board of Directors has reviewed and approved all answers:

District Name: Port of Newport

Your Name: Kevin Greenwood Your Title: General Manager

Signature: _____ Date: 10/27/2015

AGENDA ITEM: GENERAL MANAGER'S REPORT

GOAL SETTING

Based upon input from the Commission's October 13th Work Session, it was agreed that the Port should go through a goal setting process. There are several different ways to conduct goal setting and I talked briefly to the Newport City Manager, Spencer Nebel, about the city's process.

I believe that a half day work session (most likely on a weekend) would develop a strong list of goals. I'll summarize how the session would be managed and look forward to getting feedback tonight. The session is required to be open to the public.

BACK GROUND DOCUMENTS

The first part of the day would include reviewing the current goals. The Port has three documents that would provide background for the Commission. The clearest are found in my annual performance evaluation. The Commission also sets capital improvement priorities annually. Finally, the Port's Strategic Business Plan lists Objectives and Strategies that perhaps come just short of setting specific goals but could be a solid starting point for discussion. During the review, Commissioners should ask questions, develop conversations and take notes to help generate ideas for goals.

This review could take about two hours.

GOAL SETTING

Individual Commissioners will be asked to write down various ideas, thoughts, and potential goals on 5 x 8 cards (one idea per card) that should be considered for this next fiscal year as we go through the budget process which starts in January. These items may build upon a goal set during the general manager's annual performance review, Strategic Business Plan, or other topic that is generated during the first part of the session. It may be something that is triggered from the review of plans, projects and conversations that have been contemplated by the Port in the past, or it may relate to the operations, finances, or any other area within the realm of the Port Commission. Once this process has been completed, we will review the various suggestions and break those down into categories for ease of review. I will then ask each Commissioner to utilize a set of stickers to indicate which items are each Commissioner's individual priorities. Those five to ten items that a majority of the Commission select as priorities will be included in the draft report of the Port Commission goals for the 2016-17 Fiscal Year. This could take two or more hours to complete.

REFINEMENT

These priorities will be identified in a draft report and will be discussed during a regular Commission meeting to allow the public to review and make comment on the goals. Refinement on the draft goals will be made and brought back to the Port Commission for formal approval. Any public comments received on the goals will be forwarded to the

Commission as well. Prior to having the Commission adopt the goals, we will provide a chance for public input at a regular Port Commission meeting.

As part of the budget development, I will provide a summary of how the proposed budget addresses the adopted Port Commission goals that have been established for the coming fiscal year. As part of the budget review process, the Budget Committee will have the opportunity to modify any items that they feel should be addressed in some other fashion through the budget review process. I believe that the time we spend on this process will provide sufficient direction to me and the management team in developing a proposed budget for the review of the budget committee for the 2015-16 Fiscal Year budget.

Respectively Submitted,

Kevin M. Greenwood

-###-

2013 – 2015 PORT OF NEWPORT GOVERNING VALUES,
MISSION, VISION AND GOALS
(Strategic Business & Capital Facilities Plan January 14, 2013)

I. Governing Values, Vision & Mission (SBP pp. 3-5)

A. Governing Values

- 1) **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.
- 2) **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.
- 3) **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.
- 4) **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.
- 5) **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.
- 6) **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.

B. Mission Statement

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

C. Vision Statement

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.

II. Plan Objectives and Strategies (SBP pp. 17-22)

A. Management

1) Governance

Objective

Review existing and adopt new Port Commission policies to provide written guidance for (1) stronger continuing education requirements for members of the Board of Commissioners, and (2) opportunities for staff development.

Strategy

As part of the Management Plan section of the Strategic Business Plan, review the Special Districts Association of Oregon (SDAO) policy manual. Consider any specific minor modifications appropriate to the circumstances of the Port of Newport, edit and adopt policies similar to the following:

(a) Board of Commissioners Education

In order to effectively carry out their duties, board members must be adequately informed. As part of these duties, Commission members are encouraged to attend on a continuing basis such conferences and training programs identified as suitable training in order to meet the terms of the Individual Business Agreement between the Port of Newport and the State of Oregon.

(b) Staff Training and Development

The Port of Newport provides continued education and training for employees to enhance job performance and assist in potential career advancement within the District. The district shall provide such in-service training as deemed necessary and beneficial to the delivery of services and performance of duties.

2) Financial Principles

Objective

Maintain Port financial strength and flexibility to strategically and sustainably support the Port's mission.

Strategies

- (a) Increases to user fees (boat slips, RV spaces) should be linked to improved facilities in order to remain competitive in the market.
- (b) Utilize quality "state of the art" technology to maximize the accounting of Port financial resources and expenditures.
- (c) Be alert to potential Port liability issues in the event of loss of life or damages from Charter Boat operations.
- (d) Develop regular management reports that break down operating trends and budgeting by a series of relevant business units.
- (e) Regular identification and evaluation of risks, including forward looking forecasts.

