

**PORT OF NEWPORT REGULAR COMMISSION MEETING AGENDA**

Tuesday, July 26, 2016, 6:00 p.m.  
OSU Extension Office  
1211 SE Bay Boulevard, 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

        1. Commission Special Meeting June 21, 2016

        2. Regular Commission Meeting June 21, 2016

    B. Financial Report

    C. Pacific Northwest Waterways Association Membership Dues

    D. Good Sam Membership Fee

    E. Special Use Permit – Newport Bay to Brews ½ Marathon & 10K 10/15/16

    F. Special Use Permit – U-DA-MAN Fishing Tournament 10/7 – 10/8/2016

V. Correspondence/Presentations

VI. Old Business .....6:10

    A. Items Removed from Consent Calendar

    B. Accounts Paid

    C. International Terminal Shipping Facility Update

VII. New Business .....6:20

    A. Election of Commission Officers

    B. Resolution Creating a Commercial Fishing Users Group Committee (06)

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

    D. Resolution Amending Hiring Policy (07)

VIII. Staff Reports .....6:35

    A. Director of Finance

        1. June Occupancy Report

    B. Director of Operations

    C. General Manager

        1. Rogue Brewery Mural

        2. Highway 20 Construction

        3. DulsEnergy Lease/MOU

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

        5. Re-zoning Consideration for August 23<sup>rd</sup>

        6. New Flood Preliminary Maps are rolling out this summer

        7. Personal notes are public records

        8. Recreational Immunity

IX. Commissioner Reports .....6:50

X. Calendar/Future Considerations .....7:00

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

    B. 8/12 – NOAA Anniversary Salute

    C. 8/13 – 8/15 Great Albacore Tuna BBQ Challenge

    D. 8/19 – 8/21 Lincoln County Fair

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

    F. 9/5 – Labor Day, Port Office Closed

    G. 9/10 – MDR Charity Car Show

XI. Public Comment .....7:05

XII. Adjournment .....7:08

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

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

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## **PORT OF NEWPORT MINUTES**

Tuesday, June 21, 2016  
Commission Special 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 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; and Stewart Lamerdin (Pos. #3).

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

**Members of the Public and Media:** Steve Beck, Commission candidate; Steve Lackey, Commission candidate; Kiera Morgan, KYTE; Wayde Dudley; Barb Dudley; Dennis Anstine, Newport News-Times; Yale Fogarty, ILWU; Sara Skamser, Foulweather Trawl.

### **II. PUBLIC COMMENT**

Yale Fogarty said he had provided a letter of support for Steve Beck on behalf of the ILWU Local 53.

### **III. FILLING OF COMMISSION VACANCY POSITION NO. 2**

#### **A. Review Letters of Interest.**

The Commissioners had read the submitted letters prior to this meeting. Greenwood advised that a letter in support of Jeff Lackey had been submitted by the Midwater Trawlers and was included in the packet, and social media comments regarding Steve Beck were provided by Beck to the Commissioners at this meeting. Greenwood summarized Resolution 2014-08, the process for filling a Commission vacancy, and stated the declaration and publication were completed. Two qualified letters of interest had been received from Steve Beck and Jeff Lackey, who by lot would be questioned in that order.

#### **B. Interview Candidates**

The Commissioners in turn read the questions from the packet to the applicant for response:

1. What do you know about the Port of Newport, its mission, goals and the services it provides?
2. What experience have you had serving on boards (public vs. private)?
3. Why are you interested in serving on the Port of Newport Board of Commissioners?
4. What professional experience or knowledge do you possess that could assist the Port meet its goals?

5. What do you view as the Port's strengths?
6. What do you see as the Port's weaknesses, and what measures would you suggest be taken to address those weaknesses?
7. What do you believe your role is as a Port Commissioner?

**1. Steve Beck:** Beck stated he has been a Newport resident for 13 years and highlighted his past board experience on the Pacific Samaritan Healthcare Foundation, Friends of Yaquina Lighthouses, and CDC of Lincoln County, and the projects accomplished. He stated that economic development was a priority for him, and the Port is a driver for the region. Keeping the port up-to-date, modern and appealing are important. He also will look to the bottom line, and getting the International Terminal Shipping Facility (ITSF) 100% operational. He had previously reviewed the Port's insurance with Greenwood, and has experience in risk management. Beck believes it is critical to evaluate exposures while still making money and keeping expenses down. He feels the Port is well regarded in the community; community outreach is one of his strengths. The issues with Port Docks are a concern and the ITSF is key. He would prefer no bonds issued and continue pursuing grants. Beck said while he had little nautical experience, he had the ability to think "outside the box", work hard at community outreach, learn quickly and be a team player.

**2. Jeff Lackey:** Lackey stated he has lived in Newport for 7 years, worked as an engineer for 15 years, and for the past 5 years managed 2 fishing vessels. He also served as a member of the Pacific Fishery Management Council's Advisory Panel for the last 6 years. Lackey stated he would approach Port business from the commercial fishing side. He sees the number one value of the Port is the leadership of the Commission to represent the interests of the population. He considers stewardship of the Port and the diversity of the Port as primary ideals and considers Newport to be a unique community. While Lackey admits he did not have much board experience, he would be advocate for the commercial fishing industry. He has experience communicating with stakeholders with direct honesty no matter his personal views. Since Jincks left the commission, Beck said that commercial fishing representation was a crucial component, and he saw it as his duty to apply. Lackey stated he has a unique set of work experiences that would allow him to contribute to the dynamic operations of the Port without micromanaging. Lackey said he would more information to identify specifics but ongoing and deferred maintenance are concerns, as well as looking for long term financial viability of the Port.

Chuck offered an opportunity for Public Comment. There was no public comment at this time.

### **C. Deliberation**

Brown said to the candidates that the decision to fill the vacancy was not a personal one but based on experience. Chuck thanked the candidates for their time adding he was appointed six years ago. Patrick-Joling said she appreciated the candidates coming forward. She has experience being appointed to a Board, and has won and lost elections. She added that the Commissioners all bring something unique to the Commission. Lamerdin commented that the Port was fortunate to have two qualified people looking to serve on the Commission, which is critical to the Port's infrastructure. Greenwood advised that this was a public meeting so the candidates would not be required to leave during deliberation. Patrick-Joling stated that the Commission has a lot to deal with and wants to select someone who can hit the deck running with the work facing the Commission such as maintenance, budget, leases, and new projects. She would select a candidate who has political knowledge and has a demonstrated commitment to Newport.

**D. Vote**

The Commissioners wrote their votes on individual slips of paper which were collected by Greenwood. Greenwood announced the vote: Brown for Beck, Patrick-Joling for Beck, and Lamerdin for Lackey. The vote count was two for Beck, one for Lackey.

**A motion was made by Patrick-Joling and seconded by Brown that Steve Beck be appointed to fill the vacant position #2 on the Port of Newport Commission until the expiration of the term on June 30, 2017, in accordance with Port of Newport Resolution 2014-08 and ORS 198.320. The motion passed 4 – 0.**

**IV. ADJOURNMENT**

Having no further business, the meeting adjourned at 12:43 pm.

ATTESTED:

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Walter Chuck, President

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Patricia Patrick-Joling, Secretary/Treasurer

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**PORT OF NEWPORT MINUTES**

June 21, 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; Barb Dudley; Ralph Busby, City of Newport City Council; David Jincks; Matt Ransom, Market Advisory Group; Todd Chase, FCS Group; Pat Ruddiman, ILWU; Lee Fries, Port Mates; David Ulbricht, SDAO.

**II. OATH OF OFFICE (BY-LAWS, SEC. 5(D))**

Commissioner Steve Beck was sworn into office by Kevin Greenwood, General Manager.

**III. CHANGES TO THE AGENDA**

There were no changes to the Agenda.

**IV. PUBLIC COMMENT**

Jincks referred to the Maintenance Reserve fund in the proposed budget. He said the Budget Committee had approved \$100K for an International Terminal reserve fund. Some of those funds were spent on soft costs for the log yard. \$25K was to be allocated to that fund for this year's budget, but line 16 on the LB-1 did not show this Jincks said that a contingency fund was important in the marine field. Jincks also noted the \$2M transfer for NOAA, which he hopes will return to the NOAA fund in next year's budget. He asked the Commission to consider that we have the NOAA facility in Newport because of insufficient funds for repair of the facility in Portland. Jincks also congratulated Beck on his appointment to the Commission.

**V. CONSENT CALENDAR**

- A. Minutes
  - 1. Regular Commission Meeting May 24, 2016
- B. Financial Reports
- C. Award Contract of Work Vehicle – 2009 Ford Edge
- D. Public Utility Easement – Bay/Moore Drainage
- E. NOAA Oil Boom Supplemental Lease Agreement
- F. Special Use Permit – Barrel to Keg Relay

- G. Special Use Permit – MDR Charity Car Show
- H. Special Use Permit – Oregon Sea Grant “Shop at the Dock”
- I. Special Use Permit – Ardor Adventures Events

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

## VI. CORRESPONDENCE/PRESENTATIONS

Greenwood advised that David Ulbricht was running late, so he requested that Matt Ransom and Todd Chase present the Shipping Facility Feasibility Study first. The Commissioners agreed.

### **A. Shipping Facility Feasibility Study, Matt Ransom, Market Advisory Group (MAG)**

Greenwood stated that the Feasibility Study for the use of the International Terminal Shipping Facility (ITSF) had been requested in response to the grant application process.

Ransom said that Market Advisory Group primarily did real estate market studies. The complete Feasibility Study was provided in the packet, and a summary document was presented to the Commission. Ransom said that the major take-away is that the ITSF is a strong, optimistic opportunity with long term feasibility. A unified vision for McClean Point and the International Terminal was a positive factor, there is no impediment to freight transportation, but the lack of railroad access could be an impediment. The tenant commitment was a strong statement, and Teevin is a proven facility operator. Ransom added that he saw the risks low in the short term. Ransom introduced Chase to provide market comments. He said the ITSF is a unique concept that has not yet been tried here, but was a proven concept elsewhere. The location of Newport provides central access, Portland had slowed down, and now Tacoma is backlogged. Astoria is working, but is not the ideal export facility. The limited size is a constraint on the ITSF location. The timber market prices have stabilized and the international market is now stronger for logs, where they are seeking lower quality/price product than the domestic market. As prices increase, timber owners' land values will increase. ITSF will be able to move 40-50M wood feet per year, which is less than 5% of the harvest in western Oregon, which is not negligible but won't compete with current domestic markets. Chase added logistics will be a challenge; the draft at 35' is about the shortest that could work. In the long term, timber by-products could be shipped coast wide, and agricultural products are a possibility. The Rondys plans mesh well with the ITSF plans. Chase added that the Port is not currently staffed for the ITSF operation. Ransom recommended running financials, seeking site improvement funding, and have a value engineering review completed.

Chuck commented that the report was well done. Greenwood referred to page 158 of the packet on which MAG identified actionable markets.

### **B. International Terminal GO Bond Refinancing, David Ulbricht, SDAO**

Ulbricht said he has worked with the Port for four years on the NOAA financing and bond refinancing for the International Terminal. The current refinancing achieved a \$1.2M savings for tax payers (not the Port directly). Ulbricht congratulated the Port on its A+ rating and its reception in the market. Greenwood referred to page 105 in the packet showing the savings. He said as a general rule one looks to achieve a 3% savings, and the Port achieved over 11%. Larrabee said that the SDAO had added services to include David Ulbricht, and Larrabee looked forward to having Ulbricht continue to monitor opportunities for refinancing. In particular, if NOAA bonds were able to be refinanced, this could benefit the Port's cash flow.



### C. F/V Chelsea Rose, Cody Chase

Cody Chase was not in attendance; no presentation was made.

## VII. OLD BUSINESS

### A. Items Removed from Consent Calendar

No items were removed from the Consent Calendar.

### B. Accounts Paid

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

### C. International Terminal Shipping Facility Update

1. Lease Option Extension with Teevin Brothers. Greenwood said he met with Teevin's general manager, and would like to extend the agreement to December 31, 2017 and reaffirm the partnership for developing the ITSF.

**A motion was made by Patrick-Joling and seconded by Brown to authorize the General Manager to sign a Lease Option Extension with Teevin Brothers to December 31, 2017. The motion passed 5 – 0.**

2. Award Geotechnical Services Contract with GRI for an Environmental Site Assessment. Greenwood stated that the MOU with the City of Newport regarding dredge materials was executed and activity would be occurring in the next couple of weeks to keep the building permits open. It will be important to be confident about the characterization of the material. GRI would complete a site assessment based on a level one assessment, but level two may be needed. Greenwood suggested that from a risk management stand point, he recommended the testing prior to moving material because of the limited test results on hand. Greenwood also said this evaluation will be needed to move forward with federal grants. The assessment would include location of dredge spoils on property leased from Rondys. Much of the material originated at the International Terminal, which was tested as clean, but other material may be there as well from NOAA dredging or when the Port previously owned the property. The funding for the contract would come from the construction fund, but 75% may be reimbursed by grant. Beck asked if the Port has kept track of the volume of material; Greenwood said there is approximately 20K cubic yards on Rondys property. Lamerdin suggested that a staggered approach could be considered for running samples, or a more cursory assessment could be done first and followed up if contamination found. Greenwood said he recommended a more comprehensive approach to minimize risk so that problems would not be missed, and Fuller said consolidating samples was taken into consideration. Fuller added that construction permits are in place for ITSF but work will need to be done to keep active status. Part of this work has been started; it is possible to start without including the Rondy's property. When dredge materials were taken out during the building of the International Terminal, they were tested only for petro contaminants, not other hazards. Lamerdin asked if the City of Newport was requiring the tests. Greenwood replied the assumption is that the material is clean, but the Port does not have all of the result records. He also added that grant money is available for the testing at the Port's nine-acre site. Greenwood suggested perhaps completing all of the excavating and test only the materials from the Rondys site, holding off on \$4290, although he recommended the entire contract be approved.

Patrick-Joling asked if GRI was the only option; Greenwood replied GRI was already familiar with the property.

**A motion was made by Brown and seconded by Beck to approve a contract with GRI for an environmental site assessment of the Port's International Terminal Shipping Facility nine acre site. The motion passed 5 – 0.**

VIII. New Business

**A. Fiscal Year 2016-17 Budget Hearing (ORS 294.430)**

Greenwood introduced the proposed resolution adopting the budget for the 2016-17 fiscal year. He called particular attention to page 232, Line 16, Facilities Reserve Fund. The proposed budget shows that line item at \$0, whereas in the previous year it was \$25,000. In the Budget Committee meeting, \$25,000 from the previous year was to be transferred into the fund. Staff had decided to show the \$50,000 available to fix terminal issues if needed, included in line 9. Greenwood advised the Commission there were two options: 1) create a separate line for the International Terminal in the amount of \$50,000 in the facilities maintenance resources fund; or 2) reduce the maintenance resources fund to \$120,125 and add \$50,000 to the reserve fund, so that those funds could not be spent this year. If the funds were identified in the resource fund, those funds could be used for repairs if needed. If the \$50,000 was in the reserve fund, should funds be needed, a supplemental budget would need to be adopted before they could be used. Larrabee recommended adding a separate line item for the subcategory at \$50,000 in the facilities maintenance resources.

The Commissioners discussed those options, as well as a suggestion by Chuck that they consider \$25,000 in the resources fund and \$25,000 in the reserve fund. Lamerdin said it was a choice between forcing the Port to save vs. trusting the Commission to make wise decisions on expenditures, but he felt that the Port needed to start saving and could go through the supplemental budget process if needed. Patrick-Joling asked what amount would be appropriate to have in reserve. Greenwood responded that based on a ratio of assets to depreciation, approximately \$3.5MM would be appropriate, but this was not a straight line calculation.

Jincks asked to add his comment that his concern was that the \$50,000 could migrate out again into soft costs. He supported moving the \$50,000 to the reserve fund. After discussion this is what the Commission decided to do.

**B. Resolution Adopting the Fiscal Year 16-17 Budget.**

The Commission amended the Resolution by moving \$50,000 from the resource fund to a line item 16 reserve fund for the International Terminal.

**A motion was made by Patrick-Joling and seconded by Beck to approve Resolution 2016-05 Adopting the 2016-17 Fiscal Year Budget, as amended. The motion passed 5 – 0.**

**C. Support for Marine Science Initiative Location at Hatfield Marine Science Center (HMSC)**

Greenwood referred to the General Manager's staff report. He said there has been some debate about the location in South Beach in the tsunami zone. Robert Cowan noted that the student housing was out of the tsunami zone, but academic buildings would be there. Greenwood added that the location at South Beach would make this location a major research and education center, considering also NOAA and the

Aquarium, and he recommended supporting the proposal. Patrick-Joling asked if there was an opportunity to revisit the \$1/year lease with OSU. Greenwood said no; in 1964 when the lease was written, this area was undeveloped. In the future transportation could possibly be negotiated. Lamerdin asked if the Port would incur any liability if they gave an endorsement, and Beck said that wouldn't be a result. Busby added that the City of Newport had given HMSC a support letter.

**A motion was made by Patrick-Joling and seconded by Brown to approve a letter of support for the Marine Science Initiative at Hatfield Marine Science Center. The motion passed 5 – 0.**

Greenwood said an election of Commission officers should take place in July. The Commission gave a consensus to vote at the next Regular Meeting. Greenwood reviewed the process and said the last few elections saw the officers elected as a plank, although there was an option to go through each position. Greenwood requested that the Commissioners let him know of their preference so a staff report can be prepared.

**IX. DEPARTMENTAL REPORTS**

**A. Director of Finance**

Lamerdin commented that he liked the graph of South Beach usage and consistency shown.

**B. Director of Operations**

Chuck said that water conduits had also been discussed which was not included in the Director of Operations Report. Fuller said he would need to reconvene, and there will also be another water line for the Chamber of Commerce. Patrick-Joling suggested the Port be conservative with water use as the City is going to raise water rates. Fuller reported that the Port Dock 7 paving had been complete. During the process some compromised material was found in the existing paving which resulted in a \$1,700 overage on the initial quote. Chuck asked if notice had been given regarding the Port Dock 5 approach change. Greenwood said that a meeting had been held with three fisherman: Newell, Avery and Brown. These three had been chosen for their status in the community and they will communicate with others. Although the fisherman were not happy, they had discussed what was needed. Fuller will check into the status of signage. Fuller advised that permits were in place for the pile replacement, and RFP's and RFQ's will go out as early as next week, in response to Chuck's concern about the project completed within the upcoming in-water work window. The proposals will be due by July 22<sup>nd</sup>, which will give staff time to negotiate and address concerns with approach.

