

PORT OF NEWPORT REGULAR COMMISSION MEETING AGENDA

Tuesday, November 15, 2016, 6:00 p.m.

South Beach Activities Room

2120 SE Marine Science Drive, Newport, OR 97365

I.	Call to Order	6:00	
II.	Changes to the Agenda	6:01	
III.	Public Comment.....	6:02	
IV.	Consent Calendar	6:05	
A.	Minutes		p 3
1.	Commission Work Session October 18, 2016		
2.	Regular Commission October 18, 2016		
3.	Commission Work Session November 5, 2016		
B.	Financial Reports		p 13
C.	Rogue Utility Easement		p 25
D.	Special Use Permit for 2017 Seafood & Wine Festival.....		p 29
E.	RV Park Manager Job Description		p 35
V.	Correspondence/Presentations	6:08	
A.	Cody Chase, F/V Chelsea Rose		
B.	ORCA, RE: Dredging Prism Application for NOAA Center		p 37
VI.	Old Business		
A.	Items Removed from Consent Calendar	6:13	
B.	Accounts Paid	6:17	p 39
VII.	New Business		
A.	Lease Agreement with US Customs	6:19	p 43
B.	Facilities Maintenance & Operations Plan	6:24	p 47
C.	Maintenance I Job Description	6:31	p 71
D.	International Terminal Shipping Facility.....	6:35	p 75
1.	Award Contract for TIGER Environmental Assessment Report (\$20,000)		
2.	Approve Easement with Rondys		
VIII.	Staff Reports		
A.	Director of Finance	6:42	p 91
1.	October Occupancy Report		
B.	Director of Operations	6:47	p 93
C.	General Manager.....	6:52	p 105
1.	Goal Setting		
2.	Annual Performance Evaluation		
3.	ORS 777 Proposed Legislative Changes		
4.	Rogue Brewery Expansion Update		
5.	Oregon Salmon Commission		
IX.	Commissioner Reports.....	7:05	
X.	Calendar/Future Considerations.....	7:15	
	11/24	5 th Annual Turkey Trot	
	11/24 – 11/25	Thanksgiving Holiday, Port Office Closed	
	12/09	Port Holiday Get Together, OCA, 6pm	
	12/20	Commission Work Session, Rogue Mural, Noon	
	12/20	Regular Commission Meeting (rescheduled)	
	12/26	Christmas Holiday, Port Office Closed	

XI.	Public Comment.....	7:17
XII.	Adjournment	7:20

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

October 18, 2016

Commission Work Session

I. CALL TO ORDER

Commission President Walter Chuck called the Commission Work Session of the Port of Newport Board of Commissioners to order at 12:00 noon 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; Patricia Patrick-Joling (Pos. #5), Secretary/Treasurer; Stewart Lamerdin (Pos. #3); and Steve Beck (Pos. #2).

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

Members of the Public and Media: Nick Robertson, OBEC; Jenny Carlson, OBEC; and Eugene Law, Commercial Fisherman.

II. PORT DOCK 5 APPROACH CONTRACT

Greenwood introduced the agenda item, saying this project has been on the table since he started in February of 2014, when Gibson showed him the fist-sized holes in the piling for the pier access. In the last budget, the Port Commissioners approved \$25,000 for engineering analysis. This presentation is a compilation of that work. The Committee that previously reviewed the project at a workshop on August 31, 2016 consisted of Gibson, Harbormaster; Law, Fishing Fleet Representative; Lamerdin, Commissioner; Fuller, Director of Operations; Carlson, OBEC; Robertson, OBEC; B. Aue, Fishing Fleet Representative; Ted Gibson; Sara Skamser; Katie Jacobsen; Marine Fisheries; and Paul Dunphy from Local Ocean regarding parking.

Fuller said that he and Lamerdin had done a site tour of the Port Dock 5 Pier Approach, which raised concerns, including the possible closing of the dock that might follow an inspection. In April, the Commissioners discussed the issue and asked that Port staff restrict the use of vehicles. Staff installed a gate limiting access for vehicles to the first third of the pier as a safe way to limit and enforce weight on the less stable portion of the pier. OBEC was selected by the review committee, Greenwood, Gibson, Fuller, Lamerdin, and Bob Eder, to develop the conceptual design. On August 24, 2016, OBEC was given notice to proceed.

Carlson presented the Commission with a Power Point presentation, appended to the minutes, in addition to the materials in the Meeting Packet. From the project review meeting problems were identified to be addressed in OBEC's analysis, including limits imposed by the in-water work period, environmental restrictions, and maintaining access and utilities during the process. Seven major goals were identified and weighted: safety, function, environmental, cost, construction access, future expansion, and maintenance. Access during construction was considered crucial since the project could take months or years to complete. Three alternatives were developed:

Alternative 1: Lowest cost, safety rehabilitation. This would entail minimal changes, including replacing timber piles with steel. The pros and cons were addressed in the report (the Meeting Packet.)
Total Cost \$1,280,409

Alternative 2: Complete replacement of the deck with the same footprint. If this alternative were chosen, there would be some additional requirements per building codes and ADA. The deck would be shortened, the gangway would be extended and the slope fixed. The utilities would be replaced and brought up to code.

Total Cost \$1,886,113

Alternative 3: Complete replacement and improvement. The deck would be widened from 20' to 50', and would allow for 12 parking spaces with 3-point turn around designed based on a Ford F-350 truck. The environmental approval process would be longer. Robertson added that now the vehicles using the pier get stacked up requiring trucks to back off to allow other trucks to exit. This had been discussed in the workshop.

Carlson said it would not be practical to consider going directly from the present condition to alternative 3 because of permitting, funding and because the existing dock may not last long enough for project completion. The cost estimates were based on 10-15% of design completion, with potential design changes considered. The alternatives were also rated by engineers, with Alternative 1 + Alternative 3 receiving the highest score.

Total Cost for 1+3 \$3,241,281

Total Cost for 2+3 \$3,155,898

Beck asked how much duplication would occur by adding Alt. 3 to Alt 1 or 2 completion. Carlson said there would be no duplication, and Alt. 1 was designed to accommodate either Alt. 2 or 3. Design and permitting costs would be higher if the project was split but materials would be consistent. Carlson added that immediate repairs were needed; the Port Dock 5 Pier Approach is currently dysfunctional and will continue to deteriorate at an exponential rate. In the long term, Alt. 3 is the most desirable. Alt. 1 or 2 would get the area back to functional and could be the basis for continuing into Alt. 3.

Greenwood said funding would determine the next steps. Lamerdin asked if there would be 2 – 10 years before more failures would occur. Carlson said the deterioration rate will increase, and bad weather could escalate that further. Chuck asked if there were mitigation concerns. Carlson said the presented dollar value for mitigation is a “guesstimate”; it is difficult to say what will be required. The pier has a ¼ acre footprint, but an acre of mitigation may be required, and the type was unknown. As a rule of thumb, mitigation costs \$65 – 75K per acre. Fuller said that Alt. 1 included an inspection of the existing deck and support of the existing structure. If the structure is shot, Alt. 2 would be needed. Patrick-Joling asked if the current access should be further restricted. Carlson said that the near shore piles are in better condition and shorter. Past 50', the piles are longer and wobbly. Gibson added that with the current restriction only one or two vehicles could be on the structure at a time which is less of a weight load. Beck asked if the weight of sea mammals was a concern. Gibson said that the animals did not get on the pier. Chuck asked if Alt. 2 included a wider deck. Carlson said the deck was the same width, but the piles would be driven outside of the current footprint. Fuller added the deck would be replaced with concrete planks in Alt. 2. Lamerdin asked why steel pipe was proposed rather than concrete piles. Carlson said she preferred open end piles as they were easier to drive into soft rock, and could be competitively priced. Robertson stated that coated/galvanized steel can be better maintained. Fuller said that NOAA had decided on steel piles since they found the concrete piles were not effective.

Greenwood referred to page 11 in the proposal for the cost estimate. Carlson said that the Port could submit for permits with 30% design completion. Greenwood asked if the Port could first seek permitting for Alt. 1 or 2, then get permits for Alt. 3 at a later date. Carlson said she thought so; she is not a permit specialist but did consult with others. In seeking a permit, the agency will ask if there are future plans, but would still issue permits for the current project. She also thinks the project could be self-mitigating since Alt. 2 reduces the number of piles.

Greenwood said the \$110K estimate for the first year was for engineering and permits only. The Port may have \$200 -300K positive net income to work with. There would be approximately \$150K needed for the new maintenance department and existing facilities. There may be approximately \$150 -200K that can be used for capital projects. He referred to the list of funding resources included in the Meeting Packet on page 37. He added that grants usually require a 50% match, so other sources would also be needed. Greenwood suggested that the Commercial Fishing Users Group Committee (CFUG) could also discuss funding. He suggested the Commission hand off the funding discussion to the CFUG and staff to brainstorm non-grant financing. Lamerdin asked if the City could contribute based on the impact on parking and small business. Greenwood said he had spoken with Derrick Tokos, who said the Parking District may contribute especially with Alt. 3. The Parking District has about \$300K right now, and the City is looking to install parking meters. The question for the City will be what would be the return on investment for 12 spaces. Greenwood said funding could possibly come from fish processors and other stakeholders. Law commented that something needs to be done soon, and replacing is probably the best bet. Beck said the scope of work for this project is smaller than he thought, and was concerned about the additional money that would be needed to fix the docks themselves. Greenwood added there are also needs for capital funds at South Beach, which has been the financial support for operations. Lamerdin said the City might consider using their general fund due to the impact on the invaluable fishing business. Greenwood said the City would likely look at the Port's sovereignty and the expectation that it would self-maintain. There is some history with City support through Urban Renewal. Patrick-Joling suggested that since the City depends on the Port, they may have to join in. She suggested a Joint Work Session with City Council. Lamerdin said the City should consider the impact of a catastrophic failure of the Port Dock.

Greenwood said that the International Terminal has been a priority with the expectation that the tariffs generated could be used for capital projects like these. With the EDA grant, there could possibly be shipping out of the terminal in 2017/2018. By the end of 2018, the debt could possibly be paid. Fuller said if there were a catastrophic failure of the Pier, there would be the need for a bridge from Port Dock 3 to Port Dock 5 with pedestrian access. The fuel dock would be gone, which would be a big deal. A catastrophic failure could be just a tipping of the Pier and not just a total collapse. It is unknown when this failure might occur.

Greenwood said Tokos had also talked about bringing the boardwalk out 40 feet. That could be an expensive project with lots of regulatory hurdles. Fuller added there was also some discussion of filling the rock wall, which would cost approximately \$60MM.

Beck suggested that once either Alt. 1 or Alt. 2 were installed, the Port could decide later about Alt. 3. He suggested the Port needs to work with these options now for access and safety. Fuller said the Port should consider what is the minimum and what is best, then can proceed incrementally. Both Alt. 1 and Alt. 2 could be steps toward the end. Greenwood said MARAD and EDA are possible funding opportunities. As the International Terminal Shipping Facility (ITSF) moves forward the Port will be able to show the agencies that projects can be delivered, which would make them more apt to look at subsequent applications. It would be difficult to apply now with ITSF incomplete.

Chuck asked if the project could be done in three phases, starting with Alt. 1 during this year's in-water work period. Carlson said that Alt. 2 could be done in the next in-water period. Fuller said there were some issues with the ramp going from Alt. 1 to Alt. 2. It makes sense to enlarge the landing for a staging area.

Greenwood asked if there was a consensus to hand the discussion over to the CFUG. Patrick-Joling asked when they would be meeting. Greenwood said he expected them to meet in a month or two, and the different fishing seasons means the full committee will never be at a single meeting. Chuck suggested February would be a good time to have a meeting with more attendance. Lamerdin said that no matter

what is decided, funding will be needed. Moorage revenue will not be enough; there is a lot of work the Port needs to do before asking CFUG for input. Law said the Port must decide if the top deck is worth saving; the CFUG needs to know. Lamerdin said it may last 10 years, but it will need to be done. Brown said the CFUG did not need to meet in order to get the opinion of the fishermen. Greenwood suggested sharing the budget with the CFUG would help generate ideas. Beck said that Alt. 3 should be the goal, but it should be completed in phases. There is an immediate need for access and public safety.

Greenwood said the \$110K for the first year can be done through positive net income, which becomes a policy decision. This would give a year to generate additional income. Lamerdin said if the Port prioritizes committing \$100K, the Port can keep moving without determining the final project. Chuck said he would like to see if CFUG can meet in November to discuss the Port Dock 5 Pier Approach project. Fuller referred to page 32 in the OBEC report item 3.0, \$10K for condition assessment, which would be included in the initial phase. Carlson said if started in July of 2017, the final design could start July 2018. Greenwood said if the \$110K is authorized this would allow permits to be available for the in-water window. If the Budget Committee makes this a number one priority, this would be possible and would allow time to find additional funding options. Law said to keep the ball rolling. Alt. 2 with something in the future is doable.

III. PUBLIC COMMENT

There was no additional comment.

IV. ADJOURNMENT

Having no further business, the meeting adjourned at 1:10 pm.

ATTESTED:

Walter Chuck, President

Patricia Patrick-Joling, Secretary/Treasurer

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PORT OF NEWPORT MINUTES

October 18, 2016

Regular Commission Meeting

I. CALL TO ORDER

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

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

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

Members of the Public and Media: Wayde Dudley and Barb Dudley, Port Volunteer Mates; Yale Fogarty, ILWU; Eric, Oien, Teevin Bros.; John McKinney; Jim Shaw; Pat Ruddiman, ILWU; Kiera Morgan, KYTE Radio; Mark Wilson, KYTE Radio; Lee Fries, Port Volunteer Mates; and Ralph Busby, Newport City Council.

II. CHANGES TO THE AGENDA

Patrick-Joling requested adding item VII.A. to New Business, Joint Meeting with Newport City Council.

III. PUBLIC COMMENT

McKinney said he wanted to speak regarding his previous proposal for a Green Port. He said they were hung up on the cruise ship. He asked if anyone from Rogue was present. Since no-one from Rogue was present, he ended his comment at this time.

IV. CONSENT CALENDAR

- A. Minutes:
 - 1. Regular Commission Meeting September 27, 2016
 - 2. Special Commission Meeting September 27, 2016
- B. PD5 Pile Replacement/dock repair – Foundation Engineering, Inc.
- C. Financial Reports

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

V. CORRESPONDENCE/PRESENTATIONS

Greenwood commented that Eric Oien was in attendance from Teevin Bros. and would be available to add to the ITSF discussion. There was no additional presentation.

VI. OLD BUSINESS

A. Items Removed from Consent Calendar

There were no items removed from the Consent Calendar.

B. Accounts Paid

A motion was made by Patrick-Joling and seconded by Beck to accept the accounts paid. The motion passed 5 – 0.

C. International Terminal Shipping Facility Update

Greenwood introduced the agenda item and staff report. He referred the Commission to the TIGER grant item. He said the Port was invited to submit a new proposal for a grant from EDA. The proposal has been submitted, and it will be reviewed by October 20th. If the proposal is favorable, the Port will be asked to submit a full application. Greenwood has been working to complete and is waiting for comment from EDA on NEPA requirements. Since the selection for the EDA grant will not happen until December 1st, this will be late for providing match information to TIGER. Greenwood included in the packet a letter asking that UDOT allow EDA to respond before pulling the TIGER grant. Greenwood has also talked with Representative Schrader, who will deliver the letter to MURAD as a show of support and importance of the project. Port staff is recommending securing a loan to complete the financing.

Beck asked about TIGER's funding cycle. Greenwood said they had obligated the funds for over a year, but had requested the full funding package presented to them by the end of October 2016. The grant agreement would not be completed until September, 2017, but it is a lengthy granting process. MURAD also asked for a more formal environmental assessment. John vanStaveren talked with MURAD and will be meeting with Greenwood. The USDA loan would be for 40-years at 2.75%. There may be restrictions on Oregon Port Districts for loans of greater than 30 years. Greenwood recommended the Commission authorize applying for additional financing.

A motion was made by Brown and seconded by Beck to authorize the General Manager to apply for additional debt financing. The motion passed 5 – 0.

Greenwood advised the Commission that Hall permits and easements will need to be resolved, and referred to the staff report for additional issues. The Halls currently allow the Port to place dredge spoils on their property. Before the Port's lease ends, this will need a resolution. There is also equipment and space storage on the Rondys property, but they have no one on site to manage this. Greenwood is continuing to move forward and has asked for another round of support letters sent to EDA.

Chuck asked if two of the Commissioners would be able to meet with vanStaveren, 10:30 at McLean Point. Lamerdin said he could attend, and either Brown or Chuck will attend.

VII. NEW BUSINESS

A. Joint Meeting with Newport City Council

Patrick-Joling referred to the discussion at the Work Session regarding the Port Dock 5 Pier Approach project. She said it was important to discuss this with the City Council and would like to arrange a joint meeting to address financial matters, the sooner the better. Greenwood will speak with Spencer Nebel to schedule a meeting, perhaps the 1st or 2nd week in November to accommodate Commissioners' availability.

VIII. DEPARTMENTAL REPORTS

A. Director of Finance

1. September Occupancy Report

Larrabee said he was working with Greenwood on ITSF financing, and considered a loan the best option. Port revenue may be used to retire the debt early. He advised the Commission it is audit season and a draft of a Personnel Manual was being prepared. There were no additional comments or questions.

B. Director of Operations

There was no discussion of the Director of Operations Report.

C. General Manager

- 1. Goal Setting**
- 2. General Manager’s Annual Evaluation**
- 3. DEQ Fish Cleaning Approval**
- 4. Rogue Mural**

Greenwood introduced the General Manager report. Greenwood referred to Commissioners to the Goal Setting binders that had been distributed for their review prior to the November 5th Work Session. The binder included information about previous planning efforts. He expects that the meeting in November will result in a comprehensive umbrella of goals that will permeate the organization. The goal setting will also be helpful before the General Manager’s review and the next Budget process. Greenwood said that department goals had also been included to help the Commissioners see how the departments and facilities work. He invited the Commission to co-op department goals in their goal setting process. Greenwood said the Commissioners could call him or any of the other managers with questions. Beck said of the goal session agenda, 15 minutes may not be enough time for brainstorming. Greenwood said time could be adjusted at the meeting as needed. Greenwood said he was also looking to convene the first meeting of the Commercial Fishing Users Group Committee.

IX. COMMISSIONER REPORTS

Beck said he had traveled to Teevin Bros. operation in Rainier, Oregon to review their operation. He said his background in some industrial insurance informed what he looked for, and he found their facility clean, organized, with satisfied employees, maintained equipment, with a solid financial picture and a diversified company. This could benefit the Port as it searched for other opportunities for the shipping facility. Beck said Teevin was involved in the Rainier community, and thought they would do the same in Newport and would hire locally. The bark removed by the debarker was recycled, and smells good like fresh wood. There were two debarkers running when Beck visited, which he did not think produced too much noise, an industrial noise. Much of the equipment used is electric. Beck had wanted to see the facility so that he could report to the Newport community and to the Commission; he feels the Teevin operation is a good match for the Port. The ITSF facility is 1/10th of the size of the operation in Rainier. Beck would recommend Teevin as a benefit for the community. Chuck added that he recommends Commissioners who have not already done so to visit Teevin.

X. CALENDAR/FUTURE CONSIDERATIONS

- 10/22Trick or Treat Monster Feet 5K and Kids Fun Run
- 10/29 Dia De Los Muertos Race
- 11/5 Commission Goal Setting Workshop at Aquarium
- 11/9 Election Day
- 11/11 Veterans’ Day, Port Office Closed
- 11/15 Regular Commission Meeting (rescheduled)
- 11/18Fishermen’s Appreciation Day
- 11/24 5th Annual Turkey Trot
- 11/24 – 11/25 Thanksgiving Holiday, Port Office Closed
- 12/20 Regular Commission Meeting (rescheduled)
- 12/16 Christmas Holiday, Port Office Closed

Chuck made a correction to Election Day, which is 11/8. Hewitt made a correction to Christmas Holiday, which is 12/26.

XI. PUBLIC COMMENT

Busby said that, at last night’s City Council meeting, they had discussed the zoning swap between the Port and the City. There will be a public hearing coming up and Council will look for a statement of public support from the Port. Busby said that Nebel will follow up with Greenwood on the City Council agenda.

McKinney spoke again regarding a “green port.” He asked if there are any prohibitions on shipping, especially fossil fuel. He also asked if Newport expected to ship fossil fuel. Chuck said since we didn’t have rail, the Port would not be

conducive to fossil fuel shipping. McKinney commented that Klamath does not currently have a pipeline but one has been proposed.

Oien thanked the Commission and Greenwood for pursuing financing for the ITSF. He said Teevin had invested 6 years in the project and believed in Newport as a shipping terminal, perhaps for more than just logs. He added that activity spurs activity, and he expects to benefit the Port and Newport. Oien thanked Beck for coming to tour the Rainier facility and said they had an open door for tours to the Commissioners or the public. Their hours are 6 – 4 Monday through Friday. He thinks the project is pushing forward and getting close.

Fogarty said that Teevin has 100 acres in Rainier, whereas there are nine acres in consideration here. He asked the Commission to keep in mind that a shipping terminal can be land poor. The Port may see a need for property as it develops. Fogarty supports development, but hopes the Port keeps its “fingers in the dough”; 10 acres won’t be enough for very long.

XII. ADJOURNMENT

Having no further business, the meeting adjourned at 6:40 pm.

ATTESTED:

Walter Chuck, President

Patricia Patrick-Joling, Secretary/Treasurer

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PORT OF NEWPORT MINUTES
Saturday, November 5, 2016
Commission Goal Setting Work Session

I. CALL TO ORDER

Commission President Walter Chuck called the Commission Goal Setting Work Session of the Port of Newport Board of Commissioners to order at 8:05 am at the Oregon Coast Aquarium, Gleason Room, 2820 SE Ferry Slip Road, Newport, OR.

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

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

Members of the Public and Media: Aaron Ferguson, TCB Security

II. PUBLIC COMMENT

There was no public comment.

III. GOAL SETTING

Greenwood said the Port had not looked at goal setting since 2013, and Chuck was the only member of the current Commission who was a member in 2013. A number of different goal documents were included in the Meeting Packet provided to the Commissioners on October 18, 2016, including the Strategic Business Plan, Capital Improvement list, and General Manager annual performance evaluations. Greenwood said the Goal Setting Session was intended to put together and prioritize the Goals previously developed as well as new goals established by the Commission.

For this session, Greenwood advised the Commissioners they should have index cards on which to write possible goals, with one goal per card. When the goals were gathered, the Commissioners would have the opportunity to place stickers on the goals they considered priorities. Greenwood said he would prepare a staff report for the December Regular Commission Meeting for adoption of the prioritized goals.

Greenwood began by referring to the Strategic Business Plan and goals included in that document. He advised the Commission that the Departmental Goals were intended to inform the Commission about what each department did on a daily basis as well as short and long term goals for that department. Aaron Ferguson introduced the Security goals; Fuller introduced the Director of Operations, South Beach Operations, North Commercial, NOAA MOC-P, International Terminal and Maintenance Department goals. Larrabee introduced the Director of Finance and South Beach Administration goals. Hewitt introduced the Administrative Services Goals.

After some discussion, the Commissioners individually wrote goals on index cards to be considered. This cards were gathered and sorted by Hewitt, combining like goals. The Commissioners reviewed the cards and placed stickers on those goals they wanted to prioritize, putting more stickers on those goals they felt had higher priority.

Greenwood and Hewitt tallied the stickers for each goal and placed the goals in order by highest rank. The goals identified as priorities were: 1. Funding the International Terminal Shipping Facility (11 votes); 2. Marketing including updating the website (8 votes); 3. Strengthening Agreements and Contracts (8 votes); Ensuring Financial strength (7 votes); Replacing the Rogue Sea Wall and review Capital priorities (6 votes); Securing a new permanent Port of Newport administrative office (6 votes); Clearing out of date gear and equipment to make room for gear in use (6 votes); Installing security cameras (5 votes); Starting users group meetings (5

votes); Considering revamp of the Annex property; and Conducting rate surveys for services and equipment use (5 votes). Greenwood asked the Commissioners for clarification on the goals, and he will prepare a complete tally and list of priorities in the General Manager report to be presented for review by the Commissioners in early December.

IV. ADJOURNMENT

Having no further business, the meeting adjourned at 12:00 noon.

