

PORT OF NEWPORT REGULAR COMMISSION MEETING AGENDA

December 15, 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 Order6:00
- II. Changes to the Agenda6:01
- III. Public Comment6:02
- IV. Consent Calendar.....6:05
 - A. Minutes: Regular Commission Meeting 11/17/2015
 - B. Financial Reports
 - C. Contract for Design Space Modular Buildings (\$5803.00)
- V. Correspondence/Presentations.....6:08
 - A. Signe Grimstad, FY 2014-15 Audit
 - B. U.S. Coast Guard - FRC
- VI. Old Business
 - A. Items Removed from Consent Calendar
 - B. Accounts Paid6:09
 - C. Authorize Application to Finance Systems Development Charges .6:10
 - D. Rogue Lease Second Amendment.....6:15
- VII. New Business
- VIII. Departmental Reports
 - A. Director of Finance6:20
 - B. Director of Operations6:22
 - C. General Manager6:24
 - 1. GM Annual Performance Evaluation
 - 2. Resolution Setting Rates, Fees and Charges
 - 3. Budget Committee, Officer and Calendar
 - 4. USCG Air Facility
 - 5. 2016 Annual Report
 - 6. Updated Liaisons List
- IX. Commissioner Reports6:34
- X. Calendar/Future Considerations6:40
 - A. 12/25/15 Christmas Day, Port Office Closed
 - B. 01/01/16 New Year's Day, Port Office Closed
 - C. 01/18/16 Martin Luther King Day, Port Office Closed
 - D. 01/25/16 SDAO Board Training, OCCC
 - E. 01/26/16 Regular Commission Meeting
- XI. Public Comment6:41
- XII. Adjournment6:43

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

November 17, 2015

Regular Commission Meeting

I. CALL TO ORDER:

Commission President Walter Chuck called the Regular Commission Meeting of the Port of Newport Board of Commissioners to order at 6:00 pm at the South Beach Activities Room, 2120 SE Marine Science Drive, Newport, Oregon.

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

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

Members of the Public and Media: Barb Dudley; Wayne Dudley; Ralph Busby, Newport City Council; Pat Ruddiman, ILWU; Yale Fogarty, ILWU; Dennis Anstine, Newport News-Times; Kiera Morgan, News KYTE/KNPT; Lee Fries; and John McKinney.

II. CHANGES TO THE AGENDA:

There were no changes to the agenda.

III. PUBLIC COMMENT:

There was no public comment at this time.

IV. CONSENT CALENDAR

- A. Minutes: Regular Commission Meeting 10/27/2015.
- B. Financial Reports
- C. Lease to Leslie Lee, Inc. 2016
- D. Design Space Modular Building Lease
- E. Special Use Permit & Location Release Original Productions, LLC
- F. Declaration of Surplus Property

Jincks asked to remove item E from the consent calendar. Greenwood referred to pages 23-28 in the meeting packet for the related documents. Patrick-Joling asked about the increased fees in the financial report; Larrabee explained they were implemented to round the fees to fifty-cents or whole dollars.

A motion was made by Brown and seconded by Jincks to approve the revised consent calendar. The motion passed 5 – 0.

V. CORRESPONDENCE/PRESENTATIONS

Greenwood referred the Commissioners to the letter from Paula Harkin which summarized the Bay to Brews event, and said that she had already applied for a Special Use Permit for the event in 2016.

VI. OLD BUSINESS

A. Items Removed from Consent Calendar

In reference to item E, Special Use Permit & Location Release Original Productions, LLC, Jincks expressed concern and asked if the lease provided exclusive access or if the production company was aware of the needs of the commercial fishery. Greenwood and Fuller advised that they had met with the coordinators to discuss safety and the fact that this was an industrial zone, and that the production group had experience working with fishing docks. Lamerdin asked if there was a mechanism for complaints, to which Greenwood replied the dock users could speak with either Kevin Bryant or himself if there were any problems. Greenwood recommended the Commission make a motion to approve the Permit and Lease.

A motion was made by Patrick-Joling and seconded by Brown to approve the Special Use Permit & Location Release for Original Productions, LLC. The motion passed 5 – 0.

B. Accounts Paid

A motion was made by Patrick-Joling and seconded by Lamerdin to approve the Accounts Paid. The motion passed 5 – 0.

VII. New Business

A. Personal Services Contract with Stuntzner Engineering for Shipping Terminal Consulting

Greenwood said that Teevin would be turning over responsibility for McLean Point plans, which are 95% complete. The Port would work with the City of Newport on submitting for building permits this week. SHN Engineering has completed their work on the project. Greenwood recommended that the Commission approve a contract with Stuntzner Engineering to bring the permits to completion. Patrick-Joling asked if the quoted fee of approximately \$8,000 was a firm number, to which Fuller replied that quote was a “not to exceed” amount.

A motion was made by Patrick-Joling and seconded by Jincks to award a Personal Services Contract with Stuntzner Engineering for Shipping Terminal Consulting.

B. Review Development Agreement (ORS 94) for Construction of Shipping Terminal

Greenwood informed the Commissioners that he was working with Derrick Tokos of the City of Newport on a Development Agreement to assist with International Terminal development issues, including deferring permitting fees (approx. \$100K or more) until grant funds are received. There is also an opportunity to look at siting for utility easements. This was presented to the Commission for information only; the agreement has not yet been drafted. There is a City Council meeting on December 8, 2105, where the city’s approval would be sought. Greenwood suggested a Special Meeting be scheduled to review and accept the agreement.

C. Review Draft Financial Reports and Management Representation Letter for Annual Audit

Larrabee advised the Commissioners that the audit went smoothly. He mentioned some of the highlights:

1. Revenues are up and expenses are down from the previous year, and the dock replacement was able to be made from the surplus;
2. NOAA broke even this period as compared to a loss of the previous period, even while covering the eel grass mitigation costs;
3. The Construction Fund was utilized for the completion of the International Terminal project;
4. The Facilities Maintenance fund was and will be used for continuing maintenance.

The laws have changed for PERS liability, which used to be a state obligation and is now an obligation of the Port. The final audit has not yet occurred. Greenwood asked the Commissioners to review the audit documents before they are finalized and make any comments or corrections as needed. Greenwood referred the Commissioners to the Representation Letter to be signed by the President and Secretary/Treasurer. Greenwood recommended the Commissioners move to approve the financial statement as amended and authorize the President and Secretary/Treasurer to sign the Representation Letter.

A motion was made by Brown and seconded by Jincks to approve the financial statement as amended and authorize the President and Secretary/Treasurer to sign the Representation Letter.

D. Rogue Lease Second Amendment

Greenwood provided an update to the Commissioners on the Rogue lease, referring to the Lease Draft and Letter in the packet. Greenwood had spoken with Brett Joyce of Rogue and will continue to discuss the lease. Joyce requested that Rogue's construction be completed in two phases, the first next spring and the 2nd in 2018. Rogue estimates the costs to be \$420K, although plans are not yet complete. This would mean an amount of \$210K for the Port's share which would be abated by the Lease. Patrick-Joling requested that Greenwood verify Rogue's insurance covers the additional square footage.

VIII. DEPARTMENTAL REPORTS

A. Director of Finance

Greenwood said the Port is looking strong, with South Beach up 14% from last year. Patrick-Joling suggested "storm watching" as a way to boost business in the off months. Brown asked if the Kiosk perhaps was promoting more participation.

B. Director of Operations

There were no questions on the Director of Operations report.

C. General Manager

1. McLean Point Shipping Facility Power Point

Greenwood presented the slide show in the packet, prefacing that this would be presented approximately 50 times, including last Thursday's presentation to the Rotary Club, for the most part to people who were not familiar with Newport. Greenwood commented during the presentation that: there is a significant Federal presence in Newport; the images of Port properties

focused on McLean point; the International Terminal will be a public facility including equipment and surge area rental; there are 40+ trade associations interested in the facility; may see significant business with the closure of Terminal 6 in Portland, although the Terminal will be for near shore shipping; the site is clean but the Port needs to remove 20,000 cubic yards of unbuildable material; wetlands are affected and will require mitigation; utilities, asphalt and fencing will be needed; will provide advantages to the Hall family who can further support industry; TIGER funds are the only committed funds at this time and depend on the Port finding other non-federal money; construction is planned to begin in 2017, with all permits now approved, some of which need modification; and additional information is available on the Port's website.

Greenwood asked the Commissioners for feedback. The Commissioners suggested: including hi-def photos available from Jincks; add the presence of OSU and Hatfield Marine Science Center in Newport; repeat the image of the area on the first slide on the last slide; and perhaps include dredging photos. Greenwood asked the Commission to send him any additional comments.

Chuck added that the next presentation will be 12/3/2015 to the Oregon West Council of Governments. Brown will attend along with Greenwood.

2. USCG Helo Update

Greenwood advised that there is some pushback on the Coast Guard Authorization bill. Representative DeFazio is working the conference committee; the process will be political. There are no updates on the fast response cutters, which is not a part of the current conversations.

3. See VI. A.

4. PERS Employer Town Hall Meeting Itinerary, not eligible for SDAO training credit..

IX. COMMISSIONER REPORTS

Chuck reported he attended a TIGER meeting which provided an interesting perspective, and he attended a meeting with Greenwood and Fuller regarding Teevins which was productive.

X. CALENDAR/FUTURE CONSIDERATIONS

- A. 11/20 Cape Perpetua Land-Sea Symposium
- B. 11/26 Newport 4th Annual Turkey Trot
- C. 11/26 – 11/27 Thanksgiving Holiday – Port Office Closed
- D. 12/10 Port of Newport Holiday Party
- E. 12/23 Regular Commission Meeting
- F. 12/25 Christmas Day, Port Office Closed

The Commissioners agreed to reschedule the December 2015 Regular Meeting to Tuesday the 15th to avoid conflict with the holiday.

XI. PUBLIC COMMENT

John McKinney commented that he would like Newport to declare it is a “green” port, and that Teevin not clear-cut the area, as had been done in the past, but rather to even out the cutting so that that trees remained. He also asked for consideration for a bike trail.

Lee Fries asked that the Port not forget the fishing fleet in developing the McLean Point plans.

XII. ADJOURNMENT

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

ATTESTED:

Walter Chuck, President

David Jincks, Secretary / Treasurer

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DIRECTOR OF FINANCE MONTHLY REPORT

DATE: 12/15/2015
PERIOD: November Board Meeting
TO: Port of Newport Commissioners
ISSUED BY: Stephen J. Larrabee

OVERVIEW

Financials:

November year to date financials are attached.

Finance Operations:

The audit has been completed and thanks to the staff for their hard work.

Our new staff accountant, Ken Kraft, started work on December 1st.

**Port of Newport Operating Fund
 Balance Sheet
 As of November 30, 2015**

| | Nov 30, 15 | Nov 30, 14 | \$ Change |
|--|----------------------|----------------------|--------------------|
| ASSETS | | | |
| Current Assets | | | |
| Checking/Savings | | | |
| Available Cash & Equivalents | 1,460,768.46 | 1,063,351.93 | 397,416.53 |
| Restricted Cash & Equivalents | 448,385.72 | 511,240.65 | -62,854.93 |
| Total Checking/Savings | 1,909,154.18 | 1,574,592.58 | 334,561.60 |
| Accounts Receivable | | | |
| Accounts Receivable | 81,355.19 | 481,742.60 | -400,387.41 |
| Total Accounts Receivable | 81,355.19 | 481,742.60 | -400,387.41 |
| 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 |
| Assets Held For Sale | 0.00 | 4,332.10 | -4,332.10 |
| Cash Clearing | 0.00 | 2,466.80 | -2,466.80 |
| Due from other Port Funds | 63,349.77 | 85,919.10 | -22,569.33 |
| Prepaid Expenses | 75,311.46 | 91,196.79 | -15,885.33 |
| Undeposited Funds | 0.00 | 24.69 | -24.69 |
| Total Other Current Assets | 134,995.83 | 180,274.08 | -45,278.25 |
| Total Current Assets | 2,125,505.20 | 2,236,609.26 | -111,104.06 |
| Fixed Assets | | | |
| Capital 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 | 90,202,564.97 | 90,313,669.03 | -111,104.06 |
| LIABILITIES & EQUITY | | | |
| Liabilities | | | |
| Current Liabilities | | | |
| Accounts Payable | | | |
| Accounts Payable | 47,319.84 | 97,791.97 | -50,472.13 |
| Total Accounts Payable | 47,319.84 | 97,791.97 | -50,472.13 |
| 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 | 302,826.00 | -302,826.00 |
| Payroll Liability | 32,865.42 | 29,065.22 | 3,800.20 |
| Total Other Current Liabilities | 45,425.37 | 345,610.22 | -300,184.85 |
| Total Current Liabilities | 92,745.21 | 443,402.19 | -350,656.98 |
| 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 | 8,975,192.70 | 9,325,849.68 | -350,656.98 |
| Equity | | | |
| Contributed Capital | 7,130,788.00 | 7,130,788.00 | 0.00 |
| Fund Balance | -5,661,326.12 | -6,166,639.67 | 505,313.55 |
| Opening Balance Equity | 79,446,413.75 | 79,446,413.75 | 0.00 |
| Net Income | 311,498.65 | 577,257.27 | -265,758.62 |
| Total Equity | 81,227,374.28 | 80,987,819.35 | 239,554.93 |
| TOTAL LIABILITIES & EQUITY | 90,202,566.98 | 90,313,669.03 | -111,102.05 |

11:09 AM
 12/10/15
 Accrual Basis

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

| | Jul - Nov 15 | Budget | \$ Over Budget | % of Budget |
|--------------------------------|--------------------------|---------------------------|--------------------------|----------------------|
| Ordinary Income/Expense | | | | |
| Income | | | | |
| Lease Revenues | 260,444.52 | 608,051.00 | -347,606.48 | 42.8% |
| Shipping Terminal Revenues | 7,355.30 | 15,900.00 | -8,544.70 | 46.3% |
| Hoist Dock & Services | 163,599.95 | 410,200.00 | -246,600.05 | 39.9% |
| Moorage | 508,236.79 | 1,081,000.00 | -572,763.21 | 47.0% |
| Launch Ramp & Trailer Storage | 38,605.20 | 62,000.00 | -23,394.80 | 62.3% |
| Miscellaneous Revenue | 39,367.76 | 37,200.00 | 2,167.76 | 105.8% |
| RV Parks | 493,763.44 | 655,000.00 | -161,236.56 | 75.4% |
| Total Income | <u>1,511,372.96</u> | <u>2,869,351.00</u> | <u>-1,357,978.04</u> | <u>52.7%</u> |
| Gross Profit | 1,511,372.96 | 2,869,351.00 | -1,357,978.04 | 52.7% |
| Expense | | | | |
| Personal Services | 396,358.87 | 1,147,035.00 | -750,676.13 | 34.6% |
| Materials & Services | 513,630.28 | 1,524,407.00 | -1,010,776.72 | 33.7% |
| Debt Services | 267,252.27 | 637,033.00 | -369,780.73 | 42.0% |
| Total Expense | <u>1,177,241.42</u> | <u>3,308,475.00</u> | <u>-2,131,233.58</u> | <u>35.6%</u> |
| Net Ordinary Income | 334,131.54 | -439,124.00 | 773,255.54 | -76.1% |
| Other Income/Expense | | | | |
| Other Income | | | | |
| Property Tax Revenue | 81,147.43 | 92,350.00 | -11,202.57 | 87.9% |
| Gain/(Loss) on Sale of Assets | 20.00 | | | |
| Grant & Loan Proceeds | 0.00 | 183,000.00 | -183,000.00 | 0.0% |
| Interest Income | 1,765.10 | 2,500.00 | -734.90 | 70.6% |
| Miscellaneous | 480.35 | | | |
| Property & Dredge Sales | 498.00 | | | |
| Total Other Income | <u>83,910.88</u> | <u>277,850.00</u> | <u>-193,939.12</u> | <u>30.2%</u> |
| Other Expense | | | | |
| Contingency | 0.00 | 200,000.00 | -200,000.00 | 0.0% |
| Capital Outlay | 6,543.77 | 215,000.00 | -208,456.23 | 3.0% |
| Transfers Out | 100,000.00 | 100,000.00 | 0.00 | 100.0% |
| Total Other Expense | <u>106,543.77</u> | <u>515,000.00</u> | <u>-408,456.23</u> | <u>20.7%</u> |
| Net Other Income | <u>-22,632.89</u> | <u>-237,150.00</u> | <u>214,517.11</u> | <u>9.5%</u> |
| Net Income | <u><u>311,498.65</u></u> | <u><u>-676,274.00</u></u> | <u><u>987,772.65</u></u> | <u><u>-46.1%</u></u> |