**C. General Manager**

**1. Highway 20 Update**

Greenwood said a general schedule was posted online and recommended the Commissioners sign up to receive notices.

**2. OPPIA Public Records Request**

Greenwood said Larrabee had done a good job following up on this request, and the Port will charge OPPIA \$40.00 to provide these records.

### **3. Landing Fee Report**

Greenwood said that the Port will need to develop a process to register buyers. Currently, buyers just lease the footprint of their small building. Staff is working on the registration process.

### **4. DulsEnergy**

Greenwood advised the commission that the Port is getting broker's opinions on the value of the property; one is included in the Meeting Packet.

### **5. Approval of HMSC Sublease with Wildlife Trading Co.**

Greenwood advised the process for this is for HMSC to send a letter advising of the terms of any sublease, and the Port ratifies the sublease.

### **6. City Parking Analysis/Sidewalk Improvements.**

Greenwood said he had spoken at the City's meeting and requested that the analysis be extended to the Port; the Bayfront is the largest contributor to the parking fund. A summary of the input from the Parking Committee was included in the packet.

### **7. Rogue Brewery Expansion/Mural Process.**

Chuck asked that Rogue take into consideration the tone of the area as a natural setting. Lamerdin said that sometimes projects from Rogue come to the Commission as done and he would like the mural to be brought to the Commission in progress.

### **8. Liaison Assignments/PNWA Membership**

Greenwood advised that there were three liaison positions previously assigned to Jincks that needed to be filled: Cascade West Area Commission on Transportation, International Terminal ad hoc, and Human Resources ad hoc. The Commission agreed to Brown serving as the alternate to CWAC Transportation, Lamerdin as International Terminal, and Beck as Human Resources. Greenwood noted that the dues for each affiliation is included on the liaison list.

## **X. COMMISSIONER REPORTS**

Patrick-Joling reported the City of Newport Visioning Committee would be meeting to choose candidates from four applicants. She would like to attend the Association of Pacific Ports annual conference. She will pay her expenses, but requested that staff register her for the conference. Patrick-Joling also requested that the Commission schedule a goal setting session as an extended work session. She will poll the Commissioners to find a date and time, and she will send a template for a goal setting session to Greenwood. She suggested that the session could include 15 – 20 minute presentations from Fuller and Larrabee. Patrick-Joling, Greenwood and Chuck will meet to discuss a goal setting session process.

Chuck reported he had been part of the DSL Advisory Committee regarding permitting of wave energy. There will be a meeting on July 12<sup>th</sup>; he will be looking at the economic benefit to the Port and a possible negative impact on the fishing industry.

**XI. CALENDAR/FUTURE CONSIDERATIONS**

- A. 7/4 – 7/6 NOAA Eel grass monitoring
- B. 7/4 Independence Day, Port Office Closed
- C. 7/15, 7/22, 7/29, 8/5, 8/12, and 8/26 Shop at the Dock
- D. 7/16 Barrel to Keg Relay
- E. 7/26 Regular Commission Meeting
- F. 8/12 Newport Chamber NOAA Anniversary Salute
- G. 8/13 Great Albacore Tuna BBQ Challenge
- H. 8/23 Regular Commission Meeting
- I. 8/27 Salmon Enchanted Evening

There were no changes to the Calendar/Future Considerations.

**XII. PUBLIC COMMENT**

There was no public comment at this time.

**XIII. ADJOURNMENT**

Having no further business, the meeting adjourned at 8:05 pm.

ATTESTED:

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Walter Chuck, President

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Patricia Patrick-Joling, Secretary / Treasurer

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# DIRECTOR OF FINANCE MONTHLY REPORT

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**DATE:** 07/26/2016  
**PERIOD:** June Board Meeting  
**TO:** Port of Newport Commissioners  
**ISSUED BY:** Stephen J. Larrabee

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## **OVERVIEW**

### **Financials:**

June year to date financials are attached. Preliminary Financials show the General fund bringing in \$367,445 in operating income and the NOAA fund providing \$153,098 in operating income.

### **Finance Operations:**

The finance team, in conjunction with Management, has put together a draft Hiring policy, which has been included in the Board packet.

The Port did not receive the Security grant through the Department of Homeland Security and will submit an application again next year. In the meantime, the Port plans on adding a few additional security cameras in the North Commercial area.





Port of Newport  
Balance Sheet  
As of June 30, 2016

	Jun 30, 16	Jun 30, 15	\$ Change
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
Available Cash & Equivalents	1,473,278.52	1,040,732.95	432,545.57
Restricted Cash & Equivalents	644,963.99	707,979.30	-63,015.31
<b>Total Checking/Savings</b>	2,118,242.51	1,748,712.25	369,530.26
<b>Accounts Receivable</b>			
Accounts Receivable	83,269.31	190,610.69	-107,341.38
<b>Total Accounts Receivable</b>	83,269.31	190,610.69	-107,341.38
<b>Other Current Assets</b>			
Allow for Bad Debt - CM	-10,000.00	-10,000.00	0.00
Allow for Bad Debt - SB	-4,000.00	-4,000.00	0.00
AR Property Tax	10,334.60	10,334.60	0.00
Deferred OF - Contrib after MD	18,048.00	18,048.00	0.00
Due from other Port Funds	1,307.02	0.00	1,307.02
Net Pension Asset	146,594.00	146,594.00	0.00
Prepaid Expenses	32,553.65	32,725.74	-172.09
Undeposited Funds	8,703.44	-4,407.21	13,110.65
<b>Total Other Current Assets</b>	203,540.71	189,295.13	14,245.58
<b>Total Current Assets</b>	2,405,052.53	2,128,618.07	276,434.46
<b>Fixed Assets</b>			
Capital Assets	85,670,010.77	85,670,010.77	0.00
<b>Total Fixed Assets</b>	85,670,010.77	85,670,010.77	0.00
<b>TOTAL ASSETS</b>	<b>88,075,063.30</b>	<b>87,798,628.84</b>	<b>276,434.46</b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Accounts Payable</b>			
Accounts Payable	108,126.50	102,007.12	6,119.38
<b>Total Accounts Payable</b>	108,126.50	102,007.12	6,119.38
<b>Other Current Liabilities</b>			
Accrued Interest Payable	11,693.00	11,693.00	0.00
Current Portion-Long Term Debt	353,377.00	353,377.00	0.00
Deferred Revenue	190.95	103,630.33	-103,439.38
Due to other Port Funds	-1,444.73	0.00	-1,444.73
Lodging/Room Taxes Payable	1,868.60	1,868.60	0.00
Payroll Liability	24,777.86	26,920.13	-2,142.27
<b>Total Other Current Liabilities</b>	390,462.68	497,489.06	-107,026.38
<b>Total Current Liabilities</b>	498,589.18	599,496.18	-100,907.00
<b>Long Term Liabilities</b>			
2013 FF&C Bond Premium	111,892.75	111,892.75	0.00
Deferred IF - Proportion/Contri	31,249.00	31,249.00	0.00
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
<b>Total Long Term Liabilities</b>	8,553,042.49	8,553,042.49	0.00
<b>Total Liabilities</b>	9,051,631.67	9,152,538.67	-100,907.00
<b>Equity</b>			
Contributed Capital	7,130,788.00	7,130,788.00	0.00
Fund Balance	71,356,408.17	70,855,883.08	500,525.09
GAAP - Pension Expense	18,048.00	18,048.00	0.00
GAAP - Pension Income	140,846.00	140,846.00	0.00
Net Income	377,341.46	500,525.09	-123,183.63
<b>Total Equity</b>	79,023,431.63	78,646,090.17	377,341.46
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>88,075,063.30</b>	<b>87,798,628.84</b>	<b>276,434.46</b>

**Port of Newport**  
**Profit & Loss Budget vs. Actual**  
**July 2015 through June 2016**

	Jul '15 - Jun 16	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Hoist Dock & Services	489,793.26	410,200.00	79,593.26	119.4%
Launch Ramp & Trailer Storage	73,596.05	62,000.00	11,596.05	118.7%
Lease Revenues	587,469.36	608,051.00	-20,581.64	96.6%
Miscellaneous Revenue	75,098.29	37,200.00	37,898.29	201.9%
Moorage	1,195,373.03	1,081,000.00	114,373.03	110.6%
RV Parks	828,952.46	655,000.00	173,952.46	126.6%
Shipping Terminal Revenues	17,075.70	15,900.00	1,175.70	107.4%
<b>Total Income</b>	<u>3,267,358.15</u>	<u>2,869,351.00</u>	<u>398,007.15</u>	<u>113.9%</u>
<b>Gross Profit</b>	3,267,358.15	2,869,351.00	398,007.15	113.9%
<b>Expense</b>				
Debt Services	637,068.46	637,033.00	35.46	100.0%
Materials & Services	1,210,955.90	1,524,407.00	-313,451.10	79.4%
Personal Services	1,051,888.25	1,147,035.00	-95,146.75	91.7%
<b>Total Expense</b>	<u>2,899,912.61</u>	<u>3,308,475.00</u>	<u>-408,562.39</u>	<u>87.7%</u>
<b>Net Ordinary Income</b>	367,445.54	-439,124.00	806,569.54	-83.7%
<b>Other Income/Expense</b>				
<b>Other Income</b>				
Gain/(Loss) on Sale of Assets	120.00	0.00	120.00	100.0%
Grant & Loan Proceeds	1,800.00	183,000.00	-181,200.00	1.0%
Interest Income	5,779.47	2,500.00	3,279.47	231.2%
Miscellaneous	20,324.04	0.00	20,324.04	100.0%
Property & Dredge Sales	1,298.00	0.00	1,298.00	100.0%
Property Tax Revenue	100,919.43	92,350.00	8,569.43	109.3%
<b>Total Other Income</b>	<u>130,240.94</u>	<u>277,850.00</u>	<u>-147,609.06</u>	<u>46.9%</u>
<b>Other Expense</b>				
Capital Outlay	20,345.02	215,000.00	-194,654.98	9.5%
Contingency	0.00	200,000.00	-200,000.00	0.0%
Transfers Out	100,000.00	100,000.00	0.00	100.0%
<b>Total Other Expense</b>	<u>120,345.02</u>	<u>515,000.00</u>	<u>-394,654.98</u>	<u>23.4%</u>
<b>Net Other Income</b>	9,895.92	-237,150.00	247,045.92	-4.2%
<b>Net Income</b>	<u><u>377,341.46</u></u>	<u><u>-676,274.00</u></u>	<u><u>1,053,615.46</u></u>	<u><u>-55.8%</u></u>

**Port of Newport**  
**Profit & Loss Budget vs. Actual - Admin**  
 July 2015 through June 2016

	Jul '15 - Jun 16	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Hoist Dock & Services	3,000.00			
Lease Revenues	587,277.36	608,051.00	-20,773.64	96.6%
Miscellaneous Revenue	13,379.95	0.00	13,379.95	100.0%
Moorage	2,760.00			
<b>Total Income</b>	<u>606,417.31</u>	<u>608,051.00</u>	<u>-1,633.69</u>	<u>99.7%</u>
<b>Gross Profit</b>	606,417.31	608,051.00	-1,633.69	99.7%
<b>Expense</b>				
Debt Services	17,852.00	17,851.00	1.00	100.0%
Materials & Services	329,414.05	532,650.00	-203,235.95	61.8%
Personal Services	456,354.32	474,879.00	-18,524.68	96.1%
<b>Total Expense</b>	<u>803,620.37</u>	<u>1,025,380.00</u>	<u>-221,759.63</u>	<u>78.4%</u>
<b>Net Ordinary Income</b>	-197,203.06	-417,329.00	220,125.94	47.3%
<b>Other Income/Expense</b>				
<b>Other Income</b>				
Gain/(Loss) on Sale of Assets	120.00	0.00	120.00	100.0%
Grant & Loan Proceeds	0.00	183,000.00	-183,000.00	0.0%
Interest Income	5,779.47	2,500.00	3,279.47	231.2%
Miscellaneous	10,974.00	0.00	10,974.00	100.0%
Property Tax Revenue	100,919.43	92,350.00	8,569.43	109.3%
<b>Total Other Income</b>	<u>117,792.90</u>	<u>277,850.00</u>	<u>-160,057.10</u>	<u>42.4%</u>
<b>Other Expense</b>				
Capital Outlay	13,427.00	15,000.00	-1,573.00	89.5%
Contingency	0.00	200,000.00	-200,000.00	0.0%
Transfers Out	100,000.00	100,000.00	0.00	100.0%
<b>Total Other Expense</b>	<u>113,427.00</u>	<u>315,000.00</u>	<u>-201,573.00</u>	<u>36.0%</u>
<b>Net Other Income</b>	4,365.90	-37,150.00	41,515.90	-11.8%
<b>Net Income</b>	<u><u>-192,837.16</u></u>	<u><u>-454,479.00</u></u>	<u><u>261,641.84</u></u>	<u><u>42.4%</u></u>

**Port of Newport**  
**Profit & Loss Budget vs. Actual - NIT**  
 July 2015 through June 2016

	Jul '15 - Jun 16	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>Hoist Dock &amp; Services</b>	234,572.42	147,000.00	87,572.42	159.6%
<b>Lease Revenues</b>	192.00			
<b>Miscellaneous Revenue</b>	6,755.50	0.00	6,755.50	100.0%
<b>Moorage</b>	81,799.92	70,000.00	11,799.92	116.9%
<b>Shipping Terminal Revenues</b>	16,493.00	14,500.00	1,993.00	113.7%
<b>Total Income</b>	<u>339,812.84</u>	<u>231,500.00</u>	<u>108,312.84</u>	<u>146.8%</u>
<b>Gross Profit</b>	339,812.84	231,500.00	108,312.84	146.8%
<b>Expense</b>				
<b>Debt Services</b>	441,441.56	441,403.00	38.56	100.0%
<b>Materials &amp; Services</b>	98,895.42	104,650.00	-5,754.58	94.5%
<b>Personal Services</b>	59,441.20	63,101.00	-3,659.80	94.2%
<b>Total Expense</b>	<u>599,778.18</u>	<u>609,154.00</u>	<u>-9,375.82</u>	<u>98.5%</u>
<b>Net Ordinary Income</b>	<u>-259,965.34</u>	<u>-377,654.00</u>	<u>117,688.66</u>	<u>68.8%</u>
<b>Net Income</b>	<u><u>-259,965.34</u></u>	<u><u>-377,654.00</u></u>	<u><u>117,688.66</u></u>	<u><u>68.8%</u></u>

**Port of Newport**  
**Profit & Loss Budget vs. Actual - SB**  
**July 2015 through June 2016**

	Jul '15 - Jun 16	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Hoist Dock & Services	21,757.12	6,000.00	15,757.12	362.6%
Launch Ramp & Trailer Storage	73,259.35	62,000.00	11,259.35	118.2%
Miscellaneous Revenue	46,105.28	33,200.00	12,905.28	138.9%
Moorage	698,715.97	611,000.00	87,715.97	114.4%
RV Parks	828,952.46	655,000.00	173,952.46	126.6%
<b>Total Income</b>	<u>1,668,790.18</u>	<u>1,367,200.00</u>	<u>301,590.18</u>	<u>122.1%</u>
<b>Gross Profit</b>	1,668,790.18	1,367,200.00	301,590.18	122.1%
<b>Expense</b>				
Debt Services	170,819.10	170,823.00	-3.90	100.0%
Materials & Services	527,028.17	587,507.00	-60,478.83	89.7%
Personal Services	289,732.71	330,689.00	-40,956.29	87.6%
<b>Total Expense</b>	<u>987,579.98</u>	<u>1,089,019.00</u>	<u>-101,439.02</u>	<u>90.7%</u>
<b>Net Ordinary Income</b>	681,210.20	278,181.00	403,029.20	244.9%
<b>Other Income/Expense</b>				
<b>Other Income</b>				
Grant & Loan Proceeds	1,800.00	0.00	1,800.00	100.0%
Miscellaneous	4,373.23			
Property & Dredge Sales	1,298.00	0.00	1,298.00	100.0%
<b>Total Other Income</b>	<u>7,471.23</u>	<u>0.00</u>	<u>7,471.23</u>	<u>100.0%</u>
<b>Other Expense</b>				
Break-in Replacement	0.00	0.00	0.00	0.0%
<b>Total Other Expense</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>
<b>Net Other Income</b>	7,471.23	0.00	7,471.23	100.0%
<b>Net Income</b>	<u><u>688,681.43</u></u>	<u><u>278,181.00</u></u>	<u><u>410,500.43</u></u>	<u><u>247.6%</u></u>

**Port of Newport**  
**Profit & Loss Budget vs. Actual - CM**  
 July 2015 through June 2016

	Jul '15 - Jun 16	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Hoist Dock & Services	230,463.72	257,200.00	-26,736.28	89.6%
Launch Ramp & Trailer Storage	336.70	0.00	336.70	100.0%
Miscellaneous Revenue	6,716.25	4,000.00	2,716.25	167.9%
Moorage	409,676.14	400,000.00	9,676.14	102.4%
Shipping Terminal Revenues	582.70	1,400.00	-817.30	41.6%
<b>Total Income</b>	<u>647,775.51</u>	<u>662,600.00</u>	<u>-14,824.49</u>	<u>97.8%</u>
<b>Gross Profit</b>	647,775.51	662,600.00	-14,824.49	97.8%
<b>Expense</b>				
Debt Services	6,955.80	6,956.00	-0.20	100.0%
Materials & Services	250,778.80	299,600.00	-48,821.20	83.7%
Personal Services	234,317.57	278,366.00	-44,048.43	84.2%
<b>Total Expense</b>	<u>492,052.17</u>	<u>584,922.00</u>	<u>-92,869.83</u>	<u>84.1%</u>
<b>Net Ordinary Income</b>	155,723.34	77,678.00	78,045.34	200.5%
<b>Other Income/Expense</b>				
<b>Other Income</b>				
Miscellaneous	169.79	0.00	169.79	100.0%
<b>Total Other Income</b>	169.79	0.00	169.79	100.0%
<b>Other Expense</b>				
Capital Outlay	6,918.02	200,000.00	-193,081.98	3.5%
<b>Total Other Expense</b>	6,918.02	200,000.00	-193,081.98	3.5%
<b>Net Other Income</b>	<u>-6,748.23</u>	<u>-200,000.00</u>	<u>193,251.77</u>	<u>3.4%</u>
<b>Net Income</b>	<u>148,975.11</u>	<u>-122,322.00</u>	<u>271,297.11</u>	<u>-121.8%</u>