ATTESTED:

Walter Chuck, President

Patricia Patrick-Joling, Secretary/Treasurer

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**Port of Newport
 Balance Sheet
 As of October 31, 2016**

	Oct 31, 16	Oct 31, 15	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
Available Cash & Equivalents	2,075,116.61	1,622,785.76	452,330.85
Restricted Cash & Equivalents	357,046.64	420,298.30	-63,251.66
Total Checking/Savings	2,432,163.25	2,043,084.06	389,079.19
Accounts Receivable			
Accounts Receivable	324,261.43	258,135.22	66,126.21
Total Accounts Receivable	324,261.43	258,135.22	66,126.21
Other Current Assets			
Allow for Bad Debt - CM	-20,000.00	-10,000.00	-10,000.00
Allow for Bad Debt - SB	-10,000.00	-4,000.00	-6,000.00
AR Property Tax	10,334.60	10,334.60	0.00
Cash Clearing	0.00	-749.47	749.47
Deferred OF - Contrib after MD	18,048.00	18,048.00	0.00
Due from Other Port Funds	6,286.40	69,835.83	-63,549.43
Net Pension Asset	146,594.00	146,594.00	0.00
Prepaid Expenses	50,693.00	65,939.25	-15,246.25
Undeposited Funds	0.00	-9,589.41	9,589.41
Total Other Current Assets	201,956.00	286,412.80	-84,456.80
Total Current Assets	2,958,380.68	2,587,632.08	370,748.60
Fixed Assets			
Capital Assets	85,670,010.77	85,670,010.77	0.00
Total Fixed Assets	85,670,010.77	85,670,010.77	0.00
TOTAL ASSETS	88,628,391.45	88,257,642.85	370,748.60
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
Accounts Payable	107,977.42	98,959.69	9,017.73
Total Accounts Payable	107,977.42	98,959.69	9,017.73
Other Current Liabilities			
Accrued Interest Payable	11,693.00	11,693.00	0.00
Current Portion-Long Term Debt	353,377.00	353,377.00	0.00
Deferred Revenue	153,917.87	190.95	153,726.92
Due to other Port Funds	-8,344.05	123,147.00	-131,491.05
Lodging/Room Tax Payable	0.00	1,868.60	-1,868.60
Payroll Liabilities	31,605.97	30,704.92	901.05
Total Other Current Liabilities	542,249.79	520,981.47	21,268.32
Total Current Liabilities	650,227.21	619,941.16	30,286.05
Long Term Liabilities			
2013 FF&C Bond Premium	111,892.75	111,892.75	0.00
Deferred IF - Proportion/Contrl	31,249.00	31,249.00	0.00
Deferred IF - Invest Return	282,867.00	282,867.00	0.00
Less Current Portion L Term Deb	-353,377.00	-353,377.00	0.00
Long Term Debt	8,480,410.74	8,480,410.74	0.00
Total Long Term Liabilities	8,553,042.49	8,553,042.49	0.00
Total Liabilities	9,203,269.70	9,172,983.65	30,286.05
Equity			
Contributed Capital	7,130,788.00	7,130,788.00	0.00
Fund Balance	71,807,366.21	71,350,282.00	457,104.21
GAAP - Pension Expense	18,048.00	18,048.00	0.00
GAAP - Pension Income	140,846.00	140,846.00	0.00
Net Income	328,073.54	444,715.20	-116,641.66
Total Equity	79,425,121.75	79,084,659.20	340,462.55
TOTAL LIABILITIES & EQUITY	88,628,391.45	88,257,642.85	370,748.60

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

	Jul - Oct 16	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Hoist Dock & Services	93,065.93	450,000.00	-356,934.07	20.7%
Launch Ramp & Trailer Storage	29,392.60	70,000.00	-40,607.40	42.0%
Lease Revenues	204,800.39	616,081.00	-411,280.61	33.2%
Miscellaneous Revenue	28,458.04	46,000.00	-17,541.96	61.9%
Moorage	379,059.85	1,189,000.00	-809,940.15	31.9%
RV Parks	462,185.47	754,000.00	-291,814.53	61.3%
Shipping Terminal Revenues	1,011.39	7,000.00	-5,988.61	14.4%
Total Income	<u>1,197,973.67</u>	<u>3,132,081.00</u>	<u>-1,934,107.33</u>	<u>38.2%</u>
Gross Profit	1,197,973.67	3,132,081.00	-1,934,107.33	38.2%
Expense				
Debt Services	54,271.48	684,934.00	-630,662.52	7.9%
Materials & Services	452,462.39	1,425,200.00	-972,737.61	31.7%
Personal Services	359,247.49	1,300,616.00	-941,368.51	27.6%
Total Expense	<u>865,981.36</u>	<u>3,410,750.00</u>	<u>-2,544,768.64</u>	<u>25.4%</u>
Net Ordinary Income	331,992.31	-278,669.00	610,661.31	-119.1%
Other Income/Expense				
Other Income				
Grant & Loan Proceeds	0.00	168,000.00	-168,000.00	0.0%
Interest Income	1,720.75	4,000.00	-2,279.25	43.0%
Miscellaneous	4,508.08	0.00	4,508.08	100.0%
Property & Dredge Sales	0.00	2,000.00	-2,000.00	0.0%
Property Tax Revenue	1,633.44	94,500.00	-92,866.56	1.7%
Total Other Income	<u>7,862.27</u>	<u>268,500.00</u>	<u>-260,637.73</u>	<u>2.9%</u>
Other Expense				
Capital Outlay	11,781.04	500,000.00	-488,218.96	2.4%
Contingency	0.00	100,000.00	-100,000.00	0.0%
Transfers Out	0.00	60,000.00	-60,000.00	0.0%
Total Other Expense	<u>11,781.04</u>	<u>660,000.00</u>	<u>-648,218.96</u>	<u>1.8%</u>
Net Other Income	-3,918.77	-391,500.00	387,581.23	1.0%
Net Income	<u><u>328,073.54</u></u>	<u><u>-670,169.00</u></u>	<u><u>998,242.54</u></u>	<u><u>-49.0%</u></u>

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

	Jul - Oct 16	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Hoist Dock & Services	1,000.00			
Lease Revenues	204,800.39	616,081.00	-411,280.61	33.2%
Miscellaneous Revenue	2,264.78			
Moorage	1,032.00			
Total Income	<u>209,097.17</u>	<u>616,081.00</u>	<u>-406,983.83</u>	<u>33.9%</u>
Gross Profit	209,097.17	616,081.00	-406,983.83	33.9%
Expense				
Debt Services	4,463.00	17,852.00	-13,389.00	25.0%
Materials & Services	124,403.11	392,900.00	-268,496.89	31.7%
Personal Services	168,659.11	510,748.00	-342,088.89	33.0%
Total Expense	<u>297,525.22</u>	<u>921,500.00</u>	<u>-623,974.78</u>	<u>32.3%</u>
Net Ordinary Income	-88,428.05	-305,419.00	216,990.95	29.0%
Other Income/Expense				
Other Income				
Grant & Loan Proceeds	0.00	168,000.00	-168,000.00	0.0%
Interest Income	1,720.75	4,000.00	-2,279.25	43.0%
Property Tax Revenue	1,633.44	94,500.00	-92,866.56	1.7%
Total Other Income	<u>3,354.19</u>	<u>266,500.00</u>	<u>-263,145.81</u>	<u>1.3%</u>
Other Expense				
Capital Outlay	0.00	500,000.00	-500,000.00	0.0%
Contingency	0.00	100,000.00	-100,000.00	0.0%
Transfers Out	0.00	60,000.00	-60,000.00	0.0%
Total Other Expense	<u>0.00</u>	<u>660,000.00</u>	<u>-660,000.00</u>	<u>0.0%</u>
Net Other Income	3,354.19	-393,500.00	396,854.19	-0.9%
Net Income	<u><u>-85,073.86</u></u>	<u><u>-698,919.00</u></u>	<u><u>613,845.14</u></u>	<u><u>12.2%</u></u>

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

	Jul - Oct 16	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Hoist Dock & Services	41,300.07	193,000.00	-151,699.93	21.4%
Miscellaneous Revenue	36.50	5,000.00	-4,963.50	0.7%
Moorage	6,514.40	80,000.00	-73,485.60	8.1%
Shipping Terminal Revenues	1,011.39	7,000.00	-5,988.61	14.4%
Total Income	<u>48,862.36</u>	<u>285,000.00</u>	<u>-236,137.64</u>	<u>17.1%</u>
Gross Profit	48,862.36	285,000.00	-236,137.64	17.1%
Expense				
Debt Services	45,631.68	443,460.00	-397,828.32	10.3%
Materials & Services	36,568.49	108,100.00	-71,531.51	33.8%
Personal Services	23,630.42	71,486.00	-47,855.58	33.1%
Total Expense	<u>105,830.59</u>	<u>623,046.00</u>	<u>-517,215.41</u>	<u>17.0%</u>
Net Ordinary Income	<u>-56,968.23</u>	<u>-338,046.00</u>	<u>281,077.77</u>	<u>16.9%</u>
Net Income	<u><u>-56,968.23</u></u>	<u><u>-338,046.00</u></u>	<u><u>281,077.77</u></u>	<u><u>16.9%</u></u>

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

	Jul - Oct 16	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Hoist Dock & Services	5,475.44	10,000.00	-4,524.56	54.8%
Launch Ramp & Trailer Storage	29,392.60	70,000.00	-40,607.40	42.0%
Miscellaneous Revenue	25,003.03	37,000.00	-11,996.97	67.6%
Moorage	262,568.31	669,000.00	-406,431.69	39.2%
RV Parks	462,185.47	754,000.00	-291,814.53	61.3%
Total Income	<u>784,624.85</u>	<u>1,540,000.00</u>	<u>-755,375.15</u>	<u>50.9%</u>
Gross Profit	784,624.85	1,540,000.00	-755,375.15	50.9%
Expense				
Debt Services	1,858.20	216,666.00	-214,807.80	0.9%
Materials & Services	193,152.56	604,400.00	-411,247.44	32.0%
Personal Services	98,307.45	342,800.00	-244,492.55	28.7%
Total Expense	<u>293,318.21</u>	<u>1,163,866.00</u>	<u>-870,547.79</u>	<u>25.2%</u>
Net Ordinary Income	491,306.64	376,134.00	115,172.64	130.6%
Other Income/Expense				
Other Income				
Grant & Loan Proceeds	0.00	0.00	0.00	0.0%
Property & Dredge Sales	0.00	2,000.00	-2,000.00	0.0%
Total Other Income	<u>0.00</u>	<u>2,000.00</u>	<u>-2,000.00</u>	<u>0.0%</u>
Other Expense				
Break-in Replacement	0.00	0.00	0.00	0.0%
Capital Outlay	9,109.81			
Total Other Expense	<u>9,109.81</u>	<u>0.00</u>	<u>9,109.81</u>	<u>100.0%</u>
Net Other Income	<u>-9,109.81</u>	<u>2,000.00</u>	<u>-11,109.81</u>	<u>-455.5%</u>
Net Income	<u><u>482,196.83</u></u>	<u><u>378,134.00</u></u>	<u><u>104,062.83</u></u>	<u><u>127.5%</u></u>

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

	Jul - Oct 16	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Hoist Dock & Services	45,269.42	247,000.00	-201,730.58	18.3%
Launch Ramp & Trailer Storage	0.00	0.00	0.00	0.0%
Miscellaneous Revenue	1,153.73	4,000.00	-2,846.27	28.8%
Moorage	108,945.14	440,000.00	-331,054.86	24.8%
Shipping Terminal Revenues	0.00	0.00	0.00	0.0%
Total Income	155,368.29	691,000.00	-535,631.71	22.5%
Gross Profit	155,368.29	691,000.00	-535,631.71	22.5%
Expense				
Debt Services	2,318.60	6,956.00	-4,637.40	33.3%
Materials & Services	98,338.23	312,400.00	-214,061.77	31.5%
Personal Services	68,650.51	214,674.00	-146,023.49	32.0%
Total Expense	169,307.34	534,030.00	-364,722.66	31.7%
Net Ordinary Income	-13,939.05	156,970.00	-170,909.05	-8.9%
Other Income/Expense				
Other Income				
Miscellaneous	4,508.08	0.00	4,508.08	100.0%
Total Other Income	4,508.08	0.00	4,508.08	100.0%
Other Expense				
Capital Outlay	2,671.23			
Total Other Expense	2,671.23			
Net Other Income	1,836.85	0.00	1,836.85	100.0%
Net Income	-12,102.20	156,970.00	-169,072.20	-7.7%

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

	Oct 31, 16	Oct 31, 15	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
Cash & Equivalents	5,019,801.23	4,889,161.68	130,639.55
Total Checking/Savings	5,019,801.23	4,889,161.68	130,639.55
Other Current Assets			
Derfered OF - Contrib After MD	2,957.00	2,957.00	0.00
Due From Other Funds	58.43	0.00	58.43
Net Pension Asset	24,019.00	24,019.00	0.00
Prepaid Expenses	23,173.66	7,617.11	15,556.55
Total Other Current Assets	50,208.09	34,593.11	15,614.98
Total Current Assets	5,070,009.32	4,923,754.79	146,254.53
TOTAL ASSETS	5,070,009.32	4,923,754.79	146,254.53
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
Accounts Payable	4,078.01	9,124.44	-5,046.43
Total Accounts Payable	4,078.01	9,124.44	-5,046.43
Other Current Liabilities			
Accrued Interest Payable	499,410.00	499,410.00	0.00
Current Portion Long-Term Debt	840,000.00	840,000.00	0.00
Due to Operations or Const Fund	4,783.24	15,795.66	-11,012.42
Vacation Payable	4,196.77	3,902.00	294.77
Total Other Current Liabilities	1,348,390.01	1,359,107.66	-10,717.65
Total Current Liabilities	1,352,468.02	1,368,232.10	-15,764.08
Long Term Liabilities			
Deferred IF - Invest Return	46,347.00	46,347.00	0.00
Deferred IF - Prop/Contrib	5,120.00	5,120.00	0.00
Less Current Portion LT Debt	-840,000.00	-840,000.00	0.00
Long-Term Debt	21,554,006.00	21,554,006.00	0.00
Total Long Term Liabilities	20,765,473.00	20,765,473.00	0.00
Total Liabilities	22,117,941.02	22,133,705.10	-15,764.08
Equity			
Fund Balance	-16,324,635.85	-16,487,486.68	162,850.83
GAAP - Pension Expense	2,957.00	2,957.00	0.00
GAAP - Pension Income	23,078.00	23,078.00	0.00
Net Income	-749,330.85	-748,498.63	-832.22
Total Equity	-17,047,931.70	-17,209,950.31	162,018.61
TOTAL LIABILITIES & EQUITY	5,070,009.32	4,923,754.79	146,254.53

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

	<u>Jul - Oct 16</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
Interest Income	2,697.52	10,500.00	-7,802.48	25.7%
Lease Income	839,211.94	2,542,000.00	-1,702,788.06	33.0%
Total Income	<u>841,909.46</u>	<u>2,552,500.00</u>	<u>-1,710,590.54</u>	<u>33.0%</u>
Expense				
Debt Service	1,442,366.88	1,997,335.00	-554,968.12	72.2%
Materials & Services	125,516.93	689,320.00	-563,803.07	18.2%
Personal Services	22,656.50	75,759.00	-53,102.50	29.9%
Total Expense	<u>1,590,540.31</u>	<u>2,762,414.00</u>	<u>-1,171,873.69</u>	<u>57.6%</u>
Net Ordinary Income	<u>-748,630.85</u>	<u>-209,914.00</u>	<u>-538,716.85</u>	<u>356.6%</u>
Other Income/Expense				
Other Expense				
Capital Outlay	700.00			
Contingency	0.00	100,000.00	-100,000.00	0.0%
Fund Transfers Out	0.00	2,000,000.00	-2,000,000.00	0.0%
Total Other Expense	<u>700.00</u>	<u>2,100,000.00</u>	<u>-2,099,300.00</u>	<u>0.0%</u>
Net Other Income	<u>-700.00</u>	<u>-2,100,000.00</u>	<u>2,099,300.00</u>	<u>0.0%</u>
Net Income	<u><u>-749,330.85</u></u>	<u><u>-2,309,914.00</u></u>	<u><u>1,560,583.15</u></u>	<u><u>32.4%</u></u>

**Facility Maintenance Reserve Fund
 Balance Sheet
 As of October 31, 2016**

	<u>Oct 31, 16</u>	<u>Oct 31, 15</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
Umpqua Bank - Money Market	73,805.55	148,418.02	-74,612.47
Total Checking/Savings	<u>73,805.55</u>	<u>148,418.02</u>	<u>-74,612.47</u>
Total Current Assets	<u>73,805.55</u>	<u>148,418.02</u>	<u>-74,612.47</u>
TOTAL ASSETS	<u><u>73,805.55</u></u>	<u><u>148,418.02</u></u>	<u><u>-74,612.47</u></u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
Accounts Payable	0.00	54,747.44	-54,747.44
Total Accounts Payable	<u>0.00</u>	<u>54,747.44</u>	<u>-54,747.44</u>
Total Current Liabilities	<u>0.00</u>	<u>54,747.44</u>	<u>-54,747.44</u>
Total Liabilities	<u>0.00</u>	<u>54,747.44</u>	<u>-54,747.44</u>
Equity			
Fund Balance	73,777.66	48,378.36	25,399.30
Net Income	27.89	45,292.22	-45,264.33
Total Equity	<u>73,805.55</u>	<u>93,670.58</u>	<u>-19,865.03</u>
TOTAL LIABILITIES & EQUITY	<u><u>73,805.55</u></u>	<u><u>148,418.02</u></u>	<u><u>-74,612.47</u></u>

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

	<u>Oct 31, 16</u>	<u>Oct 31, 15</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
Construction Fund Bank Accts	63,097.79	164,441.74	-101,343.95
Total Checking/Savings	<u>63,097.79</u>	<u>164,441.74</u>	<u>-101,343.95</u>
Total Current Assets	<u>63,097.79</u>	<u>164,441.74</u>	<u>-101,343.95</u>
TOTAL ASSETS	<u>63,097.79</u>	<u>164,441.74</u>	<u>-101,343.95</u>
LIABILITIES & EQUITY			
Equity			
Fund Balance	79,229.46	183,266.66	-104,037.20
Net Income	-16,131.67	-18,824.92	2,693.25
Total Equity	<u>63,097.79</u>	<u>164,441.74</u>	<u>-101,343.95</u>
TOTAL LIABILITIES & EQUITY	<u>63,097.79</u>	<u>164,441.74</u>	<u>-101,343.95</u>

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

	Oct 31, 16	Oct 31, 15	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
Gen Obligation Bond MM-OCB	325,748.18	101,955.95	223,792.23
Total Checking/Savings	325,748.18	101,955.95	223,792.23
Other Current Assets			
Due from Operating Fund	-9,905.64	123,147.00	-133,052.64
Property Tax Receivable	86,925.12	86,925.12	0.00
Total Other Current Assets	77,019.48	210,072.12	-133,052.64
Total Current Assets	402,767.66	312,028.07	90,739.59
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	494,101.66	403,362.07	90,739.59
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Other Current Liabilities			
Bonds Payable - Current	300,000.00	300,000.00	0.00
Total Other Current Liabilities	300,000.00	300,000.00	0.00
Total Current Liabilities	300,000.00	300,000.00	0.00
Long Term Liabilities			
2007 Series Bonds	4,209,263.00	4,209,263.00	0.00
2008 Series Bonds	4,304,912.00	4,304,912.00	0.00
2011 Series Bonds	5,211,741.00	5,211,741.00	0.00
Less Current Portion LTD	-300,000.00	-300,000.00	0.00
Total Long Term Liabilities	13,425,916.00	13,425,916.00	0.00
Total Liabilities	13,725,916.00	13,725,916.00	0.00
Equity			
Bonded Debt Fund Balance	-13,468,256.72	-13,468,256.72	0.00
Retained Earnings	221,003.95	0.36	221,003.59
Net Income	15,438.43	145,702.43	-130,264.00
Total Equity	-13,231,814.34	-13,322,553.93	90,739.59
TOTAL LIABILITIES & EQUITY	494,101.66	403,362.07	90,739.59

After recording return to:
City of Newport
169 SW Coast Highway
Newport, OR 97365

CITY OF NEWPORT, OREGON PUBLIC UTILITY EASEMENT

Port of Newport, a Port District organized under ORS Chapter 777, hereinafter referred to as "Grantor", owns the real property described below and does hereby give and grant unto the City of Newport, an Oregon Municipal Corporation of Lincoln County, Oregon, hereinafter referred to as "Grantee", an exclusive, perpetual easement for public utilities, including the right to lay, construct, and maintain water mains and all related appurtenances, hereinafter referred to as "Public Utility", to be constructed and located on, across, under or over the surface of the following described real property:

See attached Exhibit "A" for legal description and graphic illustration of easement area

This is intended to exclude all other below-surface installations, except as may be specifically approved by the City, which approval shall not be unreasonably withheld, conditioned or delayed.

City and its contractors, subcontractors, agents or employees shall have the right to enter and occupy the easement for the purpose of constructing the Public Utility, to permanently operate and maintain the Public Utility, to inspect, repair, replace, remove or renovate the Public Utility.

Grantor shall be responsible for landscape and surface maintenance within the easement. In carrying out this responsibility, Grantor agrees not to plant any tree, shrub or plant within the Public Utility easement, nor build any structure or place any fence in the easement without first obtaining written permission from City, which shall not be unreasonably withheld, conditioned, or delayed. Balm, poplar, locust, cottonwood or willow trees should not be planted near the Public Utility easement. It is understood that City may remove any physical obstructions including buildings, fences, trees, or shrubbery, and abate any use of the easement if City finds that the physical obstruction or use will interfere with the Public Utility or City's easement rights granted above, without recompense to the Grantor.

Grantor and City intend that this easement bind Grantor, his or her heirs, successors and assigns. This easement will not be considered abandoned until City has declared the easement abandoned and no longer in use by City, and releases this easement in a duly executed and recorded Release of Easement.

In addition to all other remedies allowed by law, Grantee, its successors and assigns, shall have the right to seek injunctive relief for the enforcement of the terms and conditions of this easement against Grantor. If Grantee is required to bring suit or action to enforce the terms of

this easement, Grantee shall be entitled to recover from Grantor such sums that the court may adjudge reasonable as attorney fees and costs in such suit or action, or upon appeal.

The true and actual consideration for this easement is other than monetary.

DATED this _____ day of November, 2016.

Kevin Greenwood, General Manager

STATE OF OREGON)
County of Lincoln) ss

Personally appeared before me this _____ day of November, 2016 the above named Kevin Greenwood as General Manager of the Port of Newport.

Notary Public for Oregon

ACCEPTANCE OF EASEMENT

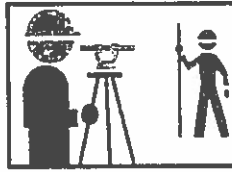
The City of Newport, Oregon, does hereby accept the above-described Public Utility Easement this ____ day of November, 2016.

Spencer R. Nebel, City Manager

STATE OF OREGON)
County of Lincoln) ss:

This instrument was acknowledged before me on the _____ day of November, 2016 by Spencer R. Nebel as City Manager of the City of Newport.

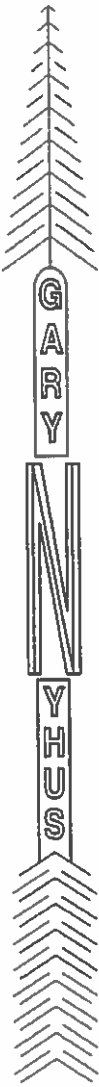
Notary Public for Oregon



Nyhus Surveying, Inc.

Gary K. Nyhus, PLS

P.O. Box 206 / 740 E. Thissell Rd. • Tidewater, OR 97390 • 541-528-3234 • (Fax) 541-528-3234
nyhussurveying@peak.org



LEGAL DESCRIPTION PREPARED FOR DSL BUILDERS

CENTERLINE OF PROPOSED 10 FOOT WATERLINE EASEMENT FOR NEW WATERLINE AT ROGUE BREWING FACILITY

BEGINNING AT THE NORTHEAST CORNER OF PARCEL 1, LINCOLN COUNTY PARTITION PLAT 31-1991, IN THE CITY OF NEWPORT, LINCOLN COUNTY, OREGON; THENCE NORTH 51° 11' 29" WEST, 257.04 FEET TO THE TRUE POINT OF BEGINNING; THENCE SOUTH 84° 02' 13" EAST, 11.45 FEET; THENCE SOUTH 42° 12' 07" EAST, 60.08 FEET; THENCE SOUTH 85° 43' 52" EAST, 139.56 FEET; THENCE NORTH 83° 49' 08" EAST, 98.05 FEET; THENCE NORTH 56° 26' 50" EAST, 11.85 FEET; THENCE NORTH 02° 46' 38" EAST, 271.89 FEET; THENCE NORTH 13° 45' 52" WEST, 130.96 FEET; THENCE NORTH 02° 03' 05" EAST, 118.00 FEET.