11:12 AM
 12/10/15
 Accrual Basis

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

| | Jul - Nov 15 | Budget | \$ Over Budget | % of Budget |
|--------------------------------|--------------------------|---------------------------|--------------------------|---------------------|
| Ordinary Income/Expense | | | | |
| Income | | | | |
| Lease Revenues | 260,444.52 | 608,051.00 | -347,606.48 | 42.8% |
| Hoist Dock & Services | 1,250.00 | | | |
| Moorage | 954.00 | | | |
| Miscellaneous Revenue | 1,768.16 | 0.00 | 1,768.16 | 100.0% |
| Total Income | <u>264,416.68</u> | <u>608,051.00</u> | <u>-343,634.32</u> | <u>43.5%</u> |
| Gross Profit | 264,416.68 | 608,051.00 | -343,634.32 | 43.5% |
| Expense | | | | |
| Personal Services | 168,091.76 | 474,879.00 | -306,787.24 | 35.4% |
| Materials & Services | 150,336.71 | 532,650.00 | -382,313.29 | 28.2% |
| Debt Services | 4,463.00 | 17,851.00 | -13,388.00 | 25.0% |
| Total Expense | <u>322,891.47</u> | <u>1,025,380.00</u> | <u>-702,488.53</u> | <u>31.5%</u> |
| Net Ordinary Income | -58,474.79 | -417,329.00 | 358,854.21 | 14.0% |
| Other Income/Expense | | | | |
| Other Income | | | | |
| Property Tax Revenue | 81,147.43 | 92,350.00 | -11,202.57 | 87.9% |
| Gain/(Loss) on Sale of Assets | 20.00 | | | |
| Grant & Loan Proceeds | 0.00 | 183,000.00 | -183,000.00 | 0.0% |
| Interest Income | 1,765.10 | 2,500.00 | -734.90 | 70.6% |
| Total Other Income | <u>82,932.53</u> | <u>277,850.00</u> | <u>-194,917.47</u> | <u>29.8%</u> |
| Other Expense | | | | |
| Contingency | 0.00 | 200,000.00 | -200,000.00 | 0.0% |
| Capital Outlay | 0.00 | 15,000.00 | -15,000.00 | 0.0% |
| Transfers Out | 100,000.00 | 100,000.00 | 0.00 | 100.0% |
| Total Other Expense | <u>100,000.00</u> | <u>315,000.00</u> | <u>-215,000.00</u> | <u>31.7%</u> |
| Net Other Income | -17,067.47 | -37,150.00 | 20,082.53 | 45.9% |
| Net Income | <u><u>-75,542.26</u></u> | <u><u>-454,479.00</u></u> | <u><u>378,936.74</u></u> | <u><u>16.6%</u></u> |

11:13 AM
 12/10/15
 Accrual Basis

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

| | <u>Jul - Nov 15</u> | <u>Budget</u> | <u>\$ Over Budget</u> | <u>% of Budget</u> |
|--------------------------------|--------------------------|---------------------------|--------------------------|---------------------|
| Ordinary Income/Expense | | | | |
| Income | | | | |
| Shipping Terminal Revenues | 7,222.10 | 14,500.00 | -7,277.90 | 49.8% |
| Hoist Dock & Services | 75,566.31 | 147,000.00 | -71,433.69 | 51.4% |
| Moorage | 34,434.80 | 70,000.00 | -35,565.20 | 49.2% |
| Miscellaneous Revenue | 1,703.00 | | | |
| Total Income | <u>118,926.21</u> | <u>231,500.00</u> | <u>-112,573.79</u> | <u>51.4%</u> |
| Gross Profit | 118,926.21 | 231,500.00 | -112,573.79 | 51.4% |
| Expense | | | | |
| Personal Services | 19,394.76 | 63,101.00 | -43,706.24 | 30.7% |
| Materials & Services | 35,327.91 | 104,650.00 | -69,322.09 | 33.8% |
| Debt Services | 130,101.30 | 441,403.00 | -311,301.70 | 29.5% |
| Total Expense | <u>184,823.97</u> | <u>609,154.00</u> | <u>-424,330.03</u> | <u>30.3%</u> |
| Net Ordinary Income | <u>-65,897.76</u> | <u>-377,654.00</u> | <u>311,756.24</u> | <u>17.4%</u> |
| Net Income | <u><u>-65,897.76</u></u> | <u><u>-377,654.00</u></u> | <u><u>311,756.24</u></u> | <u><u>17.4%</u></u> |

11:21 AM
 12/10/15
 Accrual Basis

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

| | Jul - Nov 15 | Budget | \$ Over Budget | % of Budget |
|--------------------------------|--------------------------|--------------------------|-------------------------|----------------------|
| Ordinary Income/Expense | | | | |
| Income | | | | |
| Hoist Dock & Services | 8,955.36 | 6,000.00 | 2,955.36 | 149.3% |
| Moorage | 285,870.21 | 611,000.00 | -325,129.79 | 46.8% |
| Launch Ramp & Trailer Storage | 38,577.80 | 62,000.00 | -23,422.20 | 62.2% |
| Miscellaneous Revenue | 31,639.49 | 33,200.00 | -1,560.51 | 95.3% |
| RV Parks | 493,763.44 | 655,000.00 | -161,236.56 | 75.4% |
| Total Income | <u>858,806.30</u> | <u>1,367,200.00</u> | <u>-508,393.70</u> | <u>62.8%</u> |
| Gross Profit | 858,806.30 | 1,367,200.00 | -508,393.70 | 62.8% |
| Expense | | | | |
| Personal Services | 118,497.77 | 330,689.00 | -212,191.23 | 35.8% |
| Materials & Services | 238,432.00 | 587,507.00 | -349,075.00 | 40.6% |
| Debt Services | 129,789.72 | 170,823.00 | -41,033.28 | 76.0% |
| Total Expense | <u>486,719.49</u> | <u>1,089,019.00</u> | <u>-602,299.51</u> | <u>44.7%</u> |
| Net Ordinary Income | 372,086.81 | 278,181.00 | 93,905.81 | 133.8% |
| 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>372,884.81</u></u> | <u><u>278,181.00</u></u> | <u><u>94,703.81</u></u> | <u><u>134.0%</u></u> |

11:24 AM
 12/10/15
 Accrual Basis

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

| | <u>Jul - Nov 15</u> | <u>Budget</u> | <u>\$ Over Budget</u> | <u>% of Budget</u> |
|--------------------------------|-------------------------|---------------------------|--------------------------|----------------------|
| Ordinary Income/Expense | | | | |
| Income | | | | |
| Shipping Terminal Revenues | 133.20 | 1,400.00 | -1,266.80 | 9.5% |
| Hoist Dock & Services | 77,828.28 | 257,200.00 | -179,371.72 | 30.3% |
| Moorage | 186,977.78 | 400,000.00 | -213,022.22 | 46.7% |
| Launch Ramp & Trailer Storage | 27.40 | | | |
| Miscellaneous Revenue | 3,201.16 | 4,000.00 | -798.84 | 80.0% |
| Total Income | <u>268,167.82</u> | <u>662,600.00</u> | <u>-394,432.18</u> | <u>40.5%</u> |
| Gross Profit | 268,167.82 | 662,600.00 | -394,432.18 | 40.5% |
| Expense | | | | |
| Personal Services | 90,374.58 | 278,366.00 | -187,991.42 | 32.5% |
| Materials & Services | 89,536.87 | 299,600.00 | -210,063.13 | 29.9% |
| Debt Services | 2,898.25 | 6,956.00 | -4,057.75 | 41.7% |
| Total Expense | <u>182,809.70</u> | <u>584,922.00</u> | <u>-402,112.30</u> | <u>31.3%</u> |
| Net Ordinary Income | 85,358.12 | 77,678.00 | 7,680.12 | 109.9% |
| Other Income/Expense | | | | |
| Other Income | | | | |
| Miscellaneous | 150.00 | | | |
| Total Other Income | <u>150.00</u> | | | |
| Other Expense | | | | |
| Capital Outlay | 6,543.77 | 200,000.00 | -193,456.23 | 3.3% |
| Total Other Expense | <u>6,543.77</u> | <u>200,000.00</u> | <u>-193,456.23</u> | <u>3.3%</u> |
| Net Other Income | <u>-6,393.77</u> | <u>-200,000.00</u> | <u>193,606.23</u> | <u>3.2%</u> |
| Net Income | <u><u>78,964.35</u></u> | <u><u>-122,322.00</u></u> | <u><u>201,286.35</u></u> | <u><u>-64.6%</u></u> |

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

| | Nov 30, 15 | Nov 30, 14 | \$ Change |
|--|---------------------|---------------------|-------------------|
| ASSETS | | | |
| Current Assets | | | |
| Checking/Savings | | | |
| Cash & Equivalents | 5,066,163.51 | 5,072,577.05 | -6,413.54 |
| Total Checking/Savings | 5,066,163.51 | 5,072,577.05 | -6,413.54 |
| Other Current Assets | | | |
| Prepaid Expenses | 3,370.43 | 14,754.23 | -11,383.80 |
| Total Other Current Assets | 3,370.43 | 14,754.23 | -11,383.80 |
| Total Current Assets | 5,069,533.94 | 5,087,331.28 | -17,797.34 |
| TOTAL ASSETS | <u>5,069,533.94</u> | <u>5,087,331.28</u> | <u>-17,797.34</u> |
| LIABILITIES & EQUITY | | | |
| Liabilities | | | |
| Current Liabilities | | | |
| Accounts Payable | | | |
| Accounts Payable | 12,501.87 | 14,223.82 | -1,721.95 |
| Total Accounts Payable | 12,501.87 | 14,223.82 | -1,721.95 |
| Other Current Liabilities | | | |
| Vacation Payable | 4,235.00 | 2,382.00 | 1,853.00 |
| Due to Operations or Const Fund | 707.27 | 8,503.47 | -7,796.20 |
| Accrued Interest Payable | 499,410.00 | 499,410.00 | 0.00 |
| Total Other Current Liabilities | 504,352.27 | 510,295.47 | -5,943.20 |
| Total Current Liabilities | 516,854.14 | 524,519.29 | -7,665.15 |
| Long Term Liabilities | | | |
| Long-Term Debt | 22,357,424.00 | 22,357,424.00 | 0.00 |
| Total Long Term Liabilities | 22,357,424.00 | 22,357,424.00 | 0.00 |
| Total Liabilities | 22,874,278.14 | 22,881,943.29 | -7,665.15 |
| Equity | | | |
| Opening Balance Equity | -17,758,143.71 | -17,758,143.71 | 0.00 |
| Unrestricted Net Assets | 517,841.12 | 503,621.26 | 14,219.86 |
| Net Income | -564,441.61 | -540,089.56 | -24,352.05 |
| Total Equity | -17,804,744.20 | -17,794,612.01 | -10,132.19 |
| TOTAL LIABILITIES & EQUITY | <u>5,069,533.94</u> | <u>5,087,331.28</u> | <u>-17,797.34</u> |

12:18 PM
 12/10/15
 Accrual Basis

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

| | <u>Jul - Nov 15</u> | <u>Budget</u> | <u>\$ Over Budget</u> | <u>% of Budget</u> |
|--------------------------------|---------------------------|---------------------------|--------------------------|---------------------|
| Ordinary Income/Expense | | | | |
| Income | | | | |
| Lease Income | 1,058,807.55 | 2,542,000.00 | -1,483,192.45 | 41.7% |
| Interest Income | 3,654.50 | 10,500.00 | -6,845.50 | 34.8% |
| Misc Income | 303.34 | | | |
| Total Income | <u>1,062,765.39</u> | <u>2,552,500.00</u> | <u>-1,489,734.61</u> | <u>41.6%</u> |
| Expense | | | | |
| Personal Services | 51,878.49 | 109,660.00 | -57,781.51 | 47.3% |
| Materials & Service | 150,311.45 | 605,120.00 | -454,808.55 | 24.8% |
| Debt Service | 1,427,066.88 | 1,999,434.00 | -572,367.12 | 71.4% |
| Total Expense | <u>1,629,256.82</u> | <u>2,714,214.00</u> | <u>-1,084,957.18</u> | <u>60.0%</u> |
| Net Ordinary Income | <u>-566,491.43</u> | <u>-161,714.00</u> | <u>-404,777.43</u> | <u>350.3%</u> |
| Other Income/Expense | | | | |
| Other Expense | | | | |
| Capital Outlay | 7,856.00 | 56,000.00 | -48,144.00 | 14.0% |
| Fund Transfers Out | 0.00 | 500,000.00 | -500,000.00 | 0.0% |
| Contingency | 0.00 | 100,000.00 | -100,000.00 | 0.0% |
| Total Other Expense | <u>7,856.00</u> | <u>656,000.00</u> | <u>-648,144.00</u> | <u>1.2%</u> |
| Net Other Income | <u>-7,856.00</u> | <u>-656,000.00</u> | <u>648,144.00</u> | <u>1.2%</u> |
| Net Income | <u><u>-574,347.43</u></u> | <u><u>-817,714.00</u></u> | <u><u>243,366.57</u></u> | <u><u>70.2%</u></u> |

12:23 PM
 12/10/15
 Accrual Basis

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

| | <u>Nov 30, 15</u> | <u>Nov 30, 14</u> | <u>\$ Change</u> |
|---------------------------------------|--------------------------|--------------------------|--------------------------|
| ASSETS | | | |
| Current Assets | | | |
| Checking/Savings | | | |
| Umpqua Bank - Money Market | 148,436.32 | 166,644.21 | -18,207.89 |
| Total Checking/Savings | <u>148,436.32</u> | <u>166,644.21</u> | <u>-18,207.89</u> |
| Total Current Assets | <u>148,436.32</u> | <u>166,644.21</u> | <u>-18,207.89</u> |
| TOTAL ASSETS | <u>148,436.32</u> | <u>166,644.21</u> | <u>-18,207.89</u> |
| LIABILITIES & EQUITY | | | |
| Liabilities | | | |
| Current Liabilities | | | |
| Accounts Payable | | | |
| Accounts Payable | 50,727.39 | 86,530.60 | -35,803.21 |
| Total Accounts Payable | <u>50,727.39</u> | <u>86,530.60</u> | <u>-35,803.21</u> |
| Total Current Liabilities | <u>50,727.39</u> | <u>86,530.60</u> | <u>-35,803.21</u> |
| Total Liabilities | <u>50,727.39</u> | <u>86,530.60</u> | <u>-35,803.21</u> |
| Equity | | | |
| Fund Balance | 48,378.36 | 166,595.95 | -118,217.59 |
| Net Income | 49,330.57 | -86,482.34 | 135,812.91 |
| Total Equity | <u>97,708.93</u> | <u>80,113.61</u> | <u>17,595.32</u> |
| TOTAL LIABILITIES & EQUITY | <u>148,436.32</u> | <u>166,644.21</u> | <u>-18,207.89</u> |