**Port of Newport - NOAA Fund  
Balance Sheet  
As of June 30, 2016**

	Jun 30, 16	Jun 30, 15	\$ Change
<b>ASSETS</b>			
<b>Current Assets</b>			
Checking/Savings			
Cash & Equivalents	5,748,134.11	5,587,476.70	160,657.41
<b>Total Checking/Savings</b>	<b>5,748,134.11</b>	<b>5,587,476.70</b>	<b>160,657.41</b>
<b>Other Current Assets</b>			
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	23,121.45	42,993.71	-19,872.26
<b>Total Other Current Assets</b>	<b>50,155.88</b>	<b>69,969.71</b>	<b>-19,813.83</b>
<b>Total Current Assets</b>	<b>5,798,289.99</b>	<b>5,657,446.41</b>	<b>140,843.58</b>
<b>TOTAL ASSETS</b>	<b>5,798,289.99</b>	<b>5,657,446.41</b>	<b>140,843.58</b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
Accounts Payable			
Accounts Payable	6,124.51	12,054.09	-5,929.58
<b>Total Accounts Payable</b>	<b>6,124.51</b>	<b>12,054.09</b>	<b>-5,929.58</b>
<b>Other Current Liabilities</b>			
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	1,307.02	0.00	1,307.02
Vacation Payable	4,191.48	1,734.00	2,457.48
<b>Total Other Current Liabilities</b>	<b>1,344,908.50</b>	<b>1,341,144.00</b>	<b>3,764.50</b>
<b>Total Current Liabilities</b>	<b>1,351,033.01</b>	<b>1,353,198.09</b>	<b>-2,165.08</b>
<b>Long Term Liabilities</b>			
Deferred IF - Invest Return	46,347.00	46,347.00	0.00
Deferred IF - Prop/Contrib	5,120.00	5,120.00	0.00
Less Current Portion L Term Deb	-840,000.00	-840,000.00	0.00
Long-Term Debt	21,554,006.00	21,554,006.00	0.00
<b>Total Long Term Liabilities</b>	<b>20,765,473.00</b>	<b>20,765,473.00</b>	<b>0.00</b>
<b>Total Liabilities</b>	<b>22,116,506.01</b>	<b>22,118,671.09</b>	<b>-2,165.08</b>
<b>Equity</b>			
Fund Balance	-16,487,259.68	-16,501,630.45	14,370.77
GAAP - Pension Expense	2,957.00	2,957.00	0.00
GAAP - Pension Income	23,078.00	23,078.00	0.00
Net Income	143,008.66	14,370.77	128,637.89
<b>Total Equity</b>	<b>-16,318,216.02</b>	<b>-16,461,224.68</b>	<b>143,008.66</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>5,798,289.99</b>	<b>5,657,446.41</b>	<b>140,843.58</b>

**Port of Newport - NOAA Fund  
 Profit & Loss Budget vs. Actual  
 July 2015 through June 2016**

	<u>Jul '15 - Jun 16</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Interest Income	10,497.86	10,500.00	-2.14	100.0%
Lease Income	2,541,138.12	2,542,000.00	-861.88	100.0%
Misc Income	13,670.61			
<b>Total Income</b>	<u>2,565,306.59</u>	<u>2,552,500.00</u>	<u>12,806.59</u>	<u>100.5%</u>
<b>Expense</b>				
Debt Service	1,999,433.76	1,999,434.00	-0.24	100.0%
Materials & Service	316,516.32	605,120.00	-288,603.68	52.3%
Personal Services	96,258.25	109,660.00	-13,401.75	87.8%
<b>Total Expense</b>	<u>2,412,208.33</u>	<u>2,714,214.00</u>	<u>-302,005.67</u>	<u>88.9%</u>
<b>Net Ordinary Income</b>	<u>153,098.26</u>	<u>-161,714.00</u>	<u>314,812.26</u>	<u>-94.7%</u>
<b>Other Income/Expense</b>				
<b>Other Expense</b>				
Capital Outlay	10,089.60	56,000.00	-45,910.40	18.0%
Contingency	0.00	100,000.00	-100,000.00	0.0%
Fund Transfers Out	0.00	500,000.00	-500,000.00	0.0%
<b>Total Other Expense</b>	<u>10,089.60</u>	<u>656,000.00</u>	<u>-645,910.40</u>	<u>1.5%</u>
<b>Net Other Income</b>	<u>-10,089.60</u>	<u>-656,000.00</u>	<u>645,910.40</u>	<u>1.5%</u>
<b>Net Income</b>	<u><u>143,008.66</u></u>	<u><u>-817,714.00</u></u>	<u><u>960,722.66</u></u>	<u><u>-17.5%</u></u>



**Facility Maintenance Reserve Fund**  
**Balance Sheet**  
 As of June 30, 2016

	<u>Jun 30, 16</u>	<u>Jun 30, 15</u>	<u>\$ Change</u>
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
Umpqua Bank - Money Market	73,777.66	48,378.36	25,399.30
<b>Total Checking/Savings</b>	<u>73,777.66</u>	<u>48,378.36</u>	<u>25,399.30</u>
<b>Total Current Assets</b>	<u>73,777.66</u>	<u>48,378.36</u>	<u>25,399.30</u>
<b>TOTAL ASSETS</b>	<u><u>73,777.66</u></u>	<u><u>48,378.36</u></u>	<u><u>25,399.30</u></u>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Equity</b>			
Fund Balance	48,378.36	166,595.95	-118,217.59
Net Income	25,399.30	-118,217.59	143,616.89
<b>Total Equity</b>	<u>73,777.66</u>	<u>48,378.36</u>	<u>25,399.30</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>73,777.66</u></u>	<u><u>48,378.36</u></u>	<u><u>25,399.30</u></u>

**Construction Fund - Port of Newport  
 Balance Sheet  
 As of June 30, 2016**

	<u>Jun 30, 16</u>	<u>Jun 30, 15</u>	<u>\$ Change</u>
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
<b>Construction Fund Bank Accts</b>	86,368.21	183,266.67	-96,898.46
<b>Total Checking/Savings</b>	<u>86,368.21</u>	<u>183,266.67</u>	<u>-96,898.46</u>
<b>Total Current Assets</b>	<u>86,368.21</u>	<u>183,266.67</u>	<u>-96,898.46</u>
<b>TOTAL ASSETS</b>	<u><b>86,368.21</b></u>	<u><b>183,266.67</b></u>	<u><b>-96,898.46</b></u>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Accounts Payable</b>			
<b>A/P - Construction</b>	7,138.75	0.01	7,138.74
<b>Total Accounts Payable</b>	<u>7,138.75</u>	<u>0.01</u>	<u>7,138.74</u>
<b>Total Current Liabilities</b>	<u>7,138.75</u>	<u>0.01</u>	<u>7,138.74</u>
<b>Total Liabilities</b>	7,138.75	0.01	7,138.74
<b>Equity</b>			
<b>Fund Balance</b>	183,266.66	750,803.54	-567,536.88
<b>Net Income</b>	<u>-104,037.20</u>	<u>-567,536.88</u>	<u>463,499.68</u>
<b>Total Equity</b>	<u>79,229.46</u>	<u>183,266.66</u>	<u>-104,037.20</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>86,368.21</b></u>	<u><b>183,266.67</b></u>	<u><b>-96,898.46</b></u>

**Bonded Debt Fund - Port of Newport**  
**Balance Sheet**  
**As of June 30, 2016**

	Jun 30, 16	Jun 30, 15	\$ Change
<b>ASSETS</b>			
<b>Current Assets</b>			
Checking/Savings			
Gen Obligation Bond MM-OCB	301,907.27	79,400.52	222,506.75
<b>Total Checking/Savings</b>	301,907.27	79,400.52	222,506.75
<b>Other Current Assets</b>			
Due from Operating Fund	-1,503.52	-0.36	-1,503.16
Property Tax Receivable	86,925.12	86,925.12	0.00
<b>Total Other Current Assets</b>	85,421.60	86,924.76	-1,503.16
<b>Total Current Assets</b>	387,328.87	166,325.28	221,003.59
<b>Other Assets</b>			
Bond Issue costs, net of amort.	91,334.00	91,334.00	0.00
<b>Total Other Assets</b>	91,334.00	91,334.00	0.00
<b>TOTAL ASSETS</b>	<b>478,662.87</b>	<b>257,659.28</b>	<b>221,003.59</b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
Other Current Liabilities			
Bonds Payable - Current	300,000.00	300,000.00	0.00
<b>Total Other Current Liabilities</b>	300,000.00	300,000.00	0.00
<b>Total Current Liabilities</b>	300,000.00	300,000.00	0.00
<b>Long Term Liabilities</b>			
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
<b>Total Long Term Liabilities</b>	13,425,916.00	13,425,916.00	0.00
<b>Total Liabilities</b>	13,725,916.00	13,725,916.00	0.00
<b>Equity</b>			
Bonded Debt Fund Balance	-13,468,256.72	-13,513,989.78	45,733.06
Net Income	221,003.59	45,733.06	175,270.53
<b>Total Equity</b>	-13,247,253.13	-13,468,256.72	221,003.59
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>478,662.87</b>	<b>257,659.28</b>	<b>221,003.59</b>



# CONSENT CALENDAR AGENDA ITEM

---

**DATE:** *July 26, 2016*  
**RE:** *Pacific NW Waterways Association Membership Dues*  
**TO:** *Port of Newport Board of Commissioners*  
**ISSUED BY:** *General Manager*

---

## **BACKGROUND**

The Port of Newport has been a member of PNWA since 1934 along with most of the Ports in Oregon, Washington and Idaho. PNWA is the regional association working with Congress, federal agencies and decision makers on navigation, transportation, trade, tourism, energy and environmental policy to enhance economic development and environmental sustainability in the Pacific Northwest. In Newport, PNWA lobbies on the Port's behalf to increase funding for US Army Corps of Engineers for dredging and jetty maintenance in the lower Yaquina Bay.

## **DETAIL SUPPORTING MEMBERSHIP**

PNWA has advocated on the Port of Newport's behalf on the following issues:

- Three years straight of \$3-million USACE dredging in Yaquina Bay.
- Advocating for USACE dredging of the South Beach Recreational Marina.
- Advocating for the retention of the USCG Air Facility in Newport.
- Advocating for the relocation of NOAA MOC-P to Newport.

Additional projects and priorities can be found at [www.pnwa.net](http://www.pnwa.net).

## **ALTERNATE CONSIDERATIONS**

The Port could pull its membership, but would lose an effective voice in Washington D.C. lobbying on issues that are extremely important to commerce in Yaquina Bay.

## **BUDGET IMPLICATIONS**

Existing membership dues were budgeted for in the General Fund – Administration Department. This is a budgeted item reviewed by the Budget Committee. Total line item for memberships and dues: \$20,150.

## **RECOMMENDATION**

I would recommend that a Commissioner make a MOTION TO RENEW THE PORT OF NEWPORT MEMBERSHIP WITH P-N-W-A IN AN AMOUNT NOT TO EXCEED \$7,420.

-###-

# PNWA SUPPORTED CORPS PROJECTS - FY2016 & FY2017 AT A GLANCE



**PNWA Member Emerging Harbors.** PNWA supports full funding for these critical projects. These ports are home to fishing fleets, marinas and significant commercial and recreational facilities, and they are critical to the economic survival of their communities. Many have small populations, and the ports provide employment for a significant percentage of the local community.

Operations & Maintenance (O&M)	Total FY2016 Funding	FY2017 President's Budget	FY2017 Additional Capability	FY2017 Total PNWA Request	House Bill (H.R.2028)	Senate Bill (S.2804)
<b>OREGON</b>						
<b>Skipanon Channel, OR (Port of Astoria)</b>	2,700,000	0	0	0	0	0
<b>Tillamook Bay &amp; Bar (Port of Garibaldi)</b> Surveys & monitoring to support dredging (\$28K), jetty repair environmental documents (\$60K), South Jetty DDR (\$450K)	25,000	0	538,000	538,000	0	0
<b>Yaquina Bay &amp; Harbor, OR (Port of Newport)</b> South Beach Marina dredging (\$893K)	3,002,000	2,806,000	893,000	3,699,000	2,806,000	2,806,000
<b>Yaquina River (Port of Toledo)</b> Dredging surveys (\$12K)	3,750,000	0	12,000	12,000	0	0
<b>Siuslaw River (Port of Siuslaw)</b> Sediment evaluation study (\$150K)	771,000	746,000	150,000	896,000	746,000	746,000
<b>Umpqua River (Port of Umpqua)</b> Maintenance dredging (\$945K)	942,000	0	945,000	945,000	0	0
<b>Coquille River (Port of Bandon)</b> Maintenance dredging (\$467K)	418,000	0	467,000	467,000	0	0
<b>Rogue River (Port of Gold Beach)</b> Boat basin contract dredging (\$1.3MK), jetty structure surveys (\$130)	684,000	673,000	665,000	1,338,000	673,000	673,000
<b>Willamette Falls Locks</b> Caretaker status	128,000	63,000	0	63,000	63,000	63,000
<b>WASHINGTON</b>						
<b>Bellingham Bay, Squalicum Harbor (Port of Bellingham)</b> Environmental documentation to support maintenance dredging (\$150K)	436,000	0	150,000	150,000	0	0
<b>Swinomish Channel (Port of Skagit &amp; Port of Anacortes)</b> South entrance surveys (\$315K)	0	436,000	315,000	751,000	436,000	436,000
<b>Columbia River at Baker Bay (Port of Ilwaco)</b> Maintenance dredging (\$5K)	1,400,000	1,959,000	5,000	1,964,000	1,959,000	1,959,000
<b>Columbia River b/t Chinook &amp; Sand Island (Port of Chinook)</b> Maintenance dredging	0	0	1,503,000	1,503,000	0	0

June 1, 2016

Kevin Greenwood  
Port of Newport  
600 S.E. Bay Boulevard  
Newport, OR 97365



JUN 06 2016

PORT OF NEWPORT



Dear Kevin,

Thank you for your membership in PNWA. Your support makes it possible for PNWA to work with our federal partners to improve federal policies and funding in support of regional economic development. Our membership now includes over 130 navigation, transportation, trade, tourism, agriculture, forest products, energy and local government interests in Oregon, Washington, and Idaho. Our full membership list is enclosed.

Your membership enabled us to make important progress on a number of initiatives in the past year, including the following:

- Significant funding in the FY2016 Corps workplan for many of our supported projects, and a positive outlook for FY2017 in the President's budget, and House & Senate Appropriations bills
- Critical policy provisions for every sector of PNWA's port membership in the 2016 House and Senate "Water Resources Development Act" bills
- Significant courtroom win for the Corps of Engineers and the navigation community regarding the plan for Snake River channel maintenance
- Important work with our federal partners to address the Columbia River Treaty

PNWA is truly a non-profit which delivers results for its members, and for the region. We are known for our collaborative, non-partisan approach, and our engaged, well-informed membership. We're proud of what we've been able to do and we could not have done it without you.

We are excited about the events and advocacy we have lined up for the coming year. Our 2016 Summer Conference is coming up in Walla Walla at the end of the month, and is packed with outstanding speakers who will discuss topics of interest to every part of PNWA's membership. We also have our Annual Convention returning to Vancouver, WA this October. Additionally, stay tuned for registration for two special events in August. We will be holding a regulatory partnering meeting with the Corps of Engineers, as well as "Corps of Engineers/Bonneville Power Administration 101" session to help folks understand the missions and responsibilities of each agency.

Did you know PNWA holds monthly calls to provide important updates to our membership? We are also speaking to more groups around the region and in Washington DC than ever before. We look forward to connecting with you in the coming year, and would be glad to speak to groups in your area who might be interested in our work, and the projects and issues for which we advocate.

There continue to be challenges on the horizon, and your support is more critical than ever. Your invoice for July 2016 - June 2017 is enclosed. The PNWA staff has worked hard to minimize costs, such that our Board of Directors kept this year's dues adjustment to just 1.5%, the same as the previous six years.

We look forward to partnering with you to make the coming year productive and successful. Please contact us if you have any questions about your membership, or how PNWA works for you.

Sincerely,

A handwritten signature in black ink that reads "Kristin Meira".

Kristin Meira  
Executive Director  
Pacific Northwest Waterways Association

# Invoice

Date	Invoice #
6/1/2016	4624



**Bill To**

**Port of Newport  
600 S.E. Bay Boulevard  
Newport, OR 97365**

Terms
<i>Net 30</i>

Description	Qty	Rate	Amount
<p><b>2016 PNWA Membership Dues</b> ....We appreciate your support!</p> <p>The Omnibus Budget Reconciliation Act of 1993 requires that we notify our members that dues paid to PNWA on or after January 1, 1994 will only be partially deductible if you pay federal income tax and deduct PNWA dues as a business expense. Dues supporting certain lobbying activities are not deductible. PNWA estimates that 10% of PNWA dues associated with this invoice are not deductible.</p> <p>Substitute W-9: For tax purposes, PNWA is exempt from withholding as a not-for-profit 501(c)(6) corporation, federal tax ID #91-0267335.</p>		7,420.00	7,420.00

<b>Total</b>	<b>\$7,420.00</b>
<b>Payments/Credits</b>	<b>\$0.00</b>
<b>Balance Due</b>	<b>\$7,420.00</b>



# PNWA Membership Roster



Advanced American Construction  
Almota Elevator Company  
American Waterways Operators  
Apollo Mechanical Contractors  
Barney & Worth  
Bell Buoy Crab Co.  
Bellingham Cold Storage  
BergerABAM Engineers, Inc.  
Bergerson Construction, Inc.  
BNSF Railway Company  
BST Associates  
Business Oregon Infrastructure  
Finance Authority  
Central Oregon Basalt Products  
Central Washington Grain Growers  
Clark Public Utilities  
Clearwater Paper Corporation  
Collins Engineers Inc.  
Columbia Basin Development  
League  
Columbia County Grain Growers  
Columbia Grain  
Columbia River Bar Pilots  
Columbia River Pilots  
Columbia River Port Engineers  
Columbia River Steamship  
Operators Association  
Columbia River Towboat  
Association  
Cooperative Agricultural Producers  
Dawson & Associates  
David Evans and Associates  
Dunlap Towing  
East Columbia Basin Irrigation  
District  
Ecological Land Services  
EGT, LLC  
Evergreen Engineering  
Foss Maritime Company  
Foster Pepper  
Franklin PUD  
Gibbs & Olson, Inc.  
Global Partners LP  
Gordon Thomas Honeywell  
Great Lakes Dredge & Dock  
Hart Crowser, Inc.  
Idaho Wheat Commission  
ILWU Oregon Area District Council  
ILWU Puget Sound District Council  
Jessie's Ilwaco Fish Co.