3) Human Resources

Objective

Maintain and enhance Port management, personnel, and service capabilities to ensure the efficient and effective delivery of Port and community services.

Strategies

- (a) Provide on-going training of commissioners and staff consistent with the 2010 Statewide Port System Plan template, as listed in the Governance section preceding.
- (b) Utilize training videos and other state of the art technology to facilitate training and minimize job absences.
- (c) Improve customer service/relations with all tenants, lessees and tourists by utilizing customer relations training.

4) Environmental Values and Policies

Declaration of Environmental Values. The Port of Newport serves as a steward for Port District resources, which include the facilities and infrastructure of the built environment as well as the land, water and air quality of the natural environment. The Port recognizes the built environment provides necessary shelter, transportation and employment opportunities for its citizens. The Port also recognizes that proper attention to the quality of the natural environment is essential to maintain a resilient and thriving coastal ecosystem that in turn provides a healthful and attractive setting for living, working and creating. The port assumes responsibility for ensuring that its actions will promote a healthful, beneficial and sustainable environment for the enjoyment of its citizens.

Expected Action during Five-Year plan period. Port will adopt the following policies that maintain best management practices in all operations, comply with all applicable

environmental laws, utilize up-to-date manuals of procedure, and maintain employee training for responding to environmental emergencies.

Environmental Policies

Objective

Adopt best environmental practices available.

Strategies

- (a) Review and adopt an Environmental Plan component of the Port of Newport Strategic Business Plan that contains at least the following policies:
- (b) The Port will strive to prevent new sources of contamination on Port property through best management practices and continued improvement of written standard operating procedures.
- (c) The Port of Newport will minimize impacts and seek opportunities to enhance natural resources where appropriate while carrying out Port projects.
- (d) The Port will comply fully and promptly with all applicable environmental laws and regulations.
- (e) The Port and its subcontractors will maintain in good working order manuals of procedure for responding to environmental emergencies, and will ensure periodic training of staff in such procedures.
- (f) The Port will maintain cooperative working relationships with local, state and federal permitting and resource agencies.
- (g) The Port will respond in a timely and thorough fashion to inquiries or expressions of concern regarding environmental issues related to Port or tenant activities.

5) Capital Facilities Plan

Objective

Adopt the 2013 Capital Facilities Plan and update the plan on an annual basis. The Capital facilities Plan is included as a separate document.

B. Economic Development

Objectives

Promote, protect and expand traditional community economic activities and businesses. Promote and support improvement in the level of local employment, community income and general economic activity.

Develop and market existing Port assets and services, and acquire new assets to enhance local employment and income levels.

Strategies

Existing Economic Development Activity

- 1) Promote and support the expansion of community and regional tourism and recreation facilities, programs and activities.
- 2) Collaborate with the state by “branding” supportable and sustainable fisheries.

New Economic Development Opportunities

- 1) Actively seek additional users for the International Terminal, including an outreach program to local and regional firms with potential inbound and/or outbound shipping needs. Industry targets would include but not be limited to finished lumber and scrap paper.
- 2) Continue to participate as a partner in Ocean Observation in collaboration with the Hatfield Marine Science Center and NOAA MOC-P.
- 3) Continue to support the concept of the Ocean Technology Center by coordinating with other public and private players including OSU Sea Grant, ODFW, UW, and private interests. The Center will expand marine science research such as wave energy and servicing the technology.
- 4) Extend the tourism shoulder season with continued growth of the Seafood & Wine Festival, Wild Seafood Weekend, boat shows, and other activities and events that can occur in the off season.
- 5) Leverage the new marine facilities to expand the distant water fleet and support “at sea” processing vessels.

Marine Science

- 1) Enhance opportunities in marine science for existing businesses on the central coast.
- 2) Attract scientific entities and institutions to invest and work in Newport.
- 3) Attract new businesses, including high-tech, which will support the new cutting-edge work in marine science on the Oregon coast.
- 4) Enhance current marine infrastructure to provide safe and efficient work platforms for scientific entities, institutions and the movement of maritime commerce.

B. Coordination

- 1) Identify, develop and enhance cooperative relationships with public and private organizations that share an interest in economic and community development.
- 2) Maintain and nurture the current quality relationships with the Corps of Engineers and other city/state/federal agencies.
- 3) Coordinate the Port’s import/export Plan with the State’s collaboration to encourage value added lumber/forest products for export.

C. Business Units

Commercial Fishing Fleet

- 1) Provide quality services and facilities to the commercial fishing industry.
- 2) Promote and support development and expansion of marine science and fishery research.
- 3) Improve the poor condition of slips serving the commercial fleet including: an upgrade and repair to Port Dock 7, Hoist Dock and approach to Dock 5, prepare dredging plan for commercial moorages and upgrading utilities in and around existing slips.