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

| | <u>Nov 30, 15</u> | <u>Nov 30, 14</u> | <u>\$ Change</u> |
|--|--------------------------|--------------------------|---------------------------|
| ASSETS | | | |
| Current Assets | | | |
| Checking/Savings | | | |
| Construction Fund Bank Accts | 149,961.71 | 629,259.96 | -479,298.25 |
| Total Checking/Savings | <u>149,961.71</u> | <u>629,259.96</u> | <u>-479,298.25</u> |
| Total Current Assets | <u>149,961.71</u> | <u>629,259.96</u> | <u>-479,298.25</u> |
| TOTAL ASSETS | <u>149,961.71</u> | <u>629,259.96</u> | <u>-479,298.25</u> |
| LIABILITIES & EQUITY | | | |
| Liabilities | | | |
| Current Liabilities | | | |
| Accounts Payable | | | |
| A/P - Construction | 0.00 | 95,231.27 | -95,231.27 |
| Total Accounts Payable | <u>0.00</u> | <u>95,231.27</u> | <u>-95,231.27</u> |
| Other Current Liabilities | | | |
| Due To Other funds | 0.00 | 1,800.00 | -1,800.00 |
| Total Other Current Liabilities | <u>0.00</u> | <u>1,800.00</u> | <u>-1,800.00</u> |
| Total Current Liabilities | <u>0.00</u> | <u>97,031.27</u> | <u>-97,031.27</u> |
| Total Liabilities | 0.00 | 97,031.27 | -97,031.27 |
| Equity | | | |
| Fund Balance | 183,266.66 | 750,803.54 | -567,536.88 |
| Net Income | -33,304.95 | -218,574.85 | 185,269.90 |
| Total Equity | <u>149,961.71</u> | <u>532,228.69</u> | <u>-382,266.98</u> |
| TOTAL LIABILITIES & EQUITY | <u>149,961.71</u> | <u>629,259.96</u> | <u>-479,298.25</u> |

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

| | Nov 30, 15 | Nov 30, 14 | \$ Change |
|--|-----------------------|-----------------------|--------------------|
| ASSETS | | | |
| Current Assets | | | |
| Checking/Savings | | | |
| Gen Obligation Bond MM-OCB | 877,316.74 | 836,011.22 | 41,305.52 |
| Total Checking/Savings | 877,316.74 | 836,011.22 | 41,305.52 |
| Accounts Receivable | | | |
| Due from General Operating Fund | 0.00 | 37,361.62 | -37,361.62 |
| Total Accounts Receivable | 0.00 | 37,361.62 | -37,361.62 |
| 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 | 954,161.86 | 950,217.96 | 3,943.90 |
| 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 | 1,045,495.86 | 1,041,551.96 | 3,943.90 |
| 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 | 788,010.58 | 829,625.74 | -41,615.16 |
| Total Equity | -12,676,905.14 | -12,955,849.04 | 278,943.90 |
| TOTAL LIABILITIES & EQUITY | 1,045,495.86 | 1,041,551.96 | 3,943.90 |

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

| | Nov 30, 15 | Nov 30, 14 | \$ Change |
|--|----------------------|----------------------|--------------------|
| ASSETS | | | |
| Current Assets | | | |
| Checking/Savings | | | |
| Available Cash & Equivalents | 1,460,768.46 | 1,063,351.93 | 397,416.53 |
| Restricted Cash & Equivalents | 448,385.72 | 511,240.65 | -62,854.93 |
| Total Checking/Savings | 1,909,154.18 | 1,574,592.58 | 334,561.60 |
| Accounts Receivable | | | |
| Accounts Receivable | 81,355.19 | 481,742.60 | -400,387.41 |
| Total Accounts Receivable | 81,355.19 | 481,742.60 | -400,387.41 |
| 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 |
| Assets Held For Sale | 0.00 | 4,332.10 | -4,332.10 |
| Cash Clearing | 0.00 | 2,466.80 | -2,466.80 |
| Due from other Port Funds | 63,349.77 | 85,919.10 | -22,569.33 |
| Prepaid Expenses | 75,311.46 | 91,196.79 | -15,885.33 |
| Undeposited Funds | 0.00 | 24.69 | -24.69 |
| Total Other Current Assets | 134,995.83 | 180,274.08 | -45,278.25 |
| Total Current Assets | 2,125,505.20 | 2,236,609.26 | -111,104.06 |
| Fixed Assets | | | |
| Capital Assets | | | |
| Total Fixed Assets | 88,077,059.77 | 88,077,059.77 | 0.00 |
| TOTAL ASSETS | 90,202,564.97 | 90,313,669.03 | -111,104.06 |
| LIABILITIES & EQUITY | | | |
| Liabilities | | | |
| Current Liabilities | | | |
| Accounts Payable | | | |
| Accounts Payable | 47,319.84 | 97,791.97 | -50,472.13 |
| Total Accounts Payable | 47,319.84 | 97,791.97 | -50,472.13 |
| 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 | 302,826.00 | -302,826.00 |
| Payroll Liability | 32,865.42 | 29,065.22 | 3,800.20 |
| Total Other Current Liabilities | 45,425.37 | 345,610.22 | -300,184.85 |
| Total Current Liabilities | 92,745.21 | 443,402.19 | -350,656.98 |
| 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 | 8,975,192.70 | 9,325,849.68 | -350,656.98 |
| Equity | | | |
| Contributed Capital | 7,130,788.00 | 7,130,788.00 | 0.00 |
| Fund Balance | -5,661,326.12 | -6,166,639.67 | 505,313.55 |
| Opening Balance Equity | 79,446,413.75 | 79,446,413.75 | 0.00 |
| Net Income | 311,498.65 | 577,257.27 | -265,758.62 |
| Total Equity | 81,227,374.28 | 80,987,819.35 | 239,554.93 |
| TOTAL LIABILITIES & EQUITY | 90,202,566.98 | 90,313,669.03 | -111,102.05 |

November 6, 2015

**INDEPENDENT AUDITOR'S REPORT
REQUIRED BY OREGON STATE REGULATIONS**

Board of Commissioners
Port of Newport
Newport, Oregon

I have audited the basic financial statements of the Port of Newport as of and for the year ended June 30, 2015, and have issued my report thereon November 6, 2015. I conducted my audit in accordance with auditing standards generally accepted in the United States of America.

Compliance

As part of obtaining reasonable assurance about whether the Port of Newport financial statements are free of material misstatement, I performed tests of its compliance with certain provisions of laws, regulations, contracts, and grants, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules 162-10-000 through 162-10-330 of the Minimum Standards for Audits of Oregon Municipal Corporations, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of my audit, and accordingly, I do not express such an opinion.

I performed procedures to the extent I considered necessary to address the required comments and disclosures which included, but were not limited to the following:

- Accounting records and related internal control structure.
- Deposit of public funds with financial institutions (ORS Chapter 295).
- Indebtedness limitations, restrictions and repayment.
- Budgets legally required (ORS Chapter 294).
- Insurance and fidelity bonds in force or required by law.
- Authorized investment of surplus funds (ORS Chapter 294).
- Public contracts and purchasing (ORS Chapters 279A, 279B, 279C).
- Programs funded from outside sources.

In connection with my testing nothing came to my attention that caused me to believe the Port of Newport was not in substantial compliance with certain provisions of laws, regulations, contracts, and grants, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules 162-10-000 through 162-10-320 of the Minimum Standards for Audits of Oregon Municipal Corporations, except for the following as noted below:

| | |
|---------------------------------------|--------|
| General Operating Fund - Debt Service | \$ 944 |
|---------------------------------------|--------|

Internal Control Over Financial Reporting

In planning and performing my audit of the financial statements, I considered Port of Newport's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing my opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Port of Newport's internal control. Accordingly, I do not express an opinion on the effectiveness of Port of Newport's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

My consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during my audit I did not identify any deficiencies in internal control that I consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Purpose of This Report

This report is intended solely for the information and use by the Commissioners and management of Port of Newport, Oregon and the Oregon Secretary of State and is not intended to be and should not be used by anyone other than these parties.

SIGNE GRIMSTAD
Certified Public Accountant

U.S. Department of
Homeland Security

United States
Coast Guard



Commandant
United States Coast Guard
Civil Engineering Unit Oakland

1301 Clay Street, Suite 700N
Oakland, CA 94612-5203
Staff Symbol: (em)
Phone: (510) 637-5523
Fax: (510) 637-5513
constance.m.callahan@uscg.mil

16475

To Whom It May Concern,

The U.S. Coast Guard (USCG) would like to thank you for the comments you provided on the Draft Environmental Assessment (EA) for the proposed homeporting of two Fast Response Cutters in USCG District 13. Your input and interest in the proposed action is greatly appreciated.

At this time, the USCG has decided to delay issuance of a Finding of No Significant Impact (FONSI), in accordance with the subject EA, in order to allow the USCG to further evaluate the different homeport options in light of the operational needs and the environmental considerations. When a preferred homeport alternative has been identified, the USCG will proceed with completion of the NEPA review, including any necessary public and agency outreach. The USCG will ensure that the comments provided by you are considered in its deliberations and the NEPA analysis.

Thank you for your attention to this project, if you have any additional questions or concerns, please contact Constance Callahan at the address listed above.

Sincerely,

A handwritten signature in blue ink, appearing to read "M. J. Berg", with a circled "LT" next to it.

M. J. BERG, LT
Chief, Planning and Real Property Branch
U. S. Coast Guard
By direction of the Commanding Officer

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PORT OF NEWPORT



Operating Fund

November 13, 2015 through December 10, 2015

| Date | Num | Name | Memo | Amount |
|-------------|------------|----------------------------------|--|---------------|
| 11/13/15 | 37345 | Employee | Mid Month Draw | 450.00 |
| 11/13/15 | 37346 | Employee | Mid Month Draw | 500.00 |
| 11/13/15 | 37347 | Employee | Mid Month Draw | 500.00 |
| 11/13/15 | 37348 | Employee | Mid Month Draw | 300.00 |
| 11/13/15 | 37349 | Employee | Mid Month Draw | 475.00 |
| 11/13/15 | 37350 | Employee | Mid Month Draw | 500.00 |
| 11/13/15 | 37351 | Employee | Mid month Draw | 300.00 |
| 11/13/15 | 37352 | Employee | Mid Month Draw | 1,500.00 |
| 11/13/15 | 37353 | Central Lincoln PUD | Electric | 6,218.52 |
| 11/13/15 | 37354 | Century Link | Telephone | 382.61 |
| 11/13/15 | 37355 | CenturyLink - Business Service | Telephone | 30.24 |
| 11/13/15 | 37356 | Design Space | Temporary Office Rental | 835.00 |
| 11/13/15 | 37357 | HC Etc., Inc | IT Hours | 571.14 |
| 11/13/15 | 37358 | Lincoln County Public Works | Fuel for Trucks | 279.02 |
| 11/13/15 | 37359 | MACPHERSON, GINTNER & DIAZ | Professional Services | 1,665.00 |
| 11/13/15 | 37360 | Richard Hull | Review Balance Sheet & Prepare for Audit | 420.00 |
| 11/13/15 | 37361 | T&L Septic Tank Service | Pump Septic Tank Terminal | 450.00 |
| 11/13/15 | 37362 | Thompson's Sanitary Service, Inc | Trash Disposal | 5,190.55 |
| 11/13/15 | 37363 | Yaquina Bay Communications | Radio Ad Contract | 199.00 |
| 11/17/15 | 37364 | Advance Backflow Testing LLC | Backflow Testing | 675.00 |
| 11/17/15 | 37365 | Agate Beach Supply | Paint and Supplies for Laundry Room | 198.05 |
| 11/17/15 | 37366 | Airgas USA, LLC | Drill Bit | 75.16 |
| 11/17/15 | 37367 | Alan Brown Tire Center | Tires for Mobile Crane | 756.00 |
| 11/17/15 | 37368 | ALSCO | Weekly Rugs and Rags | 283.13 |
| 11/17/15 | 37369 | Aisea Bay Power Products | Trimmer Line | 31.25 |
| 11/17/15 | 37370 | Barrelhead | Treated Lumber and Hardware | 206.01 |
| 11/17/15 | 37371 | Carquest Auto Parts | Washer Fluid, Rainx, Door Spring | 40.98 |
| 11/17/15 | 37372 | Central Lincoln PUD | Electric | 3,872.91 |
| 11/17/15 | 37373 | Coast Range Equipment & Repair | Replace Belts, Pump Station | 342.52 |
| 11/17/15 | 37374 | Coastal Paper & Supply, Inc. | Cleaning Supplies | 1,405.13 |
| 11/17/15 | 37375 | CoastCom Inc | Internet and E-mail | 832.00 |
| 11/17/15 | 37376 | Copeland Lumber Yards, Inc.. | Lumber | 149.80 |
| 11/17/15 | 37377 | Creative Landscape & Maintenance | Landscape Maintenance | 1,200.00 |
| 11/17/15 | 37378 | Englund Marine Supply Co, Inc | Rain Gear, Boots | 397.49 |
| 11/17/15 | 37379 | Home Wire LLC | Service call for three receivers Annex | 453.50 |
| 11/17/15 | 37380 | Newport Auto Parts Inc | Wrench, Coveralls | 28.20 |
| 11/17/15 | 37381 | Old Republic Surety Group | Annual Sand and Gravel License Bond | 100.00 |
| 11/17/15 | 37382 | Oregon Department of Justice | Public Records Manual | 25.00 |
| 11/17/15 | 37383 | State Forester | Fire Protection Fee | 13.52 |
| 11/17/15 | 37384 | Todd Chase | VOID: | 0.00 |