TOGETHER WITH:

BEGINNING AT A POINT THAT IS NORTH 08° 16' 39" EAST, 565.14 FEET FROM THE NORTHEAST CORNER OF PARCEL 1, LINCOLN COUNTY PARTITION PLAT 31-1991, IN THE CITY OF NEWPORT, LINCOLN COUNTY, OREGON; THENCE NORTH 88° 36' 17" WEST, 46.00 FEET.

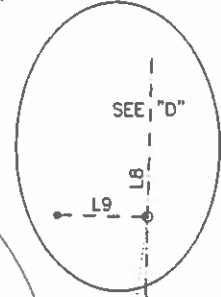
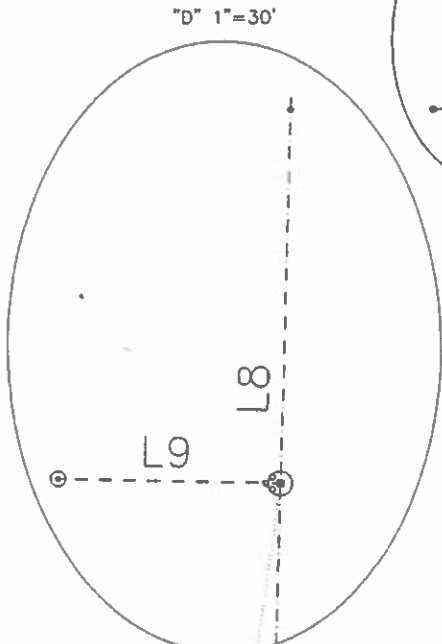
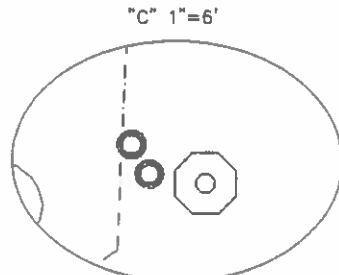
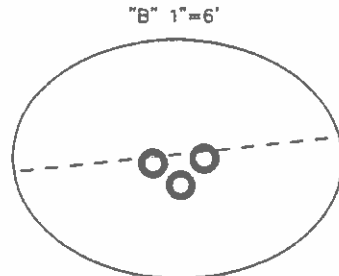
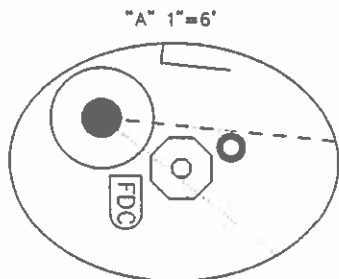
REGISTERED
PROFESSIONAL
LAND SURVEYOR

OREGON
SEPTEMBER 13, 2016
STEVEN E. NYHUS
86420PLS

EXHIBIT A

Page 1 of 2

SKETCH OF PROPOSED 10' WATERLINE EASEMENT
 CENTERLINE FOR NEW WATER LINE AND WATER
 UTILITIES AT ROGUE BREWING FACILITY PREPARED
 FOR DSL BUILDERS
 LOCATED IN THE NE 1/4, SECTION 17, T11S, R11W,
 W.M., LINCOLN COUNTY, OREGON



EASEMENT CENTERLINE TABLE

NUM	BEARING	DISTANCE
L1	S84°02'13"E	11.45'
L2	S42°12'07"E	60.08'
L3	S85°43'52"E	139.56'
L4	N83°49'08"E	98.05'
L5	N56°26'50"E	11.85'
L6	N02°46'38"E	271.89'
L7	N13°45'52"W	130.96'
L8	N02°03'05"E	118.00'
L9	N88°36'17"W	46.00'

- LEGEND
- ⊙ TRUE P.O.B.
 - ⊙ WATER VALVE
 - ⊙ HYDRANT
 - ▣ FDC
 - - - EASEMENT CENTERLINE

NE COR. PARCEL 1
 PART. PLAT 31-1991 1"=60'

NYHUS SURVEYING INC.
 -STEVEN NYHUS-
 PROFESSIONAL LAND SURVEYOR
 P.O. BOX 206
 740 E. THISSELL RD. TIDEWATER, ORE 97390
 (541) 528-3234

CHECKED BY: SEN
 DRAWN BY: EGN
 DATE: 11-9-2016
 SCALE: 1" = 60'
 PROJECT: 16004Eose

Port of Newport Regular Commission Meeting November 15, 2016

REGISTERED
 PROFESSIONAL
 LAND SURVEYOR

Steven Nyhus

OREGON
 SEPTEMBER 13, 2016
 STEVEN E NYHUS
 86420PLS

EXHIBIT A

CONSENT CALENDAR AGENDA ITEM

DATE: 11/15/2016
RE: Special Use Permit for Seafood & Wine Festival
TO: Port of Newport Board of Commissioners
ISSUED BY: Kevin Greenwood, General Manager

Site Planning:

- Chamber is working with tent company to finalize layout at the new MUA.
- There will be less tenting used this year as Rogue will allow Chamber to use the new warehouse for security, admin, etc. Tents will ONLY be used for the vendor booths.

Sponsorship Package:

- Included in your packet is the Gold Level sponsorship information which is a \$2500 value.
- This agreements includes the Gold Level sponsorship.

Agreement Details:

- Any damage to Port property (specifically asphalt) will be repaired to the Port's satisfaction by the Chamber.
- Chamber will be paying \$5,402 for rental of the MUA in addition to the Gold Level sponsorship.
- The Chamber will provide an additionally insured certificate in the amount of \$2MM of general liability coverage.
- Set up begins on Wednesday, February 22 and removal by Tuesday, February 28.
- Harbormaster Chris Urbach has reviewed the plans and worked directly with Lorna Davis at the Chamber on logistics.
- Chamber will be paying TCB for extra security.

Recommendation: I would recommend that a Commissioner make a MOTION TO AUTHORIZE THE GENERAL MANAGER TO APPROVE THE SPECIAL USE PERMIT FOR THE 2017 NEWPORT CHAMBER OF COMMERCE SEAFOOD AND WINE FESTIVAL.

-###-

November 15, 2016

Lorna Davis, Director
Greater Newport Chamber of Commerce
555 SW Coast Highway
Newport OR 97365

Subject: 2017 Seafood & Wine Festival Permission

Dear Lorna,

This letter grants the Greater Newport Chamber of Commerce permission to use Port property at the Port of Newport Marina & RV Park in South Beach for the 2017 Seafood & Wine Festival, in accordance with the agreement dated November 30, 2011. As in previous years, this will include property for placing the main activity tent and all ancillary tents and parking. Please provide us with a current site use plan, and an Insurance Certificate for General Liability naming the Port as an additional insured for an amount not less than \$2MM. The Chamber fee for this year will be \$5,402.14 in keeping with the Consumer Price Index, Portland, Oregon.

It is our understanding that set up will begin on Wednesday, February 22, 2017, and removal of the tent will start on Sunday, February 26, 2017 and be completed by Tuesday, February 28, 2017. As a reminder, our agreement calls for, in part, that you will “quit and deliver up said premises and all future erections or additions to or upon the same” in a condition “the same as are now in, or such better condition as the premises hereafter may be put in”. In addition, you agree to pay “all reasonable costs (of) . . . any cleanup, or repair to the premises.” Our biggest concern relates to the repair of asphalt on our new Multi-Use Area.

We look forward to another successful event. And if you need anything further, please do not hesitate to contact me.

Sincerely,

Kevin Greenwood
General Manager

C: Chris Urbach, South Beach Marina Harbormaster
Mike Goff, TCB Security
L:\SUP\Seafood & Wine Festival 2017



GREATER NEWPORT CHAMBER OF COMMERCE

555 S.W. Coast Highway • Newport, Oregon 97365-4934
(541) 265-8801 • FAX: (541) 265-5589 • 1-800-262-7844
website: <http://www.newportchamber.org>
e-mail: chamber@newportnet.com

November 10, 2016

Dear Kevin and Port Commissioners,

The Greater Newport Chamber of Commerce which oversees the Newport Seafood & Wine Festival would like to thank the Port of Newport for the opportunity over the years to hold our event on the property adjacent to the Rogue Brewery.

The Newport Seafood & Wine Festival, which will be celebrating our 40th year, brings an estimated \$2.5 million dollars each year to our community. All proceeds from the Newport Seafood & Wine Festival aid in the year-round programming of the Greater Newport Chamber of Commerce, who in turn support area businesses and provide residents with resources and community oriented activities. As many as twenty-one local non-profit groups earn the majority of their annual budget during the Newport Seafood & Wine Festival.

We still hope to house the event at the property adjacent to the Rogue in 2017, and will be utilizing part of the Rogue warehouse for operations. Our tent configuration will be modified to fit the new space. We have taken measurements with Key Event Services and have received a schematic of the tent layout, allowing of course for additional modifications.

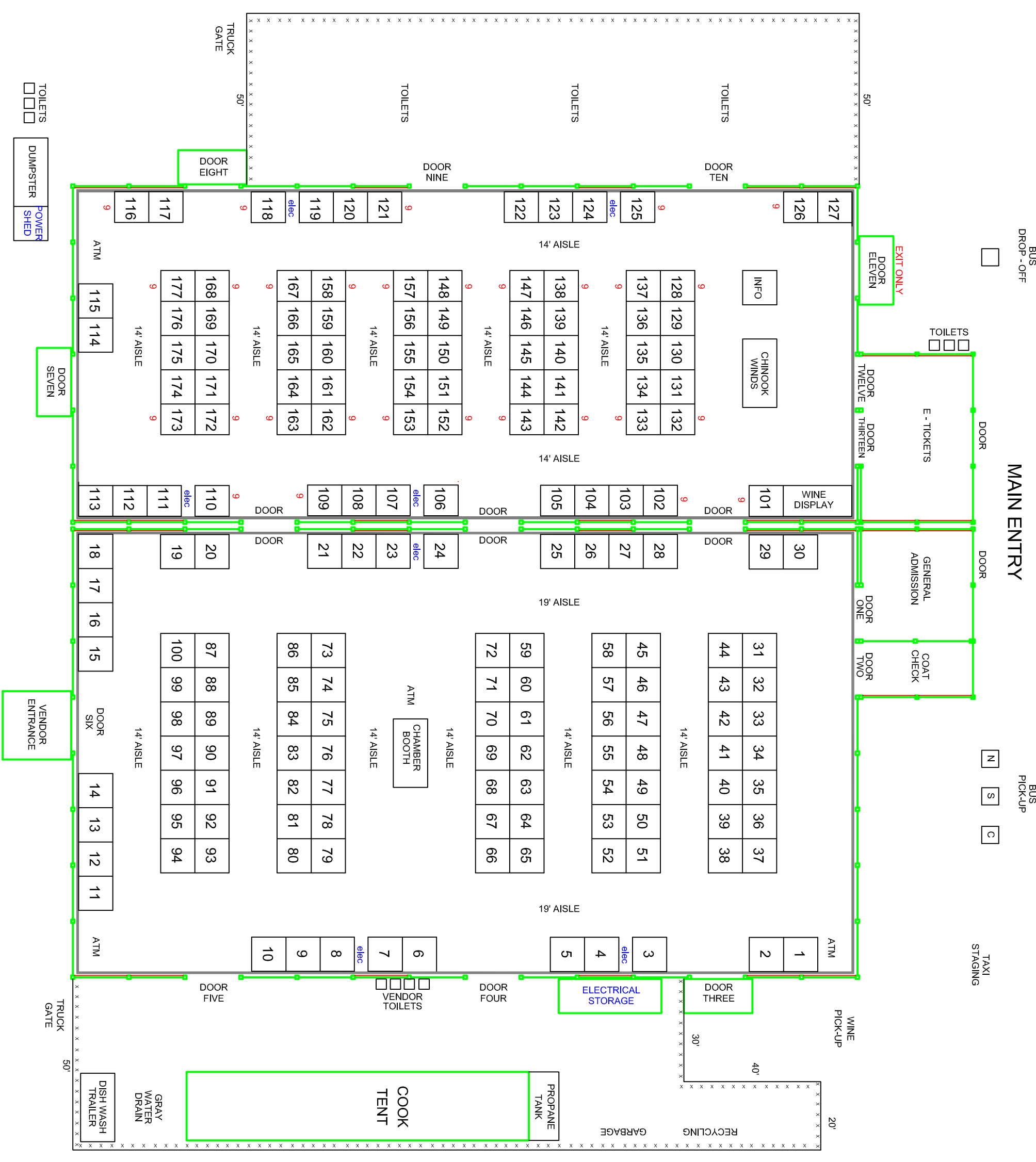
We are excited to continue our partnership with the Port of Newport and to hold the 2017 Newport Seafood & Wine Festival in the same location. We will continue our commitment to returning the Port property to the condition in which it was prior to our use.

Thank you for your consideration in allowing us to use Port property for the 2017 Newport Seafood & Wine Festival.

Sincerely,

Lorna Davis

Executive Director
Greater Newport Chamber of Commerce
555 SW Coast Hwy
Newport Oregon 97365
541-265-8801



Newport Seafood & Wine Festival

Gold Sponsor Benefits

- Complimentary passes for events attached to the Festival
 - 4 three-day VIP passes and 2 tickets to the Thursday evening Sponsor Reception
- Public acknowledgements on-site, during Festival weekend
- One 3'x6' banner at Festival site (you provide)
- Extensive marketing throughout the Valley, Columbia Gorge, and along the Central Coast, including print media, radio, internet, television, pre-post Festival
- Media releases
- Listing in Seafood & Wine Festival mobile app with photo/logo and description
- High profile internet exposure with logo and (qualified) link to official Seafood & Wine Festival site

POSITION TITLE

RV Park Manager

DEPARTMENT/DIVISION

Finance Department

FLSA: Non-Exempt

DATE: 11/10/2016

IMMEDIATE SUPERVISOR (Title)

Director of Finance

POSITION SUPERVISED

RV Park Staff and RV Park Host

SALARY RANGE

\$13.45-\$17.65

POSITION OBJECTIVES

To carry out RV Park operations, policies, and duties as established by the General Manager or his designee. To provide courteous and prompt customer service at all times. To efficiently process moorage and RV reservations, money and related clerical and accounting tasks; perform receptionist, clerical, and financial accounting work; and keep financial and statistical records as assigned. Manage RV Park staff and provide guidance to RV Park employees.

SUMMARY OF DUTIES AND RESPONSIBILITIES

1. Provide management guidance and supervision to RV Park staff
2. Make recommendations to Director of Finance regarding new ideas or projects that could improve the use of the facilities for the public. Be open to adoption of new policies and procedures, and revisions to existing policies and procedures.
3. Maintain daily contact with the South Beach Harbormaster and make him aware of needs and problems so they can be resolved.
4. Resolve questions and problems presented by vendors, customers, department personnel and Port Management.
5. Assign moorage and RV spaces. Prepare and maintain related paperwork, contracts, and files.
6. Balance accounts monthly with support of Finance staff.
7. Issue moorage license agreements and ensure timely collection of monies owed.
8. Create and maintain a process to gather information on other RV Parks and Marinas including pricing, amenities, MLA's, marketing and reservation procedures.
9. Maintain all files in a neat and orderly fashion.
10. Responsible for preparation of daily sales reports.
11. Create Marketing plan including social media and other platforms
12. Maintain a file of customer written complaints and survey results and provide a monthly summary.
13. Ability to work on weekends and Holidays.
14. Other general office duties as assigned.

WORKING RELATIONSHIPS

Internal contacts: Daily contact with Director of Finance and South Beach Harbormaster; liaison between public and operations staff members to provide necessary information.

External contacts: General public, moorage and RV park patrons, vendors, and area merchants.

EDUCATION

College degree preferred.

EXPERIENCE AND KNOWLEDGE

2 Years of Management experience required.

Experience in cash handling, and financial and clerical work.

Must possess effective communication skills.

Requires an ability to work in a safe and efficient manner with a minimum of supervision.

Requires working knowledge of RV Park and Marina operations, rates, charges, and policies.

This description is an outline of the major recurring responsibilities of the job. It is not intended to be all inclusive of the work to be performed and other duties may be assigned.

Approved by Director of Finance

Date

Approved by General Manager

Date

Employee Signature

Date



ORCA: Oregon Coast Alliance
Protecting the Oregon Coast

P.O. Box 857, Astoria OR 97103
(503) 391-0210
www.oregoncoastalliance.org

October 17, 2016

Port of Newport
Kevin Greenwood, Manager
600 SE Bay Blvd.
Newport, OR 97365

Via Email

Re: DSL #59416, Port of Newport Dredging Prism Application for NOAA Center

Dear Mr. Greenwood and members of the Port Commission,

Oregon Coast Alliance is an Oregon nonprofit corporation whose mission is to protect the Oregon coast and work with coastal residents to maintain livability.

We write this letter out of concern for the Port's September 2016 to the Department of State Lands requesting a greatly enlarged dredge prism for the NOAA Marine Operations Center, as well as maintenance dredging. As the application explains, the Port originally estimated the sedimentation rate to be .4 feet/year, requiring 30,000-40,000 cy of dredging every 10-15 years. But the actual sedimentation rate has turned out to be much higher, requiring a greatly expanded dredge prism and more frequent dredging. The new dredge prism will be 3.84 acres in size.

The most disturbing aspect of this application is the drastic underestimate of sedimentation rates and dredge prism size for the NOAA facility at the time of construction in 2009. How much more destruction of Yaquina Bay's ecology will the Port seek in future as current estimates change and the Port applies to further expand the dredging activity and dredge prism?

Yaquina Bay has already suffered from this project; as the Oregon Dept. of Fish and Wildlife noted in its gaper clam study of the area, the clams have not recolonized due to frequent maintenance dredging. It is likely that they will now be driven out of the new dredge prism area as well.

The Port proposes to neatly fit this dredge expansion into the existing NMFS 2012 Formal Programmatic Opinion and Letter of Concurrence that cover the project, as well

as SLOPES-IV requirements for compliance with the Endangered Species Act. Yaquina Bay has three marine species listed under ESA. But there is no increase in cumulative impacts analysis of the proposed expansion. So-called “project creep” is a serious problem in many projects, and frequently leads to increased ravaging of sensitive environments such as Yaquina Bay without adequate review of overall impacts to biological diversity and the ecosystem resilience it supports.

Oregon Coast Alliance has been watching the Port’s various projects in Yaquina Bay with concern as their cumulative impacts continue increasing. We request the Port to remain vigilant in the overall effort to maintain Yaquina Bay’s ecology in a robust state, and to meet the needs for cumulative impacts analysis as the projects change substantively.

Thank you,

/s/ Cameron La Follette

Cameron La Follette
Executive Director



Operating Fund

October 14, 2016 through November 10, 2016

Date	Num	Name	Memo	Amount
10/27/16	38369	Chase - Visa	Operating and office supplies, software subscriptions, conference registration, lodging	2,225.86
10/27/16	38370	City of Newport	Water	210.50
10/27/16	38371	Alan Brown Tire Center	Tires for forklift	170.32
10/27/16	38372	Business Oregon - OBDD	Debt service	7,800.00
10/27/16	38373	Cardinal Services	Wages for temp services	227.80
10/27/16	38374	Carquest Auto Parts	Operating supplies	35.02
10/27/16	38375	Cedar Creek Quarries	Crushed rock	290.55
10/27/16	38376	Central Lincoln PUD	Electricity	392.39
10/27/16	38377	Century Link	Telephone	384.56
10/27/16	38378	CenturyLink - Business Service	Telephone	17.43
10/27/16	38379	CoastCom	Internet and email	832.00
10/27/16	38380	Creative Landscape & Maintenance	Landscape maintenance	495.00
10/27/16	38381	Design Space	Temporary office rental	1,094.00
10/27/16	38382	Fastenal Company	Operating and equipment supplies	503.20
10/27/16	38383	Fred Meyer Customer Charges	Office supplies	96.96
10/27/16	38384	G & K Floors	Janitorial services - SB and customs trailer	2,200.00
10/27/16	38385	Global Equipment Company	Column protector	233.91
10/27/16	38386	IcniPro Security and Alarms	Security system monitoring service	125.97
10/27/16	38387	Idea Print Works	Employee clothing	521.70
10/27/16	38388	Employee	Expense reimbursement	117.99
10/27/16	38389	Employee	Expense reimbursement	137.25
10/27/16	38390	Lincoln County Parole & Probation	Work crew for NIT cleanup	350.00
10/27/16	38391	Employee	Expense reimbursement	36.00
10/27/16	38392	Newport News-Times	Travel Newport ad, newspaper subscription	605.50
10/27/16	38393	Northwest Hydro	Bathymetry condition survey	2,100.00
10/27/16	38394	NW Natural	South Beach gas	154.71
10/27/16	38395	Oregon Department of Revenue	3rd quarter lodging tax	4,767.01
10/27/16	38396	Shoreside Marinas	Galvanized triangle brackets	1,861.73
10/27/16	38397	Simply Design Studios	Staff photographs on location	995.00
10/27/16	38398	Siuslaw Broadband	Security camera equipment and installation	4,792.50
10/27/16	38399	Toyota Financial Services	Forklift leases	1,044.20
10/27/16	38400	True Cut Engraving	Name badges for volunteers	52.50



Operating Fund

October 14, 2016 through November 10, 2016

Date	Num	Name	Memo	Amount
10/27/16	38401	United Grocers - Cash & Carry	Office and cleaning supplies	235.50
10/27/16	38402	Verizon Wireless	Telephone	309.62
11/1/16	38403	Oregon Coast Aquarium	Employee holiday party	365.60
11/1/16	38404	Runions Construction	Lot striping	589.00
11/10/16	38405	ALSCO	Floor mats and towel rental	300.80
11/10/16	38406	Barrelhead Supply	Operating supplies, mineral paper	728.60
11/10/16	38407	Cable Huston	Professional services	2,425.00
11/10/16	38408	Cardinal Services	Wages for temp services	441.00
11/10/16	38409	CenturyLink - Business Service	Telephone	22.59
11/10/16	38410	Chemsearch	Operating supplies	143.53
11/10/16	38411	Copeland Lumber Yards	Plywood	19.47
11/10/16	38412	Creative Landscape & Maintenance	Landscape maintenance	495.00
11/10/16	38413	Direct TV	Cable - RV parks	1,098.29
11/10/16	38414	Edge Analytical	Storm water testing	338.00
11/10/16	38415	Global Equipment Company	Column protector	233.91
11/10/16	38416	Greater Newport Chamber of Commerce	Membership	100.00
11/10/16	38417	Halco Welding	Operating supplies	20.00
11/10/16	38418	James Gardner	Refund - SB Marina	659.30
11/10/16	38419	JC Market	Food for training class	33.16
11/10/16	38420	Jonathon Stilwones	Refund - SB Marina	281.00
11/10/16	38421	Josh Pauline	Refund - SB Marina	50.00
11/10/16	38422	LazerQuick	Office supplies	13.23
11/10/16	38423	Lincoln County Public Works	Fuel for trucks	387.84
11/10/16	38424	MC Electric Vehicles	Electric cart maintenance	606.22
11/10/16	38425	OBEC Consulting Engineers	PD5 pier approach engineering	21,542.50
11/10/16	38426	OR Dept. of Administrative Services	Surplus equipment	12.50
11/10/16	38427	Pioneer Telephone Cooperative	Telephone	226.30
11/10/16	38428	Platt	Operating supplies	449.03
11/10/16	38429	RK Concrete Construction	South Beach multi-use area	1,566.40
11/10/16	38430	SHN Consulting Engineers & Geologists	South Beach multi-use area	79.20
11/10/16	38431	Special Districts Insurance Service	Monthly health-life-dental insurance	11,206.48



Operating Fund

October 14, 2016 through November 10, 2016

Date	Num	Name	Memo	Amount
11/10/16	38432	Staples	Office supplies	7.70
11/10/16	38433	Oregon Dept. of Forestry	Fire protection fee	14.01
11/10/16	38434	Employee	Expense reimbursement	181.55
11/10/16	38435	Suburban Propane	Propane	298.23
11/10/16	38436	T & L Septic & Chemical Toilet Service	Chemical toilet rental	941.20
11/10/16	38437	TCB Security Services	Monthly security contract	6,516.00
11/10/16	38438	Thompson's Sanitary Service Inc	Trash disposal	4,663.65
11/10/16	38439	Voya	Monthly employee contributions	100.00
11/10/16	38440	Wilco	Operating supplies	511.93
11/10/16	38441	Yaquina Bay Communications	Banner ad	100.00
			Total	93,184.90



NOAA Fund

October 14, 2016 through November 10, 2016

Date	Num	Name	Memo	Amount
10/21/16	13045	Chase-Visa	OR Dept. of State Lands permit	141.00
10/27/16	13046	Aboveboard Electric	Install and wire heaters in power pedestals	2,545.00
10/27/16	13047	Carson Oil	Test emergency generator fuel	350.00
10/27/16	13048	Central Coast Excavating	Clean storm water catch basins at site and wharf	1,179.00
10/27/16	13049	Fastenal Company	Operating supplies	146.01
10/27/16	13050	G & K Floors	Janitorial services	450.00
10/27/16	13051	IconiPro Security & Alarms	Fire alarm monitoring service	78.00
10/27/16	13052	Northwest Hydro	Bathymetry condition survey	3,500.00
10/27/16	13053	Verizon Wireless	Phone charges and mifi	51.68
10/27/16	13054	Williams Scotsman	Mobile office rent	415.56
11/10/16	13055	Barrelhead Supply	Operating supplies	8.37
11/10/16	13056	Copeland Lumber Yards	Operating supplies	19.99
11/10/16	13057	Grainger	Float switch, multimeter extensions	320.06
11/10/16	13058	Lazerquick	Office supplies	17.00
11/10/16	13059	Metro Overhead Door	Diagnostic service call	300.00
11/10/16	13060	Newport Diesel & Marine	Block heater repair on generator	601.39
11/10/16	13061	Pacific Habitat Services	Environmental consulting for proposed dredging	1,801.00
11/10/16	13062	Pioneer Telephone Cooperative	Telephone	239.94
11/10/16	13063	Special Districts Insurance Services	Monthly health-dental-life insurance	648.63
11/10/16	13064	T & L Septic & Chemical Toilet Service	Holding tank rental	12.75
11/10/16	13065	TCB Security Services	Elevator phone monitoring	20.00
11/10/16	13066	Thompsons Sanitary Service	20 yd. dumpster and disposal	997.45
Total				13,842.83

GENERAL SERVICES ADMINISTRATION
PUBLIC BUILDINGS SERVICE
LEASE AMENDMENT

LEASE AMENDMENT NO. 15

TO LEASE NO. **GS-10B-05876** BLDG NO. **OR6266ZZ**
PDN NO. **PS0036298**

ADDRESS OF PREMISES
CBP Office 600 S.E. Bay Blvd. Newport, OR 97365-4338

THIS AGREEMENT, made and entered into this date by and between Port of Newport

Whose address is 600 S.E. Bay Blvd. Newport, OR 97365-4338
hereinafter called the Lessor, and the UNITED STATES OF AMERICA, hereinafter called the Government:

WHEREAS, the parties hereto desire to amend the above Lease to authorize firm fixed price change orders to the original scope of work, paid via lump sum.