- 4) Prepare a Maintenance Plan, identify and budget adequate funds, and prepare a maintenance schedule for the Maintenance Team to implement the plan.
- 5) Enhance and maintain Newport's services to the Distant Water Fleet, such as Foul Weather Trawl.
- 6) Encourage the members of the Parking Management District to participate in a Master Planning effort for the Port's properties on the north side. The Plan would not only address parking and circulation but also benefit new gear storage and a new port office location.
- 7) When adding new or replacing major existing sections of piers and floating docks, consider adding meters to determine individual electrical and water usage, subject to an analysis that the likely benefits of lowered utility costs exceed the amortized cost of meter installation.

Sport Marina and RV Park

- 1) Prepare a Master Plan for the South Beach area that will include for example: additional fish cleaning stations, dry storage for recreational boaters, improved restrooms, and access point for non-motorized boats and recommendations for short/long term development of under-utilized or vacant parcels, and a utility metering system for individual marina spaces.

Real Estate

- 1) Monitor opportunities to purchase additional land areas for new and/or expanding uses that are compatible with the theme of the development on the north and south, in order to address the lack of sufficient developable real estate for existing and new businesses and parking on the North side and very limited opportunities at South Beach
- 2) Utilize existing available properties prudently by either maximizing income or fulfilling public policy objectives.
- 3) Periodically review gear storage areas for illegal or outdated gear so as to free new space for storage.
- 4) Be alert to the possibilities of expansion by NOAA MOC-P, ocean observation, marine science and marine technology industries by reserving adjacent land and shoreline areas to capture such opportunities.

International Terminal

- 1) Maintain and promote an appropriate level of ocean terminal services and facilities.
- 2) Maximize International Terminal cargo opportunities such as finished lumber, development of upland area, cruise ships (in time), coordination with GP at Toledo, etc.

NOAA MOC-P

- 1) Explore the potential to draw in related service businesses and support local businesses with the GSA's Vendor Training Program.

D. Capital Facilities Plan

Objective – Adopt the 2013 Capital Facilities Plan and update the plan on an annual basis. The Capital facilities Plan is included as a separate document.

II. Capital Facilities Plan (CFP p 28)

The improvements, which have been discussed in the previous sections, were assessed by Port Commissioners and staff related to prioritization of the projects. Projects were evaluated on a basis of physical need, desire, importance and availability of funding, Appendix D contains an example of a table which was used for ranking projects. The prioritization process placed the projects in three priority categories, Priority 1-3. The priority 1 projects are projects to be scheduled for work within the next 1-5 years. Priority 2 projects to be scheduled within the next 10 years and Priority 3 projects within the next 15 years.

Project Description	Priority	Estimated Cost of Improvement
Port Dock 7 Replacement	1	\$3,400,000
Wash down facility for the South Beach Marina fish waste trash bins	1	\$40,000
Hoist Dock (Center Section) Replacement	1	\$637,500
Reconstruction of Recreational Marina Docks	1	\$130,000
Port Dock 5 Improvements	1	\$775,000
New Port Offices/Parking Area	1	\$878,149
Marina Dredging	1	\$4,732,302
SUBTOTAL - PRIORITY 1 PROJECTS		\$10,592,951
Renovate RV Park Annex	2	\$660,000
Rogue Brewery (Dry Moorage Building) North Wall/Siding Replacement	2	\$150,000
Electrical Load Center South Beach Marina	2	\$100,000
International Terminal Fire Water Line Loop	2	\$127,355
Wastewater Pump Station Replacement - South Beach	2	\$30,000
Port Dock 1 Replacement	2	\$750,000
SUBTOTAL - PRIORITY 2 PROJECTS		\$1,917,355
South Beach/Fishing Pier Storm Sewer Outfall Replacement	3	\$80,685
Picnic Bunker Rebuild	3	\$36,000
Pavement Reconstruction/Seal Coating (all areas)	3	\$400,030
Fishing Pier Replacement	3	\$1,567,000
Old Boat Ramp Fill	3	\$64,116
SUBTOTAL - PRIORITY 3 PROJECTS		\$2,147,831
TOTAL ALL PROJECTS		\$14,658,137

IV. FUTURE GOALS AND OBJECTIVES

Prioritize numerically specific goals and objectives to be achieved in the next evaluation period. Goals should reflect policies and strategies identified in the Port’s Strategic Business Plan.
(Plan)(Goal)(Strategy)