Operating Fund

November 13, 2015 through December 10, 2015

| | | | | |
|----------|-------|--|--|-----------|
| 11/17/15 | 37385 | U.G. Cash & Carry | Batteries, Paper Plates, Degreaser, Water | 130.52 |
| 11/19/15 | 37386 | Business Oregon-OBDD | Loan 655-36-02 OCT 2015 | 7,800.00 |
| 11/19/15 | 37387 | Chase - Visa | Heater Fan, Software, PNWA Conference | 2,548.97 |
| 11/19/15 | 37388 | City of Newport | Room Tax | 3,966.81 |
| 11/19/15 | 37389 | Oregon Association of Municipal Record | OAMR Associate Membership for 2016 | 35.00 |
| 11/19/15 | 37390 | Platt | Buss Bars for Dock Electrical, Light Replacement | 623.74 |
| 11/19/15 | 37391 | Runions Construction LLC | Parking Lot Striping, Rogue to split cost | 2,989.00 |
| 11/19/15 | 37392 | Shoreside Marinas | Triangle Frames PD5D | 4,020.05 |
| 11/19/15 | 37393 | Special Districts Insurance Service | Health Plan | 12,700.10 |
| 11/19/15 | 37394 | Staples | Copy Paper, Monitor, Calculator, Ink Cartridges | 1,709.29 |
| 11/19/15 | 37395 | Suburban Propane | Fill Propane Tanks | 351.63 |
| 11/19/15 | 37396 | Business Oregon-OBDD | Principal & Int L00012 | 7,520.00 |
| 11/24/15 | 37397 | Central Lincoln PUD | VOID | 0.00 |
| 11/24/15 | 37398 | Dahl & Dahl, Inc | Trash Disposal | 594.35 |
| 11/24/15 | 37399 | Department of State Lands | Oct Sand Royalty | 206.64 |
| 11/24/15 | 37400 | Fred Meyer Customer Charges | Food for Employee Meeting, Water, Lunches | 410.71 |
| 11/24/15 | 37401 | Gray's Web Design | Update Rate Changes | 21.00 |
| 11/24/15 | 37402 | JC Market | Cheese and Salad Dressing | 22.39 |
| 11/24/15 | 37403 | Central Lincoln PUD | Electric | 3,977.15 |
| 11/24/15 | 37404 | News-Times | Chamber Map, Vessel Auction Ads | 643.35 |
| 11/24/15 | 37405 | NW Natural | Gas | 264.68 |
| 11/24/15 | 37406 | Toyota Financial Services | Forklift Leases | 1,044.20 |
| 11/24/15 | 37407 | Central Lincoln PUD | Electric | 1,292.80 |
| 12/03/15 | 37408 | AboveBoard Electric Inc | Troubleshoot Water Heater Men's Moorage | 127.50 |
| 12/03/15 | 37409 | Central Lincoln PUD | Electric | 1,279.14 |
| 12/03/15 | 37410 | Coastal Paper & Supply, Inc. | Cleaning and Paper Supplies | 1,655.35 |
| 12/03/15 | 37411 | Copeland Lumber Yards, Inc.. | Lumber | 111.45 |
| 12/03/15 | 37412 | Dahl & Dahl, Inc | Trash Disposal | 271.70 |
| 12/03/15 | 37413 | Design Space | Building Lease | 1,052.00 |
| 12/03/15 | 37414 | G & K Floors | Janitorial Services SB and Customs Trailer | 2,200.00 |
| 12/03/15 | 37415 | Henry French | Used Boat Trailer for SB Skiff | 500.00 |
| 12/03/15 | 37416 | Papé Material Handling Exchange | Wiper Arm and Hardware for Forklift | 186.71 |
| 12/03/15 | 37417 | Pioneer Printing, Inc. | Pens | 535.20 |
| 12/03/15 | 37418 | Pioneer Telephone Cooperative | Telephone | 225.88 |
| 12/03/15 | 37419 | Robin Ripka | 10 Bottles All Purpose Cleaner | 200.00 |
| 12/03/15 | 37420 | T & L Chemical Toilet Service | Chemical Toilets Bayfront | 436.00 |
| 12/03/15 | 37421 | TCB Security Services, Inc | Monthly Security contract | 6,516.00 |
| 12/03/15 | 37422 | Verizon Wireless | Port cell phones | 582.86 |
| 12/03/15 | 37423 | Voya (State of Oregon Plan) | Employee Contribution to Deferred Comp | 200.00 |
| 12/03/15 | 37424 | Pacific Habitat Services, Inc | Piling Permit PD5 | 1,233.77 |
| 12/03/15 | 37425 | U.G. Cash & Carry | Cleaning Supplies | 1,406.46 |
| 12/03/15 | 37426 | Cap Elza - Gibson | Moorage refund | 608.58 |
| 12/07/15 | 37427 | Alesa Bay Power Products | Tool Supplies | 32.65 |
| 12/07/15 | 37428 | Barrelhead | Hardware, Padlocks | 400.33 |



Operating Fund

November 13, 2015 through December 10, 2015

| | | | | |
|----------|-------|--|---|----------|
| 12/07/15 | 37429 | City of Newport | Water and Sewer | 3,637.66 |
| 12/07/15 | 37430 | Creative Landscape & Maintenance | Landscape Maintenance | 1,200.00 |
| 12/07/15 | 37431 | Englund Marine Supply Co, Inc | Rigging Cables and Fittings | 403.86 |
| 12/07/15 | 37432 | Lock Masters | Repair Deadbolts | 210.00 |
| 12/07/15 | 37433 | Newport Marine & RV Service, Inc | License | 33.75 |
| 12/07/15 | 37434 | Oregon Coast Aquarium. | Holiday Party | 1,026.00 |
| 12/07/15 | 37435 | Petty Cash | Small Hardware Items, Tips for Food Delivery | 190.84 |
| 12/07/15 | 37436 | Richard Hull | Review Balance Sheet & Prepare for Audit | 330.00 |
| 12/09/15 | 37437 | City of Newport | Permit for Customs Building | 147.60 |
| 12/09/15 | 37438 | City of Newport | Permit for Admin Building | 147.60 |
| 12/09/15 | 37439 | David Jessee | Moorage Refund | 520.88 |
| 12/10/15 | 37440 | ALSCO | Mats and Rags | 223.12 |
| 12/10/15 | 37441 | Carson Oil Company | 350 Gals of BioDiesel for NIT | 725.38 |
| 12/10/15 | 37442 | Central Lincoln PUD | Electric | 3,139.23 |
| 12/10/15 | 37443 | CenturyLink - Business Service | Telephone | 49.41 |
| 12/10/15 | 37444 | City of Newport | Water and Sewer | 3,506.25 |
| 12/10/15 | 37445 | Design Space | Temporary Office Rental | 877.00 |
| 12/10/15 | 37446 | Direct TV | Cable for RV Parks | 899.29 |
| 12/10/15 | 37447 | Grimstad & Associates | Audit Report | 7,745.00 |
| 12/10/15 | 37448 | Keller Supply Company | Power Drain Snake, Small Tools | 1,557.41 |
| 12/10/15 | 37449 | Lincoln County Oregon | Terminal, Foul WX holding tank fees Building 1& | 130.00 |
| 12/10/15 | 37450 | Lincoln County Public Works | Fuel for Trucks | 133.37 |
| 12/10/15 | 37451 | MACPHERSON, GINTNER & DIAZ | Professional Services | 2,520.00 |
| 12/10/15 | 37452 | Newport Auto Parts Inc | Wipe Blades and Truck Maintenance | 97.59 |
| 12/10/15 | 37453 | OCZMA, Inc. | Membership OCZMA 2015-2016 | 800.00 |
| 12/10/15 | 37454 | Platt | Electrical Parts for Docks | 1,570.66 |
| 12/10/15 | 37455 | Secretary of State, Division of Audits | VOID. Audit Report | 0.00 |
| 12/10/15 | 37456 | Thompson's Sanitary Service, Inc | Trash Disposal | 4,264.65 |
| 12/10/15 | 37457 | Xerox Corporation | Copier Leases | 407.03 |
| 12/10/15 | 37458 | Yaquina Bay Communications | Radio Ad Contract | 99.00 |
| 12/10/15 | 37459 | Staples | Office Supplies | 400.21 |
| 12/10/15 | 37460 | Secretary of State, Division of Audits | Audit Report | 300.00 |

TOTAL **141,778.48**



NOAA Fund

November 13, 2015 through December 10, 2015

| Date | Num | Name | Memo | Amount |
|----------|-------|--------------------------------------|----------------------------------|------------------|
| 11/13/15 | 12790 | Thompsons Sanitary Service | Disposal & 20YD Dumpster | 337.70 |
| 11/17/15 | 12791 | All-Ways Painting | Interior Wall Painting | 4,889.25 |
| 11/17/15 | 12792 | Coastal Refrigeration, Heating & A/C | Repair Leaking Insulation ACU2V | 222.50 |
| 11/17/15 | 12793 | Interstate Battery System | Replacement Batteries | 65.48 |
| 11/17/15 | 12794 | Newport News Times | Invitation to Bid Paint Job | 167.24 |
| 11/19/15 | 12795 | Chase-Visa | Hippo, HVAC Filters | 370.33 |
| 11/19/15 | 12796 | Handi-Hut, Inc | Shelter | 6,365.00 |
| 11/19/15 | 12797 | Northwest Hydro, Inc | Bathymetry Survey | 3,500.00 |
| 11/19/15 | 12798 | S.D A O Special District Association | NOAA Health Ins | 614.36 |
| 11/23/15 | 12799 | Central Lincoln PUD | Electric | 84.96 |
| 11/23/15 | 12800 | Williams Scotsman Inc | Rent Mobile Office | 349.25 |
| 12/09/15 | 12801 | Aboveboard Electric | Install New 400 AMP Breaker | 2,209.50 |
| 12/09/15 | 12802 | Coastal Refrigeration, Heating & A/C | Labor replace Warranty Parts AC | 265.00 |
| 12/09/15 | 12803 | G & K Floors | Janitorial Services | 450.00 |
| 12/09/15 | 12804 | Outdoor Fence Company | Wide Cantilever Gate per contrac | 7,856.00 |
| 12/09/15 | 12805 | Pacific Habitat Services, Inc. | Eelgrass Monitoring | 671.00 |
| 12/09/15 | 12806 | Pioneer Telephone Cooperative | Telephone | 242.62 |
| 12/09/15 | 12807 | T & L Chemical Toilet Service | Pump Holding Tank | 135.00 |
| 12/09/15 | 12808 | TCB Security Services Inc | Elevator Phone Monitoring NOAA | 20.00 |
| 12/09/15 | 12809 | Verizon Wireless | Phone Charges | 41.63 |
| 12/09/15 | 12810 | void | | |
| 12/09/15 | 12811 | void | | |
| 12/07/15 | 12812 | Barrelhead Supply, Inc. | Hardware | 63.37 |
| 12/07/15 | 12813 | Newport Rental Service | Scissor Lift Rental | 179.50 |
| 12/10/15 | 12814 | Lincoln County Public Works | Gas for Truck | 22.55 |
| 12/10/15 | 12815 | Platt Electrical Supply, Inc. | Electrical Supplies | 8.00 |
| 12/10/15 | 12816 | Thompsons Sanitary Service | Disposal & 20YD Dumpster | 337.70 |
| | | | TOTAL | 29,467.94 |



Construction Fund

November 13, 2015 through December 10, 2015

| Date | Numb | Name | Memo | Amount |
|--------------|-------------|------------------------|---|------------------|
| 11/15/15 | 11801 | DH Goebel, Architect | Build 3D Model and Rendering | 3,540.00 |
| 11/15/15 | 11802 | Todd Chase | EDA Grant Application | 3,500.00 |
| 11/18/15 | 11803 | void | | |
| 11/18/15 | 11804 | void | | |
| 11/18/15 | 11805 | City of Newport | McLean Point Plan Submittal and Permits Deposit | 1,484.03 |
| 11/24/15 | 11806 | DH Goebel, Architect | Build 3D Model and Rendering | 375.00 |
| 11/24/15 | 11807 | Pariani Land Surveying | Perform Built Survey over Terminal Area | 1,573.00 |
| 11/24/15 | 11808 | Pariani Land Surveying | Perform Built Survey over Terminal Area | 2,008.00 |
| TOTAL | | | | 12,480.03 |

OLD BUSINESS AGENDA ITEM

DATE: 12/15/2015
RE: Terminal Shipping Facility Update – Authorize Application of Finance of Systems Development Charges
TO: Port of Newport Board of Commissioners
ISSUED BY: Kevin Greenwood, General Manager

TERMINAL SHIPPING FACILITY UPDATE

Summary:

- Building permits submitted to City. Port/City follow up; on target to pull permits by end of year retaining land use traffic impact analysis permit. Stuntzner reviewing questions from City.
- After discussion with Derrick Tokos, City Community Development Director, we decided that a finance agreement for the payment of the Systems Development Charges made better sense than a full blown development agreement. Included with this report is the agreement and payment schedule. The total development charges for this project will be \$117,669, primarily driven from the impacts of additional impervious surface
- Final fees not covered by the financing will total \$4800 and due upon pulling the permits.
- Awaiting final map from Stuntzner for regulatory permit name change.
- Staff met with Evan Hall (Rondys GM) about MOU. Rondys will apply for a separate regulatory permit for their portion of the wetland fill. Though their permit is separate the MOU will require that the Port pay for some portion of the conservation site and topsoil removal. Port may end up holding the conservation easement for the mitigation site once the project is complete. Continuing to work through the MOU elements.
- Received a public records request from Sierra Club. Port responded within time set within our recently adopted policy. Word search (oil, bulk, coal) of email archives were forwarded to requestor. Staff spent less than an hour compiling the results and the fee was waived.
- Marketing materials completed by Capri Architecture and contract closed.

Grants:

- ConnectOregonVI – submitted \$4MM grant application on Nov. 20.
- IFA Port Planning & Marketing Grant. Will cover soft costs for project before major grants are released. Would also include website updates and other marketing costs for the project. (\$85k grant + \$15k port = \$100k project)
- EDA Public Works. Todd Chase is finalizing updated jobs/GDO numbers to reflect 2016 assumptions. Will apply for \$500k-\$2.5MM.
- Urban Renewal. Will not be significant portion of project, but will refine road/utility improvements for subsequent development.
- Presented project to Newport Rotary (11/12), Port of Newport Board of Commissioners (11/17), Cascades West COG (12/3), Newport Chamber (12/4)

Anticipated Future Board Actions:

- EDA Grant Application Jan. 26, 2016
- IFA Grant Application Jan. 26, 2016
- NW Natural Gas (for easements) Jan. 2016
- Rondys MOU (for easements, lease removal) Feb. 2016

- Grant Administration ContractOct. 2016
- Project Management Contract.....Oct. 2016
- General Contractor Contract Jan. 2017

RECOMMENDATION

I would recommend that a Commissioner make a MOTION TO AUTHORIZE THE GENERAL MANAGER TO SIGN THE CITY OF NEWPORT APPLICATION TO FINANCE SYSTEMS DEVELOPMENT CHARGES RELATED TO THE INTERNATIONAL TERMINAL SHIPPING FACILITY AS PRESENTED.

-###-

**APPLICATION TO FINANCE
SYSTEMS DEVELOPMENT CHARGES**

Property Address: 1430 SE Bay Blvd Name: Port of Newport

Tax Lot: 11-11-09-D0-00101-00 Permit No.: XXXX

Contact: Kevin Greenwood Phone: (541) 265-7758 Email: kgreenwood@portofnewport.com

The City of Newport has levied a charge for the purpose of imposing costs of extra capacity facilities upon certain properties needful of these facilities. The facilities are:

| | |
|---------------------------------|--------------------------|
| Storm Drainage (253-3650-46408) | \$ <u>112,947.52</u> |
| Wastewater (253-3630-46408) | \$ <u>0 (credit)</u> |
| Water (253-3620-46408) | \$ <u>0 (credit)</u> |
| Transportation (253-3610-46408) | \$ <u>0 (credit)</u> |
| Parks (253-3640-46408) | \$ <u>N/A</u> |
| Administration (253-3660-46408) | \$ <u>4,721.21</u> |
| Total | \$ <u>117,668.73</u> |

As allowed under Newport Municipal Code Section 12.15.055, I agree to pay the amount set out above, in 20 semi-annual installments, starting with the first payment due 12/5/2016 with interest at the rate of 5.5% per annum on all unpaid installments, said interest to be paid semi-annually at the time each installment is paid.

In accordance with NMC Section 12.15.055, I agree that the properties shall be subject to a lien for any unpaid balance of the charges set forth herein, including any and all interest relating thereto. I agree that I waive all rights to contest the validity of the lien, except for the correction of computational errors. In order for this application to be approved, I will provide to the City a title report or tract indices for the properties which is generated within the last thirty (30) days which shows that I have the authority to assent to the imposition of a lien on the properties and that my property interest is adequate to secure payment of the lien. By signing this application, I certify that I am the owner of the property or have the permission of the property owner to enter into this agreement.