NOW THEREFORE, these parties for the considerations hereinafter mentioned covenant and agree that the said lease is amended, effective _____, as follows:

On 9/22/2016 via SLA #14 the Government issued a Notice to Proceed (NTP) for construction of TIs on the modular office at CBP Office 600 S.E. Bay Blvd. Newport, OR 97365-4338. This NTP was issued in the total amount of \$8,961.00. Additional change order #001 has now been submitted.

Therefore, this Lease Amendment No. #15 orders tenant improvements for change orders #001 in the amount of \$19,968.97. This amount shall be paid to the Lessor via a one-time lump sum payment. This payment shall occur upon completion, inspection, and acceptance of the work by the Government and receipt of a complete invoice for this work, as described below. Total cost for this project is now calculated as not to exceed \$19,968.97.

Details of the cost proposals, statement of work and pricing information are attached as Exhibit 15A, Pages #1-#2. The Lessor or their contractor(s) shall furnish and install all material, equipment and labor necessary to complete the alterations for the project based on mutually approved plans, budgets, and schedules.

The Lessor *must* submit invoice documents electronically at www.finance.gsa.gov and inform the Project Manager of the submittal at Sherri.coady@gsa.gov. If the invoice is not submitted on company letterhead, the person(s) with whom the Lease contract is made must sign it. If the Lessor cannot submit documents electronically, hard copies must be sent to:

Cont. on Page 2

IN WITNESS WHEREOF, the parties subscribed their names as of the below date.

FOR THE LESSOR:

Signature: _____
Name: _____
Title: _____
Entity Name: _____
Date: _____

FOR THE GOVERNMENT:

Signature: _____
Name: _____
Title: Lease Contracting Officer
Entity Name: GSA, Public Building Service
Date: _____

WITNESSED FOR THE LESSOR BY:

Signature: _____
Name: _____

Title: _____
Date: _____

Continued from page 1

Original Documents

GSA Greater Southwest Finance Center
Attn: PBS Payments Branch (BCFA)
P.O. Box 17181
Fort Worth, TX 76102

Copies

Sherri Coady
Project Manager
GSA Public Buildings Service
sherri.coady@gsa.gov

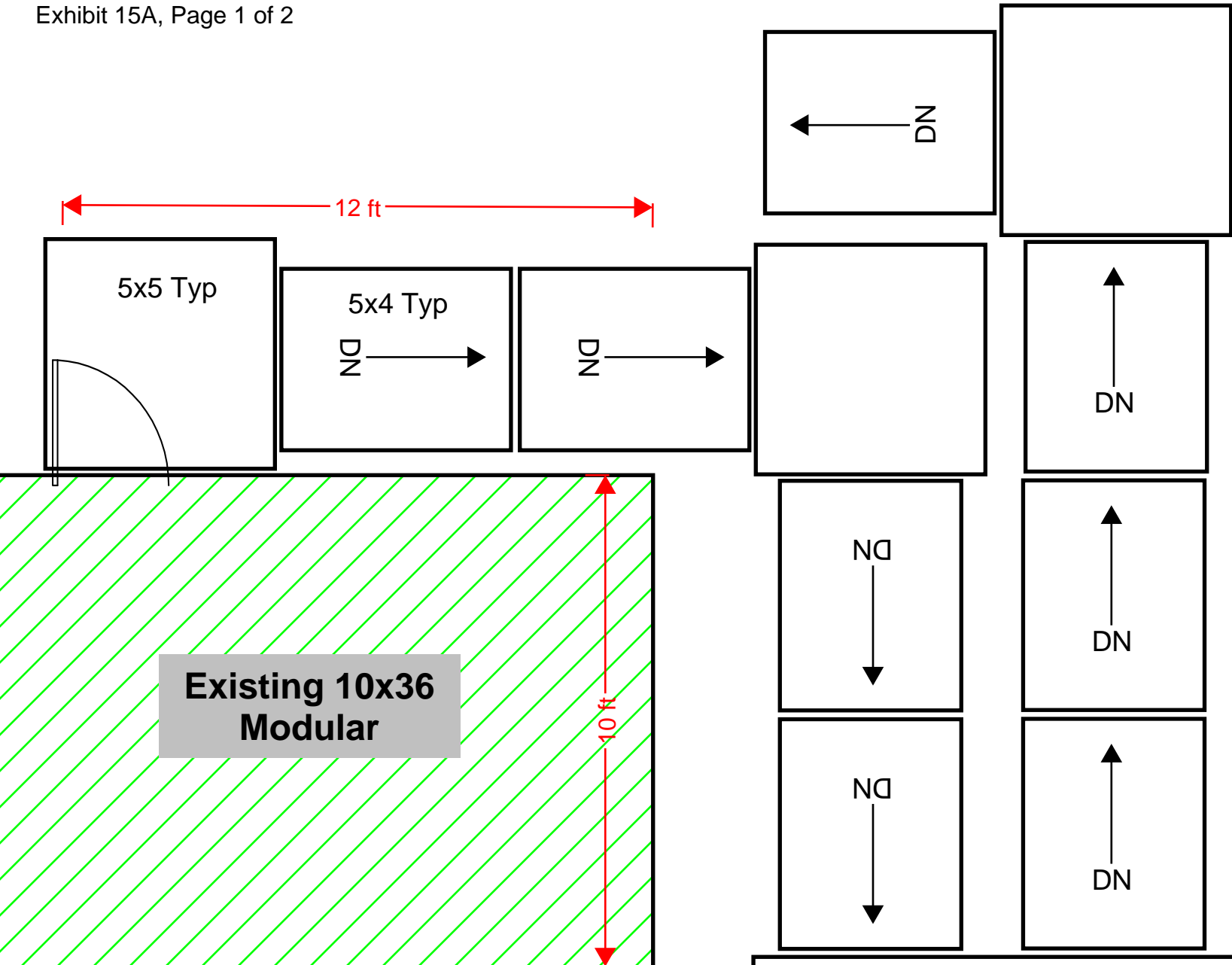
The Lessor shall be responsible for maintenance and repair of the installed alterations outlined above.

The Lessor hereby waives restoration as a result of all improvements.

Use of the GSA Form 276, Supplemental Lease Agreement has been discontinued. All references in the lease to "GSA Form 276" or "Supplemental Lease Agreement" shall be now hereby construed to mean "Lease Amendment".

All other terms and conditions of the Lease shall remain in full force and effect.

_____/_____
Lessor Gov't



**CBP Modular ADA Ramp Plan
Option #2**

Port of Newport Regular Commission Meeting

November 15, 2016



An ALGECO SCOTSMAN Company

Williams Scotsman, Inc.
 7933 N Upland Drive
 Portland, OR 97203-6140

Your Williams Scotsman Representative
 Joe Hartwell
Phone: (503)285-6165 Ext. 49212
Fax: 503-285-5029
Email: jphartwe@willscot.com
Toll Free: 800-782-1500

Contract Number: 697154
Revision: 5
Date: October 31, 2016

Work Quote

Customer: 1071032
 General Services Administration
 1800 F Street Nw
 Washington, Dist. of Columbia, 20405

Contact:
 Ron Feist
 1800 F Street Nw
 Washington, DC, 20405
 Phone: (541) 465-6378
 Fax:

Ship To Address:
 600 SE Bay Blvd
 NEWPORT, OR, 97365

Delivery Date(on or about):
12/20/2016

E-mail: ron.feist@gsa.gov

Description and Pricing	Quantity	Price	Extended
Ramp - Delivery & Setup	1	\$2,576.71	\$2,576.71
ADA/IBC Ramp - custom version #2 CBP	1	\$15,252.73	\$15,252.73
Total Purchase Price Including Delivery & Installation (if applicable)* :			\$17,829.44

12% Lessor Fee \$2,139.53
 Total \$19,968.97



NEW BUSINESS AGENDA ITEM

DATE: November 9, 2016
RE: VII New Business Item A - Facility Maintenance & Operations Plan (FMOP)
TO: Port of Newport Board of Commissioners
ISSUED BY: R. Fuller –Director of Operations

BACKGROUND or SUMMARY

A facility & maintenance plan was proposed during the commission work session on March 22, 2016. The outcome of the work session was to produce a working Facility Maintenance and Operations Plan (FMOP) that would guide a newly created maintenance department along with the other four facilities as to the quality and standards set by the plan. A small advisor group was formed which met once to guide the creation of the plan. The plan is presented here for commission approval.

PURPOSE, SCOPE or DETAIL

The purpose of the FMOP is to outline the standards, expectations and procedures for the implementation of a Preventative Maintenance plan to be used throughout the Port facilities. Once adopted, the implementation of a newly developed maintenance department will proceed with procurement of equipment and staffing. A revised job description is proposed for approval under agenda VII New Business Item B - Maintenance I Job Description

RECOMMENDATION

I would recommend that a Commissioner make a MOTION TO APPROVE AND ADOPT THE FACILITY MAINTENANCE & OPERATIONS PLAN IN ITS ENTIRETY IN ADDITION TO THE REVISED MAINTENANCE I JOB DESCRIPTION

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Facilities Maintenance & Operations Plan 2016 - Draft

600 SE Bay Blvd
Newport, Oregon 97365

P. 541.265.7758
F. 541.265.4235

www.portofnewport.com

Contents

- I. OVERVIEW 2
 - i) Introduction 2
 - ii) Plan Statement 3
 - iii) Objective 3
 - iv) Tools for Success 4

- II. ORGANIZATION 4
 - i) Assignment of Responsibility 4

- III. IMPLEMENTATION 6
 - i) Maintenance Standards 6
 - ii) Training & Development 7
 - iii) CMMS – Computerized Maintenance Management Software 7

- IV. CONCLUSION 9

- APPENDIX A – FACILITIES INVENTORY

- APPENDIX B – EXAMPLE FACILITY MAINTENANCE SCHEDULE

- APPENDIX C – CRITICAL AREAS AND ASSETS PRIORITY LIST

I. Overview

i) Introduction

The Port of Newport currently operates four (4) separate facilities providing services for the public, fishing industry, recreational tourism, government and terminal shipping industry. Per the 2015 audit provided by Grimstad & Associates, the estimated value of building and equipment assets is \$65M. Each department operates autonomously with its own office/shop, crew and budget to provide services and maintenance/repairs to the facility. Under the supervision of the Director of Operations, staff personnel currently totals 11.5 Full Time Equivalents (FTE). Each facility provides varying types of customer service products as a cooperative source of income. The facility inventory is found in Appendix A and is summarized as follows:

NORTH COMMERCIAL MARINA: Five (5) aging public dock systems for commercial fishing fleet moorage (205 slips), paved surface lot storage, one (1) hoist dock consisting of four (4) rotating jib cranes, maintenance shop, waste oil facility, landscaped area, CXT restrooms & moorage holders showers, garbage & recycling collection, main admin modular building, customs modular office trailer, paved & gravel parking, and building lease tenants. Current staff is 5 FTE

SOUTH BEACH MARINA & RV PARK: Aging public marina & dock system (450 slips), recreational boat launch, paved trailer parking, fuel dock, underground fuel tanks & delivery system, full service RV park (140 spaces), paved multi use area, paved vehicle parking, garbage & recycling collection, picnic bunkers, fish cleaning stations, public restrooms & showers, two (2) pay laundry rooms, public walkways, landscape areas, fishing pier, maintenance shop, Main RV office and activity room, four (4) tenant leased buildings, three (3) unoccupied buildings located on 4 acre gravel lot, 2.5 acre dredge disposal site. Current staff is 4.5 FTE.

INTERNATIONAL TERMINAL: Newly renovated (2013) shipping terminal & dock system with 860 linear feet of dock space, one (1) hoist dock consisting of one (1) rotating jib crane, hard surface storage, gravel surface storage, garbage & recycling collection, landscaping, maintenance shop, one (1) tenant leased building, nine acre undeveloped lot. Current staff is 1 FTE.

NOAA MARINE OPERATIONS CENTER-PACIFIC: Built in 2011, The NOAA Marine Operation Center-Pacific fleet facility (NOAA MOC-P) is leased and operated by the US National Oceanographic and Atmospheric Administration consisting of one administration building, one warehouse building, guard station, emergency generator building, 1200lf concrete wharf (6 berths), small boat dock (10 berths), landscaped area, eel grass mitigation area, hard surface lot storage, and security fencing. Current staff is 1 FTE.

Because of the varying services, each facility is subject to seasonal labor demand and cycles. With the exception of NOAA MOC-P, facility assets are used by and are highly visible to the public.

ii) Plan Statement

The Port of Newport maintains its facilities and equipment in order to protect its investment and prolong the useful life of its assets while providing public access to the highest standards financially feasible. Service of the highest quality to our customers cannot be maintained without the most efficient operating and support program we can provide. The Port operations department will maintain a culture of excellence at all times and will provide necessary training to achieve its high standards.

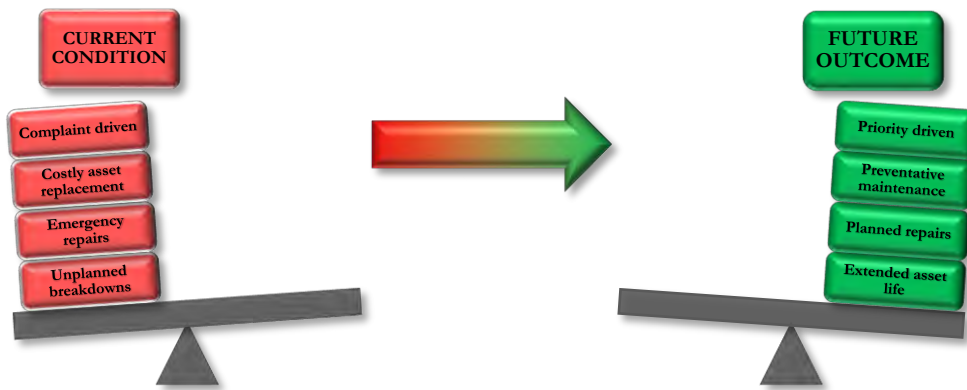
iii) Objective

The Port of Newport Commission has issued direction to the General Manager that facility Preventative Maintenance (PM) and repair must become a priority in order to protect its infrastructure and economic future. It is therefore the objective of this plan to focus on the requirements needed for PM goals and benefits which is separate from providing for larger capital projects (over \$5,000). The development of a separate maintenance department utilizing up to 3FTE has been authorized by the Commission.

The facilities and equipment used in support of public property will be maintained at a minimum to the specifications in the operation and maintenance manuals available for the asset. The overall goal is to:

- Maintain facilities and equipment in safe operating condition
- Maximize facility and equipment service life
- Meet the requirements of the Oregon OSHA, the Americans with Disabilities Act, and state and local regulations
- Provide a safe environment for the public, facility users and staff
- Minimize service disruptions
- Ensure that our facilities remain an asset in good condition for the community
- Maintain the visual appearance and cleanliness of buildings, landscape and grounds

Deferred maintenance creates reactionary (crisis) repairs which often increases cost, decreases safety, and negatively impacts our customers' and public perception. The aim is to be proactive and response driven by the use of early detection methods. With a successful PM practice in place, the Port will reduce expenditures for large replacement projects by extending the useful life of the asset through proper maintenance.



iv) Tools for Success

Steps are in place to ensure the success of this plan and to continue to modernize the current processes. New and existing technologies are in use at the crew level which promote better management of time. The Port utilizes an existing computerized maintenance management software (CMMS) system called HippoCMMS® for NOAA, NIT, South Beach and the North Commercial Facilities. Funding will always be a challenge to support the goals of this plan. Main key points for the success and improvement of facility maintenance are:

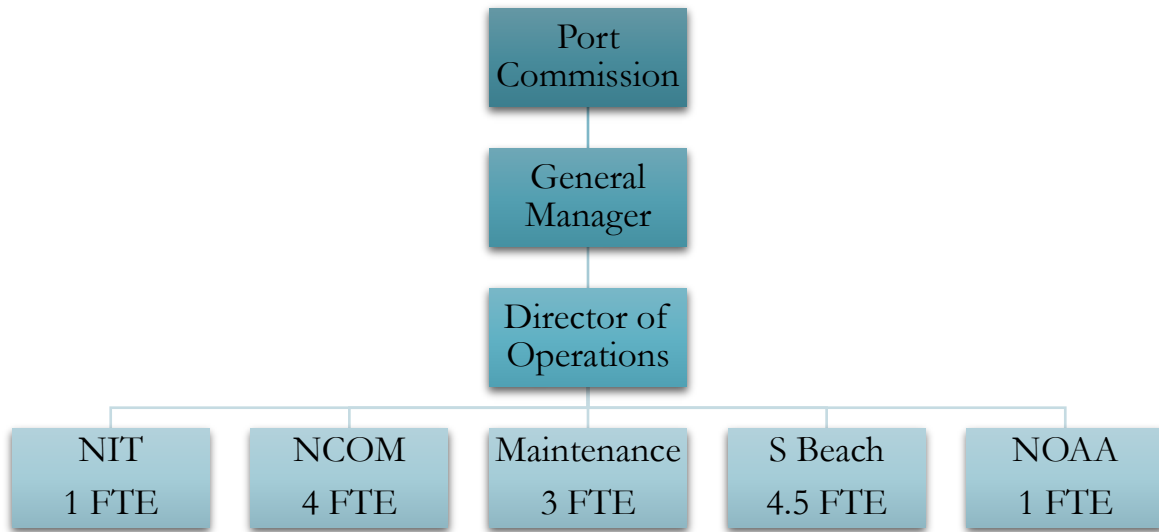
- Continued prioritization of past and present facility maintenance assessments
- Maintain a culture of continued improvement and professional stewardship of the facilities
- Use CMMS to create a benchmark measuring system and create regularly scheduled PM's
- Hire and train competent, skilled maintenance technicians
- Provide the proper tools, guidance, training, and leadership needed
- Continue the expansion and use of the CMMS for scheduling, accountability, costs and documentation
- Improve labor control and tracking methods
- Increase utilization of outside resources

II. Organization

i) Assignment of Responsibility

Under the Operations Department, all facilities are responsible for the implementation of this plan. The Maintenance Department is responsible for the majority of regularly scheduled preventative maintenance and repair work orders or ensure that they are provided by an outside resource. The focus of the Maintenance Department is to develop and implement a prioritized preventative maintenance schedule and reverse the trend of emergency repairs and asset depreciation. At each facility and under the supervision of the Department Manager/Harbormaster, the “service” crews are required to address maintenance and repair work orders on an as needed basis providing their

respective service responsibilities allow. The Operations Department organizational structure follows:



Examples of the daily duties performed by the Maintenance Department:

- | | |
|---|--|
| ✓ Maintain work orders through CMMS | ✓ Maintain prioritized PM goals |
| ✓ Site and equipment PM inspections | ✓ Regular equipment PM's |
| ✓ Corrosion removal & protection | ✓ Painting and coatings |
| ✓ Carpentry-deck, railings, building, signs | ✓ HVAC/Plumbing system PM's |
| ✓ Emergency repairs-docks, buildings, etc | ✓ Electrical system PM's |
| ✓ Grounds-irrigation, fencing, concrete | ✓ Metals and mobile welding |
| ✓ Lamp replacement, hardware, controls | ✓ Roofing, sidings, gutters |
| ✓ Small projects (under \$5000)** | ✓ Other non-service tasks & coordination |

Depending on availability and funding, other outside labor sources will be utilized to support small to medium size improvement or repair type projects. These types of projects would include dock cleaning & repair, sign & kiosk maintenance, picnic bunker maintenance, trash enclosures, general painting, grounds beautification, special projects, etc. Examples of outside labor resources may include:

- Port of Newport “Mates” volunteer group
- US job corps services
- County adult community work crews
- U-Da-Man volunteer organization
- Temp labor pool such as Cardinal Services

III. Implementation

i) Maintenance Standards

The Port Operations Department will maintain a culture of excellence at all times and will provide necessary training to achieve its high standards. The essential components to achieving a high standard in maintenance described below is scheduled inspections, identification, prioritization, and the implementation of the work process followed by assigning, scheduling and completion of tasks. All employees are expected to be engaged in the identification, reporting or correction of sub-standard conditions.

Inspection

Each facility will assign & perform regularly scheduled inspections of all area(s) and equipment with the goal to maintain the minimum standards as listed as example in APPENDIX B

Identification

Identification of critical systems and possible asset failures is the goal of preventative maintenance. Identification will be organized and managed by hierarchy as follows:

1. Identify areas of the facility that are critical it's the operation (Appendix B).
2. Identify equipment within the facility that are critical to the areas operation (Appendix B).
3. Identify the required reoccurring tasks for proper and timely preventive maintenance.
4. Identify, report and respond to all emergency safety or high priority related items.
5. Identify and report all sub-standard and safety related items.

Prioritization

Once identified, the list of items will be prioritized as follows:

1. Regularly scheduled PM's will be entered into the CMMS system on a recommended reoccurring schedule
2. An ongoing master list of demand type work items will be prioritized, maintained and revised on a regular basis.
3. The prioritized list will consider safety, critical areas and assets as highest priority.