J-U-B Engineers, Inc.  
Kalama Export Company  
Kiewit Infrastructure West Co.  
KPFF Consulting Engineers  
Lampson International, LLC  
Landau Associates  
Lewis-Clark Terminal Association  
Louis Dreyfus Commodities  
Marine Industrial Construction  
McGregor Company  
Millennium Bulk Terminals  
Moffatt & Nichol  
Morrow County Grain Growers  
Morrow Pacific Project  
Normandeau Associates, Inc.  
Northwest Grain Growers, Inc.  
Northwest Public Power Assoc.  
OBEC Consulting Engineers  
OR Public Ports Association  
OR Wheat Growers League  
Pacific Northwest Farmers Co-op  
Pacific Northwest International  
Trade Association  
Parsons Brinckerhoff  
PBS Engineering & Environmental  
PND Engineers, Inc.  
PNGC Power  
Pomeroy Grain Growers  
Port of Anacortes  
Port of Astoria  
Port of Bandon  
Port of Bellingham  
Port of Benton  
Port of Camas-Washougal  
Port of Cascade Locks  
Port of Chelan County  
Port of Chinook  
Port of Clarkston  
Port of Columbia County  
Port of Coos Bay  
Port of Everett  
Port of Garibaldi  
Port of Gold Beach  
Port of Grays Harbor  
Port of Hood River  
Port of Ilwaco  
Port of Kalama  
Port of Klickitat  
Port of Lewiston  
Port of Longview

Port of Morrow  
Port of Newport  
Port of Pasco  
Port of Peninsula  
Port of Port Angeles  
Port of Portland  
Port of Ridgefield  
Port of Royal Slope  
Port of Seattle  
Port of Siuslaw  
Port of Skagit  
Port of St. Helens  
Port of Sunnyside  
Port of Tacoma  
Port of Toledo  
Port of Umatilla  
Port of Umpqua  
Port of Vancouver  
Port of Walla Walla  
Port of Whitman County  
Port of Woodland  
PROCESS, Inc.  
Puget Sound Pilots  
RSEC Environmental & Engineering  
Consulting, Inc.  
Schwabe, Williamson & Wyatt  
Scoular Company  
SDS Tug & Barge  
Shaver Transportation Company  
Stoel Rives LLP  
Summit Strategies  
Teevin Bros.  
TEMCO  
Tidewater  
United Grain Corporation  
USA Dry Pea & Lentil Council, Inc.  
Vancouver Energy  
Van Ness Feldman  
WA Association of Wheat Growers  
WA Council on International Trade  
WA Grain Commission  
WA Public Ports Association  
WA State Potato Commission  
Westwood Shipping Lines  
Whole Brain Creative  
Wildlands, Inc.  
Willamette Falls Locks Working  
Group





# RV TRAVEL GUIDE & CAMPGROUND DIRECTORY

## 2017 ADVERTISING PROPOSAL

Company Name: Port of Newport Marina & RV Address:  
 AD Agency Name: Address:  
 Approved by: Title:

PRODUCTS	PLACEMENT	DESCRIPTION	VALUE	SAVINGS	AMOUNT DUE
<b>GOOD SAM VALUE BUNDLE with 1/8-page AD</b>					
<b>PACKAGE INCLUDES:</b>					
<b>In the Directory:</b>		1/8-page ad in new North Coast Oregon spotlight			\$6,100.00
<b>Color</b>		Two Colors included in Bundle (Black plus one spot color)			
<b>Good Sam Membership Fee</b>					
<b>Good Sam Map Page</b>					
<b>Discount</b>		10% Discount on Print Ad			
<b>On Our New MEGA Website:</b>		GoodSamClub.com and GoodSamCamping.com are now ONE			
		Book Now -Park reservation Link from your Details page to the reservation page on your website			
		6 Digital Photos - 1 on Search Results page, 5 on Details Page			
		Digital Web Ad - on Listing Details page, links to your print ad			
		Instant Email - on Listing Details page, links to your email			
		Logo Link - on Search Results & Details pages, links to your website			
		Social Media Links - on Details page links to your Facebook/Twitter			
		Web Link - on Search Results & Details pages links to your website			
		NEW -links from your Details page to Park Map and Activities pages on your website			
		Mobile App - Digital Photo & Web Link on New Good Sam Camping App			
<b>Explore Tab</b>		<b>FREE with Spotlight ad and Digital Bundle - \$595 Without</b>			
<b>OTHER</b>					
<i>PLEASE NOTE: SPOTLIGHT ADVERTISING DEADLINE IS AUGUST 19, 2016</i>					
<b>SUBTOTAL</b>					6,100.00
4% Discount If Paid by August 29, 2016					(\$244)
<b>DIRECT ALL INQUIRIES TO:</b> Bob and Becky Bazemore Cell Phone: 970-406-8150 Email Address: YourAccountReps@live.com					
<b>Pay This Amount if Paid by August 29</b>					\$5,856
<b>If Paid After August 29, Please Pay This Amount</b>					\$6,100

# Good Sam RV Travel and Savings Guide Online Advertising Summary Report

6/1/2015 - 5/31/2016

## Port Of Newport Marina & RV Park

File # 880000611

Listing State: **OR** Listing City: **Newport**

6/1/2015 - 12/31/2015    GS CLASSIC BUNDLE  
1/1/2016 - 5/31/2016    GS CLASSIC BUNDLE

WEBSITE REFERRALS		Total Referrals Sent to Your Website	from our website(s)	from our mobile app	breakout by website	
This Month	May				gscamp.com	gsclub.com
		199	189	10	13	176
Rolling 12	6/1/2015 - 5/31/2016	2,502	2,206	296	225	1,981

\*Mobile App referrals include phone calls

LISTING DETAILS PAGEVIEWS		Total Pageviews	in our website(s)	in our mobile app	breakout by website	
This Month	May				gscamp.com	gsclub.com
		297	239	58	4	235
Rolling 12	6/1/2015 - 5/31/2016	3,011	2,446	565	175	2,271

v.adv

## PORT OF NEWPORT SPECIAL USE PERMIT

This permit, effective Saturday, October 15, 2016, 8:00 am, from the Port of Newport, organized and existing under the laws of the State of Oregon, hereinafter referred to as "Port", to Run with Paula Events, Inc., hereinafter referred to as "Permittee."

The Port hereby grants permission to Permittee to use the designated parking lot at the Port of Newport Marina and RV Park, 2120 SE Marine Science Dr., Newport, OR, as shown in Exhibit A, attached. Use of designated area by Permittee is for Bay to Brews Half Marathon and 10K Exhibit B detailed description of event.)

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

1. **Application Fee.** A nonrefundable application fee in the amount of \$100.00.
2. **Usage Fees.** WAIVED in exchange for sponsorship rights.
3. **Reservation of Rights.** Port reserves the right to alter or amend the terms and conditions of this permit.
4. **Liability, indemnity of Port.** Permittee agrees to exercise due care in the activities described above and to abide by all Port rules, regulations and ordinances. Permittee shall indemnify and hold Port harmless from and against all claims, actions, proceedings, damages, and liabilities, including attorney fees, arising from or connected with Permittee's use of Port facilities. Permittee will carry a comprehensive general liability insurance policy with limits of \$1,000,000.00 per occurrence and \$2,000,000.00 in aggregate, and will provide the Port with a Certificate of Insurance naming the Port as an additional insured.
5. **Limitation of Port's Liability.** Permittee acknowledges that Permittee has inspected the grounds and related facilities and is satisfied that these facilities are adequate for safe use for the above-described purpose. This permit is not a contract. Port's liability is limited to its sole negligence. Port's employees will make reasonable efforts to contact Permittee and notify Permittee of conditions requiring Permittee's attention, but Port assumes no responsibility of Permittee's use of the Port's facilities. Permittee confirms and assures that there are not alcoholic beverages used or provided during this event and that certified and trained emergency response providers are on site.
6. **Nontransferability/Term.** This permit is nontransferable. This permit expires October 15, 2016, 12:00 noon.

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

Port of Newport:

Accepted By:

\_\_\_\_\_  
Kevin Greenwood, General Manager

\_\_\_\_\_  
Paula Harkin  
Run with Paula Events, Inc.

ATTACHMENTS: Exhibit A (Map) & Exhibit B (detailed description of event)



Sponsorship Agreement: In Kind Sponsorship Value \$\_\_\_\_\_.

Event Name: \_\_\_\_\_

Event Date: \_\_\_\_\_

Applicant: \_\_\_\_\_

Applicant will provide:

- Logo placement on website
- Link to the Port of Newport on website
- Logo on event shirt
- Banner displayed at event
- Booth space at event
- Goodie Bag insert
- Mention in radio advertising

Other (please describe):

\_\_\_\_\_  
\_\_\_\_\_

Port of Newport will provide:

X \_\_\_\_\_ Date: \_\_\_\_\_  
Kevin Greenwood  
Port of Newport

X \_\_\_\_\_ Date: \_\_\_\_\_  
Paula Harkin  
Run with Paula Events, Inc.

**SPECIAL USE PERMIT APPLICATION**

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

SUP CHECKLIST	
X	Application
X	\$100 Fee
<input checked="" type="checkbox"/>	Insurance Cert
waived	Usage Fee
<input type="checkbox"/>	SUP Issued

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

Event Name: Newport Bay to Brews Half Marathon - 10K  
 Event Date: Sat. 10/15/2016 Time(s) 8am - noon  
 Location: Rogue Brewery, Oregon Coast Aquarium  
 Facilities to Be Used: Bathrooms under bridge, parking area @ Rogue.

Set-up Dates and Start Times: Friday 10/14/2016 3pm / Sat 10/15/2016 5:30am

Take-down Dates and End Times: Sat. 10/15/2016 12:00 noon

Estimated Number of Participants: Contestants: 600

Vendors / Volunteers: 25

Attendees: 600-700 including spectators

Applicant / Signer: Paula Harkin

Mailing Address: PO Box 248, West Linn, OR. 97068

Telephone: 503-516-5938 E-mail Paula@runwithpaula.com

Contact Person (if different than applicant): n/a

Contact Person's address, phone number and e-mail: n/a

**RECEIVED**

NOV 05 2015

Please provide a detailed description of the event, and attach a map of the location(s) if applicable:

Half marathon + 10K run + walk starting and ending at Rogue Brewery. Course map attached.

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

We are proud to have the Port of Newport be a sponsor of our race. We are asking for a waiver of fees in exchange we will promote and market the Port of Newport on our website, radio ads, + T-shirt. We will also acknowledge the port in our race day race announcements.

RECEIVED

NOV 05 2015



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

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

**USAGE FEE SCHEDULE**

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

Permittee will also need to carry comprehensive general liability insurance with limits of \$1,000,000.00 per occurrence and \$2,000,000.00 in aggregate, and will provide the Port with a Certificate of Insurance naming the Port as an additional insured.

*✓ Port spanning 2016  
per Kevin Greenwood.*

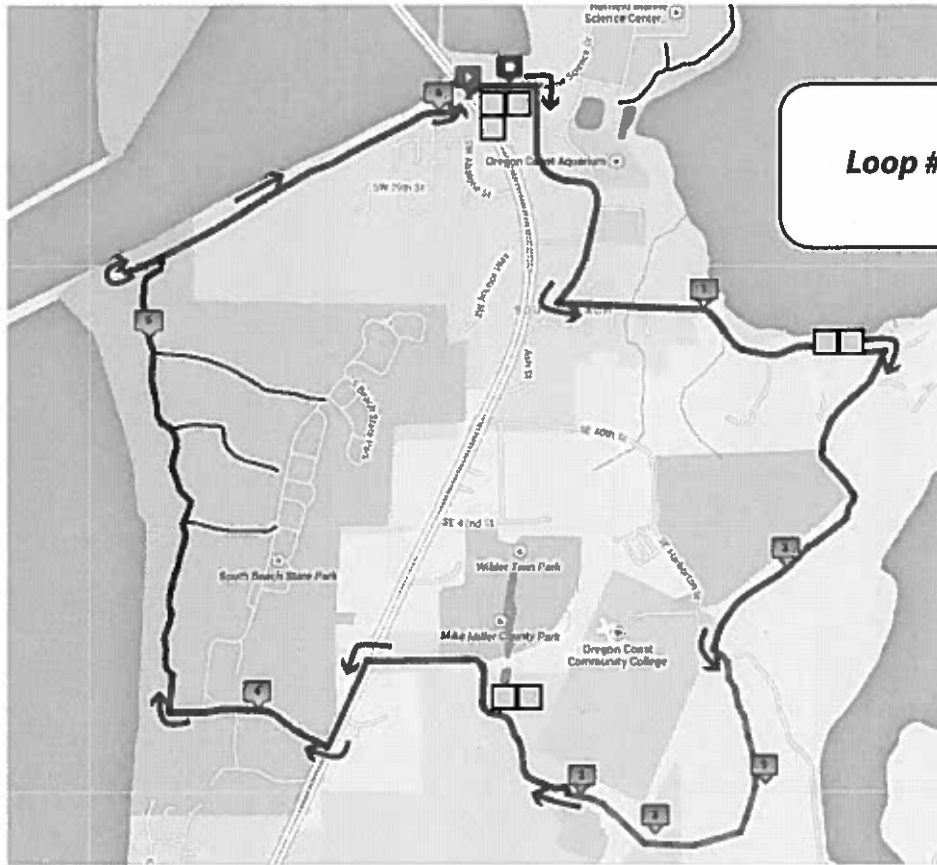
**RECEIVED**

**NOV 05 2015**

**PORT OF NEWPORT**

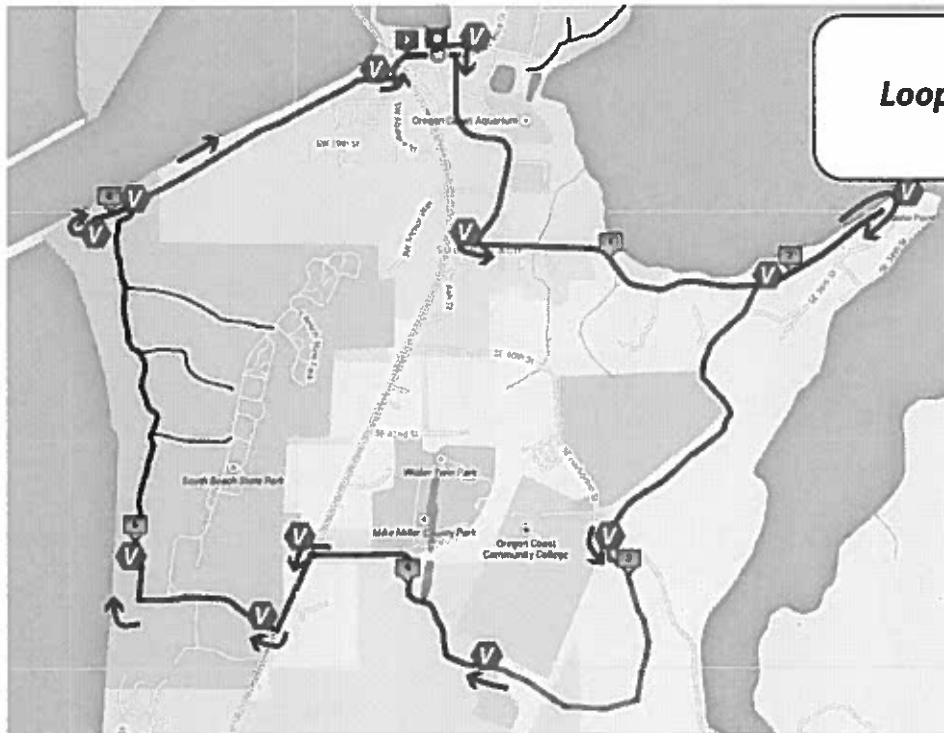
# Bay To Brews 10K & Half Marathon 2014

**Overview: Course uses a two-loop format. 10K makes a single "south" loop with a short out and back on SW 26th (Jetty Rd.). Half marathon makes second loop adding an out and back on SE 35th St. to Idaho Point. Racers are expected to be on course from 8:00AM until 12:00PM. A majority of our racers are entered in the 10K which will finish between 8:40-9:30A**



**Loop #1: 6.21 Miles**

**□ Portable Toilet Placement**

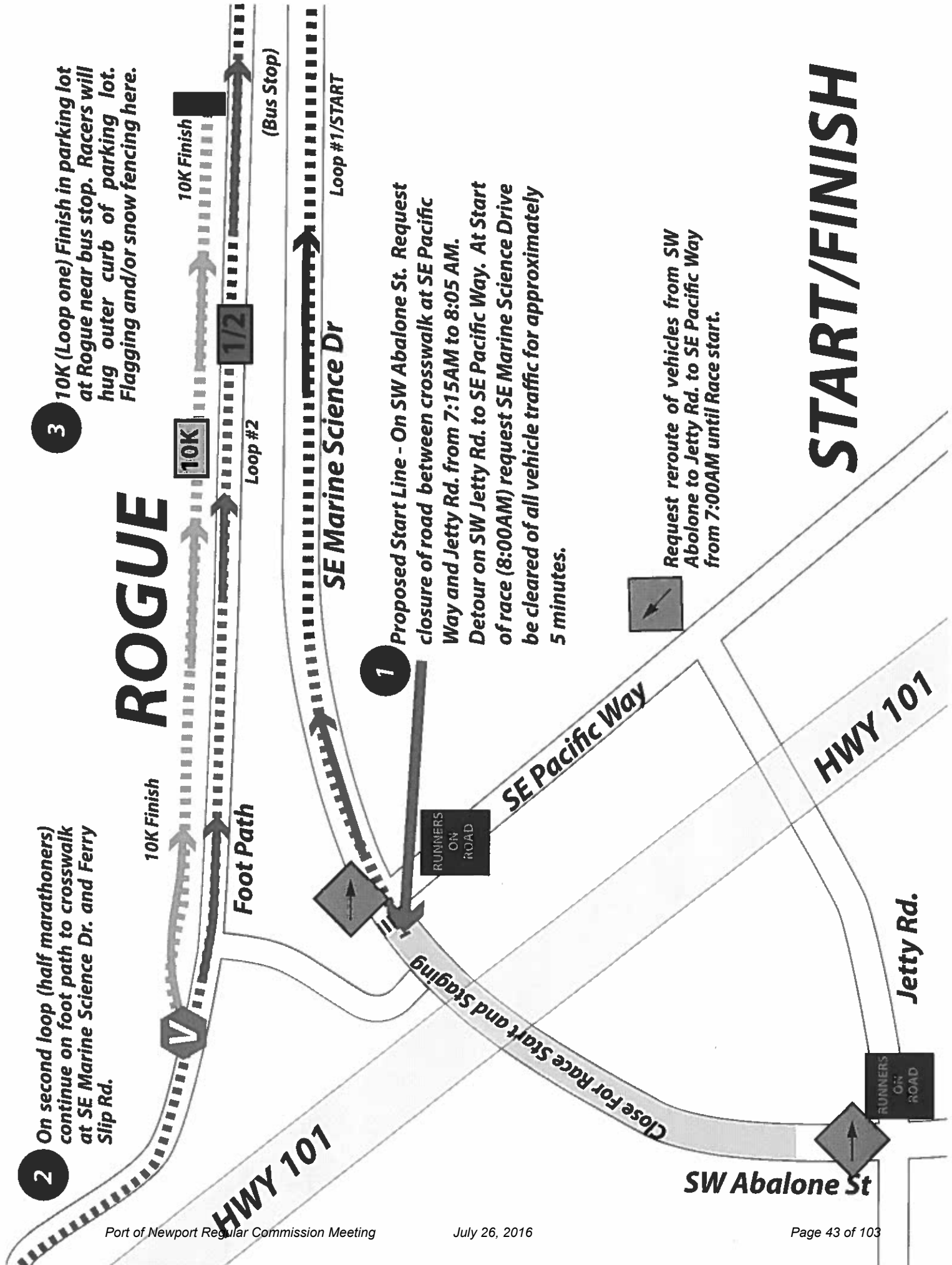


**Loop #2: 6.9 Miles**

**2** On second loop (half marathons) continue on foot path to crosswalk at SE Marine Science Dr. and Ferry Slip Rd.

**3** 10K (Loop one) Finish in parking lot at Rogue near bus stop. Racers will hug outer curb of parking lot. Flagging and/or snowfencing here.