1.	Facilitate Solution for Rogue Expansion	2	1	1	1	n/a	41.25
2.	Develop Markets for use of International Terminal including log-exporting opportunities.	3	1	1	3	1	1.80
3.	Complete Terminal mitigation projects	4	1	1	2	n/a	42.00
4.	Develop maintenance plan of commercial docks and show implementation including repairs/rebuild of Port Dock 7 & Hoist Dock	1	1	1	6	2	2.20
5.	Fill Management Positions	7	1	1	5	4	3.60
6.	Complete Recreational Mitigation Projects	5	1	2	7	3	3.60
7.	Facilitate SB Vision Planning and SBP Updates	10	1	1	4	9	5.00
8.	Staff Development and Training	6	2	2	8	*	44.50
9.	Complete Personnel Manual update.....	8	2	1	9	*	45.00
10.	Develop Charter Boat Policy that takes into consideration issues for storefront charters, dockside charters and daily guide services.....	9	2	3	10	6	6.00
11.	Develop policy for donations as part of budget process.	13	3	3	14	8	6.60
12.	Implement CFP priorities.....	12	3	3	11	5	6.80
13.	Develop Special Use Permit for Port Property.....	11	4	3	12	7	7.40
14.	Develop Annual Performance Evaluation for Professional Contracted Services such as attorney.	14	4	3	13	*	48.50
other	Marketing of Port properties (i.e. Cherry Lease).....			1			

COMMENTS:

- Commercial Docks - Port Dock 7 needs to be put on the front burner. Recreational Mitigation – we are behind on what we promised. Charter Boat policy – with the spring season coming I would have put this higher but with uncertainty from the state marine board we can wait.; Staff Training – if training includes public relations then I would rate this a 1.
- N/A were soon to be completed and did not get rated.
- Most of my highest ranked address means to create new revenue from existing policy and the NIT.
- Repairs to Port Dock 7 is extremely important for continuing to serve commercial fleet.
- Started tasks will be better addresses as staff positions are filled.
- Finishing mitigation work is also top priority.

**PORT OF NEWPORT
RESOLUTION NO. 2015-09**

**A RESOLUTION UPDATING THE PORT OF NEWPORT'S CAPITAL
IMPROVEMENT PROJECT PRIORITIZATION LIST AND IDENTIFYING THE
INTERNATIONAL TERMINAL SHIPPING FACILITY AS THE PORT'S TOP
CAPITAL PRIORITY.**

WHEREAS, the Port of Newport adopted a Strategic Business Plan (SBP) and a Capital Facility Sub-plan (CFP) January 14, 2013; and

WHEREAS, the Board of Commissioners as part of its annual budget work session on April 7, 2015 reviewed the Capital Improvement Project Prioritization List (CIL) and re-visited the list with the Port's Budget Committee on May 12, 2015; and

WHEREAS, the CIL includes over \$29-million worth of capital projects; and

WHEREAS, the Port of Newport Board of Commissioners finds that the International Terminal Shipping Facility meets the goals and objectives stated within the Strategic Business Plan; and

WHEREAS, the Commission understands the importance of reviewing the CFP annually, removing completed projects, adding new projects, adjusting project planning level costs and re-prioritizing based upon public and staff input; **NOW THEREFORE**

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

Section 1. The following projects are identified as the top priorities for Fiscal Year 2015-16:

A. IT Shipping Facility (Laydown Area).....	\$6,500,000
B. Whalers/Pile Replacement on Port Dock 5.....	\$382,000
C. New Docks on Port Dock 7	\$3,400,000
D. Hoist Dock Replacement	\$740,000
E. Electrical Upgrades on Port Dock 7.....	\$11,000
F. Trash/Fish Dumpsters Replacement	\$30,000
G. Old Boat Ramp Fill.....	\$300,000
H. Admin/Security Building.....	\$1,250,000

Section 2. The Port of Newport's Capital Improvement List is attached as Attachment "A".

APPROVED AND ADOPTED BY THE BOARD OF COMMISSIONERS this 23rd
day of June, 2015.



Walter Chuck, President

ATTEST:


Ken Brown, Secretary/Treasurer

"ATTACHMENT A"

Port of Newport Capital Facilities Plan (Capital Improvement List)
ENR Construction Cost Index (as of May 2015) 10036

1. COMMERCIAL MARINA				
Priority	CFP Priority	Project	Current Cost	Reference document
S	1	Port Dock 5 Piling Replacement for X, C & D fingers (\$10k x 38 pile)	\$382,837	FY1516 REQ
S	2	PD-5 Whalers/Rub boards	\$41,379	FY1415 REQ
S	3	PD-7 Electrical Upgrades	\$11,379	FY1415 REQ
N	2	Port Dock 1 Replacement	\$797,635	2013 CFP
N		Floats under/roof Swede's Building	\$13,097	FY1516 REQ
N		#3 Hoist Replacement	\$130,971	FY1516 REQ
N		New Swing #4 Hoist w/ Extension	\$15,112	FY1516 REQ
N		PD-7 E/F Docks (1)	\$1,007,466	FY1516 REQ
M	1	Port Dock 7 Replacement	\$3,400,000	2013 CFP
M	1	Port Dock 5 Improvements	\$775,000	2013 CFP
M	1	Marina Dredging	\$2,047,428	2013 CFP
M	2	Hoist Dock (Center Section) Replacement w/ Hoist upgrade	\$637,500	FY1516 REQ
M		40' x 60' x 14' New Shop	\$161,195	FY1516 REQ
L		Hoist Dock Expansion (to west)	\$1,511,200	FY1516 REQ
		(1) part of PD-7 replacement		
SUBTOTAL			\$10,549,362	