Implementation

The prioritized list will be implemented as follows:

1. Once identified and prioritized, the work item will be entered into the CMMS system and scheduled as a work order.
2. Following the procedures of the CMMS system, the work order will be assigned to an employee, scheduled, and completed within the time frame given.

ii) Training & Development

In order to maintain a high standard level of maintenance service, the Port of Newport is committed to proper training and development for its employees. The Port provides and uses modern hardware and Information Technology (IT) devices on a regular basis which saves labor hours and improves communication. Email, text and photos/video sent by phone augment on site visits to accomplish tasks. Employees will be trained and expected to achieve proven proficiency in order to use and improve the systems that are now in place and will be updated in the future.

Training for positions requiring certification will be provided on an as needed basis and/or scheduled regularly in order to maintain certifications. Each employee is responsible for maintaining the required certifications and giving notice to the supervisor within 3 months of expiration of certificates.

Other training and development is available per the personnel manual.

iii) CMMS – Computerized Maintenance Management Software

The Port of Newport uses a Computerized Maintenance Management Software (CMMS) system to manage all scheduled preventative maintenance and on demand work orders. Like all CMMS programs, both preventative and on demand work orders are scheduled and tracked within the system. Locations, buildings, equipment, and vehicles are identified, inventoried, and associated with all work orders. Regularly scheduled preventative maintenance (PM's) work orders are automatically generated and are assigned to maintenance technicians based on criteria provided by the department managers. Demand work orders are generally one-time events such as repairs and are generated by staff on an as needed basis. A work order remains open until closed by the assigned technician therefore providing accountability. Work order history, maintenance trends, costs, inventory, and key performance indicators are monitored and reviewed by use of real time reports.

Enterprise - Port of Newport Dashboard: Advanced Log Out

Submit Work Order
Work Order Requests (0)
Equipment To Be Received (0)
Work Order Search
Enterprise Admin
Reports
Support and Feedback
Feedback
Wiki
Hippo Help Videos
Change Password

3495
Find Work Order By ID
hippo
Hippo Live Support

Port of Newport Enterprise Screen

NOAA Marine Operations Center-Pacific
North Commercial Marina
South Beach Marina & RV Park
Terminal

WORK ORDER SUMMARY COLORS
NO WORK ORDERS
HAS WORK ORDERS
OVERDUE/CRITICAL

PM 5
Demand: 4
Overdue: 0
Critical: 0
Total: 9
NIL

PM 15
Demand: 5
Overdue: 4
Critical: 0
Total: 20
NOAA MOC-P

PM 0
Demand: 0
Overdue: 0
Critical: 0
Total: 0
SB Marina

Enterprise : Enterprise - Port of Newport > Facility : NOAA MOC-P Dashboard: Advanced Log Out

Sections
Levels
Floor Plans
Plot Sections
Locations
Plot Locations
Equipment Models
Equipment
Plot Equipment
Scheduled Work Orders
Parts
Companies
Contacts
Documents
Specs
Vehicles
Vehicle Fuel



Equipment

Name	Model	Location	Serial Number	Asset ID	Status
AIR HANDLING UNIT AHU-1-O	AIR HANDLING UNIT AHU-1-O	301 MECHANICAL ATTIC on Mechanical Attic in...	K10611256A	AHU-1-O	Active
ALUMINUM STOREFRONT ALSF-1	ALUMINUM STOREFRONT	See Plans on See Plans in building See Plans		ALSF-1	Active
ALUMINUM WINDOW ALWD-1	ALUMINUM WINDOW	See Plans on See Plans in building See Plans		ALWD-1	Active
ASPHALT SHINGLE ROOF ASR-1	ASPHALT SHINGLE ROOF	See Plans on See Plans in building Office		ASR-1	Active
AUTO TRANS SWITCH- EM GEN TRSW-1	AUTOMATIC TRANSFER SWITCH	T101 GENERATOR on 1st Floor in building...		ATS-1	Active
AUTOMATIC ENTRANCE OPERATOR AEO-1	AUTOMATIC ENTRANCE OPERATOR	See Plans on See Plans in building Office		AEO-1	Active
BACKFLOW PREVENTER - IRRIG. BKFLP-2	BACKFLOW PREVENTER	See Plans on See Plans in building Grounds		BKFLP-2	Active
BACKFLOW PREVENTER BKFLP-1	BACKFLOW PREVENTER - WATTS	See Plans on See Plans in building Grounds		BKFLP-1	Active
BOILER CIRC PUMP BP-1-O	HW BOILER CIRC PUMP	150 MECHANICAL on 1st Floor in building Office		BP-1-O	Active
BUILDING AUTOMATION SYSTEM BAS-1	BUILDING AUTOMATION SYSTEM	146 DATA on 1st Floor in building Office		BAS-1	Active
BUOYS & FLOATS	BUOYS & FLOATS	In-Water on In-Water in building Wharf		BUOY	Active
CAMEL SYSTEM	CAMEL SYSTEM	In-Water on In-Water in building Wharf		CAM	Active
CARPETING CPT-1	CARPETING	See Plans on See Plans in building Office		CPT-1	Active
CATCH BASIN STORM FILTER	CATCH BASIN STORM FILTER	SEE PLANS on Exterior in building Grounds		CBFL-1	Active
CATCH BASIN WITH FLOGUARD	CATCH BASIN WITH FLOGUARD	Exterior on Exterior in building Warehouse		CCBFL	Active
CATHODIC PROTECTION-EAST ZONE	CATHODIC PROTECTION SYSTEM	UTILITY BUILDING on Deck in building Wharf		CP-E	Active
CATHODIC PROTECTION-MIDDLE ZONE	CATHODIC PROTECTION SYSTEM	UTILITY BUILDING on Deck in building Wharf		CP-M	Active
CATHODIC PROTECTION-WEST ZONE	CATHODIC PROTECTION SYSTEM	UTILITY BUILDING on Deck in building Wharf		CP-W	Active
CONDENSING UNIT CU-2-O	CONDENSING UNIT CU-2-O	Exterior on Exterior in building Office	Y11DG17430	CU-2-O	Active
CONDENSING UNIT CU-3-W	CONDENSING UNIT CU-3-W	Roof on Roof in building Warehouse	BKA-041100391	CU-3-W	Active
CONDENSING UNIT CU-4-W	CONDENSING UNIT CU-4-W	Roof on Roof in building Warehouse	BKA-041100392	CU-4-W	Active
CONDENSING UNIT CU-5-O	CONDENSING UNIT CU-5-O	Exterior on Exterior in building Office	C10L05577	CU-5-O	Active
DHW EXP TANK DET-1-O	DHW EXP TANK	150 MECHANICAL on 1st Floor in building Office		DET-1-O	Active
DHW EXP TANK DET-2-W	DHW EXP TANK	W201 MECHANICAL on Mezzanine in building...		DET-2-W	Active
DOLPHIN	DOLPHIN	In-Water on In-Water in building Wharf		DDL	Active
DONUT FENDER	DONUT FENDER	In-Water on In-Water in building Wharf		DOF	Active

New Delete Save Close 14 rows/page

hippo
Hippo Live Support

DETAILS: AIR HANDLING UNIT AHU-1-O

Equipment

Name : AIR HANDLING UNIT AHU-1-O
 Serial Number : K10611256A
 Asset ID : AHU-1-O
 Distributor : TRANE
 Installer : Hammerquist
 Install Date : 7/4/2011
 Warranty Expiry Date : 7/4/2012
 Description :
 AIR HANDLING UNIT AHU-1-O

Model

Name : AIR HANDLING UNIT AHU-1-O
 Type : AHU
 Model Number : CSAA025UC00
 Work Category : HVAC
 Description :
 AIR HANDLING UNIT
 Specs
[Add a new photo](#)
[Add a video](#)

Location

Location : 301 MECHANICAL ATTIC
 Floor Plan : Office - Mechanical Attic
 Building : Office
 Facility : NOAA MOC-P

Parts

16x25x2 MERV 13, Qty: 36
 5VX1000, Qty: 1

Current Work Orders [Load](#)

Work Order History (closed between and) [Load](#)

[Submit Work Order](#)

IV. Conclusion




Facility preventative maintenance (PM) and repair is a priority of the Port of Newport in order to protect its infrastructure and economic future. Deferred maintenance creates reactionary (crisis) repairs which often cost more and negatively impact our customers' and public perception. The aim is to be proactive and response driven by the use of early detection methods such as identification, prioritization and implementation. The Port of Newport uses modern hardware and Information Technology (IT) devices to help skilled and trained technicians perform their work in an efficient, professional manner. The Port uses a Computerized Maintenance Management Software (CMMS) system to manage all scheduled preventative maintenance and on demand work orders and to track its physical assets. All members of the Operations Department will strive to improve the goals of this plan and to maintain the highest standards of the Port.

Appendix A – Facilities Inventory

**PORT OF NEWPORT
FACILITIES INVENTORY Rev10-16**

Recreational Marina/South Beach Facilities

FACILITY DESCRIPTION									
Buildings	Year	Building/Facility Area (sq. ft.)	Foundation	Framing	Roof	Exterior Envelope	Condition	Replacement Cost	Current Value
RV Park Annex									
Restroom/Shower	2010	318	Slab	Wood	Seamless Metal	Hardy Plank	Good	\$ 47,700	\$ 42,930
Old Storage Building		197	Slab	Wood	Built up	Board & Bat	Poor	\$ 14,800	\$ 3,700
Old Registration Building		100	Slab	Wood	Built up	Wood Lap	Poor	\$ 7,500	\$ -
44 RV Hook-up/Parking Sites								\$ 660,000	\$ 219,998
Rogue Ales									
Rogue Ales Brewery		62,300					Fair-good	\$ 4,672,500	\$ 4,026,375
Dry Moorage Building	1980	15,900	Slab	Structural Steel	Seamless Metal	metal, vertical board	Fair-good	\$ 1,192,500	\$ 894,375
Addition	2010	46,400	Slab	Structural Steel	Seamless Metal	Seamless Metal	Good	\$ 3,480,000	\$ 3,132,000
Addition	2016	26,000	Slab	Structural Steel	Seamless Metal	Seamless Metal	Good		
Rogue House of Spirits	1979	1,836	Slab	Wood/Conc.	Composition	Vertical Seam Plywood	Fair	\$ 229,500	\$ 137,700
Rogue Ales Distillery	2000	4,000	Slab	Wood	Composition	Wood Lap	Good	\$ 460,000	\$ 414,000
Addition	2014	10,500	Slab	Wood	Composition	Wood Lap	Good		
Marina Store	2006	2,000	Slab	Wood	Composition	Wood Lap	Good	\$ 320,000	\$ 256,000
Vacant Office adjacent to Old Ramp Restroom	1979	380	Slab	Wood	Composition	Vertical Seam Plywood	Fair	\$ 38,000	\$ 28,500
Marina & RV Office/Laundry/Activity Center	2005	3,320	Slab	Wood	Seamless Metal	Wood Lap	Good	\$ 581,000	\$ 522,900
92 RV Hook-up/Parking Sites	2005						Good	\$ 2,530,000	\$ 2,277,000
Waste Oil Shed	2009	200	Slab	Wood	Composition		Good	\$ 3,000	\$ 2,700
Boat Ramp Pay Station	2005	60	Slab	Wood	Composition	Wood Lap	Good	\$ 20,000	\$ 18,000
Un-named Lot - #1 Admin./Ops. Building	2010 renovated	2600	Slab	Wood	Composition	Wood Lap	Good	\$ 390,000	\$ 351,000
Un-named Lot - #2 Harvesting Building	1978	3110	Slab	Wood	Composition	Wood Lap	Poor	\$ 233,250	\$ 209,925
Un-named Lot - #3 Storage Building	1978	5110	Slab	Wood	Composition	Wood Lap	Poor	\$ 383,250	\$ 344,925
MOC-P Facilities									
NOAA WAREHOUSE	2011	28,900					Good	\$ 5,382,325	\$ 5,202,914
NOAA OFFICE BUILDING	2011	12,800					Good	\$ 5,897,703	\$ 5,701,113
NOAA GENERATOR BUILDING	2011	1,000					Good	\$ 120,192	\$ 116,185
NOAA GUARD BUILDING	2011	300					Good	\$ 73,270	\$ 70,827
NOAA HAZ-MAT STORAGE BUILDING	2011						Good	\$ 129,606	\$ 125,286
Public Restrooms									
Marina Restroom/Shop	2006	1,620	Slab	Wood	Composition	Wood Lap	Good	\$ 246,000	\$ 221,400
Marina Restroom (House of Spirits vicinity)	1979	756	Slab	Wood	Composition	Vertical Seam Plywood	Fair	\$ 151,200	\$ 113,400
Marina Restroom (New Parking/Fish Cleaning)	2005	413	Slab	CMU	Composition	CMU	Good	\$ 129,500	\$ 110,075
North Point Restroom/Storage	1979	670	Slab	Wood/Conc.	Composition	Vertical Seam Plywood	Poor	\$ 134,000	\$ 33,500
Restroom at Fishing Pier	1979	735	Slab	Wood/Conc.	Composition	Vertical Seam Plywood	Fair	\$ 147,000	\$ 110,250
Restroom/Laundry/Shower - Marina	1981	1,970	Slab	Wood/Conc.	Composition	Vertical Seam Plywood	Good	\$ 394,000	\$ 295,500
Cleaning Stations									
		Type	Condition	Replacement Cost	Existing Value				

Fishing Pier	1979	Single, back-back stainless table	Good	\$ 30,000	\$ 27,000.00					
Marina Central	1979	Two, back-back stainless table	Good	\$ 40,000	\$ 36,000.00					
Boat Ramp	1979	Two, back-back stainless table	Good	\$ 40,000	\$ 36,000.00					
Picnic Facilities		Number Bunkers	Condition	Replacement Cost	Existing Value					
Fishing Pier	1979	3	Fair-Poor	\$ 9,000	\$ 3,000					
Marina Central	1979	3	Poor	\$ 9,000	\$ 3,000					
North Point	1979	6	Poor	\$ 18,000	\$ 5,999					
Information Kiosks		Condition	Replacement Cost	Existing Value						
Marina Central	1979	Poor	\$ 3,000	\$ 500						
New Boat Ramp	2010	Fair	\$ 10,000	\$ 9,000						
North Point	2010	Good	\$ 10,000	\$ 9,000						
		Length	Condition	Replacement Cost	Existing Value					
Fishing Pier	1998 rebuilt	1,045	Fair	\$ 2,090,000	\$ 1,254,000					
Parking		Pavement Area (sq. ft.)	Condition	Age	Replacement Cost	Existing Value	No. of Delineated Spaces			
West of Bridge (Fishing Pier)		16,316	fair	5	\$81,580	\$40,790	12			
Rogue Ales Brewery		113,119	Fair *	20	\$565,595	\$424,196	62			
Dry Camping		159,069	Fair - Poor*	20	\$795,345	\$318,138	102			
Rogue Office		43,439	Fair - Poor*	20	\$217,195	\$86,878				
House of Spirits' (Rogue) /Marina Central Area		37,703	Fair *	20	\$188,515	\$94,258	77			
Marina Store		37,287	Good	5	\$186,435	\$177,113	86			
Boat/Trailer Parking @ Boat Ramp		225,509	Good	5	\$1,127,545	\$1,071,168	304			
MOC-P Facilities		145,000	Good	1	\$300,000	\$290,000	178			
* - Condition - No Alligatoring, asphalt erosion on surface resulting in exposed aggregate surface - needs seal coat										
Port Roadways		77,953	Fair - Poor		\$233,859	\$116,930				
Marina Docks		Length	Fingers	Piles	Berthing Length	Berths	Gangway	Condition	Replacement Cost	Current Value
A		715	30	47	24 - 40	62	52	Fair-Poor	\$ 1,552,500	\$ 516,983
A-B Inter tie dock		180						Fair-Poor	\$ 262,000	\$ 87,246
B		715	41	48	48 - 26	82	52	Fair-Poor	\$ 1,601,100	\$ 533,166
C		690	46	33	26	89	52	Fair-Poor	\$ 1,467,200	\$ 488,578
D		660	38	28	32	75	50	Fair-Poor	\$ 1,376,400	\$ 458,341
E		620	36	28	32	71	50	Fair-Poor	\$ 1,314,800	\$ 437,828
F		585	17	13	32	34	50	Fair-Poor	\$ 935,100	\$ 311,388
G		538	26	34	40	50	50	Good	\$ 1,238,200	\$ 990,560
H		494	23	30	40	44	50	Good	\$ 1,122,600	\$ 898,080
J		375	10	9	40	20	50	Fair-Poor	\$ 660,500	\$ 219,947
Fuel Dock		300		7				Fair	\$ 419,000	\$ 209,500
Transient Dock		300		12				Fair-Poor	\$ 454,000	\$ 151,182
MOC-P Facilities (Docks)	Area	Condition	Gangway	Replacement Cost	Current Value					
Pier	80700	good		\$ 17,224,598	\$ 16,707,860					
Small Boat Dock	3740	good	100	\$ 361,416	\$ 350,573					

Other Facilities		Number	Condition	Replacement Cost	Current Value						
Garbage Dumpster Receptacle		8	Fair-Good	8,000	4000						
Diver Shower		1	Fair	\$500	\$125						
Boat Wash down Facility		2	Poor/Good	\$1,500	\$375						
Exterior Stairs		3	Fair	\$3,000	\$2,250						
Area Lighting		30	Poor	\$15,000	\$3,750						
Underground Fuel Tanks (2-20,000 gal fiberglass clad)		2	Fair	\$400,000	\$40,000						
Waste Oil Facility		1	Good	\$60,000	\$12,000						
Fuel Dispensing Facilities			Good	\$100,000	\$95,000						
Trash Compactor - North Point		1	Good	\$30,000	\$27,000						
Electric Load Centers		10	Poor	\$100,000	\$25,000						
PORT OF NEWPORT											
FACILITIES INVENTORY											
Commercial Marina/International Terminal											
FACILITY DESCRIPTION											
Buildings		Year	Building/Facility Area (sq. ft.)	Foundation	Framing	Roof	Exterior Envelope	Condition	Replacement Cost	Current Value	
CXT Restroom		2004	700	Slab	CMU	Composition	CMU	Good	\$160,000	\$144,000	
Waste Oil Facility		2000	600	Slab	CMU	Seamless Metal	CMU	Good	\$28,000	\$25,200	
Operations Building		1980's	2,400	Slab	Wood	Seamless Metal	Metal/T-111	Fair	\$204,000	\$163,200	
Foulweather Trawl Building		2008	3,520	Slab	Wood	Composition	Wood Lap	Good	\$440,000	\$396,000	
Office/Storage Rental Building		2008	5,000	Slab	Wood	Composition	Wood Lap	Good	\$625,000	\$562,500	
Metal Storage Building		2002	5,300	Slab	Steel	Metal	Metal	Fair	\$450,500	\$337,875	
			Length	Fingers	Piles	Berths	Gangway	Access Pier	Condition	Replacement Cost	Current Value
Port Dock 1				N/A		Tourist Viewpoint	N/A	200	Fair-Poor	\$483,000	\$ 160,839
Port Dock 3			275	24	13	8	48	148	Fair	\$934,300	\$ 467,150
Port Dock 5			1,835	23	97	76	48	235	Fair	\$3,844,350	\$ 1,922,175
Port Dock 7			2,100	49	110	130	48		Poor	\$3,474,800	\$ 347,480
Swede's Pier			240	N/A	13	varies			Poor	\$468,000	\$ 46,800
Hoist Dock			220	10000	sq. ft. of dock	N/A	N/A	N/A	Poor/Good	\$1,750,000	\$ 1,166,550
International Terminal			840	N/A			N/A	N/A	Good	\$9,250,000	\$ 9,157,500
Parking/Dry Storage			Pavement Area (sq. ft.)	Condition	Age	Replacement Cost	Existing Value	No. of Delineated Spaces			
Port Dock 7/Office Area			172,879	Good	5	\$864,395	\$821,175	60			
Englund Marine Parking			17,508	Good	5	\$87,540	\$83,163	23			
International Terminal Paved Areas			90,942	Good	5	\$454,710	\$431,975	3			
Port Dock 5 - <u>Gravel</u> Parking area			13,500	Fair		\$20,250	\$15,188				
Equipment		Year	Condition	Replacement Cost	Current Value						
Tugboat (34', 200 horsepower)			Good	\$ 150,000	\$75,000						
Boston Whaler (90hp outboard)			Fair	\$ 20,000	\$10,000						
GROVE RT530E 30T MOBILE CRANE		2007	Good	\$ 250,000	\$200,000						
FORKLIFT - 25 TON - NIT		2000	Good	\$ 60,000	\$50,000						
FORKLIFT - DAEWOO G25		2001	Good	\$ 20,000	\$17,000						
FORKLIFT - TOYOTA 8FGU18		2008	Good	\$ 40,000	\$30,000						
9K Hyster Forklift - NIT		2008	Good	\$ 35,000	\$33,000						
TOYOTA 8FGU30 FORKLIFT		2009									

Ford 1/2 ton Pick-up	1997	fair	\$ 20,000	\$1,000						
Ford Ranger, 1/2 ton Pick-up	2009	Good	\$ 20,000	\$15,000						
Ford Ranger, 1/2 ton Pick-up	2008	Good	\$ 20,000	\$12,000						
Ford, 1/2 ton Pick-up	2010	Good	\$ 20,000	\$16,000						
Ford F-350, 1 ton Pick-up	2006	Good	\$ 25,000	\$9,000						
Ford Dump, 2 1/2 ton Stake Side Truck	1999	Good	\$ 35,000	\$10,000						
Ford Edge	2009	Good	\$ 13,200	\$13,200						
5 Ton Dock Hoist		Fair	\$ 8,000	\$4,500						
5 Ton Dock Hoist		Poor	\$ 8,000	\$2,500						
1 Ton Dock Hoist		Fair	\$ 4,500	\$3,000						
1,500 lb Dock Hoist		Fair	\$ 4,000	\$3,000						
2 Ton Dock Hoist (International Terminal)		Good								

Appendix B – Example Facility Maintenance Schedule



EXAMPLE FACILITIES MAINTENANCE SCHEDULE

Site Location or System	Action Required							Notes
	Daily	Weekly	Monthly	Twice Yearly	Annually	As Required	On Call	
Buildings								
HVAC								
Respond to emergency calls						√		
Heating/Cooling system maintenance			√		√			
Replace filters			√			√		
Boiler systems			√		√			
Building Automation System (BAS)	√				√			As applicable
Plumbing								
Respond to emergency calls							√	
Backflow testing - all locations					√			
Plumbing system maintenance			√		√			
Elevator								
Respond to maintenance & operations calls							√	
Annual Inspection/Certification					√			
Elevator system maintenance						√		
Electrical								
Respond to emergency calls							√	
Supply & replace lamps, ballasts						√	√	
Electrical system Inspection/Service			√					
UPS system Inspection/Service			√		√			
Lighting control Inspection/Service				√				
Fire Suppression & Alarm								
Respond to emergency calls							√	
Fire Extinguisher Inspection			√		√			
FM200 Clean Agent Inspection/Service					√			As applicable
Fire Sprinkler Inspection/Service					√			
Fire Alarm system Inspection/Service					√			

Site Location or System	Action Required							Notes
	Daily	Weekly	Monthly	Twice Yearly	Annually	As Required	On Call	
Security								
Respond to emergency calls							√	
Inspect security cameras & equipment			√			√		
Inspect secure entries, windows and hardware		√	√					
Inspect/test alarm system			√		√			
Exterior								
Roof & Flashing Inspection/Service				√				
Gutter-Downspouts Inspection/Service				√				
Visual Inspection			√					
Entry door, window and hardware Inspection/Service				√				
Emergency Generator								
Respond to emergency calls							√	
Run/load test generator & ATS			√					
ATS Inspection/Service					√			
Fuel tank Inspection/Service		√						
Engine Maintenance/Service					√			
Grounds, Lots, Laydown Areas								
Respond to emergency calls							√	
Visually inspect landscape area		√						
Water planter areas						√		
Weed/Trim planted areas, replace dead or dying & damaged plants		√						
Fertilize Plantings						√		
Pest control			√				√	
Storm water system			√		√			
Supply & replace lamps, ballasts at site lighting						√	√	
Inspect asphalt & concrete surfaces			√					