By: _____
Kevin M. Greenwood, General Manager

Date: _____

| | | | | | |
|-------------------------|--------------|----------|----------------------------|--|------------|
| 1430 SE Bay Blvd | | | | | |
| | | | | | |
| | | | | | |
| Calculated payment | | | Interest semi-ann | | 0.0275 |
| Semi-annual | (\$8,153.00) | | Initial Principal @12/2015 | | 117,668.73 |
| | | | Principal at 12/2016 | | 124,140.51 |
| | | | | | |
| Payment # | Payment | Interest | Principal | | Balance |
| | | | | | |
| 1 | 8,153.00 | 3,413.86 | 4,739.14 | | 119,401.37 |
| 2 | 8,153.00 | 3,283.54 | 4,869.46 | | 114,531.91 |
| 3 | 8,153.00 | 3,149.63 | 5,003.37 | | 109,528.54 |
| 4 | 8,153.00 | 3,012.03 | 5,140.97 | | 104,387.57 |
| 5 | 8,153.00 | 2,870.66 | 5,282.34 | | 99,105.23 |
| 6 | 8,153.00 | 2,725.39 | 5,427.61 | | 93,677.62 |
| 7 | 8,153.00 | 2,576.13 | 5,576.87 | | 88,100.75 |
| 8 | 8,153.00 | 2,422.77 | 5,730.23 | | 82,370.52 |
| 9 | 8,153.00 | 2,265.19 | 5,887.81 | | 76,482.71 |
| 10 | 8,153.00 | 2,103.27 | 6,049.73 | | 70,432.98 |
| 11 | 8,153.00 | 1,936.91 | 6,216.09 | | 64,216.89 |
| 12 | 8,153.00 | 1,765.96 | 6,387.04 | | 57,829.85 |
| 13 | 8,153.00 | 1,590.32 | 6,562.68 | | 51,267.17 |
| 14 | 8,153.00 | 1,409.85 | 6,743.15 | | 44,524.02 |
| 15 | 8,153.00 | 1,224.41 | 6,928.59 | | 37,595.43 |
| 16 | 8,153.00 | 1,033.87 | 7,119.13 | | 30,476.30 |
| 17 | 8,153.00 | 838.10 | 7,314.90 | | 23,161.40 |
| 18 | 8,153.00 | 636.94 | 7,516.06 | | 15,645.34 |
| 19 | 8,153.00 | 430.25 | 7,722.75 | | 7,922.59 |
| 20 | 8,140.46 | 217.87 | 7,922.59 | | 0.00 |
| | | | | | |

INTERNATIONAL TERMINAL SHIPPING FACILITY

Single Page Summary of Project

CURRENT REQUEST: \$4MM through ConnectOregon VI to complete construction of a \$6.5MM multi-product shipping facility in Newport, Oregon.

The Port has received Letters of Support from 12 private businesses, 11 trade associations/economic development agencies, and 3 letters of commitment to see this shipping facility developed. The Port has had several inquiries about barging product out of Newport as well as inquiries regarding importing products in. With the closure of Terminal 6 at the Port of Portland, many businesses are seeing their transportation costs increase. This project gives farmers and manufacturers in the mid-Willamette Valley another option for short-seas barging and provides space for a number of different distributors to adequately store product for the next shipment.



This project gives farmers and manufacturers in the mid-Willamette Valley another option for short-seas barging and provides space for a number of different distributors to adequately store product for the next shipment.

The Port has a Lease Option with Teevin Bros. to serve as terminal operator on the 9-acre site once the facility is completed. Though Teevin is best known for log handling, their facility in Rainier, Ore. also prepares other break bulk materials (i.e. construction supplies, generators, etc.) which are loaded onto Sause Bros. barges destined for Hawaii. Teevin will be able to handle the current break bulk and small container activity for barge traffic up and down the coast to either Oakland, Calif. and/or Tacoma, Wash. THIS PROJECT IS NOT INTENDED TO REPLACE THE PORT OF PORTLAND OR OTHER LARGE CONTAINER FACILITIES ON THE WEST COAST. The closest comparison would be the Columbia River barge system that stops at a number of river ports on their way to Puget Sound. Product can also be imported into the NIT.

The project has already received a \$2-million TIGER grant that cannot be utilized until \$4-million can be obtained. ConnectOregon VI is the perfect opportunity to complete this intermodal connector between the \$360MM US-20 rebuild and the \$28MM International Terminal (NIT) remediation project. The NIT was recently dredged with support from the Coastal Caucus to 35-feet to accommodate vessels up to 640-ft. Without ConnectOregon funding, the Port is at risk of losing the TIGER funding.

Once completed, 50 new jobs will be created adding a total of \$5-million in annual domestic output. These are high-paying, family wage jobs.

Permits have been obtained and are available on the Port's website along with other documentation supporting this project. The Port of Newport supports almost 2,000 jobs, 30 upland tenants and 250 commercial fishing boats.

OLD BUSINESS AGENDA ITEM

DATE: 12/15/2015
RE: Rogue Lease Second Amendment for Brewery Expansion
TO: Port of Newport Board of Commissioners
ISSUED BY: Kevin Greenwood, General Manager

BACKGROUND

No real progress since last month, though I did exchange emails with Brett Joyce about the lease amendment status. We agreed to pull out many of the elements of the lease amendment and development a Memo of Understanding (MOU) moving forward on the cost sharing of the offsite improvements. Rogue also indicated that the first phase would not be completed until December, so construction would be 2Q 2016. Brett agreed to develop the MOU for Port review. I doubt that much more work will be accomplished until the New Year.

Rick Fuller is working with Rogue on the operations side of things including work on the off-site improvements. See more detail in Rick's report.

SUMMARY OF THE LEASE AMENDMENT POINTS

- Lease is for 41,220 s.f. footprint built in two phases.
- A traffic/landscaping/parking plan will provided for city/port review.
- Rogue agreed to pay for the expenses related to filling in the old boat launch and bringing the House of Spirits parking lot to grade with the dry camping lot and to apply an asphalt cap equal to 35,000 s.f. ("offsite improvements") Port to review these plans.
- Port agrees to abate 49% of the offsite improvement costs through a decreased annual lease amount over three to five years.
- Expansion would include a mural, approved by Port, on the south side.
- This will be the last expansion at the current South Beach location.
- Provisions of original lease and first amendment are intact.
- Parties agree to work together on the siting of special event activities.
- Term ends June 30, 2037.
- Lease rate is 20-cents per square ft. per month with semi annual CCI adjustments.

RECOMMENDATION

None at this time.

-###-

November 2015 Occupancy Report

TO: Port of Newport Board Commissioners

From: Penny, South Beach Marina & RV Park

Date: 12/7/2015

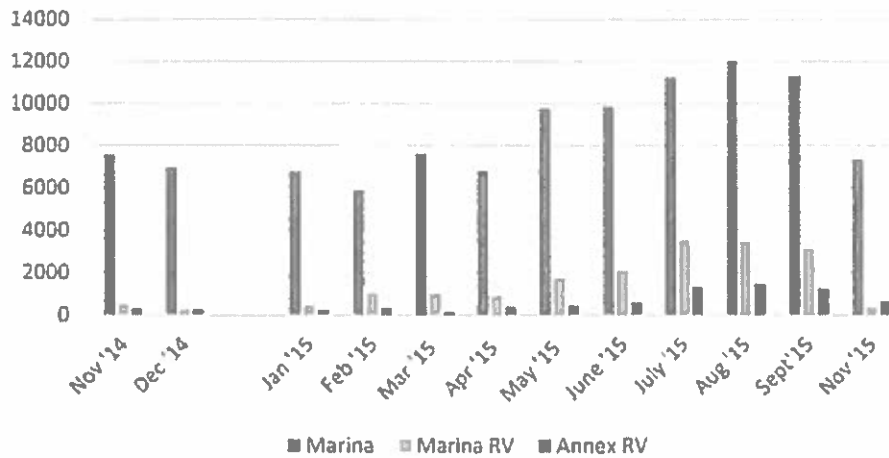
RV occupancy numbers continue strong through November. Minus tides and mild weather provided excellent clamming conditions that brought in many RVers. Both parks had a good turn out for the Thanksgiving Holiday.

In November the office took 332 reservations and 91 were made on line.

Bill Hewitt was hired to fill the clerk position at the South Beach office. He has taken on the task of verifying & updating insurance compliance. Welcome aboard Bill!

| Nov | 2014 | 2015 | Change | | YTD 2014 | YTD 2015 | Change |
|-----------|-------|-------|--------|--|----------|----------|--------|
| Marina | 7,570 | 7,380 | -2.51% | | 93,136 | 97,242 | 4.41% |
| Marina RV | 490 | 802 | 63.67% | | 16,518 | 19,397 | 17.43% |
| Annex RV | 296 | 366 | 23.65% | | 6,232 | 6,866 | 10.17% |

Month at a Glance



DIRECTOR OF OPERATIONS MONTHLY REPORT

DATE: 12/10/2015
PERIOD: November - December 2015
TO: Kevin Greenwood
ISSUED BY: Rick Fuller

OVERVIEW

Summary:

The Terminal Shipping Facility building permit plans were submitted to the city and are currently under the review/response cycle. Rogue Brewery continues to work on the site plans for their warehouse two phase expansion. Finalized and moved forward with a solution for the modular building foundation requirement per city code.

All sites are weathering the recent winter storms with one weather related repair incident reported to date at dock 5B

Detail:

- **Terminal Shipping Facility:** The revised construction drawings provided by Stuntzner Engineering have been submitted to the City Building Department with expectations of expedited review. The plans are in the review/comment phase with input by Stuntzner Engineering and Teevins Bros as required. Pacific Habitat Services is progressing with the required wetlands fill permit.
- **Rogue Warehouse Expansion:** Chris Urbach and I met with Mike Isackson of Rogue to discuss implications of agreed phasing of the project and expectations of future site plan reviews. It is anticipated that System West Engineering will be contracted by Rogue for civil engineering. Further review will be required prior to plan approval and final agreement to ensure all utility, fill and grounds work are completed in the first phase. It may be advantageous to have the same civil engineering company provide engineering services for adjacent Port controlled areas needing design considerations such as pedestrian space, electrical, lighting, traffic, and parking.
- **PD5/PD7 Pile replacement:** The JPA remains pending with a DSL comment period closed and approval date stated as January 24th. Written approval USACE has been received. My pressing task is the selection of a marine engineer in order to organize a scope to provide written specifications leading to a formal request for proposal required for the construction services during the In-Water period ending Feb 15th. With the tight schedule
- **NOAA MOC-P hydrology modeling:** I continue to have contact with Pacific Habitat Services (Dredge prism change), and KPFF Engineering (wharf structural) for advice on two of the four options provided in the Coastal Engineering report. The intent is to analyze all options including reduction of future dredging costs. PHS will provide a proposal for the preparation of a dredge

permit application in order to prepare for dredging services during the 2017 winter In-Water work period.

- **Permits:** Progress was made with the two remaining open permits as I finalize individual requirements and conditions. Working with DSL on the requirement for a conservation easement at the mitigation area behind the aquarium. I am investigating different manufactured kiosks that may be cost effective in the required McLean point location.
- **PON/CBT permanent foundation for modular structures:** Plans have been submitted and cost estimate completed. See agenda item: modular building foundation report for complete details.
- **S. Beach OSP secure dock:** Chris Urbach is in the process of pricing the improvements required for the use of the floating dock island south of A dock. We anticipate using on site floating dock structures that will tie into dock A. An MOU will be drafted once the details are more thoroughly developed. The estimated time for use is fall of 2016.
- **Other:**
 - The insurance requirements for the volunteer group has recently been approved and implemented. Bi-laws and policies are being developed prior to any activity by the group.
 - I attended 1st meeting for the DSL General Maintenance Dredging Rules Advisory Committee (RAC). The RAC group is well diversified with good representation from the Port operations community. A positive take away was the interest that was expressed by the USACE to follow in step with the DSL program which is focused on streamlining the existing permit process and requirements for ongoing maintenance dredging activities by an entity.
 - I continue to work on the separation of services vs. maintenance and repairs.
 - I have prepared a master matrix, distributed, and am receiving information back on the differing levels of current staff training in the areas of employee orientation, safety, emergency response and equipment operation. The compiled information is required in order to determine a prioritized training program. Many of our staff have outdated or expired certifications for equipment operations and safety type training.
 - Received communication from Steve Wyatt of the Pacific Maritime Heritage Center asking for confirmation and commitment for the use of the 30 ton crane to load the Paisley prop onto a flatbed truck for transport to Toledo. A building permit has been issued for the installation of the Port donated prop as part of the proposed street level display and entrance to the Museum on Bay Blvd. Steve anticipates the prop to be completed and installed at the museum by summer 2016.

International Terminal – Pete Zerr, Superintendent

Billable services:

- Forklift - 56 hrs
- 30 Ton Hydraulic crane – 27 hrs
- Moorage – 285 total days
- Dock Tie Up – 40 hrs
- Labor – 83 hrs

- December storm water plan reporting completed

- A brief note on future capital equipment planning. The large forklift at the NIT (Hyster H250) needs to be replaced. It was built in 1983, has seen rough service over the years, and is no longer reliable. It has been proposed to replace this unit, which has around a 25k pound capacity with a smaller unit that has a 15.5k pound capacity. The 15.5k pound model will be more maneuverable than our current model, and should cover the vast majority of lifts needed.

N. Commercial docks – Kevin Bryant, Harbor Master

Billable services:

- Forklift - 90hrs
 - Hoist crane – 10hrs
 - Dock Tie Up – 115hrs
 - Boats at hoist dock - 55
- During the recent storm event, staff discovered broken whalers and dock sections at dock 5D 23 with an electrical pedestal that had fallen in between the sections. The pedestal was secured and the docks were tied together with 2 pieces of thick flat steel, 6-8 feet in length. This temporary fix should last until staff is able to stage necessary equipment and replacement parts and scheduling boat relocation. This area was identified as a high priority area for future maintenance and repair.

NOAA MOC-P – Jim Durkee, Facility Manager

- Handi-Hut weather shelter complete & Invoice sent to NOAA. Assistance from SB crew during assembly
- Main entry gate replaced. \$7,856.00 project complete.
- 4th year painting of demised areas is underway. Office building is complete and the painting crew has moved into the warehouse building. \$32,595.00 project 50 % complete.
- Had a long series of alarms for Thanksgiving weekend. BAS alarm appears to have been solved with assistance from ClimaTech technicians working on programming in the warehouse.
- Fire suppression system ground fault on the motherboard was repaired by Northwest Fire Suppression for total of close to \$4,500.00.

Bar crossings this period:

Bell M. Shimada – at dock for season

Oscar Dyson – at dock for season

Rainier – at dock for season

YTD bar crossing total 1412

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

Billable services:

- Launch tickets – 254 tickets sold this period. 5544 tickets sold since new machine installed.

Other

- Seizure notice on two moored boats in progress.
- Materials and labor have been expended on the recently seized skiff “Fiesta”. The skiff will be used for S. Beach and NOAA operations which will also satisfy the OSHA regulation [1926.106\(d\)](#) - *At least one lifesaving skiff shall be immediately available at locations where employees are working over or adjacent to water.*

GENERAL MANAGER MONTHLY REPORT

DATE: 12/15/2015
RE: December Regular Meeting
TO: Port of Newport Board of Commissioners
ISSUED BY: Kevin Greenwood, General Manager

GENERAL MANAGER'S ANNUAL PERFORMANCE EVALUATION

Res. No. 2014-15 adopted the process for evaluating the General Manager, which starts in earnest in the New Year. A blank evaluation form along with the tabulation of last year's evaluation are provided in this packet. (We can provide a word document if you prefer.) I will be conducting my self-evaluation before the end of this month and providing a copy to individual Commissioners. Members of the Commission will receive documents prior to January 5th. Here are the dates for the evaluation process:

- January 5 (or before). Blank forms and GM self-eval to Commissioners.
- January 19. Commissioner forms returned to Commission President or designee.
- January 26. Discuss forms after board meeting in executive session.
- February 23. Review summary report and adopt.

RATES, FEES AND CHARGES

In your packet is the draft rate resolution that the Commission passes annually as part of the budget process. The rates are reviewed internally and publicly for almost six months before being adopted in June. Some version of this document should be adopted before adoption of the Port's budget in June.

BUDGET CALENDAR, BUDGET COMMITTEE AND OFFICER

In your packet is a proposed budget calendar, and budget committee roster. The budget committee is made up of the five members of the Commission, plus five "freeholder" positions – or electors of the district willing to serve. The Budget Officer traditionally has been the General Manager, who is responsible for preparing the budget with staff's help and presenting the budget message at the committee meeting.

The process is the same as last year, however, there are two positions whose three-year terms have expired. Last year, the Commission asked me to see if Brian Barth and Ron Benfield were interested in serving again and both submitted letters of interest. I am recommending that the Commission consider asking Fred Postelwait and Mark Collson to consider renewing their interest in serving on the Budget Committee.

Assuming they are, I'll update the document and prepare for Commission adoption in January.