2. RECREATIONAL MARINA				
Priority	CFP Priority	Project	Current Cost	Reference document
S	1	Trash dumpsters (x10)	\$30,224	FY1516 REQ
S	2	Replace rip rap in SW corner of marina/fishing pier walkway	\$30,224	FY1516 REQ
S	3	North Restroom Siding	\$5,037	FY1516 REQ
S	4	Fish dumpsters (x3)	\$3,022	FY1516 REQ
S	5	Storage containers	\$6,045	FY1516 REQ
N	2	Residing buildings in marina (north, south, central)	\$60,448	FY1516 REQ
N	2	Paint OPS building and marina store	\$10,075	FY1516 REQ
N	2	Wastewater Pump Station Replacement - South Beach	\$31,905	2013 CFP
N	2	Marina Dredging	\$2,684,874	2013 CFP
N	2	Reconstruction of Recreational Marina Docks ¹	\$130,000	2013 CFP
N	2	Electrical Load Center South Beach Marina	\$100,000	2013 CFP
N	3	Picnic Bunker Rebuild	\$36,000	2013 CFP
N	3	Pavement Reconstruction/Seal Coating (all areas)	\$400,030	2013 CFP
N	3	Old Boat Ramp Fill (includes gangway & asphaltting)	\$302,240	FY1516 REQ
N	2	New electrical pedestals	\$141,045	FY1516 REQ
N	2	Pay Station Machine	\$20,149	FY1516 REQ
N	2	Repair Service Dock	\$50,373	FY1516 REQ
M	3	OSMB Service Dock Trail Connection	\$3,022,399	OSMB WAG
L	0	South Beach Marina Fuel Facility - Tank Replacement	\$223,338	2013 CFP
done	0	South Beach/Fishing Pier Storm Sewer Outfall Replacement	\$0	2013 CFP
SUBTOTAL			\$7,287,428	

3. INTERNATIONAL TERMINAL				
Priority	CFP Priority	Project	Current Cost	Reference document
S	1	Consolidation lay-down yard for break-bulk, container shipping	\$6,500,000	2015 TIGER
S	1	Grading of Hall Property (1)	\$503,733	2015 quote
S	1	Grading of Port's 9-acre lot (1)	\$50,373	2015 quote
L	2	International Terminal Fire Water Line Loop	\$135,444	2013 CFP
		(1) part of lay-down area		
SUBTOTAL			\$7,189,550	

4. RECREATIONAL VEHICLE PARKS				
Priority	CFP Priority	Project	Current Cost	Reference document
S	1	Upgrade Sattelite Equipment	\$6,045	FY1516 REQ
N		Relocate RV dump site	\$10,075	FY1516 REQ
L	2	Renovate RV Park Annex	\$701,919	2013 CFP
done	1	Dryers (x7) for \$4970	\$0	FY1516 REQ
SUBTOTAL			\$718,039	

5. OTHER FACILITIES				
Priority	CFP Priority	Project	Current Cost	Reference document
N	1	New Port Offices/Parking Area/Customs Office	\$933,924	Capri 2014
N	2	Cyber Security Assessment/Cameras/Utility Infrastructure	\$251,867	2015 quote
N	3	Rogue Brewery (Dry Moorage Building) North Wall/Siding Replacement	\$159,527	2013 CFP
N	3	Rogue Brewery (Dry Moorage Building) Foundation/Seawall Stabilization	\$319,054	2013 CFP
L	3	Fishing Pier Replacement	\$1,578,700	2013 CFP
		Other Tenant Improvements		
SUBTOTAL			\$3,243,072	

6. VEHICLES AND EQUIPMENT				
Priority	CFP Priority	Project	Current Cost	Reference document
S	1	small utility truck (OPS)	\$15,112	FY1516 REQ
N	1	Skiff and motor for marina OPS (SB)	\$12,090	FY1516 REQ
N	1	Electric maintenance cart (SB)	\$10,000	FY1516 REQ
N	1	utility truck for Commercial side	\$20,149	FY1516 REQ
SUBTOTAL			\$57,351	

SUMMARY TOTAL		
1	COMMERCIAL MARINA	\$10,549,362
2	RECREATIONAL MARINA	\$7,287,428
3	INTERNATIONAL TERMINAL	\$7,189,550
4	RECREATIONAL VEHICLE PARKS	\$718,039
5	OTHER FACILITIES	\$3,243,072
6	VEHICLES & EQUIPMENT	\$57,351
	TOTAL	\$29,044,802