Site Location or System		Action Required						Notes
		Daily	Weekly	Monthly	Twice Yearly	Annually	As Required	
	Clean/sweep services	√	√	√			√	
Piers & Floating Docks								
	Plumbing							
	Respond to emergency calls							√
	Backflow testing - all locations					√		
	Plumbing system maintenance			√				
	Electrical							
	Respond to emergency calls							√
	Supply & replace lamps, ballasts						√	√
	Electrical system Inspection/Service			√		√		
	Shore Power Inspection/Service			√		√		
	UPS system Inspection/Service			√		√		
	Lighting control Inspection/Service				√			
	Cathodic Protection					√		
	Fire Suppression & Alarm							
	Respond to emergency calls							√
	Fire Extinguisher Inspection		√	√		√		
	Fire Hydrant Inspection/Service			√		√		
	Fire Alarm system Inspection/Service					√		As applicable
	Structural							
	Visual Inspection/service of structure, gangways and mooring systems		√					
	Visual Inspection for corrosion		√					
	Visual Inspection/service Life Rings		√					
	Visual Inspection/service emergency ladders		√					
Fleet Vehicles and Equipment								
	Clean interior/exterior			√			√	Washed at a minimum every fueling cycle with the interiors vacuumed monthly
	Visually inspect body, engine, undercarriage		√					

Site Location or System		Action Required						Notes
		Daily	Weekly	Monthly	Twice Yearly	Annually	As Required	
	Oil change						√	3,000 Miles
	Lubrication					√	√	
	Safety Inspection	√					√	
NOTES:								
1	Floating Dock System – Each dock will be inspected on a daily rotating schedule. Inspection will include a task list to identify broken or missing parts, floatation, electrical pedestals, plumbing, cleanliness, safety, and damage by occupants.							
2	Dock ramp system – Inspection to identify corrosion, damage, weld quality, lubrication, nonskid surfaces, paint, connection points, rollers and safety.							
3	Entries and exits - Each entry door will be inspected for operability, security and safety monthly and lubricated semi-annually. In addition, the inspector will log quarterly visual inspection reports for any needed repairs.							
4	Plumbing - The facility inspector will inspect all plumbing and associated fixtures [weekly, monthly, quarterly, etc.] to ensure there are no leaks and that fixtures are operating properly. Anti-siphon devices will be inspected annually by a certified inspection service. Any corrosion or poor operation will be noted and scheduled for repair/replacement.							
5	HVAC -- Heat Pumps, Air Handling Units, Wall Heaters, Air Conditioning Units, Water Pumps, Inside Water treatment Systems, Garage unit Heaters, etc. These systems will be serviced at no less than the manufactures recommended schedule. The facility inspector will perform PM responsibilities between those times. All units will be maintained to operate at peak efficiency by staff or contracted vendor through a maintenance contract. In addition, each system will be inspected monthly by the facility inspector and have air filters cleaned, replaced and dated as appropriate. Outdoor units will be inspected for general operation, corrosion, lubrication, debris build up or any other blockages, etc.							
6	Electrical – The facility inspector will inspect all electrical distribution systems and associated fixtures [weekly, monthly, quarterly, etc.] to ensure operability, safety, corrosion and security.							
7	Generators - Back-up power systems will be inspected per the manufactures recommendations through a maintenance agreement to ensure proper operation and to verify the unit is in a constant state of readiness.							
8	Painting & Exterior Care - The exterior of the building will be inspected monthly and needed repairs noted and submitted. This inspection shall include, but not be limited to: gutters, doors, sidewalks, windows, flashings, roof, vents, all extrusions, caulking, signage and general appearance issues.							
9	Grounds & Landscaping - The facility inspector will ensure that all landscaped areas are maintained to include trash removal, trimming, grass cutting, weeding, mulch, and plant replacement when needed. Walkways & fences shall also be inspected.							
10	Parking Lots -- The parking lots will inspected for debris, large cracks, holes, deterioration, etc. The inspector will help determine when re-striping and sealing need to be completed. Regular hand/power sweeping and lot pick up will be done on a daily/weekly basis. Sweeping by contracted vacuum truck will be periodically scheduled as required.							
11	Roof - The facility inspector will inspect all roofs monthly to look for any leaks, moss or other signs of roof failure and inspect outside gutters. Inspecting roofs and gutters during hard rains will be important to finding faults.							
12	Elevators/Lift Equipment – Elevators and Lift Equipment shall be inspected monthly with verification of more comprehensive quarterly/annual inspections being performed by a qualified contractor.							

13	Equipment - Facility inspector shall regularly inspect all needed tools and equipment. A physical inventory of the grounds and maintenance equipment will be prepared annually and maintained throughout the year.
14	Fleet vehicles - Fleet vehicles will be regularly inspected and maintained for cleanliness, damage, oil changes, lubrication, parts wear, and safety. Vehicles will be washed at a minimum every fueling cycle with the interiors vacuumed monthly.
15	General - Daily, weekly, Quarterly, Annually, etc. the facility inspector will walk the facility(ies) using the task list as developed through the CMMS system, identify any and all repairs to both minor and major equipment items and present the findings to the department manager and enter into the CMMS system.

POSITION TITLE
Maintenance Level I

DEPARTMENT/DIVISION
Maintenance/Operations

FLSA: Non-Exempt
DATE: 11/9/2016

SALARY RANGE: \$15.94hr - \$20.91hr

IMMEDIATE SUPERVISOR (Title)
Director of Operations/Department Managers

POSITIONS SUPERVISED BY THIS POSITION
Service contractors, temporary/seasonal labor staff.

POSITION OBJECTIVES

The Maintenance Level I worker is responsible for performing the duties and/or supervising all of the maintenance and repair requirements of all Port facilities within its annual budget constraints. The position requires a broad working knowledge & the skills to perform the tasks of multiple trades in facility maintenance and repair. The position requires schedule flexibility and must be available for timely response to emergency calls and customer support. The position is a 1st line contact for all maintenance and repairs emergencies for Port facilities including upland and in-water assets. The position requires an excellent customer service attitude. This position has the opportunity for management development and promotion.

DUTIES AND RESPONSIBILITIES

Physical Plant & Grounds

1. Daily on site presence is required. Availability for emergency contact and timely 1st line response.
2. Maintenance and monitoring of the Computerized Maintenance Management System (CMMS) software to ensure the efficient management and maintenance of all Port facilities and its assets.
3. Operate forklifts and hoists to perform work within this department
4. Self-perform or supervise maintenance and repair related to the facility buildings, equipment and marine systems per the CMMS scheduled PM program as required, including but not limited to: inspections, monitoring, controls programming, cleaning, filter changes, lubrication, belt replacement, adjustments, corrosion protection, troubleshooting, painting, and repairs, etc.
5. Self-perform or supervise grounds services to include inspecting, controls programming, cleaning, sweeping, power washing, power blowing, adjustments, corrosion protection, painting, troubleshooting, repairing, etc., as required to maintain or improve the existing grounds.
6. Performs and/or supervises in-water maintenance, repair, and inspections. Works with Director of Operations and other department managers for the survey, monitoring, and maintenance work required for preventative maintenance and repair.
7. Works safely per company safety policy, OSHA and USCG regulations to perform work.
8. Works with power tools and rental equipment including high lift equipment such as scissor lifts, and boom lifts.
9. Maintains a prioritized list of maintenance objectives.
10. Understands and adheres to the objectives and programs of the Facility Maintenance & Operations Plan.

Administration

1. Creates, manages, programs, and performs all duties as needed using the CMMS system.
2. Works with all department managers to maintain a prepared list of all facility operating equipment, including part numbers, model numbers, and contact telephone numbers, and preventative maintenance schedules.
3. Works with department managers to maintain all operation manuals and file information of all facility assets.
4. Works with department managers to maintain the accurate electronic and hard copy as-built drawing files of all facilities including record documents and specifications from an operational perspective.
5. Works with the Director of Operations and other management staff, to determine in the best interests of the Port District, which maintenance requirements should be sub-contracted in the form of maintenance contracts, allowing the Port to budget funds for maintenance.
6. Identify, on an annual basis, long-term maintenance requirements, major overhauls, and asset replacement for budgeting purposes.
7. Using Port procurement procedures and guidelines; purchase materials required to perform the maintenance and repair tasks as required.
8. Using Port procurement procedures and guidelines; develop, facilitate, and administer service agreements with vendors for scheduled PM maintenance programs as required.
9. Provide monthly or as needed, written reports and/or presentations to the Management.

10. Assists with the maintenance of the port records room.
11. Active participation on the Port's Safety Committee.

CHALLENGES ENCOUNTERED

- Maintaining and developing excellent working relationships with local labor unions, fishing/shipping industries, leaseholders, neighboring property holders, and government agencies having jurisdiction.
- Performance deadlines relating to maintenance schedules.
- Budget constraints.
- Working in inclement weather within a marine environment.

OTHER DUTIES AND RESPONSIBILITIES

- Develop and maintain positive ongoing relationships with contractors and outside maintenance organizations.

WORKING RELATIONSHIPS

- Internal: Management staff, other employees.
- External: Commercial fishermen, contractors, consultants, neighboring tenants, leaseholders, public.

EDUCATION AND/OR EXPERIENCE PREFERRED

- Any combination of education and experience that has provided the knowledge, skills, and abilities necessary to perform quality preventative maintenance and repair at a professional level. A typical way of obtaining the required qualifications is through a combination of at least 5 years' work experience and continued education in the specific fields associated with the work performed. Continued education as required to maintain certifications and career improvement.

EXPERIENCE AND KNOWLEDGE REQUIRED

1. 5 years' proven experience operating man lifts, fork lifts and hoists with the ability to have or acquire certificate for forklift operation.
2. 5 years proven experience working as a professionally skilled craftsman i.e.: carpentry, plumbing, electrician, HVAC, welding, etc.
3. 5 years' proven ability working as a professional maintenance worker in a facility of diverse assets and systems such as; structural repair, maintaining and operating electrical distribution systems, lighting control, plumbing, HVAC systems, marine docking systems, cathodic protection systems, hoists, forklifts and other equipment.
4. Proven history of self-motivation, excellence in customer service and high performance goal setting.
5. Proven history of maintaining successful team building relationships with management, coworkers and outside contract sources.
6. Advanced and proven ability working with office, administrative, maintenance, and operations software's: BAS, CMMS, Word, Excel, Outlook, Web browsers, Web search engines with advanced and proven ability working with current Information Technology (IT) devices and applications for remote access to security systems and communication; smart phones, tablets, Android or Apple OS.
7. Proven experience using budget administrative procedures.
8. Proven ability reading and understanding architectural, engineering, and technical drawings and specifications.
9. Proven ability of excellent verbal communications and professional technical skills such as writing letters, preparing reports, sending emails, and tracking communications data.
10. High degree of experience using OSHA, Haz Com, SDS, safety principles and programs.

EXPERIENCE AND KNOWLEDGE PREFERRED

1. Strong mechanical background working with, maintaining and repairing varying equipment
2. Strong background repairing and maintaining commercial buildings or structures
3. Experience working with varied government agencies such as USCG, DEQ, SDAO, ODFW, DSL, USACE.
4. Experience working with storm-water management and practices.
5. Experience working with building automation systems (BAS).
6. Proven ability to successfully manage time.
7. Participation as part of a management team in the overall planning and management functions of service-oriented marine or industrial projects.
8. Ability to communicate concepts, ideas, and programs, both within and outside the organization.
9. Understanding of CSI organizational principals and numbering system.

OTHER

- Must be able to pass a Federal background check, obtain, and maintain a TWIC card credential.
- Valid United States drivers license
- CPR/First Aid. Will train.
- Physical condition compatible with job requirements.
- Willingness to work varied and long hours as required.
- Must have ability to maintain confidentiality.
- Must be able to comply with organizational policies and procedures

Normal working hours are Monday through Friday from 7:00 AM – 4:00 PM; however, the Maintenance I worker shall be available for emergency calls. Position may require flexible scheduling to accommodate shipping operations, seasonal workloads or for training exercises or any on-site emergencies.

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

Approved by Immediate Supervisor

Date

Employee Signature

Date

OLD BUSINESS AGENDA ITEM

DATE: 11/15/2016
RE: International Terminal Shipping Facility Update
TO: Port of Newport Board of Commissioners
ISSUED BY: Kevin Greenwood, General Manager

GRANT UPDATE

Economic Development Administration:

- Received approval from EDA that the Port's grant proposal (Round 2) has been accepted.
- The EDA Internal Review Committee will meet the first week of December to review the application.
- Seattle staff has provided me with very helpful guidance on the grant application and preliminary engineering report.
- The biggest item that will affect the project is that EDA funds cannot be used on private property even if a private property owner grants the port an easement. We have developed a new budget that splits out EDA-eligible costs and TIGER-eligible costs. That new budget break out is included in the packet.
- New letters of support from Rep. Schrader and Rep. David Gombert.
- I plan on submitting the full application the week of Nov. 14-18.
- EDA has also indicated that the Port could use federal loan proceeds toward their match. The EDA grant is a 50% match program and loan proceeds can be used to satisfy the requirement. The TIGER grant, however, may not be utilized toward the match.

TIGER US Dept. of Transportation:

- With the help of Congressman Schrader, TIGER has agreed to the Port's financing plan. Most importantly was the fact that they'd await the EDA decision in December.
- Received comment from TIGER environmental tech that the Port will need to conduct an Environmental Assessment (EA) as part of the NEPA review. This is a major undertaking. The City of Newport recently completed an EA and it took a few months and was several hundred pages. I have received a cost estimate from John van Stavern, Pacific Habitat Services. I would recommend PHS due to John's background working in Yaquina Bay and his history working on this project. This document would need to be completed for finalizing the contract between USDOT and the Port of Newport. We are currently expected to have the contract signed no later than September 2017.

Recommendation: I would recommend that a Commissioner make a MOTION TO AUTHORIZE THE GENERAL MANAGER TO SIGN A CONTRACT FOR A MARAD-REQUIRED NEPA ENVIRONMENTAL ASSESSMENT IN AN AMOUNT NOT TO EXCEED \$20,000 WITH PACIFIC HABITAT SERVICES.

LOAN UPDATE

State IFA Loan:

- The Port has an approved \$2-million loan with the State's Infrastructure Finance Authority (IFA). The rate is 3.29% over 25 years with an annual payment of approximately \$120,000.

USDA Loan:

- There may be a concern about a tenancy relationship with Teevin. I have talked to Eric Oien about using a management or franchise agreement on the location that could result in the property staying exempt from property tax. Could have adverse effects for the urban renewal plans, however.
- We are looking at upwards of \$3.0-million loan and have included a ROI below. Paperwork could start as soon as December 20, in time for the next commission meeting.
- As noted earlier, this option could be used to satisfy the EDA match requirement.

Cash Flow Concerns with New Loan:

- This year, the Port is paying approximately \$400,000 in debt service for the international terminal. If the EDA funds are received and the Commission decides to take on the new debt, the Port will be paying around \$500,000 annually to service debt related to the International Terminal Shipping Facility. We have anticipated about \$85,000 in gross income from tariffs for each Handysized Vessel that leaves Newport with a full load of 5.5mbf of timber. That equates to about to about the first six shipments annually would pay for the debt payments. Tariffs generated after the sixth shipment could be used for capital projects, etc. Currently net proceeds from South Beach activities are covering the current debt service.

Private Contributions:

- Conversations continue with Teevin Bros. about prepaying lease payments to be used toward construction costs.

RETURN ON INVESTMENT FROM LOAN PROCEEDS

Resources Budget:

- TIGER ... \$2.00MM
- EDA \$1.94MM
- Teevin ... \$0.30MM
- Loan \$2.33MM
- TOTAL ... \$6.57MM

Criteria for ROI:

- Loan: \$2.5MM at 30 years, 2.375%, annual payment: \$117,475
- Net Tariff: \$72.5k/shipment (10 shipments annually)
- Net Tariff: \$42.5k/shipment (2 shipments)
- Annual # of shipments: 2-11
- Security, operating costs: \$5k/shipment
- Port operating costs: \$75k/year.
- ROI 21 total shipments in years 1 through 5 and an additional 10 shipments annually thereafter.
- Total Loan Payments: \$3,524,250
- Total shipments to break even: 50 (with assumptions)

Our current loan payments on the terminal total \$445,000 annually; after incurring new debt service the annual payment would go up to \$563,000. Difference of \$117,500. Until we start receiving serious income, it'll be about three years before we can really begin seeing significant cash flow. For the first three years, it will be very lean (<\$100,000) for any capital improvements and cash reserve transfers.

EASEMENTS

Rondys:

- There are several easements that the Port will need to obtain from Rondys to benefit the Port's 10-acre development (including the half acre site for their office building).
 - Access easement from Bay Blvd. to Terminal. Currently we have a 50% access easement, but to meet the City's road standard we are requesting a 100% easement for a 60-ft. right.
 - Drainage easement along westside access road.
 - Drainage easement along existing ditch system to Yaquina Bay.
 - Conservation deed restriction will also be placed on the mitigation site though it is not a formal dedication to a beneficiary.
- Dennis Bartoldus is developing easements and Ralph Dunham is developing the descriptions and maps.

Recommendation: I would recommend that a Commissioner make a MOTION TO AUTHORIZE THE GENERAL MANAGER TO EXECUTE EASEMENTS DEVELOPED BY THE PORT'S ENGINEER THAT ARE REQUIRED TO CONTINUE THE CONSTRUCTION OF THE INTERNATIONAL TERMINAL SHIPPING FACILITY.

OTHER

- The City has removed about 600 yards of buildable material from Mt. NOAA. This is part of the agreement that allows the Port to remove 40k yards of clean unbuildable material from McLean Pt. and deposit at the municipal airport.
- Teevin is continuing to work with landowners for purchase agreements and the landowners are in conversations with Stevedores and shippers about pending arrangements.
- I ordered a title report on both the 9-acre site and the long skinny lot to the west. Both are owned by the Port and we'll be required to prove the ownership.
- Hampton OpEd appeared in Oct. 21st issue of the Tillamook Headlight-Herald. ORCA also sent a letter of opposition to EDA.
- Six month progress check coming up in December. Will need to show forward progress, again, by end of year.

-###-



U. S. DEPARTMENT OF COMMERCE
 Economic Development Administration
 915 Second Avenue, Room 1890
 Seattle, WA 98174
 Fax: 206.220.7669
 Voice: 206.220.7660

October 20, 2016

In reply refer to:
 EDA Control No 110601

Mr. Kevin Greenwood
 General Manager
 Port of Newport
 600 SE Bay Blvd.
 Newport, OR 97365-4338

Dear Mr. Greenwood:

The U.S. Economic Development Administration's (EDA) Seattle Regional Office Proposal Review Committee (PRC) has conducted an initial review of your proposal for investment assistance to support the Port of Newport International Terminal Shipping Facility . Based on its initial review, the PRC has determined that your proposal is responsive to the Federal Funding Opportunity (FFO).

If you wish to be considered for EDA funding, please submit a complete application for your proposed project by December 20, 2016. The requirements for the content and form of a **complete** application submission are found in the *FY 2016 Economic Development Assistance Programs—Application Submission and Program Requirements for EDA's Public Works and Economic Adjustment Assistance Programs* FFO, and can be found on EDA's website at <http://www.eda.gov/funding-opportunities/>.

Please be aware that EDA receives many more meritorious applications than it can fund. This request to submit a complete application in no way guarantees that EDA will approve your application or select your project for an award.

Please contact David Porter, Economic Development Representative at (503) 326-3078, or DPorter@eda.gov, who can assist you in the development of your application.

Thank you for your interest in EDA. For more information about our programs and other upcoming funding opportunities, please consult our website at www.eda.gov.

Sincerely,

Kerstin Millius
 Area Director
 Seattle Regional Office

PORT OF NEWPORT

OCT 24 2016

RECEIVED

Copies to: Mr. David Porter, Economic Development Representative, EDA
 Mr. Brian Parker, Economic Development Specialist, EDA

The 114th Congress
U.S. House of Representatives
Washington, DC 20515

November 7, 2016

A. Leonard Smith
Regional Director
Seattle Regional Office
Economic Development Administration
915 Second Avenue, Room 1890
Seattle, Washington 98174-1012

Dear Director Smith:

I am writing in support of the Port of Newport (Port) grant application for the FY 2016 Economic Development Assistance Program, 11.300, Investments for Public Works and Economic Development. This grant will assist with funding for the construction of an International Marine Terminal Export Facility at the Port's newly renovated International Terminal. Construction of this facility will complete an integral link to allow for the transportation of goods between Oregon markets and the global economy.

With funding, the Port will begin construction of the industrial laydown area necessary for the preparation of goods for marine transport. Currently, the area between Philomath and Newport lacks a laydown area, which is necessary to utilize the increased shipping capacity of the newly improved Highway 20 and the remodeled International Terminal at the Port of Newport. By adding a laydown area to this list of completed projects, businesses from all over the Pacific Northwest would be able to ship goods directly to Newport, via Highway 20, and prepare them to undergo international export or domestic nearshore barging through the Port.

The services provided by the International Terminal extend far beyond Lincoln County. With the loss of container and break-bulk shipping at the Port of Portland, businesses in manufacturing and agricultural industries are seeking alternatives to trucking products up and down the West Coast. In particular, the Port has seen an increased need from mid-Willamette agricultural producers seeking a viable marine transport solution. With the official opening of the Highway 20 improvement, the Port now has the opportunity to provide a cheaper option to long haul trucking that still achieves the goal of bringing local commodities and natural resources to strategically located markets around the world.

In addition to the development of a 10-acre asphalt laydown area, the project will include fencing, a small work shed, a storm water drainage system, and a wetland mitigation site. Development will also include site grading, water and sewer line extensions, and transportation enhancements off Southeast Bay Boulevard to accommodate increased freight traffic. These improvements will also allow the Port to look toward the future by installing the needed infrastructure to accommodate an additional 40 acres of industrial development at the site as demand arises.

I am pleased to support this grant proposal consistent with all applicable laws and regulations. Please give the application submitted by the Port of Newport full and fair consideration. Should you have any questions, please contact John Serra in my Oregon City district office by calling 503-557-8422 or by email at john.serra@mail.house.gov.

Sincerely,



KURT SCHRADER
Member of Congress

KS:js



9450 SW Commerce Circle, Suite 180
Wilsonville, OR 97070

PACIFIC HABITAT SERVICES, INC

(800) 871-9333 • (503) 570-0800 • Fax (503) 570-0855

November 1, 2016

Kevin M. Greenwood, General Manager
Port of Newport
600 SE Bay Blvd.
Newport, OR 97365

**RE: Prepare Environmental Assessment for the Maritime Administration (MARAD), US Department of Transportation to fulfill MARAD's NEPA requirements
PHS Project No. 5718**

Dear Kevin:

Pacific Habitat Services, Inc. (PHS) proposes to address the NEPA requirements of MARAD, which is part of the US Department of Transportation. The work will entail completing an Environmental Assessment that addresses issues associated with the construction of the Port of Newport's (Port) development on McLean Point. The 8.95-acre property will be a bulk material storage and handling facility.

To conduct the work, we have prepared this proposal and have attached a spreadsheet that describes all labor and reimbursable costs.

SCOPE OF WORK

PHS will complete an Environmental Assessment (EA) following the MARAD guidelines and including all of the elements that are listed in the attached Table of Contents. It is assumed that the EA will be reviewed by Kris Gilson, MARAD's Office of Environment. Coordination with regulatory agencies will be required and the EA will need to be advertised as part of the public notice requirement. There will likely be questions that we will have of the Port in order to properly prepare the EA.

PROJECT TEAM

The PHS project team consists of John van Staveren, who will manage the project (\$128/hr); Tina Farrelly, Biologist (\$99/hr); Lisa Bosca, Graphics Specialist (\$78/hr), and Jane Le Blanc, Technical Editor (\$68/hr).

PROPOSED FEE ESTIMATE

The estimated total cost for conducting the work is an amount not to exceed \$19,813. The work will be conducted on a time and materials basis and you will only be charged for the time actually spent on the project.

We look forward to working with you on this project.

Sincerely,

John van Staveren
Project Manager

General Contractors • OR: CCB# 94379

Prepare Environmental Assessment for the Maritime Administration (MARAD), US Department of Transportation to fulfill MARAD's NEPA requirements

Pacific Habitat Services, Inc.