USCG AIR FACILITY UPDATE

[*Press release in packet*] The legislation has passed keeping the Newport Air Facility open for at least two years. There will be increased noticing requirements if the USCG decides to pursue another closure attempt.

2016 ANNUAL REPORT

ORS 777.140(2) requires the President, Vice President and Secretary/Treasurer of Port Commissions to file an annual report. The Port of Newport's report focuses on the major events and accomplishments during the course of the previous calendar year, including training.

Please review the draft report and bring any additions, changes or comments to the meeting. A final version of the report should be adopted at the January meeting.

OTHER

I plan on taking vacation during the holidays and will be out of the office from Dec. 23 – Jan.1. It's been a great year and I hope you have a peaceful Holiday Season!

-###-

**Port of Newport General Manager
2016 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, opportunities 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: _____

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: _____

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: _____

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: _____

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. | Facilitate Rogue Expansion | 1 | 2 | 3 | 4 | 5 | N/O |
| 2. | Develop Markets for Terminal / Shipping Facility | 1 | 2 | 3 | 4 | 5 | N/O |
| 3. | Complete Terminal Mitigation Projects..... | 1 | 2 | 3 | 4 | 5 | N/O |
| 4. | Commercial Docks Repairs/Maintenance Plan | 1 | 2 | 3 | 4 | 5 | N/O |
| 5. | Fill Management Positions | 1 | 2 | 3 | 4 | 5 | N/O |
| 6. | Complete NOAA Recreational Projects..... | 1 | 2 | 3 | 4 | 5 | N/O |
| 7. | Facilitate South Beach Vision Plan | 1 | 2 | 3 | 4 | 5 | N/O |
| 8. | Staff Development Training..... | 1 | 2 | 3 | 4 | 5 | N/O |
| 9. | Complete Personnel Manual Update | 1 | 2 | 3 | 4 | 5 | N/O |
| 10. | Develop Charter Boat Policy | 1 | 2 | 3 | 4 | 5 | N/O |
| 11. | Develop Policy for Donations | 1 | 2 | 3 | 4 | 5 | N/O |
| 12. | Implement CFP priorities..... | 1 | 2 | 3 | 4 | 5 | N/O |
| 13. | Develop Special Use Permit..... | 1 | 2 | 3 | 4 | 5 | N/O |
| 14. | Develop Evals for Contract Services..... | 1 | 2 | 3 | 4 | 5 | N/O |

10. 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 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. Add projects not already listed.

- _____ Develop Markets for use of International Terminal / Financing Shipping Facility
- _____ Facilitate Rogue Expansion / Offsite Improvements
- _____ Facilitate Commission Goal Setting
- _____ Identify and Complete Third Recreational Mitigation Project
- _____ Complete Personnel Manual update
- _____ Staff Development and Training
- _____ Develop maintenance plan of commercial docks and show implementation
- _____ Develop Annual Performance Evaluation for Professional Contracted Services such as attorney.
- _____ Implement CFP priorities.
- _____ Develop policy for donations as part of budget process.
- _____ Financing for new Administration Building
- _____ Develop SB Master Plan
- _____
- _____
- _____
- _____

This Performance Evaluation Survey was completed by

(Name of Commissioner)

**Port of Newport General Manager
2015 Performance Evaluation - Tabulation of Evaluations**

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. | 4 | 3 | 3 | 4 | 3 | 3.40 |
| 2. | Reporting to the board of commissioners is timely, clear, concise and thorough. | 4 | 4 | 3 | 4 | 3 | 3.60 |
| 3. | Accepts direction/instructions in a positive manner | 4 | 3 | 3 | 5 | 3 | 3.60 |
| 4. | Effectively aids the board of commissioners in establishing long range goals. | 4 | 3 | 3 | 4 | 3 | 3.40 |
| 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. | 4 | 3 | 3 | 3 | 3 | 3.20 |
| 6. | Provide the board of commissioners with clear report of anticipated issues, opportunities and risks that could come before the board..... | 4 | 4 | 3 | 3 | 3 | 3.40 |

Comments: I am very pleased with the reports that are sent. It would be even better if it was weekly; These are all strong 3s.; Kevin has proactively assisted the board in several areas that will have long-lasting positive outcomes for the PON. His breadth of knowledge has proven to be a valuable asset to the board and he is able to accomplish goals in a very timely manner (bylaws especially). Kevin has a great attitude when receiving suggestions and direction and it is apparent that he internalizes messaging (importance of completing mitigation in a timely manner.); Kevin has done a good job working with the commission and getting consensus on direction of commission. I appreciate the time he has spent getting to know each member of the commission.

B. Public Relations

| | | | | | | | |
|----|---|---|---|-----|---|---|-------------------|
| 1. | Projects a positive public image..... | 5 | 3 | 4 | 4 | 3 | 3.80 |
| 2. | Courteous to the public at all times. | 5 | 3 | N/O | 4 | 3 | ⁴ 3.75 |
| 3. | Maintains effective relations with media..... | 5 | 3 | 3 | 3 | 2 | 3.2 |

⁴Only 4 observations recorded

4. Comments: I have received numerous positive comments from members of the public on Kevin's interactions with the public while of Port business and purely social.; I have received multiple positive comments about Kevin from various community members.; Kevin does a good job representing the Port in public. He needs to take his own time into consideration when talking to the public at times. 1, 2 and 3 will see improvements with more time in office.

C. Effective Leadership of Staff

| | | | | | | | |
|----|--|---|---|-----|-----|-----|-------------------|
| 1. | Delegates appropriate responsibilities. | 4 | 3 | N/O | 3 | 3 | ⁴ 3.25 |
| 2. | Staff feels empowered. | 3 | 3 | N/O | N/O | 4 | ³ 3.33 |
| 3. | Training and education provided..... | 4 | 3 | N/O | N/O | N/O | ² 3.50 |
| 4. | Public relations. How does public view staff?..... | 3 | 3 | N/O | N/O | 3 | ³ 3.00 |

⁴Only 4 observations recorded

³Only 3 observations recorded

²Only 2 observations recorded

5. Comments: I feel this is being done very well but it is very early to have an opinion.; Haven't had the opportunity to observe these actions or have any observations; I'm encouraged that Kevin appointed Rick Fuller to the Admin. Building team and that he appears to be using Steve Larrabee in an expanded role. I hope this trend continues. I regret that I do not have more direct observations re: staff.; Works well with staff and including them on decisions and management of their facilities. Training and education was not easy to answer due to influx of new staff. Overall staff is viewed well by the public.

D. Fiscal Management

| | | | | | | | |
|----|---|---|---|---|---|---|------|
| 1. | Prepares realistic annual budget..... | 4 | 3 | 3 | 4 | 3 | 3.40 |
| 2. | Controls expenditures in accordance with approved budget. | 3 | 3 | 3 | 4 | 3 | 3.20 |
| 3. | Keeps board of commissioners informed about revenues and expenditures, actual and projected. | 4 | 3 | 3 | 4 | 4 | 3.60 |
| 4. | Ensures that the budget addresses the Port Commission's goals and objectives, including readability. | 3 | 3 | 3 | 4 | 3 | 3.20 |

5. Comments: Again so far I feel this done well but it is very early in his position.; Good job for being new to this Port and with the transitions in the finance department.; The board's inclusion in the annual audit process is another example of Kevin's proactive management style and of great value to the board.; Came into a situation where budget was not completely done to his specifics. Has done well with lack of Finance Officer for long period and looking for new auditors. Expect to see further improvements with new FO and stable staff situation.

| | | | | | | | |
|----|--|---|---|---|---|---|------|
| E. | Communication | | | | | | |
| 1. | Oral communication is clear, concise and articulate. | 5 | 3 | 4 | 3 | 3 | 3.60 |
| 2. | Written communications are clear, concise and accurate. | 5 | 3 | 3 | 4 | 3 | 3.60 |
| 3. | Comments: Oral communication is very important, I have always been overly satisfied with Kevin's communication skills; Concision can be quite challenging when imparting information to multiple people and I believe Kevin is improving as he learns individual Commissioner's styles.; Communications with commission is timely and good. Could work on time management in some discussions. | | | | | | |

| | | | | | | | |
|----|---------------------------------|---|-----|-----|---|---|-------------------|
| F. | Personal Traits | | | | | | |
| 1. | Initiative. | 5 | 3 | 3 | 4 | 3 | 3.60 |
| 2. | Judgment. | 4 | 3 | 3 | 4 | 3 | 3.40 |
| 3. | Fairness and Impartiality. | 5 | 3 | 3 | 4 | 3 | 3.60 |
| 4. | Creativity. | 4 | 3 | 3 | 4 | 3 | 3.40 |
| 5. | Time Management. | 4 | N/O | N/O | 3 | 2 | ³ 3.00 |

³Only 3 observations recorded

6. Comments: So far I feel you are doing well but haven't had a lot of time yet to really evaluate; As Kevin continues to build his team and has more ability to delegate duties and responsibilities I believe his time management will continue to improve.; It has been a good experience to get to know Kevin and watch him grow into his position at the port. His attitude and personality has been an asset and will continue to be one.

| | | | | | | | |
|----|--|---|---|---|---|---|------|
| G. | Intergovernmental Affairs | | | | | | |
| 1. | Maintains effective communication with local, regional, state and federal government agencies. | 5 | 3 | 3 | 3 | 4 | 3.60 |
| 2. | Financial resources (grants) from other agencies are pursued. | 3 | 3 | 3 | 3 | 3 | 3.00 |
| 3. | Contributions to good government through regular participation in local, regional and state committees and organizations. | 5 | 3 | 3 | 3 | 2 | 3.20 |
| 4. | Lobbies effectively with county, legislators and state agencies regarding Port programs and projects. | 4 | 3 | 3 | 3 | 3 | 3.20 |
| 5. | Comments: You did a great job with JoAnn on the dredging issue this summer; I'm very impressed in what I have seen so far in how Kevin handles intergovernmental affairs, these are solid 3s and possibly 3.5 very important to have leadership strengths in this area.; Outstanding effort at the ED Summit in 2014 – Kevin had a firm grasp of the issues and what the PON needed, and was very effective in seeking support for our plight. I would like to see a more proactive approach to staying in touch regularly with our delegation, not just when PON needs something.; Kevin done well working with other bodies on issues such as the helicopter and NIT. As positions are filled and he gets comfortable with their ability I hope that he will have more time to get more involved with local and regional committees. | | | | | | |

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. | Complete Permit Process for Berth Deepening | 3 | 3+ | 3 | 4 | 4 | 3.40+ |
| 2. | Fill Management Positions | 3 | 3 | 3 | 3 | 3 | 3.00 |
| 3. | Administration Building | 3 | 3 | 3 | 3 | 2 | 2.80 |
| 4. | Complete Personnel Policies and Annual Evals | 3 | 3 | 3 | 3 | N/O | ⁴ 3.00 |
| 5. | Complete Third Recreational Mitigation Project | 3 | 2 | 3 | 3 | 3 | 2.80 |
| 6. | Staff Development and Training | 3 | 3 | N/O | N/O | N/O | ² 3.00 |
| 7. | Continue Repairs to Floating Docks | 2 | 2 | 2 | 3 | 3 | 2.40 |
| 8. | Continued Collaboration with Port of Toledo | 5 | 3 | 3 | 3 | 3 | 3.40 |
| 9. | Complete Policy Development Based upon Bylaws | 5 | 3 | 3 | 3 | 4 | 3.60 |

10. Comments: Working on completing the recreational mitigation projects, admin building have to be a work in progress at another time. Need to get going on this for the fleet.; Repairs to floating docks was hard to rate. There has been repairs made but the repairs were poorly performed. In fairness this isn't Kevin's fault but at the end of the day when this type of work is signed off on then there's a problem. Curious to see how employee evals are rated.; I'm eagerly anticipating Kevin's plans for re-aligning staff/crews to best meet the PON's needs. His staff seem to be comfortable working with him and to enjoy their work. I hope the Port can afford to reward outstanding employees and not lose them to more attractive salaries elsewhere.; Did well and met most objectives. More years in office will allow him to better read the community and its nuances in regards to sensitive and controversial issues.

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: 4 3 3 4 3 3.40

2. Comments: I think you are doing a solid job for the first evaluation. We need to get staff hired and going. Next year will be a better evaluation as we will have more time to see.; My overall rating is a solid 3 for the time Kevin has spent on the job and some of the immediate tasks and hurdles he has had to overcome in his first as the Manager of PON.; A very solid first year that was fraught with challenges. Kevin met each one with a remarkable sense of equanimity and lack of obvious frustration. I foresee a bright future for Kevin at the PON. Now, go get some business for the terminal in addition log exports!; Overall very please with first year and looking forward to getting fully staffed and existing projects completed and new revenue creation ideas. I encourage Kevin to bring new and different ideas to the commission

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. 2016-XX**

A RESOLUTION SETTING RATES, FEES, AND CHARGES

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

WHEREAS, Port of Newport Facilities Code Sec. 1.2(f) and 2.10(c)(6) requires the Commission to set rates and charges for moorage and electrical usage by the adoption of a “fee schedule” by resolution; and

WHEREAS, the Port Commission last adjusted rates, fees and charges via Res. No. 2015-14 on June. 23, 2015; and

WHEREAS, the Port Commission feels that user fees should help to offset those costs related to the depreciation and on-going maintenance of the port; NOW THEREFORE,

THE PORT OF NEWPORT BOARD OF COMMISSIONERS RESOLVES AS FOLLOWS:

Section 1. Service Rates. Rates apply to all Port of Newport locations unless otherwise noted. Rates become effective July 1, 2015. Port owned equipment to be operated by port personnel. No forklifts or boom trucks not belonging to the port shall be operated on port property.