NOTES S - Short Term (next budget year)
N - Near Term (years 1 to 5)
M - Mid Term (years 6 to 10)
L - Long Term (years 11 to 20)

**PORT OF NEWPORT
RESOLUTION NO. 2014-15**

**RESOLUTION ADOPTING A PROCESS FOR THE ANNUAL PERFORMANCE EVALUATION OF THE
GENERAL MANAGER**

WHEREAS, the General Manager's employment agreement, the Commission By-laws, and the Port of Newport's Personnel Manual require that the General Manager receive an annual performance evaluation; and

WHEREAS, the General Manager and Port Commission conducted a six-month performance evaluation at the July 22nd regular commission meeting; and

WHEREAS, the Port Commission shall conduct subsequent evaluations for the General Manager annually, the process of which is substantially more public than with other Port employees;

WHEREAS, the Commission wishes to codify the process related to evaluating the General Manager through Resolution; NOW THEREFORE,

THE PORT OF NEWPORT BOARD OF COMMISSIONERS RESOLVES AS FOLLOWS:

Section 1. The Board of Commissioners shall conduct an annual review and evaluation of the General Manager's work performance by the end of February. The results of such evaluation shall commend areas of good performance, point out areas for improvement, review and establish work-related goals and objectives. Any adjustment to the General Manager's salary and/or benefits will be determined by the Board at the end this evaluation. This process will allow for open discussion and clear direction for reviewing and establishing a work plan. The Manager will determine whether the evaluation process will be done in open or executive session and must be present during any discussion by a quorum of the Commission. (ORS 192.660(2)(i))

Section 2. Timeline.

A. No later than three weeks before the regular January board meeting, staff will distribute a blank evaluation form to each of the commissioners and a copy of the General Manager's self-evaluation.

B. Commissioners will review the evaluation factors. Tentative rankings and comments should be made on the provided forms and submitted to the Commission President or designee one week in advance of the regular January commission meeting. Copies of the individual forms will be compiled for the full Commission's review. Commissioners are also encouraged to develop thoughts, concerns, issues and potential goals for consideration with the General Manager.

C. At the regular January board meeting, the Commissioners will have an open discussion with the Manager on the factors being evaluated, achievements, goals, and any other pertinent issues. It is the Manager's decision to determine whether this discussion is conducted during the regular board meeting or in executive session.

D. After the discussion, the Manager will keep copies of the individual evaluation sheets and personal notes and develop a work plan including goals and a summary of the Board's evaluation. This Summary Report will be distributed to the Commissioners in their regular February board meeting packet. Commissioners are encouraged to contact the General Manager prior to the meeting to suggest any adjustments in advance.

E. Commissioners will review the Summary Report with the General Manager to give further direction and clarification on the rankings, goals and objectives. Any discussion regarding adjustments to the Manager's salary and/or benefits shall take place at this time. The

Manager will determine whether this discussion is conducted during the regular board meeting or in executive session.

F. Once the Commission reaches a consensus on the amended Summary Report, the Board President – during New Business – shall read (a) the summarized ratings, (b) list of goals and objectives for the following year and (c) any salary/benefit adjustment. The President will solicit a motion to accept the findings in the Manager’s Evaluation Summary Report to be approved by the Board. The Summary Report will be signed by the President and Manager upon approval of the Board. The original evaluation forms and signed Summary Report will be placed in the Manager’s personnel file.

Section 3. Process. The purpose of the employee performance evaluation and summary report is to increase communication between the Board of Commissioners and the General Manager concerning his/her performance in the accomplishment of the assigned duties and responsibilities, and the establishment of specific work-related goals and objectives.

Section 4. Instructions.

A. Commissioners are instructed to review the General Manager’s work performance for the entire period; to refrain from basing judgment on recent events or isolated incidents only; to disregard general impressions of the General Manager and concentrate on one factor at a time.

B. Commissioners shall evaluate the General Manager on the basis of standards expected to be met for the job to which assigned considering the length of time in the job. Commissioners shall check the number, which most accurately reflects the level of performance for the factor appraised using the rating scale described below. If a Commissioner did not have an opportunity to observe a factor during this evaluation period, indicate so in the “N/O” column next to the factor.

C. Written comments tend to be more valuable than rankings. Commissioners are encouraged to write additional comments and concerns as a separate attachment.

Section 5. Evaluation Form.

**General Manager
Performance Evaluation**

Date of initial evaluation:

Rating Scale Definitions (1-5)

- Unsatisfactory.....(1) The employee’s work performance is inadequate and definitely inferior to the standards of performance required for the job. Performance at this level cannot be allowed to continue.
- Improvement Needed(2) The employee’s work performance does not consistently meet the needed standards of the position. Serious effort is needed to improve performance.
- Meets Job Standards.....(3) The employee’s work performance consistently meets the standards of the Standard position.
- Exceeds Job Standards...(4) The employee's work performance is frequently or consistently above the level of Standard a satisfactory employee, but has not achieved an overall level of outstanding performance.
- Outstanding.....(5) The employee’s work performance is consistently excellent when compared to the standards of the job.
- No Observation (N/O) The employee’s work performance was not observed.