PHS project Number: 5718

Date: November 1, 2016

Task	Description	JVS	TF	LB	JDL	Sub Total
1	Gather background information, Coordinate with agencies	15	35	0	0	\$5,385
2	Prepare Environmental Assessment, Coordinate with MARAD	26	100	4	4	\$13,812
Total Labor Hours		41	135	4	4	
Labor Rates		\$128	\$99	\$78	\$68	
Totals		\$5,248	\$13,365	\$312	\$272	
Reimbursibles (3% of labor)						\$576
Mileage (\$0.54/mile)						\$41
Total						\$19,813

JVS = John van Staveren, Project Manager

TF = Tina Farrely, Biologist

LB = Lisa Bosca, Graphics Specialist

JDL = Jane Le Blanc, Technical Editor

DRAFT
TABLE OF CONTENTS

<u>Section</u>	<u>Page</u>
LIST OF ACRONYMS	ERROR! BOOKMARK NOT DEFINED.
1.0 INTRODUCTION	ERROR! BOOKMARK NOT DEFINED.
1.1 Project Location.....	Error! Bookmark not defined.
1.2 Proposed Project Description.....	Error! Bookmark not defined.
1.3 Summary Environmental Laws and Regulations.....	Error! Bookmark not defined.
1.3.1 NEPA	Error! Bookmark not defined.
1.3.2 Geology, Soils, and Seismicity	Error! Bookmark not defined.
1.3.3 Air Quality	Error! Bookmark not defined.
1.3.4 Hazardous Materials and Waste Management.....	Error! Bookmark not defined.
1.3.5 Noise and Vibration.....	Error! Bookmark not defined.
1.3.6 Surface Water	Error! Bookmark not defined.
1.3.7 Water Quality	Error! Bookmark not defined.
1.3.8 Wetlands.....	Error! Bookmark not defined.
1.3.9 Waters of the US	Error! Bookmark not defined.
1.3.10 Coastal Resources.....	Error! Bookmark not defined.
1.3.11 Floodplains	Error! Bookmark not defined.
1.3.12 Wildlife and Fish.....	Error! Bookmark not defined.
1.3.13 Threatened and Endangered Species and Critical Habitat	Error! Bookmark not defined.
1.3.14 Cultural Resources.....	Error! Bookmark not defined.
1.3.15 Environmental Justice	Error! Bookmark not defined.
2.0 PURPOSE AND NEED	ERROR! BOOKMARK NOT DEFINED.
3.0 ALTERNATIVES CONSIDERED	ERROR! BOOKMARK NOT DEFINED.
3.1 Alternative 1 - Proposed Action.....	Error! Bookmark not defined.
3.2 Alternative 2 - No-Action Alternative.....	Error! Bookmark not defined.
3.3 Other Action Alternatives	Error! Bookmark not defined.
3.4 Alternatives Considered and Dismissed.....	Error! Bookmark not defined.
4.0 AFFECTED ENVIRONMENT AND ENVIRONMENTAL CONSEQUENCES OF THE PROPOSED ACTION AND ALTERNATIVE	ERROR! BOOKMARK NOT DEFINED.
4.1 Physical Resources	Error! Bookmark not defined.
4.1.1 Geology, Soils, and Seismicity.....	Error! Bookmark not defined.
4.1.1.1 Proposed Action	Error! Bookmark not defined.
4.1.1.2 No-Action Alternative	Error! Bookmark not defined.
4.1.2 Air Quality.....	Error! Bookmark not defined.
4.1.2.1 Proposed Action	Error! Bookmark not defined.
4.1.2.2 No-Action Alternative	Error! Bookmark not defined.
4.1.3 Hazardous Materials and Waste Management	Error! Bookmark not defined.
4.1.3.1 Proposed Action	Error! Bookmark not defined.
4.1.3.2 No-Action Alternative	Error! Bookmark not defined.
4.1.4 Noise and Vibration	Error! Bookmark not defined.
4.1.4.1 Proposed Action	Error! Bookmark not defined.
4.1.4.2 No-Action Alternative	Error! Bookmark not defined.
4.1.5 Climate Change and Energy.....	Error! Bookmark not defined.
4.1.5.1 Proposed Action	Error! Bookmark not defined.
4.1.5.2 No-Action Alternative	Error! Bookmark not defined.
4.1.6 Public Services and Utilities.....	Error! Bookmark not defined.
4.1.6.1 Proposed Action	Error! Bookmark not defined.
4.1.6.2 No-Action Alternative	Error! Bookmark not defined.
4.2 Ecological/Natural Resources	Error! Bookmark not defined.

DRAFT
TABLE OF CONTENTS

<u>Section</u>	<u>Page</u>
4.2.1 Groundwater.....	Error! Bookmark not defined.
4.2.1.1 Proposed Action.....	Error! Bookmark not defined.
4.2.1.2 No-Action Alternative.....	Error! Bookmark not defined.
4.2.2 Surface Water.....	Error! Bookmark not defined.
4.2.2.1 Proposed Action.....	Error! Bookmark not defined.
4.2.2.2 No-Action Alternative.....	Error! Bookmark not defined.
4.2.3 Water Quality.....	Error! Bookmark not defined.
4.2.3.1 Proposed Action.....	Error! Bookmark not defined.
4.2.3.2 No-Action Alternative.....	Error! Bookmark not defined.
4.2.4 Wetlands.....	Error! Bookmark not defined.
4.2.4.1 Proposed Action.....	Error! Bookmark not defined.
4.2.4.2 No-Action Alternative.....	Error! Bookmark not defined.
4.2.5 Waters of the US.....	Error! Bookmark not defined.
4.2.5.1 Proposed Action.....	Error! Bookmark not defined.
4.2.5.2 No-Action Alternative.....	Error! Bookmark not defined.
4.2.6 Floodplains.....	Error! Bookmark not defined.
4.2.6.1 Proposed Action.....	Error! Bookmark not defined.
4.2.6.2 No-Action Alternative.....	Error! Bookmark not defined.
4.2.7 Wildlife and Fish.....	Error! Bookmark not defined.
4.2.7.1 Proposed Action.....	Error! Bookmark not defined.
4.2.7.2 No-Action Alternative.....	Error! Bookmark not defined.
4.2.8 Threatened and Endangered Species and Critical Habitat.....	Error! Bookmark not defined.
4.2.8.1 Proposed Action.....	Error! Bookmark not defined.
4.2.8.2 No-Action Alternative.....	Error! Bookmark not defined.
4.3 Human Resources.....	Error! Bookmark not defined.
4.3.1 Cultural Resources.....	Error! Bookmark not defined.
4.3.1.1 Proposed Action.....	Error! Bookmark not defined.
4.3.1.2 No-Action Alternative.....	Error! Bookmark not defined.
4.3.2 Environmental Justice.....	Error! Bookmark not defined.
4.3.2.1 Proposed Action.....	Error! Bookmark not defined.
4.3.2.2 No-Action Alternative.....	Error! Bookmark not defined.
4.3.3 Traffic.....	Error! Bookmark not defined.
4.3.3.1 Proposed Action.....	Error! Bookmark not defined.
4.3.3.2 No-Action Alternative.....	Error! Bookmark not defined.
4.3.4 Public Health and Safety.....	Error! Bookmark not defined.
4.3.4.1 Proposed Action.....	Error! Bookmark not defined.
4.3.4.2 No-Action Alternative.....	Error! Bookmark not defined.
4.3.5 Parks and Recreation Resources.....	Error! Bookmark not defined.
4.3.5.1 Proposed Action.....	Error! Bookmark not defined.
4.3.5.2 No-Action Alternative.....	Error! Bookmark not defined.
4.3.6 Visual Impact and Light and Glare.....	Error! Bookmark not defined.
4.3.6.1 Proposed Action.....	Error! Bookmark not defined.
4.3.6.2 No-Action Alternative.....	Error! Bookmark not defined.
4.3.7 Land Use.....	Error! Bookmark not defined.
4.3.7.1 Proposed Action.....	Error! Bookmark not defined.
4.3.7.2 No-Action Alternative.....	Error! Bookmark not defined.
4.4 Summary Table.....	Error! Bookmark not defined.
5.0 INDIRECT AND CUMULATIVE IMPACTS	ERROR! BOOKMARK NOT DEFINED.
5.1 Indirect Impacts.....	Error! Bookmark not defined.
5.2 Cumulative Impact.....	Error! Bookmark not defined.

DRAFT
TABLE OF CONTENTS

<u>Section</u>	<u>Page</u>
6.0 MITIGATIVE MEASURES	ERROR! BOOKMARK NOT DEFINED.
7.0 AGENCY COORDINATION, PUBLIC INVOLVEMENT AND PERMITS.....	ERROR!
7.1 Agency Coordination and Public Involvement.....	Error! Bookmark not defined.
7.2 Permits.....	Error! Bookmark not defined.
8.0 CONCLUSION.....	ERROR! BOOKMARK NOT DEFINED.
8.1 Physical Resources.....	Error! Bookmark not defined.
8.2 Ecological/Natural Resources	Error! Bookmark not defined.
8.3 Human Resources.....	Error! Bookmark not defined.
9.0 REFERENCES.....	ERROR! BOOKMARK NOT DEFINED.
10.0 LIST OF PREPARERS.....	ERROR! BOOKMARK NOT DEFINED.
11.0 ATTACHMENTS.....	ERROR! BOOKMARK NOT DEFINED.

Guest Column: National Manufacturing Day

Tillamook Headlight Herald

By Steve Zika CEO Hampton Affiliates

Updated Oct 21, 2016

On Friday, Oregon celebrated National Manufacturing Day with numerous events aimed at raising awareness about the importance of manufacturing to Oregon's economy and the quality, high-paying jobs value-added industries create. As CEO for Hampton Lumber, a family-owned company that operates four sawmills in Oregon, I'm pleased to see this commitment to domestic manufacturing, which is the backbone of our urban and rural economies. Unfortunately, that commitment can ring hollow when it comes time to distribute scarce public resources.

Sawmills are closing throughout the region because of a log shortage created by declines in public timber harvests and the export of raw logs from private forestlands to Asia, which raises the costs of logs and makes it difficult for local sawmills to compete. While this is old news, it might come as a surprise to many that public funds are being used to subsidize the export of these raw resources and the manufacturing jobs that go along with them.

In recent years, the Port of Newport has been trying to develop capacity to export logs. Volatility in the Chinese marketplace has made private landowners leery to invest their own money and as a result the Port has turned to others to fund the project—taxpayers.

Last year, the Port was awarded a \$2 million grant from the U.S. Department of Transportation for their "International Terminal Shipping Facility Project," which would pave a nine acre yard for log exports. This year, the Port went after another \$4 million in state ConnectOregon funding to match the federal grant. It's clear from the Port's application that log export interests are the only clear and committed beneficiaries of the project.

The Port's ongoing attempts to secure public funding for this project exaggerate the benefits and ignore the negative economic impacts to Oregon's sawmills, including our operations in Tillamook. Additional raw log exports will also hurt pulp mills, particleboard facilities, and indirect industries throughout Oregon.

We fought the project by advocating for our sawmill communities and for a more comprehensive economic review of projects. We also pressed for increased transparency and accountability as to how ConnectOregon funds are reviewed, prioritized, and awarded. Thankfully, the Port's project was not selected for ConnectOregon funding this

year, but I am troubled by the Port's ongoing attempts to secure other public dollars for the project. I fear we will have to go through this process year after year unless more people speak out and urge state and federal agencies to fully support domestic manufacturing and refuse further public subsidies for log export projects.

November 7, 2016

Shannon Fitzgerald
Regional Environmental Officer
U.S. Dept. of Commerce
Economic Development Administration
915 Second Avenue, Room 1890
Seattle, WA 98174

Via email: sfitzgerald@eda.gov

Dear Ms. Fitzgerald,

We, the undersigned groups, write out of concern for the Port of Newport's proposed log export facility, and potential Economic Development Administration funding for it. This project, if approved, will harm both Oregon's forests – reeling from decades of unsustainable timber-cutting – and the rural communities that depend upon manufacturing for jobs. Sawmills in the coastal region have traditionally been an important part of the local economy.

In recent years the Port has been seeking funding for its “International Terminal Shipping Facility Project,” which would create a nine-acre log export facility at the Port. The principal partner in the project remains Teevin Lumber Company, and log export activity is the primary purpose around which the facility would be built. This focus was clearly identified in the 2016 Shipping Facility Feasibility Study commissioned by the Port.

Having been awarded \$2 million grant from the U.S. Dept. of Transportation (TIGER) for the project, the Port in 2016 sought a \$4 million *ConnectOregon* grant to match the federal award. However, *ConnectOregon* turned the Port down. The review panel ranked the project very low on its list, and it was not selected for funding.

Nevertheless, the Port continues to seek funding, and has now reached out to federal agencies, including the Economic Development Administration. Despite state and local understanding that this project would be a poor funding choice, federal agencies continue to support it.

The Port Minutes from September 2016 show the Port working with federal agencies to break up the needs into separate line items so different agencies can pay for specific components of the project: “He [Kevin Greenwood, Port of Newport Manager] reminded the Commission about *the good meeting last month with TIGER and EDA that ended with them choosing line items to pay for, since they cannot pay for the same item. It has been agreed that TIGER will pay for asphalt, and EDA for other elements.* The new fiscal year for EDA begins October 1st and the Port will be submitting a new grant application at that

time.” (Port of Newport Commission Minutes, September 27, 2016, p. 2). [emphasis added].

It is disturbing to the conservation community that EDA would agree to pay for disembodied “line items” of a project that has not received *any* comprehensive environmental or economic analysis of its effects. The only environmental survey is a Phase I and Phase II Environmental Site Assessment of the property for adverse environmental conditions, which found some minor matters needing to be rectified. It was a very narrowly-focused investigation. But even without comprehensive environmental and economic analysis, this project if it succeeds will clearly harm Oregon’s coastal forests, the fragile ecology of Yaquina Bay, and the rural coastal economy of the Lincoln and Tillamook County area. The State of Oregon understands this.

We urge EDA to respect the decision of state agencies that do not find this project meritorious enough for support by public monies, and refuse funding for the Port of Newport’s International Terminal Shipping Facility Project, either in whole or in part. It is inappropriate for EDA to continue funding a project the State of Oregon has rejected, and furthermore, to do so item by item, especially when such an environmentally and economically controversial project has never received any comprehensive analysis.

Thank you very much for your attention to this matter.

Sincerely,

Cameron La Follette
Executive Director
Oregon Coast Alliance
P.O. Box 857
Astoria, OR 97103
Cameron@oregoncoastalliance.org

Rhett Lawrence
Conservation Director
Oregon Chapter, Sierra Club
1821 SE Ankeny St
Portland OR 97214
503-238-0442, x 304
Rhett.lawrence@sierraclub.org

Tom Wolf, Executive Director
Oregon Council Trout Unlimited
22875 NW Chestnut Street
Hillsboro, OR 97124
503-640-2123
503-883-1102 cell
tmilowolf@msn.com

Steve Pedery
Conservation Director, Oregon Wild
5825 North Greeley Avenue
Portland, Oregon 97217
sp@oregonwild.org

Paige Spence
Oregon Conservation Network Director
Oregon League of Conservation Voters
133 SW 2nd Ave., #200
Portland, OR 97212
(404) 583-8726
paige@olev.org

Stan Vejtasa
Conservation Chair,
Umpqua Valley Audubon Society
P.O.Box 381
Roseburg, OR 97470
svejtasa@gmail.com

Darilyn Parry Brown
Executive Director
Hells Canyon Preservation Council
PO Box 2768, La Grande, Oregon 97850
darilyn@hellscanyon.org

Cc: Senator Ron Wyden
Senator Jeff Merkley
Kevin Greenwood, Port of Newport Manager

DIRECTOR OF FINANCE MONTHLY REPORT

DATE: 11/15/2016
PERIOD: November Board Meeting
TO: Port of Newport Commissioners
ISSUED BY: Stephen J. Larrabee

OVERVIEW

Financials:

October year to date financials are attached.

Finance Operations:

The Audit is moving along. The Audit team will be visiting the Port offices during the week of November 14th through 18th.

The revised Personnel Manual will be included in the December board packet. Major revisions include moving to a Paid Time Off (PTO) system and the inclusion of several new or updated policies recommended by our HR consultants to ensure we are in compliance with State and Federal Regulations. These include policies on Uniformed Service Leave, Crime Victims, Americans with Disabilities Act, Domestic Violence Leave and Equal Employment Opportunity.

The Finance Team has completed a first draft of an Operations Manual for the South Beach RV Park and will be working towards a completed manual by the end of the calendar year.

The Port will be including a new fee for the rental of our conference room at the International Terminal. The fee will be \$50 for a full day and \$25 for half a day. Also, the Port will be increasing the RV Park additional fee for the Seafood and Wine Fest from \$5 to \$6 to help offset the Good Sam discount.

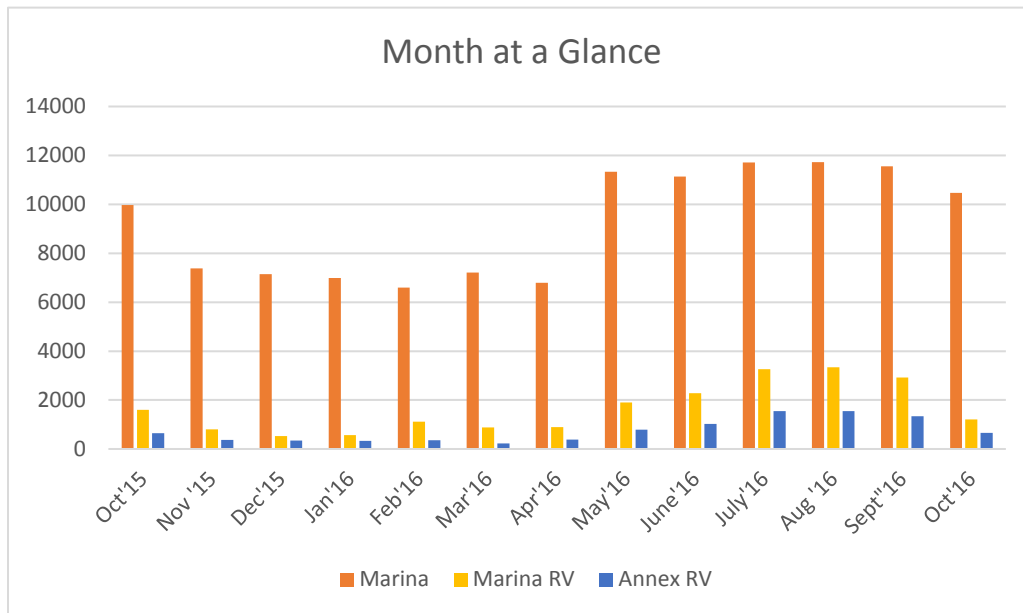
October 2016 Occupancy Report

To: Port of Newport, Board of Commissioners
 From: Penny, South Beach Marina & RV Parks
 11/09/16

October's heavy rain and wind slowed down activity in the Marina RV Park. We had 76 reservation cancellations and 20 date changes in the RV Parks mostly due to weather conditions. October 1st was reservation day for RV guests wanting to book a month or more stay. The South Beach front office booked 600 reservations during the month.

The Recreational Marina had an increase in occupancy from last year. We had several boats in port for safe harbor during the high winds.

Oct'16	2015	2016	Change	YTD 2015	YTD 2016	Change
Marina	9968	10470	5.03%	102,514	96,355	-6.00%
Marina RV	1601	1203	-24.85%	21,993	18,527	-15.75%
Annex RV	646	657	1.70%	6,882	8,071	17.27%





DIRECTOR OF OPERATIONS MONTHLY REPORT

DATE: 11/9/2016
PERIOD: Oct - Nov 2016
TO: Kevin Greenwood
ISSUED BY: Rick Fuller

OVERVIEW

Summary:

Rogue is nearing completion of the building expansion with an estimated occupancy by months end. Bids were received and a contractor was selected for the top soil and final grading at the multi-use area. The NOAA MOC-P dredging permit application for the deepening of the original dredge prism was rescinded and a new JPA was submitted to allow dredging to start in January. The CBP ADA ramp which is required by code is being processed by GSA as a change order to the previously approved supplemental Lease Agreement. Bergerson Construction has ordered the required piling material and is preparing for mobilization for PD5 pile replacement work in December. Kent Gibson was approved for and is now the North Commercial Harbor Master. An annual SDAO risk management inspection was performed resulting in a positive report. The Facility Maintenance & Operations Plan has been completed and now required final approval by the Commission prior to the creation of the new maintenance department.

Detail:

- **Rogue Warehouse Expansion/Multi-Use area:** The Rogue expansion is 100% closed in at the time of this report and the contractor is in the process of submitting for a conditional certificate of occupancy. DSL expects to be completed with the project by months end. The final invoice for the new multi-use area (old boat ramp infill) which is a shared cost under the new lease agreement, has been reviewed and approved. The final accounting is attached to this report. The addition of topsoil and landscaping has been bid with Runions construction selected as the successful contractor. Work will be completed as weather conditions allow.
- **NOAA MOC-P dredging:** A certified bathymetric survey by NW Hydro was performed on Monday the 10th with the results supporting the evidence that significant shoaling has taken place again at berths #1 through #4. Due to unattainable permitting timelines, the JPA for the deepening of the original NOAA dredge prism has been retracted and a new JPA for maintenance dredging was submitted to the agencies on October 25th. The new JPA request authorization within the existing prism which should be accepted and executed by the middle of December. With the decision to dredge during this in water work period, a Requests for Quotation has been administered with a bid due date for dredging contractors of November 23rd.

- **NOAA MOC-P recreational access:** Pricing from excavation companies have been received and Runions Excavating has been selected to provide grading services at the west side of Rogue. The work will proceed when weather permits this month. Port owned floating dock sections will be utilized and added to the end of the existing service dock as required by ODFW providing increased recreational crabbing access.
- **Permits:** I continue to work on the details of the outstanding NIT dredging permit conditions and have been in contact with DSL regarding the remaining conservation easement requirement at the mitigation area behind the aquarium.
- **PON/CBP permanent foundation for modular structures:** The work for the installation of the permanent foundation, plumbing and electrical was contracted and has now been completed. The city permit requires the installation of an ADA ramp to service the office trailer. GSA has issued a change order to SLA14 which is included as agenda item IV Consent Calendar item C. The change order reimburses the costs for the purchase and installation of the additional work required as part of the 2016/17 lease agreement.
- **Port Dock 5/7 Pile replacement:** Bergerson Construction Inc. and staff met on October 26 for the first kick off meeting. Subsequent to the meeting submittals for piling were provided to Foundation Engineering, Inc. for review and approval. The pile are now in production. December 5th remains as the start date for pile replacement.
- **General Departmental:**
 - After internal posting of the permanent NCom Harbor Master position Interim Harbor Master Kent Gibson was the only applicant to file a letter of interest. Kent was interviewed by Kevin Greenwood, Steve Larrabee and Rick Fuller resulting in the appointment as North Commercial Harbor Master. Kent has been a dedicated employee of the Port for 28 years and is well suited for the position. Kent's goals are to improve customer service and overall maintenance of his facility. Please join me in welcoming Kent as a member of the management team
 - The adopted safety policy has now been distributed to all employees for review and acceptance of its safety programs. A deadline of November 18th has been set by the General Manager for all employees to read and accept the policy.
 - SDAO risk management consultant, Troy DeYoung, performed an annual safety inspection walkthrough for all facilities on October 19th. The inspection went well with a few small items noted for correction. The ensuing report is attached. The department managers are working on corrective actions which once completed and gathered, will be returned to SDAO in a report format.
 - The Facility Maintenance & Operation Plan (FMOP) has been completed, reviewed and included as Commission agenda item VII New Business item A for commission review and adoption. Following the adoption of the FMOP the maintenance department will be created and staffed. A revised job description for Maintenance Level I has been submitted for Commission approval under agenda VII New Business item B. The revision adjusts the expectations of the Maintenance Level I position to properly reflect the skills required of the newly created maintenance department team.
 - This months shout out goes to Kent Gibson who has done a great job the last 5 months as interim Harbor Master. His hard work and "can do" attitude removed the interim prefix from the title and he is now the official North Commercial Harbor Master. Good job Kent!

International Terminal – Pete Zerr, Superintendent

Billable services:

- Forklift - 46hrs
- 30 Ton Hydraulic crane – 44hrs
- Moorage – 185 days
- Dock Tie Up – 279hrs
- Labor – 85hrs

Other

- Storm water catch basin filter/strainer replacements installed Order (Capital purchase) placed for Storm water Catch Basin filter/strainer replacements
- Site visit and inspection by SDAO Safety & Newport Fire Department Fire

N. Commercial docks – Kent Gibson, Interim Harbor Master

Billable services: (estimated)

- Forklift – 54hrs
- Hoist crane – 12hrs
- Dock Tie Up – 109hrs
- Labor – 56hrs

Other

- Installing new mineral paper on dock 7 Drained and cleaned out used oil tanks. Replaced old valves and piping
- Painting last restroom in the shower facility at PD7
- Installed 2 light pole protectors for light poles in PD7 Lot

NOAA MOC-P – Jim Durkee, Facility Manager

- Regularly scheduled maintenance tasks
- Jim Durkee on vacation

Vessels using facility since last report – OSP Guardian, Shamada at dock for the season. Year to date, 1733 passengers crossed the bar on vessels using the NOAA wharf.