| | OLD | NEW | +/- |
|--|----------|-----|-----|
| A. <u>Forklift.</u> In addition to labor rate. | | | |
| 1. Small. Toyotas. | | | |
| a. per hour | \$11.00 | | |
| b. minimum charge | \$ 7.00 | | |
| 2. Large. All at International Terminal (IT). | | | |
| a. per hour | \$27.50 | | |
| b. minimum charge | \$16.50 | | |
| B. <u>Hoist Dock.</u> Tie up fee, per hour | | | |
| 1. one hour minimum, up to 3 hrs. | \$36.25 | | |
| 2. after 3 hours | \$43.00 | | |
| C. <u>Hoist Dock Cranes.</u> | | | |
| 1. Large Capacity. In addition to labor rate. | | | |
| a. per hour | \$38.50 | | |
| b. minimum charge | \$29.75 | | |
| 2. Launch Sail Boats. Includes recovery, per launch. | \$41.25 | | |
| D. <u>Service Docks.</u> | | | |
| 1. Swede's. In addition to moorage.....daily moorage rate | | | |
| E. <u>City Water.</u> at city's rate | | | |
| F. <u>Fuel Surcharge.</u> International Terminal only. Per gallon..... | \$ 0.03 | | |
| G. <u>Electricity.</u> Swede's Dock, Dock 1, and IT. Per day charge. | | | |
| 1. 208/220 v, single phase & 208 v three phase..... | \$14.75 | | |
| 2. 120v. IT | \$ 6.25 | | |
| 3. 220 or 408/440v three phase | \$14.50 | | |
| 4. PD 7 Service Dock, 110v pumps | \$ 6.25 | | |
| 5. PD 7 Yard Charge, trucks | \$11.25 | | |
| H. <u>Hydraulic Crane.</u> In addition to labor rate. 30 ton capacity, per hour..... | \$128.75 | | |

| | OLD | NEW | +/- |
|---|----------|-----|-----|
| I. <u>Pump/Line Service.</u> Includes one Port employee only. Additional staff required will be billed at the established hourly labor rate. Per hour..... | \$56.75 | | |
| J. <u>Storage.</u> | | | |
| 1. Outside Lot Storage | | | |
| a. per square foot, daily rate..... | \$ 0.01 | | |
| b. per square foot, monthly charge..... | \$ 0.21 | | |
| c. minimum monthly charge | \$21.00 | | |
| d. boat trailer only, per night..... | \$ 2.10 | | |
| e. boat on trailer, per night, 10 days limit | \$ 7.20 | | |
| 2. Emergency Storage Fee. Per day billed as guest. For vehicles, boats or trailers prior to being considered unclaimed property in possession (ORS 98.245) Charge for improper use of parking lot (i.e. boat repair)..... | \$21.00 | | |
| K. <u>Gear Work.</u> Boat crew is responsible for clean-up. If Port Employees are required to clean up area, the boat account will be billed at the established hourly labor rate. | | | |
| 1. Commercial Marina, per day..... | \$18.25 | | |
| 2. Terminal Lot, per day. Short term use only. Deep-draft cargo has priority | \$18.25 | | |
| 3. South Beach Marina, per day | \$18.25 | | |
| L. <u>Work Barge.</u> In addition to labor rate. | | | |
| 1. Tug, per hour..... | \$121.00 | | |
| 2. Wood Barge, per day (tug extra)..... | \$23.00 | | |
| 3. Skiff, per hour..... | \$13.00 | | |
| M. <u>Clean-up.</u> Fees will be charged for each man-hour at the established labor. Equipment charges are extra | | | |
| 1. Oil Spills, per hour..... | \$90.00 | | |
| N. <u>Disposal Fees.</u> | | | |
| 1. Just Oil, per gallon | \$ 0.29 | | |
| 2. Oil-Water Mix, per gallon | \$ 0.74 | | |
| 3. Net Disposal and/or Related Gear, per pound..... | \$ 0.160 | | |
| 4. Garbage, per pound | \$ 0.110 | | |
| O. <u>Port Labor.</u> Includes administration staff. | | | |
| 1. per hour; 3/4 hour minimum, in 15 min. increments | \$49.00 | | |
| 2. Overtime. Any services required outside the established working hours, unless otherwise posted, will be charged at one and one-half times (1.5) the normal rate for labor. Per hour, 1 hour minimum | \$73.50 | | |
| 3. Emergency Call-out. Any services requiring a port employee not currently on duty to report to duty after hours, will be charged at twice (2.0) the normal rate for labor. Per hour | \$98.00 | | |
| P. <u>Pallet Charge.</u> Any Port owned pallet leaving yard, each. | \$ 5.30 | | |
| Q. <u>Dredge Spoils.</u> Includes state fees. Per cubic yard..... | \$ 2.00 | | |
| R. <u>Keys/Cards.</u> | | | |
| 1. South Beach Facilities. Cards. | | | |
| a. original/first two..... | free | | |
| b. replacement/additional | \$ 5.50 | | |
| 2. Bay Front Facilities. Keys. | | | |
| a. original/first one | \$15.50 | | |
| b. replacement/additional | \$27.50 | | |

Section 2. Bay Front Charges. Per linear foot. All charges for greater length between dock and boat.

| | OLD | NEW | +/- |
|--|---------|-----|-----|
| A. <u>Moorage.</u> Per linear foot. | | | |
| 1. Daily | \$ 0.44 | | |
| 2. Calendar Month..... | \$ 8.00 | | |
| 3. Semi-Annual..... | \$30.40 | | |
| 4. Annual | \$40.35 | | |
| 5. Live aboard. Monthly rate by agreement only. | | | |
| a. First person..... | \$48.41 | | |
| b. Each Additional..... | \$41.97 | | |
| B. <u>Annual Parking Permit.</u> Rate effective for calendar year starting July 1 st . Commercial Fisherman only..... | \$21.00 | | |

Section 3. South Beach Charges. Per linear foot. All charges for greater length between dock and boat except for F-Dock which is boat length only. Effective November 1, 2015.

| | |
|--|----------|
| A. <u>Moorage.</u> Per linear foot. | |
| 1. Daily | \$ 0.62 |
| 2. Weekly | \$ 3.71 |
| 3. Calendar Month..... | \$ 9.50 |
| 4. Semi-Annual..... | \$34.99 |
| 5. Annual | \$55.36 |
| 6. Live aboard. Monthly rate by agreement only. | |
| a. First person..... | \$48.41 |
| b. Each Additional..... | \$41.97 |
| c. Electrical Surcharge | \$30.00 |
| B. <u>South Beach Charter Rates.</u> | |
| 1. Annual Moorage, per linear foot (PONFC) | \$43.19 |
| 2. Charter License..... | \$300.00 |
| C. <u>Dock Box.</u> | |
| 1. Purchase (at cost)..... | \$300.00 |
| D. <u>Electrical Upgrade.</u> From 20 to 30 amp. One-time..... | \$51.50 |
| E. <u>Line Replacement.</u> Per foot, per time..... | \$ 1.00 |
| F. <u>Launch Fee.</u> | |
| 1. Daily | \$ 6.00 |
| 2. Annual | |
| a. Resident | \$55.00 |
| b. Resident Senior | \$50.00 |
| c. Non-resident | \$75.00 |

Section 4. Recreational Vehicle Park Fees. Effective November 1, 2015.

| | |
|--|----------|
| A. <u>Peak Season (Summer).</u> May 1 – October 31 | |
| 1. All Marina Park Sites | |
| a. Daily | |
| i. Regular | \$43.00 |
| ii. Good Sam..... | \$40.00 |
| b. Weekly | |
| i. Regular | \$269.00 |
| ii. Good Sam..... | \$243.00 |
| c. Monthly Rate | \$760.00 |
| 2. The Annex. | |
| a. Daily..... | \$33.00 |

| | OLD | NEW | +/- |
|---|--------------------|-----|-----|
| b. Weekly..... | \$201.00 | | |
| c. Monthly..... | \$602.00 | | |
| 3. Dry Camping..... | \$19.00 | | |
| | | | |
| B. <u>Off Season (winter)</u> , November 1 – April 30. No discounts during Seafood and Wine Festival. | | | |
| 1. All Sites in the Marina Park | | | |
| a. Daily | | | |
| i. Regular..... | \$38.00 | | |
| ii. Good Sam..... | \$35.00 | | |
| b. Weekly | | | |
| i. Regular..... | \$228.00 | | |
| ii. Good Sam..... | \$206.00 | | |
| c. Monthly Rate..... | \$652.00 | | |
| 2. The Annex. | | | |
| a. Daily..... | \$33.00 | | |
| b. Weekly..... | \$201.00 | | |
| c. Monthly..... | \$602.00 | | |
| 3. Dry Camping..... | \$19.00 | | |
| C. <u>Pet Fee</u> . Charged additionally. | | | |
| 1. Daily. First pet free; each additional..... | \$ 2.00 | | |
| 2. Weekly. First pet free; each additional..... | \$10.00 | | |
| 3. Monthly. Charged per pet including first..... | \$10.00 | | |
| D. <u>Individual Fee</u> . First two people free; each additional person charged. | | | |
| 1. Daily..... | \$ 2.00 | | |
| 2. Weekly..... | \$10.00 | | |
| 3. Monthly..... | \$30.00 | | |
| E. <u>Vehicle Fee</u> . Any combination of three axle pieces of equipment (i.e. trailer, fifth wheel, truck/car, storage trailer). Charged for fourth piece. | | | |
| 1. Daily..... | \$ 2.00 | | |
| 2. Weekly..... | \$10.00 | | |
| 3. Monthly..... | \$30.00 | | |
| F. <u>Non-Refundable Reservation Fee</u> . | | | |
| 1. Before 72 hours..... | \$10.00 | | |
| 2. 72 hours and after..... | first night's rate | | |
| G. <u>Service Fee Reimbursement</u> . For electric pedestal amperage overloads. First service call included in base rate. All other service reimbursements may be charged at actual cost to port..... | \$77.00 | | |
| H. <u>Laundry Machines</u> , per load..... | \$ 2.00 | | |
| I. <u>Process Fees</u> . Any additional fees incurred by the Port as part of an eviction process. | | | |
| 1. Notice..... | \$50.00 | | |
| 2. FED Complaint..... | \$200.00 | | |
| 3. Court Hearing..... | \$165.00 | | |
| 4. Writ of Execution..... | \$140.00 | | |

2015.

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

| | OLD | NEW | +/- |
|--|-------------------------------|------------|-----|
| A. <u>Class A Violation</u> | | | |
| 1. | 0-14 days, per day. | \$300.00 | |
| 2. | 15-29 days, per day. | \$600.00 | |
| 3. | 30+ days, per day. | \$1,000.00 | |
| B. <u>Class B Violation</u> | | | |
| 1. | 0-14 days, per day. | \$150.00 | |
| 2. | 15-29 days, per day. | \$300.00 | |
| 3. | 30+ days, per day. | \$500.00 | |
| C. <u>Class C Violation</u> | | | |
| 1. | 0-14 days, per day. | \$30.00 | |
| 2. | 15-29 days, per day. | \$60.00 | |
| 3. | 30+ days, per day. | \$100.00 | |
| D. <u>Class D Violation</u> | | | |
| 1. | 0-14 days, per day. | \$15.00 | |
| 2. | 15-29 days, per day. | \$30.00 | |
| 3. | 30+ days, per day. | \$50.00 | |
| E. <u>Parking Violation.</u> Per event, both vehicles and trailers. | | | |
| 1. | 0-10 days, paid within. | \$40.00 | |
| 2. | 11-20 days, paid within. | \$85.00 | |
| 3. | 21+ days, paid within. | \$125.00 | |

Section 6. Administrative Fees. Staff may require payment or deposit in advance of service (ORS 192.440(4)(a)). Effective July 1, 2015.

| | |
|---|---|
| A. <u>Public Records Request Fee Schedule.</u> | |
| 1. | Copies of Public Records..... \$ 0.25 |
| 2. | Copies of Sound Recordings. \$10.00 |
| 3. | Copies of Port By-laws, Codes, Plans, bound documents. \$20.00 |
| 4. | Copies of Nonstandard documents..... \$20.00 |
| B. <u>Research.</u> Written request required. Hourly rate. ½-hr. min. \$48.25 | |
| C. <u>Computer Time.</u> Port operator. Hourly rate. ½-hr. min..... \$48.25 | |
| D. <u>Faxes/Emailing.</u> Per Page | |
| 1. | Local..... \$ 1.00 |
| 2. | Long Distance \$ 1.50 |
| 3. | Incoming..... \$ 1.00 |
| E. <u>Long Distance Phone Calls.</u> \$ 2.00 | |
| F. <u>Lamination.</u> Per Page, letter size..... \$ 2.00 | |
| G. <u>Notice Posting.</u> For non-payment of lease or moorage..... \$60.00 | |
| H. <u>Failure to Register.</u> For research related to unregistered boats..... \$30.00 | |
| I. <u>South Beach Meeting Room.</u> Must be pre-arranged and authorized. Keys must be obtained and returned. Certain waivers \$75.00 | |
| J. <u>Returned Check Fee.</u> Plus bank fees..... \$50.00 | |
| K. <u>Per Annum Interest Rate.</u> Applied to past due accounts..... 18% | |
| L. <u>Collection Agency Mark-up.</u> Added to past due amount. (ORS 697.105)..... +40% | |
| M. <u>POV Mileage Reimbursement Rate (IRS)</u>..... current | |

- N. Travel Reimbursement Rates follow current IRS per diem rates current (<http://www.gsa.gov/portal/category/104711>)
- O. Impound Seizure Fee. Vessel impounding..... \$550.00
- P. Special Use Permit Fee. GM has authority to adjust fee based upon non-profit status and other criteria
 - 1. Application Fee \$100.00
 - 2. Usage Fee, Number of Participants
 - a. 1-200 \$400.00
 - b. 201-500 \$650.00
 - c. 501-1000 \$900.00
 - d. 1001-5000 \$1,400.00
 - e. 5001-10,000 \$1,900.00
 - f. More than 10,000 \$2,400.00
 - 3. Vendors, per each..... \$40.00
- Q. Impound Seizure Fee. Car/Truck/Trailer\$100.00
- R. Vessel Moving. Does not include labor rate. Per day \$250.00
- S. Background Check \$25.00
- T. Credit Check..... \$35.00

Section 7. Insurance Certificate Limits. Effective July 1, 2015.

- A. Leases/Tenants.
 - 1. Each Occurrence \$1.7MM
 - 2. Damaged to Rented Premises (each occurrence)... \$300,000
 - 3. Medical Expense (any one person) \$5,000
 - 4. Personal & Adverse Injury \$1.7MM
 - 5. General Aggregate..... \$1.7MM
 - 6. Products – Comp/Op Agg \$1.7MM
- B. Moorage/Vessels.
 - 1. Commercial Vessels
 - a. General Liability
 - i. Protection & Indemnity / Wreck Removal \$250k
 - ii. Pollution Coverage..... \$300k
 - iii. Combine Coverage / Wreck Removal..... \$600k
 - 2. Recreational Vessels
 - a. General Liability
 - i. Ocean Marine Liability / Wreck Removal..... \$300k
 - ii. Pollution Coverage..... \$300k
 - iii. or Watercraft Liability, specifically includes wreck removal and pollution. Umbrella clauses must identify boats exceeding 25 ft. \$500k
 - 3. Charter/Guide Vessels
 - a. General Liability..... \$1.7MM

Section 8. Retail Sales, Gift Certificates, Promotions, Sponsorships and Sundries. The Commission delegates to Manager the ability to set prices for sundries, cards, magnets, cups, DVDs, gift certificates, coupons, promotions, advertising, sponsorships and other retail and marketing items.

Section 9. Delegation of Responsibility. The Commission delegates to Manager the ability to adjust these rates on a temporary basis to better manage services at the Port of Newport. Any adjustments to these rates will be reported to the Commission at its next regular meeting.

Section 10. Annual Review. The Commission, through assistance by Port staff, shall annually review and adopt a new rate, fees and charges resolution prior to the subsequent budget’s adoption.



PROPOSED CALENDAR, BUDGET COMMITTEE AND OFFICERS FOR FY 2016-17

BUDGET SCHEDULE

MONDAY, FEBRUARY 29

Dept. Heads receive direction on identifying priorities/operational changes

TUESDAY, MARCH 8

Approve proposed calendar, committee roster, and budget officers.

TUESDAY, MARCH 15

Management Team convenes to discuss budget.

TUESDAY, March 29

Finance Officer presents working budget for Management Team review. Commission Work Session packet distributed.

TUESDAY, APRIL 5

Commission Budget Priorities Work Session, Noon.
(Second Work Session, 4/12 if needed)

WEDNESDAY, APRIL 27

Publish first notice of budget committee meeting.
(Notice to *News Times* by Thurs., 4/21)
(Add Notice to Port's web site or public second notice)

TUESDAY, MAY 3

Deliver agenda, budget message, and proposed budget to committee members (1 week prior to meeting).

TUESDAY, MAY 10

Budget committee meets, 6:00 p.m.
(Second Committee Meeting, 5/17 if needed)

WEDNESDAY, JUNE 8

Publish hearing notice and summary.
(Notice to *News Times* by Thurs., 6/2)

TUESDAY, JUNE 21

Public hearing and adopt budget resolution, 6:00 p.m.

TUESDAY, JULY 12

Submit budget documents to County Assessor
- LB-50 x 2
- Budget Resolution x 2

TUESDAY, SEPTEMBER 27

Submit budget documents to County Clerk.
- Budget Message (from budget committee)
- Budget Detail (LB forms from June meeting)
- Meeting affidavit (from paper)

BUDGET COMMITTEE MEMBERS

(Freeholder positions are three-year terms)

FREEHOLDERS

- 1. Fred Postelwait (1994) June 30, 2015
- 2. Brian Barth (1996) June 30, 2017
- 3. Alan Brown (2003) June 30, 2016
- 4. Ron Benfield (1990) June 30, 2017
- 5. Mark Collson (2012) June 30, 2015

COMMISSIONERS

- 1. Walter Chuck June 30, 2019
- 2. David Jincks June 30, 2017
- 3. Stewart Lamerdin June 30, 2019
- 4. Ken Brown June 30, 2017
- 5. Patricia Patrick-Joling June 30, 2019

BUDGET OFFICER

Kevin Greenwood, Port Manager
All budget meetings will be held at the South Beach Marina & RV Park Activities Room.