# ROGUE



**1** Proposed Start Line - On SW Abalone St. Request closure of road between crosswalk at SE Pacific Way and Jetty Rd. from 7:15AM to 8:05 AM. Detour on SW Jetty Rd. to SE Pacific Way. At Start of race (8:00AM) request SE Marine Science Drive be cleared of all vehicle traffic for approximately 5 minutes.

Request reroute of vehicles from SW Abalone to Jetty Rd. to SE Pacific Way from 7:00AM until Race start.

# START/FINISH

# SE Marine Science Drive & Ferry Slip Rd.

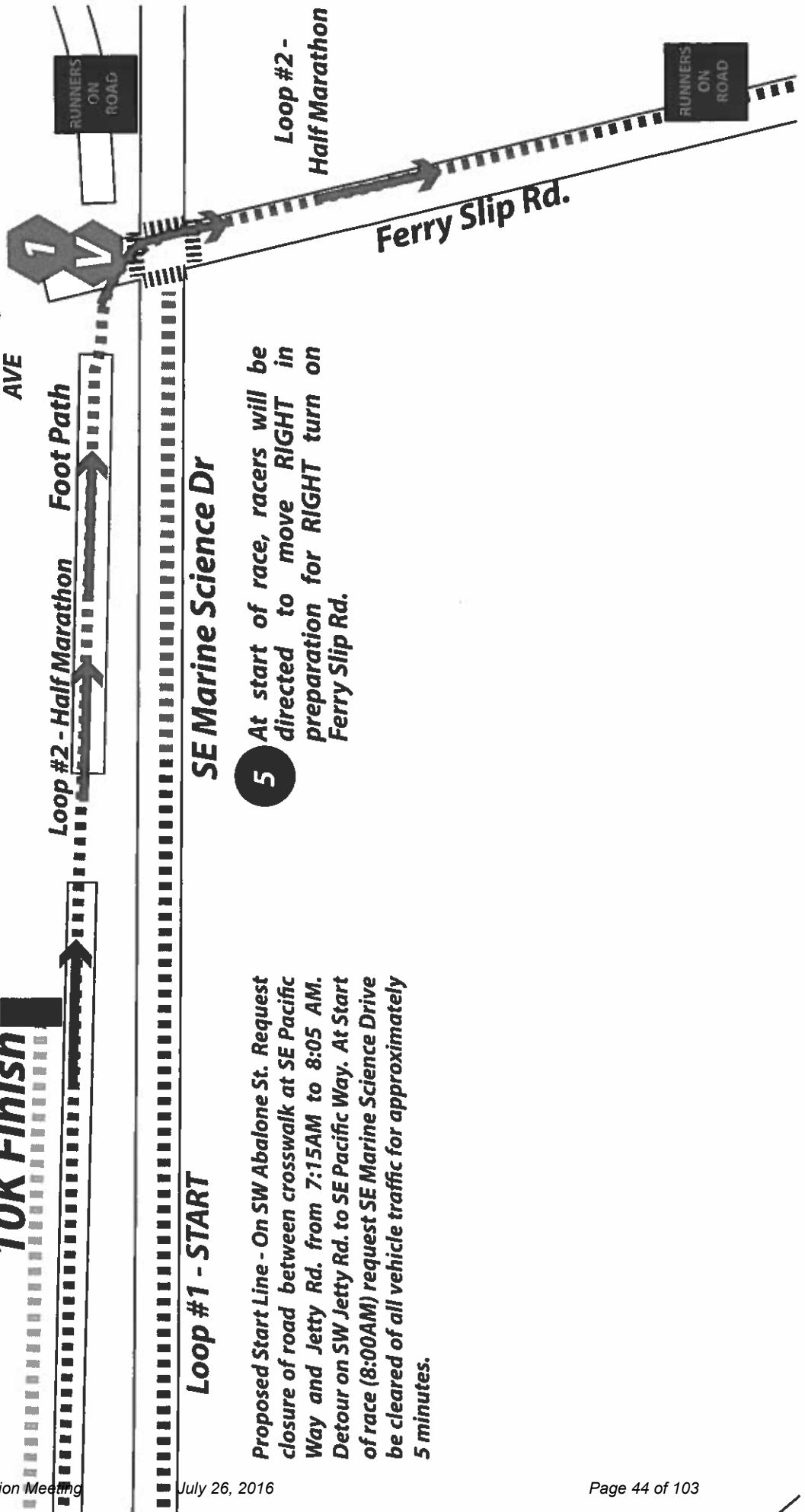
10K (Loop one) Finish in parking lot at Rogue near bus stop. Racers will hug outer curb of parking lot. Flagging and/or snow fencing here.

**10K Finish**

# ROGUE

Loop #2 - Half Marathon Foot Path

4 On second loop, racers will remain on footpath until crosswalk at Ferry Slip. Runners will use EAST crosswalk and remain in NB (LEFT) lane of Ferry Slip heading south toward SE 35th AVE



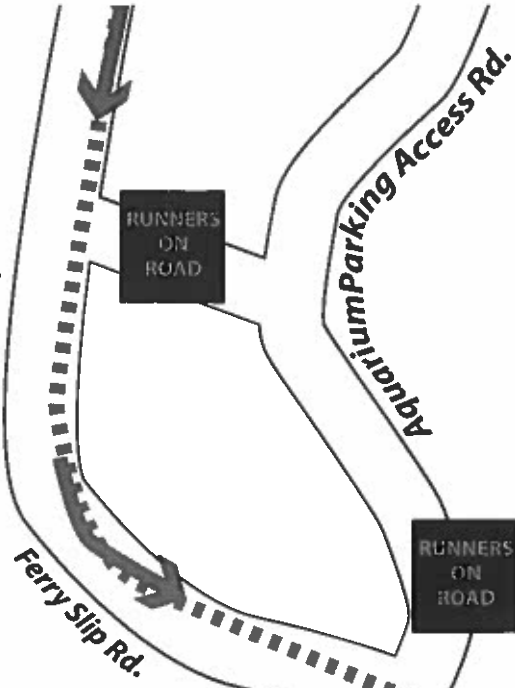
5 At start of race, racers will be directed to move RIGHT in preparation for RIGHT turn on Ferry Slip Rd.

Proposed Start Line - On SW Abalone St. Request closure of road between crosswalk at SE Pacific Way and Jetty Rd. from 7:15AM to 8:05 AM. Detour on SW Jetty Rd. to SE Pacific Way. At Start of race (8:00AM) request SE Marine Science Drive be cleared of all vehicle traffic for approximately 5 minutes.

6

Racers remain in NB lane heading south on Ferry Slip Rd.

Aquarium and Parking



**V** VOLUNTEER: Intersection of SE 32nd St. and SE Ferry Slip Rd. Direct racers to stay LEFT and to turn LEFT at SE 35th Ave.

SE 32nd St.

RUNNERS ON ROAD

SE 30th

SE Elm St.

7

Racers remain in NB lane heading south on SE Ferry Slip Rd. (Volunteers and/or cones to assist with businesses here).

SE Ferry Slip Rd.

**V**  
**2**

SE 35th St.

RUNNERS ON ROAD

SE Chestnut

SE Dogwood

SE Elm

RUNNERS ON ROAD

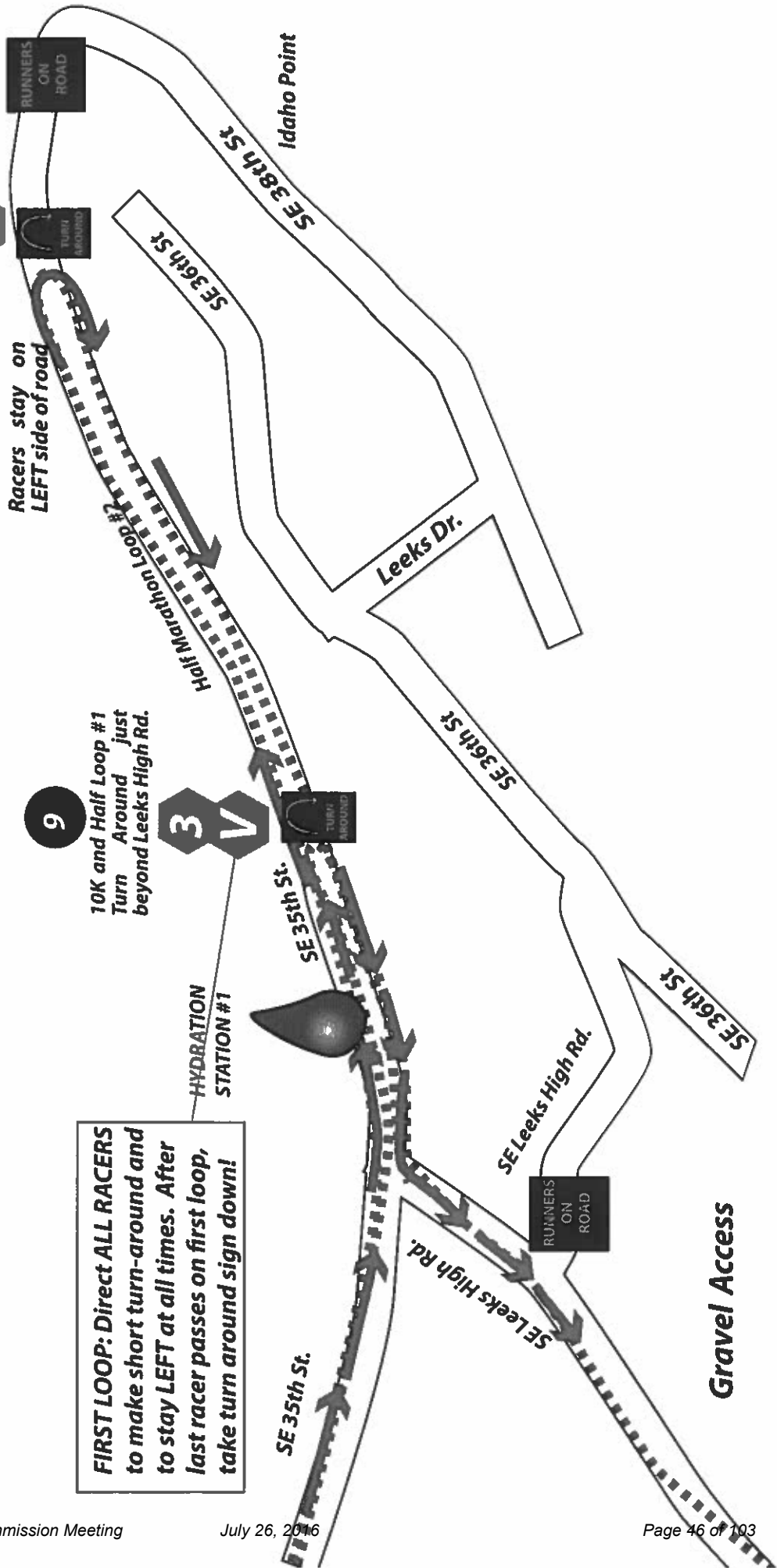
# SE 35th St. and Leeks High Rd.

**8** The turn around for the first loop for both races is on SE 35th just past Leeks High Rd. On second loop, turn around will move all the way to gravel interchange on SE 35th St. at Idaho Point. Turn around will require volunteers. After out and back, racers will use Leeks High Rd. to access private gravel road toward SE 50th

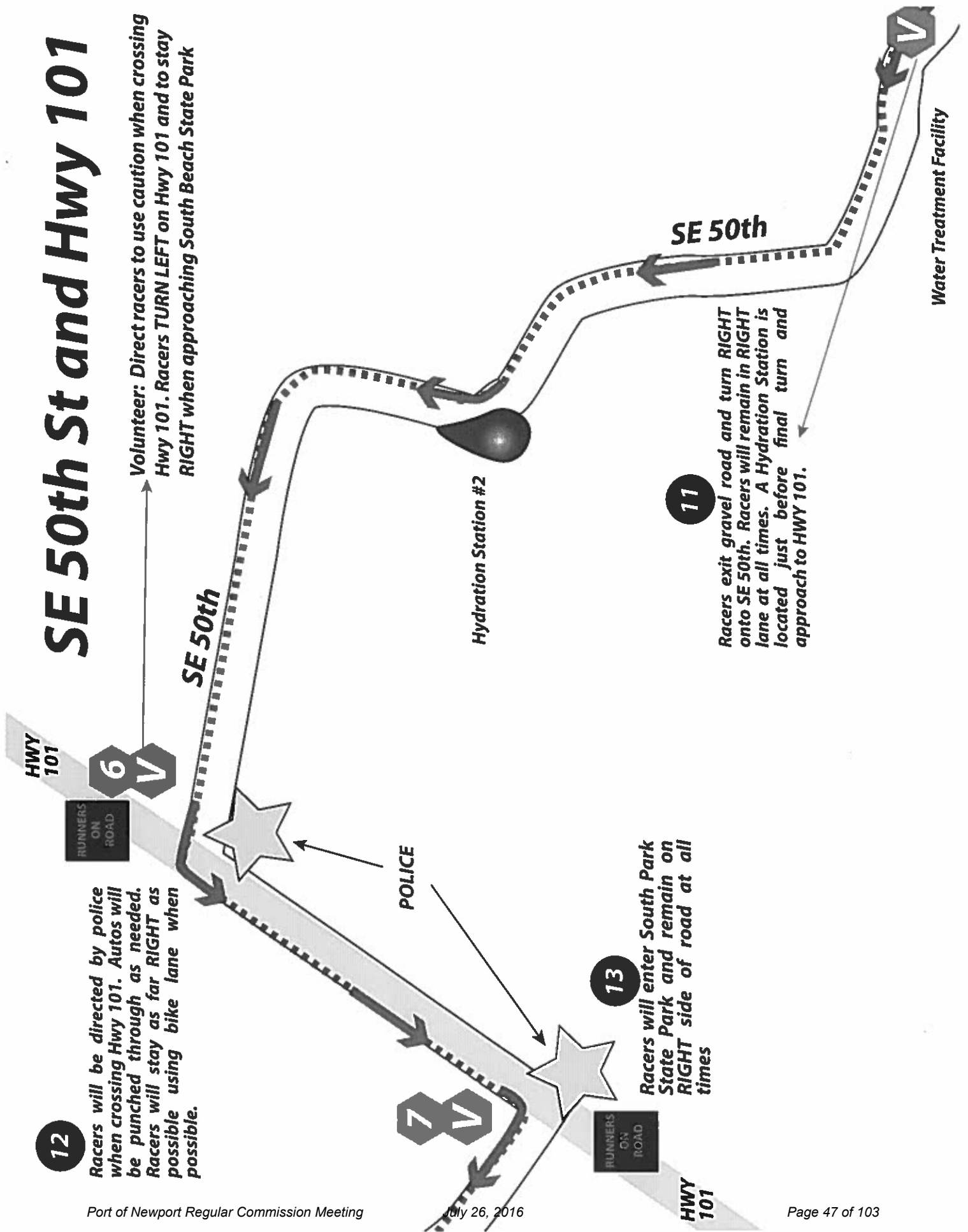
**FIRST LOOP: Direct ALL RACERS to make short turn-around and to stay LEFT at all times. After last racer passes on first loop, take turn around sign down!**

**9** 10K and Half Loop #1 Turn Around just beyond Leeks High Rd.

**10** Half Marathon Loop #2 Turn around just before gravel on SE 35th St/Idaho Point



# SE 50th St and Hwy 101



**12**

Racers will be directed by police when crossing Hwy 101. Autos will be punched through as needed. Racers will stay as far RIGHT as possible using bike lane when possible.

Volunteer: Direct racers to use caution when crossing Hwy 101. Racers TURN LEFT on Hwy 101 and to stay RIGHT when approaching South Beach State Park

**6** V

**7** V

Hydration Station #2

**11**

Racers exit gravel road and turn RIGHT onto SE 50th. Racers will remain in RIGHT lane at all times. A Hydration Station is located just before final turn and approach to HWY 101.

**13**

Racers will enter South Park State Park and remain on RIGHT side of road at all times

Water Treatment Facility





(North Jetty)

# South Beach Footpath & SW 26th (Jetty Rd.)

Yaquina Bay Inlet

Hydration Station #3

RUNNERS ON ROAD

SW 26th St (Jetty Rd.)

10

V

16

11

V

RUNNERS ON ROAD

TURN AROUND

SW 26th St (Jetty Rd.)