Office Occupancy Admin Building – 63 Work Stations Total, 42 Occupied
Warehouse Bldg. – 23 Work Stations Total, 12 Occupied
Occupancy Rate – 63%

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

Billable services:

- Launch tickets:
371 tickets sold this period. 4076 tickets sold since fiscal year start July 1.

Other

- Put out request for two bids for excavating projects in the multi-use area and the public access area at the southwest corner of the marina. The three bidders were Road and Driveway, Runions Construction and Central Coast Excavating with Runions Construction being the successful bidder
- Removed the old stripping in the Multi-use area
- Landscape improvements

Volunteer Work Crews

Port Mates – Port Mates have started a project to clean up the three cabinets and surrounding area at the central fish cleaning table.

DSL Builders LLC 1380 Hines St. SE, Salem Oregon 97302 gened@dsl-builders.com

Invoice Number 1606 - 06

**Rogue Brewery - Boat Ramp Infill Area
Newport, Oregon**

Contract No.:	For the period August 1, 2016 through November 1, 2016	Invoice Date:	November 1, 2016
Contractor:	DSL Builders LLC, 1380 Hines St. SE, Salem Oregon 97302	Original Contract Amount:	
Project:	South Beach Boat Ramp Infill '16	Total Change Orders:	
Location:	Newport, Oregon	Revised Contract Amount:	

ITEM NO.	DESCRIPTION	QUANTITY	UNIT PRICE	% COMPLETE	AMOUNT COMPLETE THIS INVOICE <small>(Choose proper format)</small>	AMOUNT PAYABLE TO DATE
1	Boat Ramp Infill - Oct '16 Work Completed (see attached detailed breakdown)	-			14,254.00	14,254.00
Total			\$0.00		14,254.00	

OK
m.d.g.
11/5/2016

(*) A single asterisk by the line number indicates a revised line item.
(**) A double asterisk by the line number indicates a new line item.

Percent \$ Complete (Total To Date/Rev Contract Amt)	#DIV/0!
Percent Contract Construction Period Elapsed	0.0%

SUMMARY	
Total This Invoice:	\$ 14,254.00
AMOUNT DUE	\$14,254.00

If there are any questions regarding this invoice, please contact Gene Doll with DSL Builders at gened@dsl-builders.com or (503) 798-8150

Contract 1601 - 03
 South Beach Boat Ramp Infill
 October '16

Item	Description	Quantity	Unit	Unit Price	Contract Amount	% Complete	% Completed to Date	\$ Completed to date	% Complete This Period	Total Value This Period	Balance Remaining
1	Civil Design	1	LS	\$ 10,000.00	\$ 10,000.00	100.00%	100.00%	10,000.00		0.00	0.00
2	Temp Facilities	1	LS	\$ 2,500.00	\$ 2,500.00	100%	100%	2,500.00		0.00	0.00
3	Sitework & Utilities	1	LS	\$ 239,000.00	\$ 239,000.00	100%	100%	239,000.00		0.00	0.00
4	Offsite Import	4000	cy	\$ 10.00	\$ 40,000	100%	100%	40,000.00		0.00	0.00
5	AC Paving	868	tons	\$ 78.00	\$ 67,704.00	89%	100%	67,704.00	11%	7,254.00	0.00
6	Curb & Gutter	1	LS	\$ 14,000.00	\$ 14,000.00	50%	100%	14,000.00	50%	7,000.00	0.00
7	Survey	1	LS	\$ 4,000.00	\$ 4,000.00	100%	100%	4,000.00		0.00	0.00
8	Building Permit (estimated)	1	LS	\$ 12,000.00	\$ 12,000.00	4%	4%	500.00		0.00	Balance paid by Regule
9	DSL Jobsite Overhead	1	LS	\$ 16,200.00	\$ 16,200.00	100%	100%	16,200.00		0.00	0.00
10	DSL OH & P (6%)	1	LS	\$ 23,769.00	\$ 23,769.00	100.00%	100.00%	23,769.00		0.00	0.00
								\$ 417,673.00	\$	14,254.00	\$

October 24, 2016

Kevin Greenwood
Port of Newport
600 SE Bay Blvd
Newport, OR 97365

Subject: Loss Control Recommendations

Dear Kevin:

It was a pleasure meeting with your staff the other day. I would again like to thank Rick for taking time out of his schedule to visit with me about your Port.

A safety related survey was conducted October 19, 2016 throughout the District. I have included recommendations developed as a result of this survey. These suggestions have been prioritized using the following guidelines:

- Major: Imminent danger or potential for serious injury or extensive property damage.
- Moderate: Could result in moderate injury or property damage.
- Minor: Low probability of injury or property damage.

To ensure recommendations are helpful and appropriate, it would be greatly appreciated if you would respond within 90 days by letter or fax as to the disposition of these suggestions.

Please send response to: Sandy Galaway
Special Districts Association of Oregon
PO Box 12613
Salem OR 97309-0613
Fax: (503) 371-4781

If you have any questions please don't hesitate to call me at (800) 285-5461.

Sincerely,

Troy D. DeYoung
Risk Management Consultant

cc: Rick Fuller
PayneWest Insurance



Voluntary Risk Management Consultation

Date of Visit: 10/19/16

District: Port of Newport

Person Conducting Visit: Troy DeYoung

Contact: Kevin Greenwood

Thank you for allowing SDIS's Risk Management staff to meet with Rick Fuller. The purpose of the visit was to conduct a voluntary risk management consultation. Rick requested that SDIS come out to conduct inspections of the Port facilities. Recommendations developed as a result of the visit have been included.


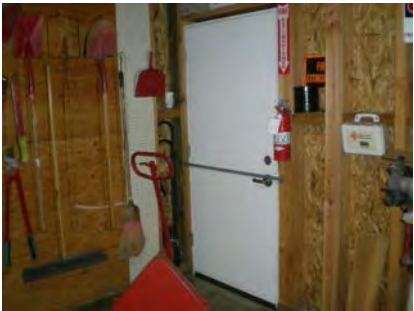

Rick and I were able to spend time discussing claims over the last five years and improvements the Port has made to its safety programs. The Port is in the process of making a major revision to their safety policy. This has been a huge undertaking and the Port should be commended on this effort. The port has also really made a push to make their safety committee more effective and good representation from the five departments.

During the visit we were able to visit with staff and walkthrough facilities at the new international terminal (NIT), commercial docks and south beach. The Port recently got clearance/approval from the federal government to have a secure dock at the NIT to bring in international vessels. They are hoping to begin exporting logs out of this facility within the next few years. We had some discussions about the fencing that will be used once this operation is up and running. Currently they have been discussing using temporary fencing that will be set up and taken down on a fairly regular basis. I would encourage the Port to explore putting permanent fencing up in those areas that it would not be in the way of other operations to help limit the amount of fencing has to be put up and taken down, as this activity could lead to employee injuries.

We also spent a good portion of the visit talking about and looking at the Port's operations related to collecting and dumping dumpsters. Over the last five years the Port has had four injuries to staff while conducting these tasks. The south beach facility recently ordered many new dumpsters to retire aging dumpsters that were becoming harder to move. The dumpsters are special ordered and can connect together in a train type assembly so they can be towed to the trash compactor. Although I think this operation has some liability exposure the Port has not experienced a liability loss associated with it. From our conversations it appeared that the four injuries that have been sustained have been from employees manually moving the dumpsters to get them to a location or into a position so that they can be connected to the "train". We discussed several possible solutions, the consensus from the staff we visited with was the best option was to reconfigure concrete and the dumpster compounds to engineer out the need to manually move the dumpsters as much as possible and if they needed to be moved that they would only need to be moved in a straight line and not turned.





The only dumpster we found that it was apparent that this would not work on was the dumpster on Port Dock 3. This dock has a narrow ramp that also inclines. Currently two staff have to go down and push and pull the dumpster up the ramp. I would encourage the port to look into possible mechanical solutions to move this dumpster up to the roadway.

**Port of Newport
10/19/16 Risk Assessment**

	Photo	Recommendation	
NIT		<p>16-01</p> <p>(Minor) – First Aid Kits should be inspected on a regular basis to ensure contents have not expired and supplies have not been depleted.</p>	<p>Completed</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <hr/> <p>Completed Date</p> <p>__/__/__</p>
		<p>16-02</p> <p>(Moderate) – The Port should work with the local fire marshal to determine if the rear door is an emergency exit. If the door is an emergency exit a clear path must be maintained and the security bar must be removed during occupied hours.</p>	<p>Completed</p> <p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <hr/> <p>Completed Date</p> <p><u>10/21/16</u></p>
		<p>16-03</p> <p>(Moderate) – Combustible materials should not be stored on or next to electrical transformers as it poses a fire hazard.</p>	<p>Completed</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <hr/> <p>Completed Date</p> <p>__/__/__</p>
			<p>Completed</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <hr/> <p>Completed Date</p> <p>__/__/__</p>




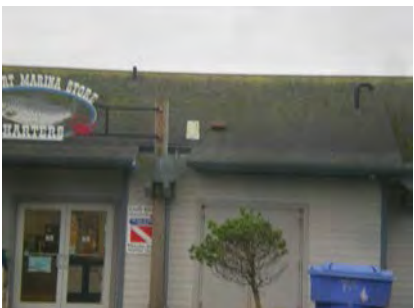
Disclaimer: The loss control recommendations generated by this visit should be used as a risk management tool only and are to the best of the writer's knowledge authentic and reliable. Special Districts Insurance Services makes no guarantee of results, and assumes no liability in connection with either the information or safety recommendations herein contained. The recommendations do not mitigate or protect the district from OR-OSHA compliance and/or monetary penalties. It can not be assumed that every acceptable safety procedure or hazardous condition across the entire district is contained herein, or that abnormal or unusual circumstances may not warrant or require further or additional procedures or follow-up.

**Port of Newport
10/19/16 Risk Assessment**

	Photo	Recommendation	
Commercial Docks		<p>16-04</p> <p>(Major) – To prevent theft and unauthorized use of the forklift (that could lead to liability exposure) the keys should be secured when not in use.</p>	<p>Completed</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <hr/> <p>Completed Date</p> <p>__/__/__</p>
		<p>16-05 Shop and Waste Oil Building</p> <p>(Major) – Secondary containment should be provided under the oil drums to prevent inadvertent spills.</p>	<p>Completed</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <hr/> <p>Completed Date</p> <p>__/__/__</p>
		<p>16-06</p> <p>(Moderate) - Oxygen cylinders should be stored in an area segregated from acetylene cylinders or separated by a fire resistant partition. This will help to prevent a flammable atmosphere if oxygen mixes with the acetylene.</p>	<p>Completed</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <hr/> <p>Completed Date</p> <p>__/__/__</p>
		<p>16-07</p> <p>(Major) – The oil filter crusher should have a safety disconnect added to prevent operation if the door is open. If this is not possible, written procedures should be posted stating the crusher should not be operated with the door open.</p>	<p>Completed</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <hr/> <p>Completed Date</p> <p>__/__/__</p>


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**Port of Newport
10/19/16 Risk Assessment**

	Photo	Recommendation	
South Beach		<p>16-08</p> <p>(Major) – Table saws should be equipped with a blade guard that includes a spreader and anti-kick back device. This will aid in preventing wood from being kicked back into the user of the saw causing possible injury.</p>	<p>Completed</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <hr/> <p>Completed Date</p> <p>__/__/__</p>
		<p>16-09</p> <p>(Minor) – To prevent damage to equipment the Port should ensure that the pressure washer is secured to the pallet when it is being transported.</p>	<p>Completed</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <hr/> <p>Completed Date</p> <p>__/__/__</p>
		<p>16-10</p> <p>(Moderate) – The tool rest and tongue guard on the grinding wheel should be adjusted so the tool rest is 1/8 inch from the wheel and the tongue guard is 1/4 inch from the wheel.</p>	<p>Completed</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <hr/> <p>Completed Date</p> <p>__/__/__</p>
		<p>16-11 Shop and Store</p> <p>(Minor) – Moss buildup on roof can compromise the integrity of the roof and potentially cause roof leaks. To aid in preventing further deterioration of the roofing material the moss should be removed.</p>	<p>Completed</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <hr/> <p>Completed Date</p> <p>__/__/__</p>

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**Port of Newport
10/19/16 Risk Assessment**

		Photo	Recommendation		
South Beach			16-12 (Moderate) – The changing elevation of the curbing poses a trip hazard. The Port should paint the curbing a contrasting color to help denote the change in elevation and prevent trips.	Completed <input type="checkbox"/> Yes <input type="checkbox"/> No	Completed Date __/__/__
		No Photo	16-13 All Towable Dumpsters (Major) – The Port should look into solutions to prevent the manual pushing and pulling of the towable dumpsters.	Completed <input type="checkbox"/> Yes <input type="checkbox"/> No	Completed Date __/__/__
				Completed <input type="checkbox"/> Yes <input type="checkbox"/> No	Completed Date __/__/__
				Completed <input type="checkbox"/> Yes <input type="checkbox"/> No	Completed Date __/__/__

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GENERAL MANAGER MONTHLY REPORT

DATE: 11/15/2016
RE: November Regular Meeting
TO: Port of Newport Board of Commissioners
ISSUED BY: Kevin Greenwood, General Manager

GOAL SETTING

A big thank to the Port Commission and the management team for undertaking half-day goal setting on Saturday, November 5th. I am currently working on the staff report which will be presented at the December board meeting.

I would like to spend a little time discussing what worked and what didn't from the work session. The positives from the session included (1) ending up with a very solid list of goals, (2) increased communication between individual departments and the commission, (3) reviewing several documents that the commission may have not reviewed in several years, if ever. Next year, I'd like to see (1) a larger table for spreading the index cards, (2) better powerpoint or projector use (i.e. maps, etc.), (3) less time on reviewing older documents, and (4) make time for mission/vision statements.

My questions/survey for the commission would include:

- How was the venue?
- Enough/adequate food/beverages for duration?
- Was four hours too little? Too much? Just right?
- Where would you like to spend more time? Less time?
- Other impressions/thoughts about making the session more productive next year?
- Were there too many stickers?
- Do we think these can be done within a single year?

In the meantime, I will be working on the staff report and we can dive into the goals in further detail in December.

ORS 777 LEGISLATIVE CHANGES

[Nothing in packet] Oregon Public Ports Association has been reviewing a legislative change to Ports' Principal Act, also known as ORS 777. There are a number of issues that member ports have expressed an interest in changing, but Mark Landauer, OPPA Exec. Dir., has expressed that there may not be much of an appetite to take on broad policy issues for Ports at this time. That being said, the OPPA Legislative Committee will be looking at introducing legislation for the following changes:

- Broadening the authority of ports to take full advantage of 190 agreements under 777.112. These include Intergovernmental agreements (IGAs) between Ports and other forms of local and state government. Currently, the statute appears to limit a port's ability to enter into these agreements unless the agreement is for the improvement or maintenance of the bays, harbors

and channels, shores and banks. OPPA would be looking to broaden the opportunities when an IGA could be used.

- Addressing the appraisal process and increasing the threshold under 777.116. This proposal cleans up the language in 777.116 and also increases the threshold from \$500,000 to \$2,000,000 that would necessitate a second appraisal. This would be for the purchasing or selling of property, and not for leasing purposes.
- Add shipyards, to the authority that ports can undertake under 777.210. It also would include the term “exercising the powers” to clarify ports can have these structures for any port purpose. It also includes the word “industrial” to broaden the scope of waterfront improvements. This would be a benefit to Ports of Toledo and Coos Bay.
- Modifications to port powers as they relate to land under 777.250. This change would eliminate some specific language and broadly refer to industrial and commercial rather than a specific list of industrial and commercial uses. The changes would also expand industrial parks to “industrial and business” parks. Finally, ports are permitted to acquire, construct, maintain or operate sports, recreation, convention and trade show facilities. This proposal would add “tourist” facilities as well.

GENERAL MANAGER’S EVALUATION

Last month I distributed documents related to my annual performance evaluation. The evaluation begins in earnest when the evaluation forms are distributed in late December. The evaluation should be completed at the February regular meeting. I’ll send a reminder out with the December meeting packet.

ROGUE BREWERY EXPANSION UPDATE

Rogue is getting close to completing its brewery expansion and an update on the construction progress can be found in Rick Fuller’s Operational report. Now that the Multi Use Area (MUA) has been completed, the Port is contractually obligated to pay for 49% of those improvements. The final construction cost for the MUA is \$429,173 and our portion equals \$210,295. Operations did a great job of keeping up on the work progress and checking in with Rogue on the invoices.

The next threshold is awaiting the Occupancy Permit which should be received by the end of November. At that time, the Port will invoice Rogue for \$3,333.33 per month (\$40k annually). The actual lease amount is \$69,950 and the annual difference will be applied to the \$210,295. This will continue until our portion of the MUA is paid off or you execute the option for Phase II. We will not charge Rogue any CPI on any part of the brewery while the Port is paying off the MUA. (We’ll continue to charge the CPI on the other two properties.)

NEW ROGUE BREWERY LEASE ARRANGEMENT

	69,950	= first phase annual lease amount
	104,150	= first plus final phase annual lease amount
Oct. 2016	210,295	= port’s portion of estimated offsite improvements

	Annual Lease Payment	Actual Payment to Port	Lease Abatement	Offsite Imp. Balance	
Dec. 1	2016	69,950	40,000	29,950	180,345
	2017	69,950	40,000	29,950	150,395
	2018	69,950	40,000	29,950	120,445
	2019	104,150	40,000	64,150	56,295
	2020	104,150	40,000	56,295	0
	2021	104,150	104,150	0	0
	2022	104,150	104,150	0	0

Rogue has a final Phase 2 t option that they can executive prior to 2020 and so that explains the increase in the Annual Lease Payment to \$104k. If that option is not executed the \$29,950 will continue to apply to the MUA Improvement Balance until it's paid off. CPIs on the brewery lease will begin once the balance is paid off.

OREGON SALMON COMMISSION

I attended the OSC meeting earlier this month. The Salmon Commission only meets about four times a year at various places around the state, so it was interesting to sit in on their meeting in Newport. There are two representatives on the OSC from Newport: Don Snow and Henry deRondeau-Pos. Some of the highlights included a report that 540k lbs. of salmon have been caught to date, statewide and that there is an expectation that those numbers will drop significantly next year. This could have an effect on our marina moorage, though other fisheries could make up the difference. The USCG discussed commercial safety guidelines for commercial boats, specifically that all boats must have a three year log of maintenance on all documented vessels. Regulations can be found on www.regulations.gov (USCG-2012-0025). Laura Anderson presented graphics that will be used as part of a commercial fishing display at the Pacific Maritime Museum. Graphics could be modified into display banners that would be nice for the Port to have at various booth functions such as the County Fair and boat shows. They also discussed the success of Jim Myers, Salmon Enchanted Evening, and noted that they had donated \$5,000 worth of salmon for the event.

OTHER

- Ardis DeFreece will be presenting the final mural concept at the December 20 noon work session.
- US-20 is receiving rave reviews. There have been reports of increased law enforcement patrols.
- Michelle Koch case against the Port, myself and Chris Urbach has been thrown out.
- City has begun the process for the zone change on the Port's property here on Bay Blvd.
- Commercial Fishing Committee has not met due to the other priorities. Shooting for new year.
- Received a request from Pirate's Plunder about placing a sign on Port fencing. Will need to receive approval from City before working with the business.
- Was named to a one-year term on the Oregon Economic Development Association board of directors.

-###-



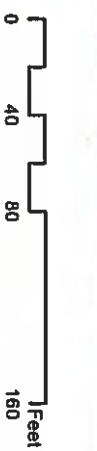
City of Newport
Community Development Department
 189 SW Coast Highway
 Newport, OR 97385
 Phone: 541.572.0229
 Fax: 541.572.0844

This map is for informational purposes only and does not constitute a final decision. The City of Newport assumes no responsibility for its use and users of this information are cautioned to verify all information with the City of Newport Community Development Department.

City of Newport Property - 813 SW Bay Boulevard

Zone Change

Image Taken July 2013
 Aech, Abund Digital Orthophotos
 David Smith & Associates, Inc. Portland, OR





City of Newport
 Community Development Department
 189 SW Coast Highway
 Newport, OR 97365
 Phone 1 541 572 0029
 Fax 1 541 572 0844

This map is for informational purposes only and does not constitute an offer of any services. The City of Newport assumes no responsibility for the completion or use of any of the information shown on this map. The City of Newport assumes no responsibility for the completion or use of any of the information shown on this map. The City of Newport assumes no responsibility for the completion or use of any of the information shown on this map.

**Port Zone Change Option No. 2
 (New W-2 Zoning Boundary in Blue)**

Image Taken July 2013
 Atch, e-land Digital Orthophotos
 David Smith & Associates, Inc., Portland, OR



**UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF OREGON**

MICHELLE KOCH,

Plaintiff,

v.

Civil No.6:16cv179-AA

PORT OF NEWPORT, ET AL.

Defendants.

JUDGMENT

This action is dismissed.

Dated: October 21, 2016

Mary Moran, Clerk of Court

/s/ Christine Weller

by

Christine Weller, Deputy

JUDGMENT

DOCUMENT NO: _____

From: [Tonya Grass](#)
To: [Kevin Greenwood](#)
Cc: [Ron Downs](#)
Subject: FW: 6:16-cv-00179-AA Koch v. Port of Newport et al Judgment
Date: Monday, October 24, 2016 11:54:20 AM
Attachments: [Judgment of Dismissal.pdf](#)

Good morning Kevin,

Below for your files is a copy of the official notice from the court dismissing the above-referenced case. Also, attached as a .pdf file is a copy of the judgment itself.

With the issuance of the judgment, this matter is officially dismissed and we will be closing our file. We will keep all case-related materials and documents for a minimum of 10 years, after which time they may be destroyed. If you would like any materials from the file, just let us know and we will get those to you.

Thanks very much for your help and cooperation in getting this matter resolved. If you have any questions or need anything further, please do not hesitate to give us a call or email.

Have a great day!

Tonya

Tonya Grass

Legal Assistant to Ronald W. Downs

[S](#) | [D](#) | [A](#) | [O](#)

Direct: 503-375-8883 | Fax: 503-371-4781

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From: info@ord.uscourts.gov [mailto:info@ord.uscourts.gov]
Sent: Friday, October 21, 2016 2:31 PM
To: nobody@ord.uscourts.gov
Subject: Activity in Case 6:16-cv-00179-AA Koch v. Port of Newport et al Judgment

This is an automatic e-mail message generated by the CM/ECF system. Please DO NOT RESPOND to this e-mail because the mail box is unattended.

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receive one free electronic copy of all documents filed electronically, if receipt is required by law or directed by the filer. PACER access fees apply to all other users. To avoid later charges, download a copy of each document during this first viewing. However, if the referenced document is a transcript, the free copy and 30 page limit do not apply.

U.S. District Court

District of Oregon

Notice of Electronic Filing

The following transaction was entered on 10/21/2016 at 2:30 PM PDT and filed on 10/21/2016

Case Name: Koch v. Port of Newport et al

Case Number: [6:16-cv-00179-AA](#)

Filer:

WARNING: CASE CLOSED on 10/21/2016

Document Number: [22](#)

Docket Text:

Judgment. This action is dismissed. Signed on 10/21/2016 by Deputy Clerk, C. Weller. A copy of this judgment is mailed to Plaintiff Koch on this date. (cw)

6:16-cv-00179-AA Notice has been electronically mailed to:

George A. Burgott gburgott@luvaascobb.com, bdavies@luvaascobb.com

Ronald W. Downs rdowns@sdao.com, tgrass@sdao.com

6:16-cv-00179-AA Notice will not be electronically mailed to:

Michelle Koch

The following document(s) are associated with this transaction:

Document description:Main Document

Original filename:Not Available

Electronic document Stamp:

[STAMP ordStamp_ID=875559790 [Date=10/21/2016] [FileNumber=5651230-0]
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