From: [Gauthier, Katie \(Merkley\)](#)
To: [Jennifer Stevenson](#); [Michele Longo Eder](#); [Ginny Goblirsch](#); [Kevin Greenwood](#); [Thompson, Terry](#); [Sandra Roumagoux](#); [Jacobson, Kaety](#)
Subject: Fw: FOR IMMEDIATE RELEASE: Oregon Delegation Announces Deal to Save Newport Air Station
Date: Thursday, December 10, 2015 12:52:56 PM

Wanted to share the latest news.



FOR IMMEDIATE RELEASE: DECEMBER 10, 2015

Oregon Delegation Announces Deal to Save Newport Air Station

WASHINGTON, D.C. – Today, members of Oregon’s Congressional Delegation announced they have secured a provision in the Coast Guard Authorization Act of 2015 that would keep the Newport air facility open for at least two years. Due to budget cuts, the Coast Guard threatened in 2014 to close the Newport air facility-- which handles half of the emergency response calls on the Central Oregon Coast. Today’s announcement was made by Representatives Peter DeFazio and Kurt Schrader, along with Senators Ron Wyden and Jeff Merkley. As Ranking Member of the House Committee on Transportation and Infrastructure, DeFazio was the lead Democratic sponsor and negotiator in the House of Representatives on the Coast Guard Authorization Act.

“It is impossible to overstate how critical having search and rescue helicopters nearby is to Oregon’s fishing industry, coastal visitors and residents. Today, we were successful in securing language in the Coast Guard Authorization Act that will keep this critical air station—which handles half the emergency calls on the Central Oregon Coast—open and serving the Coast for at least another two years. After that, the Coast Guard will have to jump through significant additional hoops before attempting to close it again, essentially ensuring that the Coast Guard’s Newport Air Facility remains open for a long time to come. I commend my colleagues in both the House and Senate who helped craft this important legislation. I look forward to this bill passing the Senate and being signed into law,” **said Ranking Member DeFazio.**

“Newport’s Coast Guard helicopter is a proven lifesaver for a huge stretch of the Oregon Coast. Congressman DeFazio, Senator Merkley, Congressman Schrader and I fought hard to preserve this crucial part of the coastal safety net and are relieved Congress won’t risk

Oregonians' lives at the start of the dangerous winter season and beyond," **said Senator Wyden.**

"Losing the Newport Coast Guard helicopter would put lives at risk all along the Oregon coast. In the cold waters off our shores, people in harm's way don't have the luxury of waiting an hour or more for rescue. The Newport community deserves tremendous credit for their tenacity and determination in fighting for the helicopter and keeping their residents and visitors safe. It's great news that the Newport helicopter will continue to be there as a lifesaving resource, and I'll keep fighting to make sure that it always is," **said Senator Merkley.**

"Maintaining strong search and rescue capabilities is crucial to the safety of our commercial fishermen, recreational tourists, and coastal residents. Passage of this bill will extend prohibition on the closure of the Newport AIRFAC for at least an additional two years and make it very difficult to close after that by putting in place stringent requirements for the Coast Guard to meet should they ever consider closing it again. Under these rigorous new requirements, I am confident the Newport AIRFAC will continue to serve our Oregon coastal communities for years to come," **said Congressman Schrader.** "I commend the Newport Fishermen's Wives and all the supporters of the Newport AIRFAC for their tireless efforts to preserve the helo for the Central Oregon Coast. I also want to thank Congressman DeFazio who has worked hard to ensure this provision made it into the final bill and I look forward to its swift passage."

The Coast Guard Authorization Act of 2015 authorizes Coast Guard and Federal Maritime Commission funding levels for two years, and includes provisions to improve Coast Guard mission effectiveness, help modernize the Service's aging vessels and other assets, and reform U.S. maritime transportation laws. The House version of the bill (H.R. 1987) was introduced by Coast Guard and Maritime Transportation Subcommittee Chairman Duncan Hunter (R-CA), along with Transportation and Infrastructure Committee Chairman Bill Shuster (R-PA), Transportation and Infrastructure Committee Ranking Member Peter DeFazio (D-OR), and Coast Guard and Maritime Transportation Subcommittee Ranking Member John Garamendi (D-CA). The final air facility language was agreed to during negotiations with the Senate Commerce Committee and included in an updated Coast Guard Authorization Act (H.R. 4188) that was introduced earlier this week. Today the House passed H.R. 4188 and it will now be considered in the Senate.

That language included in H.R. 4188 extends the prohibition on the closure of any Coast Guard facility for two additional years until January 1, 2018. After that date, the Coast Guard may only close an air facility if:

- 1) The Secretary of Homeland Security submits to Congress plans to continue to offer adequate protection to our coasts as they retire and replace outdated helicopters.
- 2) The Secretary can clearly demonstrate that:
 - a. remaining search and rescue capabilities will maintain the safety of the public in the area;
 - b. weather and marine conditions, including water temperatures and unusual tides, do not require continued operation of the air facility; and
 - c. standard search and rescue response times will continue to be met;

- 3) The Secretary convenes public meetings in communities in the air facility's service area to allow for public input on any proposed closure; and
- 4) Prior to closure or a reduction in services, the Secretary must submit to Congress in the President's budget request any proposal for closure, cessation, or reductions in operations. Once the budget request is submitted, the Coast Guard has 7 days to provide explicit written notice to Congress.

Newport is home to one of Oregon's three deep draft ports, the state's largest grossing commercial fishing fleet, the National Oceanic and Atmospheric Administration's Pacific Operations Center, Oregon State University research personnel and vessels, and a robust recreational and sport fishing industry that is critical to the local economy.

The Oregon delegation successfully passed legislation last year that prevented closure and will keep the U.S. Coast Guard's air facility at Newport open through January 1, 2016. However, additional Congressional action is necessary to ensure the air facility in Newport is maintained in 2016 and beyond.

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Beth Schoenbach
Communications Director
U.S. Rep. Peter DeFazio (OR-04)
2134 Rayburn HOB
(202) 225-6416

2016 ANNUAL REPORT TO THE PORT OF NEWPORT BOARD OF COMMISSIONERS

This Annual Report is filed with the Port of Newport Board of Commissioners by the President, Vice President and Secretary/Treasurer pursuant to ORS 777.140(2). This report focuses on the major events and accomplishments during the course of the previous calendar year. The report is available at the Port office and is formally submitted to be included into the public record.

1. Adopted Resolution 2015-01, authorizing interfund transfers, interfund loans, adopting a supplemental budget to the 2014-15 fiscal year budget, and making appropriations to complete dredging and mitigation at the International Terminal, mitigate the loss of eel grass habitat at NOAA, and construct a storage facility.
2. Approved an Information Technology Contract with HC Networks.
3. Approved a Special Use Permit for Moxie Pictures.
4. Commissioner Chuck reported that he attended a recent Council of Governments transportation meeting. He also attended an OCZMA meeting.
5. Performed General Manager's annual performance evaluation and renewed a one-year employment agreement with Kevin Greenwood.
6. Amended rate schedule to include impoundment fees.
7. Commissioner Barton attended Senator Merkley and Representative Schrader's Town Hall Meeting, accompanying the General Manager.
8. Commissioner Chuck and the General Manager attended the Yaquina Bay Emergency Management meeting. The focus was on procedures to follow in the event of a distant tsunami event.
9. Approved a Special Use Permit for Davis Show Carnivals
10. Approved a Special Use Permit for Newport Marathon.
11. Approved a Special Use Permit for Barrel to Keg Race.
12. Approved a joint application with the city to DSL and ACE for mitigation for a city stormwater project.
13. Approved NOAA recreational mitigation sites.
14. Adopted Resolution 2015-04, a Public Records Policy.
15. Approved OBDD Grant Amendment \$40K for Vision Planning.
16. Approved the Port of Newport's McLean Point property for a state of Oregon Regionally Significant Industrial Area (RSIA) Designation.
17. Adopted Resolution 2015-02, a background check policy for Port services.
18. Approved a lease-option with Teevin Bros. for the McLean Point property.
19. Approved Resolution 2015-03 allowing employees to donate sick time to co-workers.
20. Awarded a contract to Northwest Parking Equipment Company for a new credit card automated launch ticket machine.
21. Awarded a contract for hoist dock crane repairs to Yaquina Bay Boat Equipment.
22. Awarded a South Beach trailer parking lot repair contract to Cedar Creek for paving.
23. Awarded a personal services contract to MTS to provide divers for a Gaper Clam Study.
24. Adopted Resolution 2015-06 setting rates, fees and charges.
25. Adopted Resolution 2015-07 approving a compensation plan for Port employees.
26. Adopted Resolution 2015-08 adopting rules for charter fees.
27. Adopted Resolution 2015-05 amending the general manager's authorization on small procurement limits.
28. Awarded a personal contract with Todd Chase for grant writing/economist services.

29. Awarded a personal contract with Coast and Harbor Engineering for a NOAA dredging minimization study and analysis.
30. Adopted Resolution 2015-10, approving the 2015-2016 fiscal year budget.
31. Adopted Resolution 2015-09 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.
32. Adopted the job description and compensation range for the Director of Operations and assisted in the hiring of Rick Fuller for the position.
33. Authorized a contract with the City of Newport to study an urban renewal district at McLean Point which resulted in a district being formed which will bring much-needed utilities to the area.
34. Commissioner Chuck presented Fleck and Barton with plaques in appreciation of their work on the commission.
35. Approved an Inter-Governmental Agreement with the State of Oregon for Bridge/Pier inspections.
36. Commissioners Stewart Lamerdin, Ken Brown, Walter Chuck and Patricia Patrick-Joling were sworn into office.
37. Elected Walter Chuck as President, Ken Brown as Vice-President, and David Jincks as Secretary/Treasurer of the Port of Newport Board of Commissioners.
38. Approved Resolution 2015-12 Adopting a Special Use Permit Policy.
39. Awarded a contract with GRI for terminal boring services.
40. Awarded a contract with Grimstad & Associates for accounting services.
41. Authorized replacement of an Uninterrupted Power Supply for NOAA MOC-P.
42. Approved a contract with Outdoor Fence Co. for an entry gate at MOC-P.
43. Approved Resolution 2015-13 Authorizing Signers.
44. Approved donation of the Port's portion of ticket sales for the Great Albacore Tuna BBQ Challenge in the amount of \$2,422 to the Newport Food Pantry.
45. Adopted Resolution 2015-14 Amending Classification and Compensation Plans for Port Employees.
46. Awarded a contract with SHN Consulting Engineers and Geologists, Inc. for consultation on capital facilities projects.
47. Approved a Special Use Permit for Bay to Brews Half Marathon & 10K.
48. Approved a Special use Permit for the U-DA-Man salmon fishing tournament
49. Approved a Special use Permit for the Trick or Treat Monster Feet run.
50. Authorized procurement of a Shelter Station at the entrance to NOAA.
51. Authorized an application for DLCD Technical Assistance Grant for vision planning.
52. Adopted Resolution 2015-15 setting limits for charter/guide vessel insurance coverage.
53. Approved a letter to the Lincoln County Historical Society regarding the installation of the USS Pasley propeller.
54. Approved an Inter-Governmental Agreement with the State of Oregon establishing a business relationship to address project priorities and funding.
55. Awarded a contract to All-Ways Painting for demised area painting at the Newport International Terminal facility.
56. Approved a Partial Street Vacation from the City of Newport to assist in the facilitation of the new Samaritan Pacific Health Services hospital.
57. Adopted Resolution 2015-16, establishing Workers' Compensation Coverage for Volunteers.
58. Commissioner Chuck attended the OSU Board of Trustees retreat.
59. Awarded a contract to Rule Steel Container to acquire new dumpsters for south beach.

60. Approved a Special Use Permit for the 4th Annual Newport Turkey Trot.
61. Authorized and Letter of Support from the Commission and the application to the ConnectOregon VI grant program.
62. Adopted Resolution 2015-17 Amending the Classification and Compensation Plan for Port Employees to add a full-time accountant position.
63. Approved a lease renewal to Leslie Lee, Inc.
64. Approved a lease renewal for the Port administrative office with Design Space Modular Buildings.
65. Approved a Special Use Permit and Location Release for Original Productions, LLC.
66. Awarded a personal services contract to Stuntzner Engineering for Shipping Terminal design and engineering.
67. Commissioner Chuck attended a TIGER grant meeting, and a meeting regarding International Terminal development and Teevins Bros.
68. Approved Declarations of Surplus Property: vessels Rose, Grumpy Dragon, Fiesta, and Soper's Sailboat.
69. Received 2% insurance premium discount for successfully obtaining board training. Special Districts Association of Oregon (SDAO) received a Board of Commissioners Assessment on January 13th. Commissioners Chuck, Fleck, Brown, Barton and Jincks attended.

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MEMBERSHIP LIAISONS

As of November 20, 2015

Cascade West Council of Governments* - must be elected (\$3178.37)
Walter Chuck; Ken Brown (alt)

Cascade West Economic Development District* -
Kevin Greenwood

Cascade West Area Commission on Transportation* -
alternate may be staff
Walter Chuck; David Jincks (alt)

Oregon Coastal Zone Management Association
(OCZMA)*# -- alternate may be staff (\$800.00)
Walter Chuck

Pacific Northwest Waterways Association (PNWA)*
(\$7200.00)
Walter Chuck, Kevin Greenwood

Mid Coast Watershed Council (\$245.00)
Stewart Lamerdin

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

Economic Development Alliance of Lincoln County
(EDALC)* Kevin Greenwood

Special Districts Association of Oregon (SDAO)*
(\$4,000.00) Kevin Greenwood

Yaquina Bay Economic Foundation (YBEF)* (\$300.00)
Kevin Greenwood; Ken Brown

Yaquina Bay Ocean Observing Initiative (YBOOI)*
Kevin Greenwood

North America Ocean Observing (NANOOS)*
Kevin Greenwood

Coastal Marine Experiment Station (COMBS)*
Stewart Lamerdin

Pacific Coast Congress of Harbormasters and Port Managers (PCCHPM)+
Kevin Greenwood; Steve Larrabee;
Rick Fuller

(\$500.00) DAS OPS ORCPP – Rick Fuller, Steve Larrabee
(\$250.00) Oregon Economic Development Assoc.
(\$619.30) Oregon Ethics Annual

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

Newport Chamber of Commerce (NCO)* (\$150.00)
Kevin Greenwood

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

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

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

Ocean Policy Advisory Council (OPAC)&
Walter Chuck

Newport Urban Renewal (adhoc)
Patricia Patrick-Joling
Ken Brown (alt)

Newport Airport Committee (adhoc)
Ken Brown
Patricia Patrick-Joling (alt)

Newport Regional Airport Task Force (adhoc)
Kevin Greenwood

Newport Airport Planning Subcommittee (adhoc)
Kevin Greenwood

Newport Parks & Rec Committee~
Kevin Greenwood

Newport Bay Front Parking Dist. Committee*
Kevin Greenwood

Rogue Expansion Liaisons (adhoc)
Ken Brown, David Jincks

International Terminal Liaisons (adhoc)
Walter Chuck, David Jincks

Human Resource Liaisons (adhoc)
Walter Chuck, David Jincks

*paid/mandated membership
#must be elected commissioner
~community organization (no port vote or membership)
+paid professional organization
&personal or non-port related board membership
*=Paid via SDAO membership

Serving the Maritime & Recreational Communities

Newport International Terminal (541) 265-9651

Newport Marina at South Beach (541) 867-3321