Beach Footpath

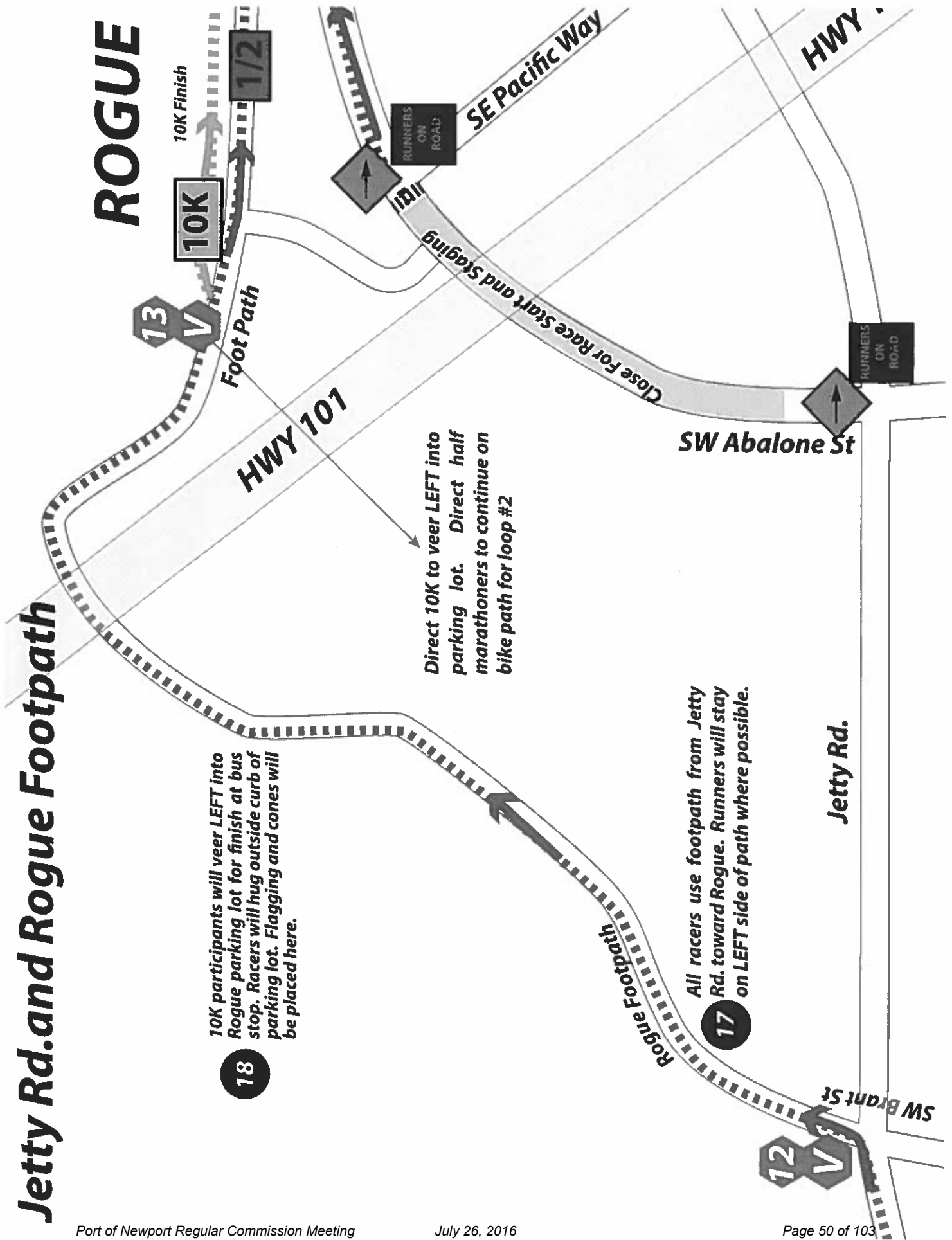
Beach Footpath

Racers remain on footpath until exit at jetty. Runners turn LEFT to an out and back on west end of SW 26th. On road, racers will remain on LEFT side of road at all times.

Direct racers to turn around and to stay to the LEFT. Assist with cars to ensure safe passage of racers. Jetty Road is NOT closed.

# Jetty Rd. and Rogue Footpath

# ROGUE







## PORT OF NEWPORT SPECIAL USE PERMIT

This permit, effective October 7, 2016, 2 pm, from the Port of Newport, organized and existing under the laws of the State of Oregon, hereinafter referred to as "Port", to U-DA-MAN, hereinafter referred to as "Permittee."

The Port hereby grants permission to Permittee to use South Beach Marina Boat Ramp and Activities Room as shown in Exhibit A, attached. Use of designated area by Permittee is for U-DA-MAN Fishing Tournament (Exhibit B detailed description of event.)

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

1. **Application Fee.** A nonrefundable application fee in the amount of \$100.00.
2. **Usage Fees.** WAIVED in consideration of sponsorship rights and community benefit.
3. **Reservation of Rights.** Port reserves the right to alter or amend the terms and conditions of this permit.
4. **Liability, indemnity of Port.** Permittee agrees to exercise due care in the activities described above and to abide by all Port rules, regulations and ordinances. Permittee shall indemnify and hold Port harmless from and against all claims, actions, proceedings, damages, and liabilities, including attorney fees, arising from or connected with Permittee's use of Port facilities. Permittee will carry a comprehensive general liability insurance policy with limits of \$1,000,000.00 per occurrence and \$2,000,000.00 in aggregate, and will provide the Port with a Certificate of Insurance naming the Port as an additional insured.
5. **Limitation of Port's Liability.** Permittee acknowledges that Permittee has inspected the grounds and related facilities and is satisfied that these facilities are adequate for safe use for the above-described purpose. This permit is not a contract. Port's liability is limited to its sole negligence. Port's employees will make reasonable efforts to contact Permittee and notify Permittee of conditions requiring Permittee's attention, but Port assumes no responsibility of Permittee's use of the Port's facilities. Permittee confirms and assures that there are not alcoholic beverages used or provided during this event and that certified and trained emergency response providers are on site.
6. **Nontransferability/Term.** This permit is nontransferable. This permit expires October 8, 2016, 6 pm.

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

Port of Newport:

Accepted By:

---

Kevin Greenwood, General Manager

---

Tom Simpson, Secretary  
U-DA-MAN

ATTACHMENTS: Exhibit A (Map) & Exhibit B (detailed description of event)



Sponsorship Agreement: In Kind Sponsorship Value \$ 1050.

Event Name: U-DA-MAN Fishing Tournament

Event Date: Oct. 7th and 8th, 2016

Applicant: U-DA-MAN, Tom Simpson, Secretary

Applicant will provide:

Logo placement on website                       Link to the Port of Newport on website

Logo on event shirt                                       Banner displayed at event

Booth space at event                                       Goodie Bag insert

Mention in radio advertising

Other (please describe):

The Port of Newport is listed as a sponsor on flyers, radio and print ads. U-DA-MAN partners with PON on volunteer projects.

Port of Newport will provide:

Parking and fee waivers: usage fee (\$650); launch fees (\$250); and activities room fees (\$150).

X \_\_\_\_\_ Date: \_\_\_\_\_

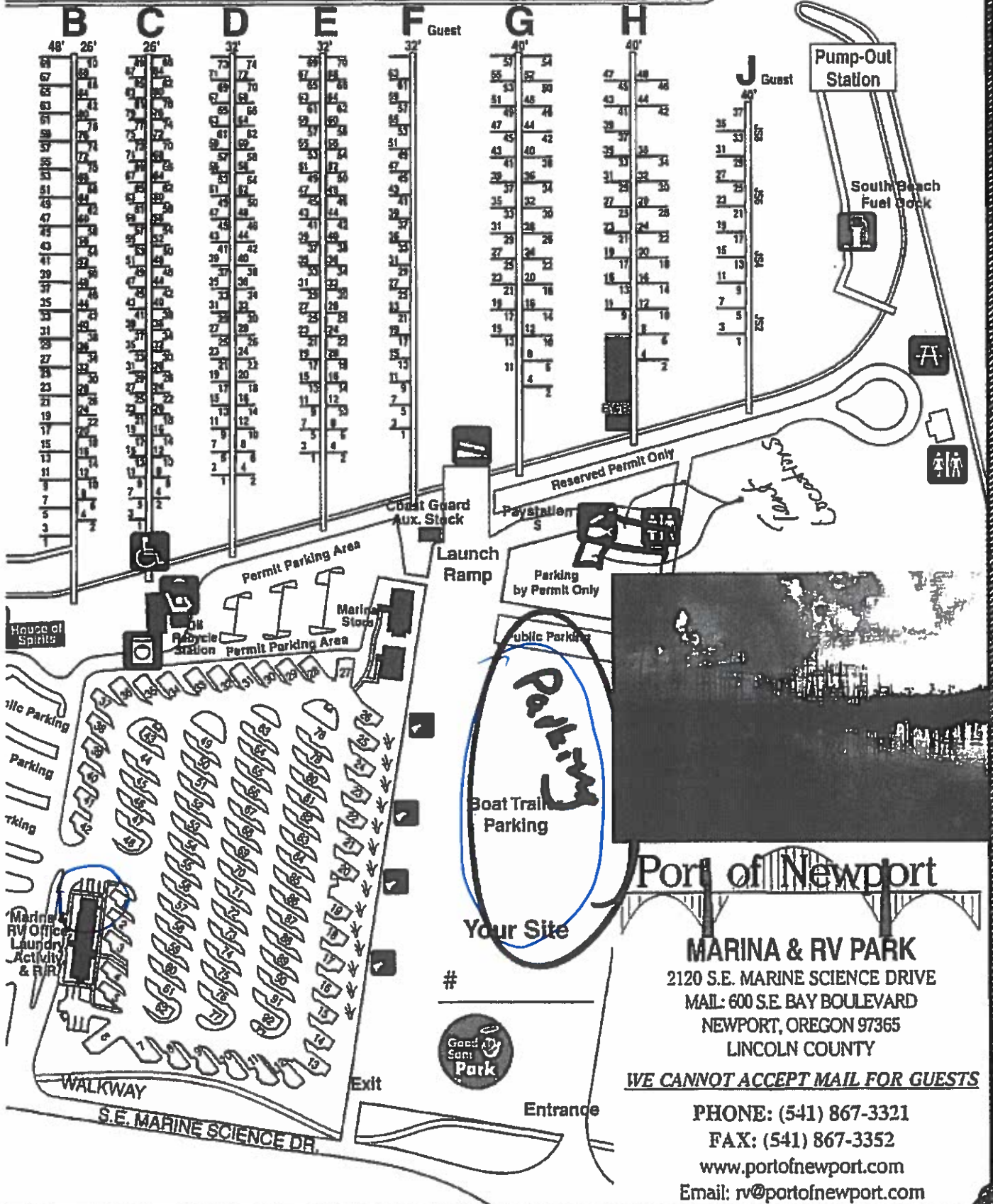
Kevin Greenwood  
Port of Newport

X \_\_\_\_\_ Date: \_\_\_\_\_

Tom Simpson, Secretary  
U-DA-MAN

# Exhibit A

All Rights Reserved  
Not for Navigational Purposes



## Port of Newport

### MARINA & RV PARK

2120 S.E. MARINE SCIENCE DRIVE  
MAIL: 600 S.E. BAY BOULEVARD  
NEWPORT, OREGON 97365  
LINCOLN COUNTY

**WE CANNOT ACCEPT MAIL FOR GUESTS**

PHONE: (541) 867-3321

FAX: (541) 867-3352

www.portofnewport.com

Email: rv@portofnewport.com

EXHIBIT B - DESCRIPTION  
OF EVENT

**SPECIAL USE PERMIT APPLICATION**

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

SUP CHECKLIST	
<input checked="" type="checkbox"/>	Application
<input checked="" type="checkbox"/>	\$100 Fee
<input type="checkbox"/>	Facilities Supervisor Review
<input checked="" type="checkbox"/>	Security Review
<input type="checkbox"/>	General Manager Review
<input type="checkbox"/>	Insurance Cert
<input type="checkbox"/>	Usage Fee
<input type="checkbox"/>	SUP Issued

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

Event Name: UDAMAN FISHING TOURNAMENT

Event Date: 10-07-16 10/08/16 Time(s) 1800-1800

Location: SO. BEACH BOAT RAMP + EVENT ROOM

Facilities to Be Used: ''

Set-up Dates and Start Times: 10-07-16 @ 1400

Take-down Dates and End Times: 10-08-16 @ 1800

Estimated Number of Participants: Contestants: 180-250

Vendors / Volunteers: 20-30

Attendees: 200-300

Applicant / Signer: #1 Tom Simpson - SECRETARY

Mailing Address: PO Box 425 Seal Rock, OR 97376

Telephone: (341) 351-0666 E-mail FISHON11556@YAHOO.COM

Contact Person (if different than applicant): #2 STEVE SCHULST - PRESIDENT

Contact Person's address, phone number and e-mail: (341) 961-3427

SCHULST1@MON.COM



Please provide a detailed description of the event, and attach a map of the location(s) if applicable:

18th Annual U DA MAN FISHING TOURNAMENT -  
DRAWS 100-150 PARTICIPANTS FROM BOTH W/IN  
& OUT OF THE LINCOLN CO. AREA. ALL PROCEEDS  
GO TOWARDS ENHANCING SALMON HABITAT &  
POPULATIONS IN THE YAQUINIA RIVER

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

REQUEST FREE BOAT LAUNCH FOR ALL REGISTERED  
PARTICIPANTS ON 10/08/16 & FREE USE OF  
COMMUNITY ROOM/EVENT ROOM @ THE SO. BEACH  
MARINA OFFICE BUILDING. VOLUNTEERS WILL  
DO ALL SET UP/TEAR DOWN/CLEAN UP WITH  
U DA MAN MEMBERS OF FACILITIES.

U DA MAN PARTNERS ON VOLUNTEER PROJECTS  
WITH MARINA STAFF DURING THE YEAR.

How will the Port of Newport be featured in your marketing/sponsorship promotions?

POW IS + HAS BEEN LISTED FOR MANY YEARS AS ONE OF OUR SPONSORS ON OUR FLYERS, RADIO + PRINT ADS.

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

1. Is the applicant a non-profit or a for-profit entity? YES 20-5379466
2. Will proceeds from the event be donated to charitable causes? If so, what percentage of the proceeds will be donated and to which charitable causes? RIVER CLEANUPS - HABITAT PROJECTS WHICH BENEFIT YAO RIVER SALMON POPULATIONS - LCSD HS SCHOLARSHIPS
3. What is the Port's cost to provide services for the event? MINIMAL
4. Does the event provide any direct benefit to the Port? INCREASED PUBLIC EXPOSURE TO FACILITIES AVAILABLE TO PUBLIC

Port of Newport Operating Fund

600 SE Bay Blvd.

# CM Daily Sales

Date	Inv #
7/11/2016	Spec Use

**PAID**  
07/11/2016

Donor
U-Da-Man Fishing Tournament

Project

Item	Description	Rate	Quantity	Amount
Special Use Permits	Non-refundable deposit	100.00	1	100.00
<b>Total</b>				<b>\$100.00</b>





**Operating Fund**  
**June 16, 2016 through July 20, 2016**

<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
6/22/16	38013	Road & Driveway Co	Hoist dock fill and asphalt repair	11,986.25
6/22/16	38014	Oregon State Treasurer	G.O. refunding bonds, series 2016	2,400.00
6/22/16	38015	Quarles & Brady LLP	G.O. refunding bonds, series 2016	20,000.00
6/22/16	38016	SDAO Advisory Services	G.O. refunding bonds, series 2016	25,000.00
6/22/16	38017	Standard & Poor's Financial Services	G.O. refunding bonds, series 2016	14,000.00
6/22/16	38018	Talbot Korvola & Warwick LLP	G.O. refunding bonds, series 2016	3,000.00
6/22/16	38019	Business Oregon - IFA	Debt service	218,211.65
6/22/16	38020	Beaverton Infiniti	Purchase of operations vehicle	12,927.00
6/27/16	38021	Alan Brown Tire Center	Tires, oil change	861.68
6/27/16	38022	Appliance Service Station	Service call, parts, and labor	325.00
6/27/16	38023	Business Oregon - OBDD	Debt service	7,800.00
6/27/16	38024	Cardinal Services	Wages for temp services	3,043.80
6/27/16	38025	Central Lincoln PUD	Electricity	177.60
6/27/16	38026	Century Link	Telephone	388.01
6/27/16	38027	CenturyLink - Business Service	Telephone	64.56
6/27/16	38028	Coastal Paper & Supply	Cleaning and paper supplies	833.17
6/27/16	38029	CoastCom	Internet and email	1,032.00
6/27/16	38030	Design Space	Temporary office rental	1,094.00
6/27/16	38031	Fastenal Company	Hardware	451.12
6/27/16	38032	G & K Floors	Janitorial services - SB and customs trailer	4,080.00
6/27/16	38033	Glenn Poore	Refund	760.00
6/27/16	38034	Gray's Web Design	Website update	105.00
6/27/16	38035	HC Etc	IT administration	200.00
6/27/16	38036	Idea Print Works	Port clothing	129.00
6/27/16	38037	Lock Masters	Program key for new operations vehicle	105.00
6/27/16	38038	Newport Rental Service	Tractor mower rental - NIT	220.00
6/27/16	38039	Newport Signs	Sign for gate - PD5	169.00
6/27/16	38040	NW Natural	SB gas	4.03
6/27/16	38041	Employee	Expense reimbursement	25.92
6/27/16	38042	Sherwin Williams	Traffic paint	94.00
6/27/16	38043	Special Districts Insurance Service	Monthly health-life-dental insurance	14,426.15
6/27/16	38044	Thermo Fluids	Pump out used oil	120.00
6/27/16	38045	Toyota Financial Services	Forklift leases	1,044.20
6/27/16	38046	Toyota Lift NW	Forklift maintenance	342.05