I. PERFORMANCE EVALUATION AND ACHIEVEMENTS

A. Board of Commissioners Relationships

- | | | | | | | |
|--|---|---|---|---|---|-----|
| 1. Effectively implements policies and programs approved by the board of commissioners | 1 | 2 | 3 | 4 | 5 | N/O |
| 2. Reporting to the board of commissioners is timely, clear, concise and thorough. | 1 | 2 | 3 | 4 | 5 | N/O |
| 3. Accepts direction/instructions in a positive manner | 1 | 2 | 3 | 4 | 5 | N/O |
| 4. Effectively aids the board of commissioners in establishing long range goals..... | 1 | 2 | 3 | 4 | 5 | N/O |
| 5. Keeps the board of commissioners informed of current plans, and activities of administration and new developments in technology, legislation, governmental practices and regulations, etc..... | 1 | 2 | 3 | 4 | 5 | N/O |
| 6. Provide the board of commissioners with clear report of anticipated issues, <u>opportunities</u> and risks that could come before the board. | 1 | 2 | 3 | 4 | 5 | N/O |
| 7. Comments: | | | | | | |

B. Public Relations

1.	Projects a positive public image.	1	2	3	4	5	N/O
2.	Courteous to the public at all times.....	1	2	3	4	5	N/O
3.	Maintains effective relations with media	1	2	3	4	5	N/O
4.	Comments:						
<hr/> <hr/>							

C. Effective Leadership of Staff

1.	Delegates appropriate responsibilities.....	1	2	3	4	5	N/O
2.	Staff feels empowered	1	2	3	4	5	N/O
3.	Training and education provided	1	2	3	4	5	N/O
4.	Public relations. How does public view staff?.....	1	2	3	4	5	N/O
5.	Comments:						
<hr/> <hr/>							

D. Fiscal Management

1.	Prepares realistic annual budget	1	2	3	4	5	N/O
2.	Controls expenditures in accordance with approved budget.....	1	2	3	4	5	N/O
3.	Keeps board of commissioners informed about revenues and expenditures, actual and projected.	1	2	3	4	5	N/O
4.	Ensures that the budget addresses the Port Commission's goals and objectives, including readability	1	2	3	4	5	N/O
5.	Comments:						
<hr/> <hr/>							

E. Communication

1.	Oral communication is clear, concise and articulate.	1	2	3	4	5	N/O
2.	Written communications are clear, concise and accurate. 1		2	3	4	5	N/O
3.	Comments:						
<hr/> <hr/>							

F. Personal Traits

- | | | | | | | | |
|----|--------------------------------|---|---|---|---|---|-----|
| 1. | Initiative..... | 1 | 2 | 3 | 4 | 5 | N/O |
| 2. | Judgment..... | 1 | 2 | 3 | 4 | 5 | N/O |
| 3. | Fairness and Impartiality..... | 1 | 2 | 3 | 4 | 5 | N/O |
| 4. | Creativity..... | 1 | 2 | 3 | 4 | 5 | N/O |
| 5. | Time Management..... | 1 | 2 | 3 | 4 | 5 | N/O |
| 6. | Comments: | | | | | | |

G. Intergovernmental Affairs

- | | | | | | | | |
|----|---|---|---|---|---|---|-----|
| 1. | Maintains effective communication with local, regional, state and federal government agencies..... | 1 | 2 | 3 | 4 | 5 | N/O |
| 2. | Financial resources (grants) from other agencies are pursued..... | 1 | 2 | 3 | 4 | 5 | N/O |
| 3. | Contributions to good government through regular participation in local, regional and state committees and organizations..... | 1 | 2 | 3 | 4 | 5 | N/O |
| 4. | Lobbies effectively with county, legislators and state agencies regarding Port programs and projects..... | 1 | 2 | 3 | 4 | 5 | N/O |
| 5. | Comments: | | | | | | |

II. ACHIEVEMENTS RELATIVE TO OBJECTIVES FOR THIS EVALUATION PERIOD:

This section will measure the effectiveness of the Future Goals and Objectives (Sec. IV) from last year. These goals were based upon discussions from the previous year.