**Operating Fund**

**June 16, 2016 through July 20, 2016**

<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
6/27/16	38047	True Cut Engraving	Desk plate for Commissioner Beck	12.00
6/27/16	38048	United Grocers - Cash & Carry	Paper and cleaning supplies	401.72
6/27/16	38049	US Bank	G.O. refunding bonds, series 2016	12,700.00
6/27/16	38050	Verizon Wireless	Port cell phones	269.94
7/12/16	38051	Chase - Visa	Office, operating, and maintenance supplies, laptop PC, software, safety vests, public-access kiosks, conference registrations	5,491.96
7/12/16	38052	ALSCO	Floor mats and towel rental	306.91
7/12/16	38053	Alesa Bay Power Products	Wheel bearing	40.99
7/12/16	38054	Barrelhead	Hardware, operating supplies	101.84
7/12/16	38055	Employee	Mid month draw	450.00
7/12/16	38056	Carquest Auto Parts	Hand cleaner, heavy-duty gloves	48.78
7/12/16	38057	Carson Oil Company	Fuel - NIT	697.13
7/12/16	38058	Central Lincoln PUD	Electricity	148.59
7/12/16	38059	Century Link	Telephone	385.61
7/12/16	38060	Employee	Mid month draw	500.00
7/12/16	38061	City of Newport	Transient room tax - June 2016	4,987.78
7/12/16	38062	Coastal Paper & Supply	Paper products and cleaning supplies	445.28
7/12/16	38063	Copeland Lumber Yards	Miscellaneous supplies	283.54
7/12/16	38064	Creative Landscape & Maintenance	Landscape maintenance	1,200.00
7/12/16	38065	Dahl & Dahl	Wood debris	251.12
7/12/16	38066	Dan Lais Equipment Surgery	Repairs - PD3	150.00
7/12/16	38067	Employee	Mid month draw	500.00
7/12/16	38068	Department of State Lands	Void	0.00
7/12/16	38069	Design Space	Temporary office rental	877.00
7/12/16	38070	Employee	Mid month draw	300.00
7/12/16	38071	Direct TV	Cable - RV parks	1,069.29
7/12/16	38072	Employee	Mid month draw	475.00
7/12/16	38073	Fred Pryor Seminars	CPE - QuickBooks seminar	158.00
7/12/16	38074	Halco Welding	Hardware and operating supplies	364.00
7/12/16	38075	Harvey's Lock & Key	Locks and keys - PD5 gate	90.50
7/12/16	38076	Idea Print Works	Silk screen vests	44.00
7/12/16	38077	Industrial Welding Supply	Cylinder lease - 7/2016 - 7/2017	52.00
7/12/16	38078	Keller Supply Company	Hose bibs	59.50

# Port of Newport

## Operating Fund June 16, 2016 through July 20, 2016

Date	Num	Name	Memo	Amount
7/12/16	38079	Lincoln County Public Works	Fuel for trucks	236.44
7/12/16	38080	Lock Masters	Electronic lock repair	75.00
7/12/16	38081	MacPherson, Gintner & Diaz	Professional services	1,796.25
7/12/16	38082	National Photocopy Corporation	IT administration	831.91
7/12/16	38083	Neopost USA	Postage	400.00
7/12/16	38084	Neutron Industries	Cleaning supplies	173.12
7/12/16	38085	Newport News-Times	Legal notice of budget hearing	184.11
7/12/16	38086	OR Cascades West - Council of Gov'ts	Annual membership dues	3,275.57
7/12/16	38087	Oregon Lodging Tax	Lodging tax - 2nd quarter 2016	1,402.26
7/12/16	38088	Papé Material Handling Exchange	Servicing of H90 forklift	115.23
7/12/16	38089	Pioneer Telephone Cooperative	Telephone	226.62
7/12/16	38090	Power Motors	Repairs - 2010 Ford F150	790.88
7/12/16	38091	Pro-Build	Plexiglas	31.99
7/12/16	38092	Employee	Mid month draw	650.00
7/12/16	38093	SHN Consulting Engineers & Geologists	Engineering services	4,403.63
7/12/16	38094	Siuslaw Broadband	Port switch, cable, and labor	1,509.50
7/12/16	38095	Special Districts Insurance Service	Void	0.00
7/12/16	38096	Staples	Copier paper	91.96
7/12/16	38097	Employee	Mid month draw	1,500.00
7/12/16	38098	Suburban Propane	Propane tanks	528.08
7/12/16	38099	T & L Septic & Chemical Toilet Service	Chemical toilet rental	556.00
7/12/16	38100	TCB Security Services	Monthly security contract	7,275.00
7/12/16	38101	Ted Barghini	Refund	23.00
7/12/16	38102	Thompson's Sanitary Service	Trash disposal	5,787.25
7/12/16	38103	Toyota Financial Services	Forklift leases	1,044.20
7/12/16	38104	United Grocers - Cash & Carry	Cleaning supplies	65.69
7/12/16	38105	US Bank	G.O. bonds - series 2008 administration fees	450.00
7/12/16	38106	VenTek International	Annual fee for pay station transaction processing	2,070.00
7/12/16	38107	Voya (State of Oregon Plan)	Monthly employee contributions	100.00
7/12/16	38108	Xerox Corporation	Copier lease	415.79
7/12/16	38109	Yaquina Bay Communications	Banner ad	100.00
7/12/16	38110	Department of State Lands	Authorization for placement of fill material	729.00
7/12/16	38111	Department of State Lands	Waterway lease fee - 7/1/16 - 6/30/17	11,402.98
7/12/16	38112	Special Districts Insurance Service	Quarterly general liability/property insurance	27,334.50



**Operating Fund**  
**June 16, 2016 through July 20, 2016**

<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
7/12/16	38113	Special Districts Insurance Service	Workers' compensation 2016-2017	28,743.71
7/12/16	38114	Special Districts Insurance Service	Monthly health-life-dental insurance	12,668.75
7/18/16	38115	Lincoln County Sheriff's Office	Records request	15.00
<b>Total</b>				<b>496,286.09</b>





NOAA Fund

June 16, 2016 through July 20, 2016

Date	Num	Name	Memo	Amount
6/27/16	12932	Ace Alarms	Void	0.00
6/27/16	12933	G & K Floors	Void	0.00
6/27/16	12934	Grainger	Void	0.00
6/27/16	12935	Platt	Void	0.00
6/27/16	12936	Road & Driveway	Void	0.00
6/27/16	12937	Special Districts Insurance Services	Void	0.00
6/27/16	12938	Ultimate Pest Control	Void	0.00
6/27/16	12939	Verizon Wireless	Void	0.00
6/27/16	12940	Williams Scotsman	Void	0.00
6/27/16	12941	Ace Alarms	Move horn/strobe	330.00
6/27/16	12942	G & K Floors	Janitorial services	1,450.00
6/27/16	12943	Grainger	First aid kit, emergency eye wash station card	187.58
6/27/16	12944	Platt	Lighting supplies	93.36
6/27/16	12945	Road & Driveway	Street sweeper at wharf	247.00
6/27/16	12946	Special Districts Insurance Services	Monthly health-dental-life insurances	648.63
6/27/16	12947	Ultimate Pest Control	Pest control	125.00
6/27/16	12948	Verizon Wireless	Telephone	51.68
6/27/16	12949	Williams Scotsman	Rent mobile office	346.30
7/12/16	12950	Chase-Visa	Public access kiosks for permit compliance	2,108.60
7/12/16	12951	Advanced Remediation Technologies	Prepare SAP for maintenance dredging project	2,175.00
7/12/16	12952	Clima-Tech Corporation	Annual service for automated logic HVAC controls	2,595.00
7/12/16	12953	Englund Marine & Industrial Supply	Assorted gloves for eelgrass survey	59.75
7/12/16	12954	J. C. Market	Coffee and donuts for eelgrass volunteers	94.95
7/12/16	12955	Lincoln County Public Works	Gas for truck	26.91
7/12/16	12956	Pacific Habitat Services	Biological consulting services for construction	978.60
7/12/16	12957	Pioneer Telephone Cooperative	Telephone	243.22
7/12/16	12958	Road & Driveway	Street sweeper at wharf	123.50
7/12/16	12959	SHN Consulting Engineers & Geologists	April/May services - Rogue public access	125.00
7/12/16	12960	Special Districts Insurance Services	Void	0.00
7/12/16	12961	T & L Septic & Chemical Toilet Service	Holding tank rental 5/26/16 to 6/25/16	35.00
7/12/16	12962	TCB Security Services	Elevator phone monitoring	20.00
7/12/16	12963	Thompsons Sanitary Service	Disposal & 20YD dumpster	500.70



**NOAA Fund**  
**June 16, 2016 through July 20, 2016**

<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
7/12/16	12964	Emerson Network Power	Liebert AC service	890.00
7/12/16	12965	Special Districts Insurance Services	Quarterly general liability/property insurance	9,864.75
7/12/16	12966	Special Districts Insurance Services	Monthly health-dental-life insurances	648.63
7/12/16	12967	Special Districts Insurance Services	Workers' compensation 2016-2017	3,211.75
			<b>Total</b>	<b>27,180.91</b>



**Construction Fund**

**June 16, 2016 through July 20, 2016**

<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
6/22/16	11826	Port of Newport	Transfer to Facilities Maintenance Reserve Fund	25,000.00
6/22/16	11827	GRI	Void	0.00
6/22/16	11828	Road & Driveway Co	Void	0.00
7/8/16	11829	Pacific Habitat Services	Grant preparation	1,999.00
7/8/16	11830	Stuntzner Engineering and Forestry	Engineering services	2,000.00
7/8/16	11831	Market Advisory Group	ITSF market feasibility study	3,025.00
7/8/16	11832	Road & Driveway Co	Excavation and haul off services at ITSF	3,139.75
<b>Total</b>				<b>35,163.75</b>



# OLD BUSINESS AGENDA ITEM

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**DATE:** 7/26/2016  
**RE:** International Terminal Shipping Facility Update  
**TO:** Port of Newport Board of Commissioners  
**ISSUED BY:** Kevin Greenwood, General Manager

---

## **FINANCING UPDATE**

### **Connect Oregon:**

- In your packet you have a copy of the Oregon Transportation Commission's list of prioritized projects
- The top 38 projects were funded and the International Terminal Shipping Facility was ranked #53. Hampton Affiliates effectively portrayed the project in a negative light which hurt the political process.
- I did testify at the July 21<sup>st</sup> Oregon Transportation Commission hearing on the priority list and complimented the process and thanked the volunteers and staff that were tasked with prioritizing the projects. I also thanked the OTC for their support of the ITSF as the Commission did submit a letter to TIGER for support of the project. Suggestions for future rounds included rating the quality of the federal match in project and noting the overall state and local investment in projects and considering the return on investment on such projects.

### **Economic Development Administration:**

- Our \$2-million EDA grant application was rejected.
- The Port's consulting team and myself had a phone conference with EDA to discuss the reasons for the rejection. (Letters attached)
- We continue to work closely with EDA to clarify their concerns and fine tune our approach as we may be able to apply in the next round.

### **Other options:**

- I continue to work with Rep. Gombert, Sen. Roblan and others in the Coastal Caucus to find other funding opportunities for the project.
- TIGER officials will be expecting a financing package from the Port by the end of October. At this point the Port has \$2MM from TIGER, a \$2MM loan from IFA and Port cash reserves. We'll continue to look at options, but the Port should consider options moving forward at the August meeting. TIGER officials will be meeting with the Port on August 23<sup>rd</sup> to review financing plan.

## **PERMITTING**

### **USACE:**

- Our environmental consultant, John van Stavern, will be submitting a mitigation plan to USACE this week. The permit's been approved but it's in Teevin's name. Process is to change permit name.

-###-

June 30, 2016

David Porter  
Economic Development Administration  
One World Trade Center  
Suite 244  
121 SW Salmon Street  
Portland, OR 97204

David,

I have reviewed the letter from A. Leonard Smith regarding the EDA decision not to fund the Port of Newport's Application. I would appreciate getting some additional information about the feedback provided so that I can address any concerns or provide clarification.

Would you please provide:

- Additional details about which portions of the information were found to be conflicting
- Permit numbers for those that appear outdated
- Which details about the committed funds are needed to evaluate availability
- What information can be provided to clarify the infrastructure adequacy

I would welcome the opportunity to gather the additional information prior to our phone conference so that I can respond to your questions. I look forward to speaking with you soon.

Sincerely,



Kevin M. Greenwood  
General Manager

cc: A. Leonard Smith, EDA  
Representative Kurt Schrader  
Port of Newport Board of Commissioners

# NEW BUSINESS AGENDA ITEM

---

**DATE:** July 26, 2016  
**RE:** Election of Commission Officers  
**TO:** Board of Commissioners  
**ISSUED BY:** General Manager

---

## **BACKGROUND**

The By-laws for the Port of Newport Board of Commissioners adopted via Ordinance 100 on May 22<sup>nd</sup>, 2014 states that the Port Commission shall elect officers at the first regular meeting of July. There are two options for selecting officers: One, individual officers (President, Vice President, and Secretary/Treasurer) are elected; Two, a plank of officers can be offered up for nomination. Last year, the Commission approved a plank of officers.

Here is the policy from the By-laws...

**“Section 19. Election of Officers.** At the first regular meeting of July, the Commission shall elect a President, Vice President and Secretary-Treasurer. Unless otherwise determined by the Port Commission, the Clerk of the Commission shall be the General Manager.

A. The order of nominations shall be President, Vice President and Secretary/Treasurer.

B. Process:

1. Four of five Commissioners must be in attendance before an officer may be elected.
2. A Commissioner may be elected as an officer upon receiving a nomination, a second and a vote of the majority in attendance. A Commissioner may not nominate or second their nomination, but may vote on the nomination.
3. If the nominated Commissioner does not receive a majority, the sitting Commission President shall continue asking for nominations until the office is filled. If an office is unable to be filled, the sitting office holder shall remain in the position (the office may become vacant if the most recent office holder is not available) until the next scheduled meeting. The business item will then be placed on the next agenda.
4. An alternative process is to elect a plank of officers. Commissioners not on the proposed plank shall nominate and second their nomination. All commissioners are eligible to vote for the plank.
5. In case of emergency, other processes may be used to appoint officers.

C. The one-year term of office is from July 1 until June 30 of the following year.”

**PROCESS**

The President could open the discussion by asking the members for interest in specific positions. Frequently an informal discussion during the agenda item will naturally produce a plank. If through that discussion a plank is developed a *Commissioner not included in the plank* could make a MOTION TO APPROVE THE PLANK OF OFFICERS AS FOLLOWS: \_\_\_\_\_ AS PRESIDENT; \_\_\_\_\_ AS VICE PRESIDENT; AND \_\_\_\_\_ AS SECRETARY/TREASURER.

**ALTERNATE CONSIDERATIONS**

If a plank isn't easily determined, nominations for individual officers should be made starting with President.

**BUDGET IMPLICATIONS**

None.

**RECOMMENDATION**

Nominating a plank has historically been an easier and more streamlined process.

-###-



# NEW BUSINESS AGENDA ITEM

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**DATE:** July 26, 2016  
**RE:** Resolution Creating a Commercial Fishing Users Group Committee  
**TO:** Board of Commissioners  
**ISSUED BY:** General Manager

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## **BACKGROUND**

For perhaps the first time in its 106-year history, the Port Commission does not include a representative from the commercial fishing industry. The number one goal for the General Manager has been to develop a facilities maintenance repair plan for the fishing docks and 1b has been to develop international shipping markets to generate tariffs to pay for commercial fishing dock upgrades. Needless to say, this is a critical time to reach out to the commercial fishing fleet.

Included in your packet is a draft resolution to be reviewed following the requirements from the Commission By-laws Section 6(F) "Form Committees". This committee would be subject to public meeting and record rules and the minutes would be included in the monthly commission packet.

## **PURPOSE AND AUTHORITY**

*Section 6(F)(4)(5)*. The Commercial Fishing Users Group would be a "permanent" committee to provide guidance and recommendations to the Port Commission on issues related to capital infrastructure, maintenance, security, rates/fees, budget/finances and other policies or issues that may come up. The Commission could refer questions to the Committee for their discussion and comment and the Committee likewise could bring issues forward to the Commission for consideration as well. The Committee, however, would only make recommendations to the Commission. All final decisions rest with the Commission unless explicitly delegated to the Committee.

## **MEMBERSHIP AND QUORUM**

*Section 6(F)(1)(3)*. The Committee would be made up of 13 members and need a quorum of seven to take action. Two of the 13 positions would include Port Commissioners. Six of the positions would serve two year terms and five would serve four year terms; all renewable for four year terms. Terms would have a start date of July 1 (backdated).

Staff has identified 11 groups and potential members that could be invited to serve on the committee:

- Port Dock 7 moorage holder: (Dave Bailey "Morningstar II")
- Port Dock 5 moorage holder: (Mike Pettis)
- Commercial Fish Buyer: (Geoff Molfino "Living Pacific", Mark Newell)
- Direct Market Sellers: (Cody Chase, "Sugarfish")
- Midwater Trawler: (Mark/Casey Cooper "Perseverance")
- Crabber: (Ted Gibson "Lady K")
- Longliner (hooks, pots and barrels): (Bob Eder "Timmy Boy")

- Shrimper/Trawler: (Gene Law “Ms. Law”)
- Tuna/Salmon Fisherman: (Bob Aue “Winterhawk”, Jim Emory “Robin Ann”)
- Industry Support Services: (Steve Carver “Carson Oil”, Sarah Skamser “Midwater Trawlers”)
- Oregon State University Sea Grant: Kaety Jacobson
- Port Commission x 2

There is some overlap on the positions (a crabber could also be a PD-5 moorage holder), but the intent is to make sure that all groups are represented without any one group having an advantage.

Are there other groups or individuals that staff should reach out to? Staff will find interested participants to fill out the committee spots.

**STAFF ASSIGNMENT**

*Section 6(F)(2).* The North Commercial Harbormaster, in collaboration with the International Terminal Facilities Manager, will staff the committee and the Administrative Assistant will produce minutes. The Port’s executive management team will provide direct support in the first three months and intermittently afterward. If the work load becomes too much, we could certainly contract out for support services.

**BUDGET IMPLICATIONS**

*Section 6(F)(6).* The budget impacts are focused on labor usage that has already been budgeted. The North Commercial Harbormaster and Administrative Assistant would spend approximately three hours a month supporting the committee. The management team would collectively spend three hours a month as well for the first three months. Labor costs in first 3 months would be  $(\$34 \times 3) + (\$21 \times 3) + (\$70 \times 3) = \$375/\text{mo}$ . After the first three months the costs would go down to  $\$165/\text{mo}$ . Copies would be less than  $\$10$  per month. Total first year annual cost of staffing =  $\$2,730$ .  $\$120$  of that is Materials & Service for copies.

The Committee could also be making recommendations to the Commission and Budget Committee on capital expenses.

**OTHER IMPLICATIONS**

The Committee will choose a Chair and Vice Chair and develop By-laws for making decisions. Staff will aid the Committee in the production of any documents.

**RECOMMENDATION**

I would recommend that a Commissioner make a MOTION TO ADOPT A RESOLUTION CREATING A COMMERCIAL FISHING USERS GROUP AND DIRECT STAFF TO FILL POSITIONS.