- | | | | | | | | |
|----|-----------|---|---|---|---|---|-----|
| 1. | _____ | 1 | 2 | 3 | 4 | 5 | N/O |
| 2. | Comments: | | | | | | |

III. SUMMARY RATING

1. Overall Performance Rating - considering the results obtained against established performance standards as well as overall job performance, the following rating is provided:1 2 3 4 5 N/O

2. Comments:

IV. FUTURE GOALS AND OBJECTIVES

Prioritize specific goals and objectives to be achieved in the next evaluation period. Goals should reflect policies and strategies identified in the Port's Strategic Business Plan. (Plan)(Goal)(Strategy)

This Performance Evaluation Survey was completed by:

(Name of Commissioner)

APPROVED AND ADOPTED BY THE BOARD OF COMMISSIONERS this 16th day of December, 2014.



Walter Chuck, President

ATTEST:



Ken Brown, Secretary/Treasurer

WEDNESDAY, OCTOBER 7th

- 10:00 am** **PNWA Executive Committee Meeting** (*John Steinbach Room, Lobby level*)
Executive Committee Members only, please.
- 1:00 pm** **PNWA General Session Welcome**
Kim Puzey, General Manager, Port of Umatilla and PNWA President
Kristin Meira, Executive Director, PNWA
- 1:15 pm** **Welcome and Port of Portland Overview**
Keith Leavitt, Chief Commercial Officer, Port of Portland
- 1:30 pm** **Cascadia Seismic Event Planning for the Maritime Community**
Randy Clark, Security Specialist, U.S. Coast Guard, Sector Portland
Jonathan Allan, Ph.D., Coastal Geomorphologist, Oregon Department of Geology
and Mineral Industries
- 2:15 pm** **NWC Reports from the Beltway**
Amy Larson, President, National Waterways Conference (NWC)
- 2:45 pm** **Break**
- 3:00 pm to** **U.S. Army Corps of Engineers – Commanders Panel**
4:30 pm COL Torrey A. DiCiro, Deputy Commander, U.S. Army Corps of Engineers,
Northwestern Division
COL Jose L. Aguilar, Commander, U.S. Army Corps of Engineers, Portland District
LTC Timothy R. Vail, Commander, U.S. Army Corps of Engineers, Walla Walla
District
Beth Coffey, Chief, Operations Division, U.S. Army Corps of Engineers, Seattle
District

PNWA Gala Reception 5:00-7:00 pm

Embassy Suites Hotel-Queen Marie Ballroom, Mezzanine Level

~ includes presentation of the 2015 PNWA Distinguished Service Awards ~

THURSDAY, OCTOBER 8th

- 8:00 am** **Breakfast & Presentation** (*Queen Marie Ballroom, Mezzanine Level*)
The Coming Political Storms: A Preview of the 2016 Election Season
John Horvick, Vice President and Political Director, DHM Research

- 9:30 am** **NOAA Fisheries Current Regional Issues**
Barry Thom, Deputy Regional Administrator, West Coast Region, NOAA Fisheries
- 10:15 am** **Marine Exchanges: Supporting the Maritime Transportation System Now & in Future**
Captain John Veentjer, Executive Director, Marine Exchange of Puget Sound
Liz Wainwright, Executive Director, Merchants Exchange of Portland
- 11:00 am** **Break**
- 11:15 am** **PNWA Consultant Members Highlight Notable Projects:**
Update on Site Improvement, Development Projects and Status of Permitting for the Coal Export Terminal
Peter Bennett, VP, Business Development - Bulk Products, Millennium Bulk Terminals Longview, LLC
Case Studies in Environmental Port Projects
James Farrow, RG, LHg, Principal Hydrogeologist, Terraphase Engineering Inc.
Stormwater Treatment for Metals Removal at a Waterfront Boatyard Facility
Joe Kalmar, P.E., Principal, Landau Associates
- 12:00 pm** **Lunch & U.S. Coast Guard Commanders Panel**
(Queen Marie Ballroom, Mezzanine Level)
Rear Admiral Richard T. Gromlich, Commander, Thirteenth Coast Guard District
Captain M. W. (Joe) Raymond, Sector Commander, Sector Puget Sound
Captain Daniel J. Travers, Commander, Sector Columbia River
- 1:30 pm** **Recent Trends in Bulk Cargo Movements**
Tom McCollough, Vice President/Branch Manager, Moffatt & Nichol
- 2:15 pm** **Columbia Snake River System Updates**
Walter H. Evans, Attorney, Schwabe, Williamson & Wyatt
Beth Ginsberg, Attorney, Stoel Rives LLP
Ben McMakin, Principal, Van Ness Feldman
- 3:00 pm** **Break**
- 3:15 pm** **PNWA Membership Meeting**
PNWA Members only, please
- Election of Board of Directors
 - Election of Executive Committee and Officers
 - Adoption of PNWA 2016 Policies and Projects
- 4:15 pm** **IPNG Meeting** *(Gevurtz Room, Mezzanine Level)*
IPNG members only, please

FRIDAY, OCTOBER 9th

- 8:00 am to 11:00 am** **PNWA Board of Directors Meeting** *(Queen Marie Ballroom, Mezzanine Level)*
~ All PNWA members welcome to attend ~