-###-

**PORT OF NEWPORT  
RESOLUTION NO. 2016-\_\_\_**

**A RESOLUTION CREATING A COMMERCIAL FISHING USERS GROUP  
COMMITTEE**

**WHEREAS**, the Port of Newport Board of Commissioners (“Commission”) adopted By-laws on May 22, 2014; and

**WHEREAS**, Section 6(f) gives the Commission authority to form committees; and

**WHEREAS**, Committees formed by the Commission shall conform to public meeting and records laws and Committee reports shall be given to the Commission on a monthly basis; and

**WHEREAS**, the Commission understands the importance of the commercial fishing fleet, not only to the Port of Newport, but to the economy of the entire central Oregon coast; and

**WHEREAS**, the Commission feels that having a committee representing commercial fishing interests to advise and make recommendations on various policy issues affecting the businesses dependent upon commercial fishing would be wise; and

**WHEREAS**, the Commission desires to form a permanent committee of commercial fishing interests to aid the Board of Commissioners in making decisions critical to the policies, facilities and services available primarily on the North Commercial docks and International Terminal; NOW THEREFORE,

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

**Section 1. Purpose and Authority.** To create a permanent committee that would provide guidance and recommendations to the Port of Newport Board of Commissioners on issues related to the commercial fishing docks and international terminal, port services and policies. Topics to be discussed, include:

- A. Capital Infrastructure
- B. Maintenance
- C. Security
- D. Rates/Fees
- E. Budget/Finances
- F. Other Policies

**Section 2. Membership.** The Committee will be made up of 13 members and a quorum of 7 will be required to meet. Positions 1, 3, 5, 7, 9, 11, and 13 are two-year terms starting July 1, 2016. Positions 2, 4, 6, 8, 10, and 12 are four-year terms starting July 1, 2016. Two members of the Port Commission shall also serve as voting members of the committee. All positions would renew for four-year terms. Members will be selected from the following groups:

- A. Port Dock 7 moorage holder
- B. Port Dock 5 moorage holder
- C. Commercial Fish Buyer
- D. Limited Entry Seller
- E. Midwater Trawler
- F. Oregon State University Sea Grant
- G. Crabber
- H. Shrimper/Trawler
- I. Tuna/Salmon
- J. Longliner
- K. Industry Support Services

**Section 3. Staff.** The North Commercial Harbormaster will staff the committee and the Administrative Assistant will provide minutes. The port’s management team, specifically the International Terminal Facility Manager and Directors, will also be available to the Committee for technical support. Staff support may be contracted to gain efficiencies.

**Section 4. Budgetary Implications.** First year annual labor cost estimate is \$2,610. Material cost estimate is \$120. Costs would come from the General Fund and are budgeted.

**Section 5. Selection.** The Port Commission delegates authority to Port Management to fill committee spots attempting to find individuals from each of the categories in Section 2.

**Section 6. Meetings/Bylaws.** The Committee will meet initially to determine a regular schedule. The Harbormaster and Administrative Assistant will develop an agenda for the committee and the committee will select a Chair and Vice Chair from its membership. These meetings shall follow public meeting and record rules. The Committee shall create by-laws for the efficient use of time and development of decisions. Minutes of the committee will be included in the Commission’s monthly board packet.

**Section 7. Effective Date.** Resolution shall take effect immediately.

**APPROVED AND ADOPTED BY THE BOARD OF COMMISSIONERS** this 26th day of July, 2016.

ATTEST:

\_\_\_\_\_  
Walter Chuck, President

\_\_\_\_\_  
Patricia Patrick-Joling, Secretary/Treasurer

# NEW BUSINESS AGENDA ITEM

---

**DATE:** July 26, 2016  
**RE:** IGA w/ City of Newport for Bay Front Parking District Extension  
**TO:** Board of Commissioners  
**ISSUED BY:** General Manager

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## **BACKGROUND**

In 2011, the City created parking districts along the Bay Front, in the Central Business (Deco), and in Nye Beach. In October of that year, the Port and City entered into an Intergovernmental Agreement outlining the Port's roles and responsibilities in regards to funding parking system improvements. The agreement included a commitment by the Port to make an annual monetary contribution to the District on its behalf and that of the fisherman mooring at Port facilities. Other businesses along the Bay Front paid a similar, proportionate fee as well. The Port/fishermen's contribution has been \$6,000 annually and is the main reason for the \$21 parking permit fee we charge the fishermen.

On June 26, 2016, the City extended the life of the parking district by two years so that a parking study can be performed to establish if the district should continue in its current form or whether alternative approaches should be pursued to address the bay front's parking needs. The new district is set to expire on June 30, 2018. The parking study is funded, in part, by the District.

The City is now looking to renew its IGA with the Port to align with the new district expiration date.

## **TERMS OF THE AGREEMENT**

- Port continues to \$6,000 annually into the Bay Front Area Economic Improvement District. This represents the commercial fishing industries impacts to parking as well.
- City will complete a parking study plan that will review a number of options for parking improvements.
- By participating, the Port is eligible to receive improvements and the Port will have a permanent seat on the advisory committee (which the General Manager currently serves.)

## **STATUS OF FUNDING AND PARKING DISTRICT DELIVERABLES**

There is approximately \$235,000 accumulated in the Bay Front parking district and a few smaller projects have been completed. Most notably the sidewalk improvements on Bay Blvd. below the Maritime Museum were completed with parking district funds.

\$235,000, however, isn't enough to completely solve parking issues on the Bay Front or in Nye Beach. The study is looking at a number of capital projects, maintenance costs and ways to complete funding for the priorities.

As an example, the types of parking solutions being considered include extending the boardwalk out over the mudflats to be used as fishermen parking between the Port Dock 3 gangway to the site of the old fern plan (where the sea lion artwork is located), installation of equipment stacking on property by the public hoist dock and paving of the 2-acre yard between the Port office and the yacht club, and the introduction of a more frequent shuttle service either through the Bay Front and/or including a route through Nye Beach. Most of those projects, of course, would take Port Commission approval.

The study is also looking at additional funding streams to finance the improvements, most noticeably being the addition of parking meters on the Bay Front.

### **ANALYSIS**

The Port has benefitted by having a large role in the activities of the district. Moving forward it will be important if significant and unique projects are being considered by the City. As projects are developed, the Commercial Fishing Committee could also be a resource for the Port.

### **RECOMMENDATION**

I would recommend that a Commissioner make a MOTION TO AUTHORIZE THE GENERAL MANAGER TO SIGN THE INTERGOVERNMENTAL AGREEMENT WITH THE CITY REGARDING PORT PARTICIPATION IN BAY FRONT AREA PARKING SYSTEM IMPROVEMENTS.

-###-

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

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

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

**RECITALS**

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

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

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

**TERMS OF AGREEMENT**

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

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

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

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

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

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

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

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

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

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



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

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

PORT OF NEWPORT

CITY OF NEWPORT

\_\_\_\_\_  
By: General Manager

\_\_\_\_\_  
By: City Manager

Date: \_\_\_\_\_

\_\_\_\_\_

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**PORT OF NEWPORT  
RESOLUTION NO. 2016-\_\_\_**

**A RESOLUTION AMENDING THE PERSONNEL POLICY MANUAL TO ADOPT A  
REVISED HIRING POLICY**

**WHEREAS**, the By-Laws for the Port of Newport Board of Commissioners, Part II, Section 6(e) provides for the creation of personnel rules by resolution; and

**WHEREAS**, Resolution 1-2000 established the Personnel Policy Manual, adopted March 28, 2000, in which Article II.2.2.1 addresses appointment to positions; and

**WHEREAS**, the Port of Newport is committed to identifying and hiring the best personnel possible to achieve the Port's goals and create a dynamic, vibrant workplace; and

**WHEREAS**, the Port is committed to developing and training its employees where possible to promote from within; and

**WHEREAS**, the Port recognizes the contributions that its employees make to the overall success of the Port; NOW THEREFORE

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

**Section 1.** Replace **2.2.1** in the Personnel Policy Manual with the following amended text:

**2.2.1** The Port of Newport is committed to identifying and hiring the best personnel possible to achieve the Port's goals and create a dynamic, vibrant workplace. The Port is also committed to developing and training its employees and where possible to promote from within. The Port uses a three tier process in its hiring practices to achieve these goals. (Refer to the Port's job classification and/or compensation plan for actual job titles for each Tier):

**(a) Tier Three – Port Staff**

For job classifications designated as Port Staff, the Port will first make these positions available to current Port Staff members who are interested in a lateral movement or promotion. Interested candidates will have to meet the minimal requirements of the position to be able to interview for the job. Meeting the minimum requirements does not guarantee they will be hired for the position but will automatically allow them to interview for the position.

**(b) Tier Two – Port General Management**

For job classifications designated as Port General Management, the Port will first make these positions available to current Port employees through an internal hiring process. Interested candidates will have to meet the minimal requirements of the position to be able to interview for the job. Meeting the minimum requirements does not guarantee they will be hired for the position but will automatically allow them to interview for the position. If no internal candidate is hired for the position, an external hiring process will be undertaken.

**(c) Tier One – Port Senior Management**

For job classifications designated as Port Senior Management, the Port will post these positions externally. Current staff who feel they are qualified will be encouraged to apply and if they meet the minimum requirements of the position will automatically be allowed to interview.

**Section 2.** This resolution becomes effective August 1, 2016.

**Section 3.** Staff is directed to codify this amendment into the Personnel Manual (Res. No. 1-2000) according to past administrative practices.

**APPROVED AND ADOPTED BY THE BOARD OF COMMISSIONERS** this 26<sup>th</sup> day of July, 2016.

ATTEST:

\_\_\_\_\_  
Walter Chuck, President

\_\_\_\_\_  
Patricia Patrick-Joling, Secretary/Treasurer

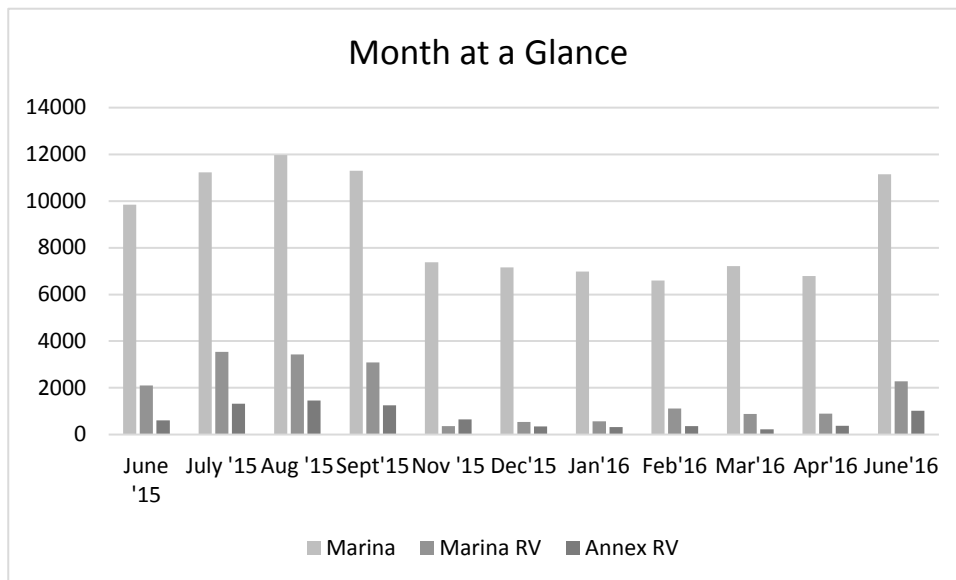
# June 2016 Occupancy Report

To: Port of Newport, Board of Commissioners  
 From: Penny, South Beach Marina & RV Parks  
 07/21/16

Occupancy figures in both RV parks and the marina were up from June, 2015. In the marina, we had a big increase in monthly slip rentals. The high numbers in the Annex Park can be attributed to a boost in the amount of extended stay guests. 14 of the annex sites are occupied by long term moorage holders and 8 sites are rented by contractors working in the area.

In June, 825 reservations were taken by the front office and 224 were made on line.

June	2015	2016	Change	YTD 2015	YTD 2016	Change
<b>Marina</b>	9845	11141	13.16%	<b>46,736</b>	<b>50,890</b>	<b>8.89%</b>
<b>Marina RV</b>	2105	2284	8.50%	<b>7,209</b>	<b>7,793</b>	<b>8.10%</b>
<b>Annex RV</b>	607	1022	68.37%	<b>2,162</b>	<b>2,978</b>	<b>37.74%</b>







## DIRECTOR OF OPERATIONS MONTHLY REPORT

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**DATE:** 7/21/2016  
**PERIOD:** June - July 2016  
**TO:** Kevin Greenwood  
**ISSUED BY:** Rick Fuller

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### OVERVIEW

#### **Summary:**

The ITSF site clearing work and soils test has been completed, approved by the building department. Rogue received their building permit and are now in full swing and trying to catch up for lost time. The Multi Use Area walkway has been poured and is scheduled for asphalt next week. Request for Proposals (RFP) have been initiated for two projects at Port Dock 5. The International Terminal is being readied for its first compliance inspection in order to gain its MTSA certification.

#### **Detail:**

- **Terminal Shipping Facility:** On August 28<sup>th</sup>, Road & Driveway performed site work to clear brush material on the nine acre site and prepare for soils testing. The work was inspected and confirmed by the Newport building department official as acceptable progress in order to maintain an active permit status for the project. The contractor's equipment and operator was retained under separate agreement by GRI to perform the soils sampling. At present the sampling report is pending but verbal conversation has been good regarding the absence of contaminants.
- **Rogue Warehouse Expansion:** The building permit for the Rogue expansion has been finalized and issued. Work has commenced in earnest with foundation work currently being performed on the phase one building. As part of the Rogue contract with DSL Builders, the curb and gutter at the old boat ramp infill (now the Multi Use Area) was formed and poured by RK Concrete. Central Coast Excavation relocated utility services and performed final grading of the multi-use area. Asphalt is scheduled for installation next week. Following the asphalt installation, the construction perimeter fencing will be reduced and relocated allowing the use of the newly renovated Multi Use Area.

The finalized plan of the Multi Use Area by SHN Engineering shows the results of earlier site meetings by the building committee and is included as an attachment. Due to onsite contractor availability, ease of construction without asphalt, and beneficial cost, it was decided by staff and committee members to proceed with the installation of the walkway base preparation, three water hydrants, electrical conduit and approximately 260' of concrete sidewalk as shown on the plan. A cost estimate is attached for this portion of the work and includes the remaining 10'x40'

walkway at the south west. Further design of the entire multiuse area will be determined at a later date after best use of the area has been examined.

- **NOAA MOC-P dredging:** Pacific Habitat Service (PHS) has completed the work on the Joint Permit Application. Advanced Remediation Technologies has been contacted for sediment sampling and has received approval of the SAP by the Army Corps of Engineers.
- **NOAA MOC-P recreational access:** SHN Engineering design concept that will add an additional 60ft of dock section to the west end of the service dock attached to the existing seawall piling has been reviewed and accepted by ODFW. The access will include the improvement of the small triangular grounds west of the Rogue Brewery and provide access down to the water for recreational crabbing activities. SHN Engineering has been directed to provide details for the floating dock connections to the existing piling at the sea wall.
- **Permits:** NIT dredge deepening permit – I continue to work on and have contact with Brad Johnson of the USACE keeping him updated on the progress of closing out the permit which includes creation of a conservation easement at the mitigation area behind the Aquarium.
- **PON/CBP permanent foundation for modular structures:** No change to the CBP modular office trailer. All cost estimates for the CBP office have been submitted to GSA for similar work at the 10'x32' modular building, but the acceptance and agreement remain pending. The project is required in order to comply with city building code.
- **Port Dock 5 fixed pier approach:** North Commercial staff has completed the installation of the gate with signage that now limits vehicular traffic to the first third of the approach. The RFP for professional services for the study, design and pricing of the eventual structural replacement of the approach has been posted. Five engineering companies have been contacted and are participating in pre-bid meetings prior to the proposal due date of July 29th. A selection committee of 5 persons will need to be selected prior to proposal date. Work on the project is anticipated to start sometime in mid-August.
- **Port Dock 5/7 Pile replacement:** Request for Proposal (RFP) for the replacement of pile and floating dock repair has been completed and is posted. A mandatory contractor meeting is scheduled for July 26 with proposal due date of July 29. Four contractors have been notified and have responded to the RFP. Work is scheduled for the beginning of the in-water work period in November.
- **General Departmental:**
  - The working draft of the Facility Maintenance & Operation Plan continues to be a work in progress. As a component of the personnel policy, the FMOP outline will include at a minimum: Facility operation and program goals, facility and asset identification, maintenance procedures, training, and accountability expectations. Operations will continue to utilize and expand its use of our Computerized Maintenance Management Software (Hippo CMMS) as one of many tools to achieve the goals of the program.
  - The annual employee evaluations for operational staff was completed during this period.
  - N Commercial & S Beach shops received additional computers as their use of ADP timesheets and the CMMS software has improved and increased the need for more than one computer shared between all staff.
  - This months shout out goes to Fred Hauert and Kevin Corwin who attended a “Train the Trainer” course and are now certified as the fork lift trainers. With this certification the Port will be able to certify upcoming staff on the safe and proper use of fork lift



equipment on an as-needed basis without the costs of outside contractors.

- Supervisor Pete Zerr has been focused on the upcoming US Coast Guard inspection which is required to gain the Marine Transportation Security Act (MTSA) certification. The MTSA compliance certification is required by the USCG in order to accept and dock ships under foreign flag at the International Terminal. The MTSA certification follows the Facility Safety Plan (FSP) that was developed as part of the NIT renovation and construction close out.

### **International Terminal – Pete Zerr, Superintendent**

Billable services:

- Forklift - 29hrs
- 30 Ton Hydraulic crane – 11 hrs
- Moorage – 101 days
- Dock Tie Up – 160 hrs
- Labor – 35 hrs

Other

- General facility maintenance including
- Preparing for USCG site visit on July 26th for site inspection of MTSA requirements for Facility Security Plan.

### **N. Commercial docks – Kent Gibson, Interim Harbor Master**

Billable services: (estimated)

- Forklift - 114hrs
- Hoist crane –12hrs
- Dock Tie Up – 195hrs
- Labor – 116hrs

Other

- Replaced nonskid ramp transition plate at bottom of dock 5
- Completion of PD5 approach gate and signage
- Installed replacement pedestal dock lights at PD7

### **NOAA MOC-P – Jim Durkee, Facility Manager**

- Room 143 security wall: Lincoln Glass ordered materials and they should be in soon. I have repaired holes and painted in preparation.
- Pier lighting inverter replacement: Replacement inverter has arrived and is waiting for contractor to install
- Annual inspections are in progress
- Eelgrass survey took place July 4th and 5th. Becca Bishop and Rick Fuller assisted me and the crew from PHS in getting the entire survey done in 2 days

Vessels using facility since last report – Bell M Shimada, OSP Guardian, USCG Fir, ACOE Yaquina.

Year to date, 924 passengers crossed the bar on vessels using the NOAA wharf.

Office Occupancy Rate – 64%

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

Billable services:

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

Other

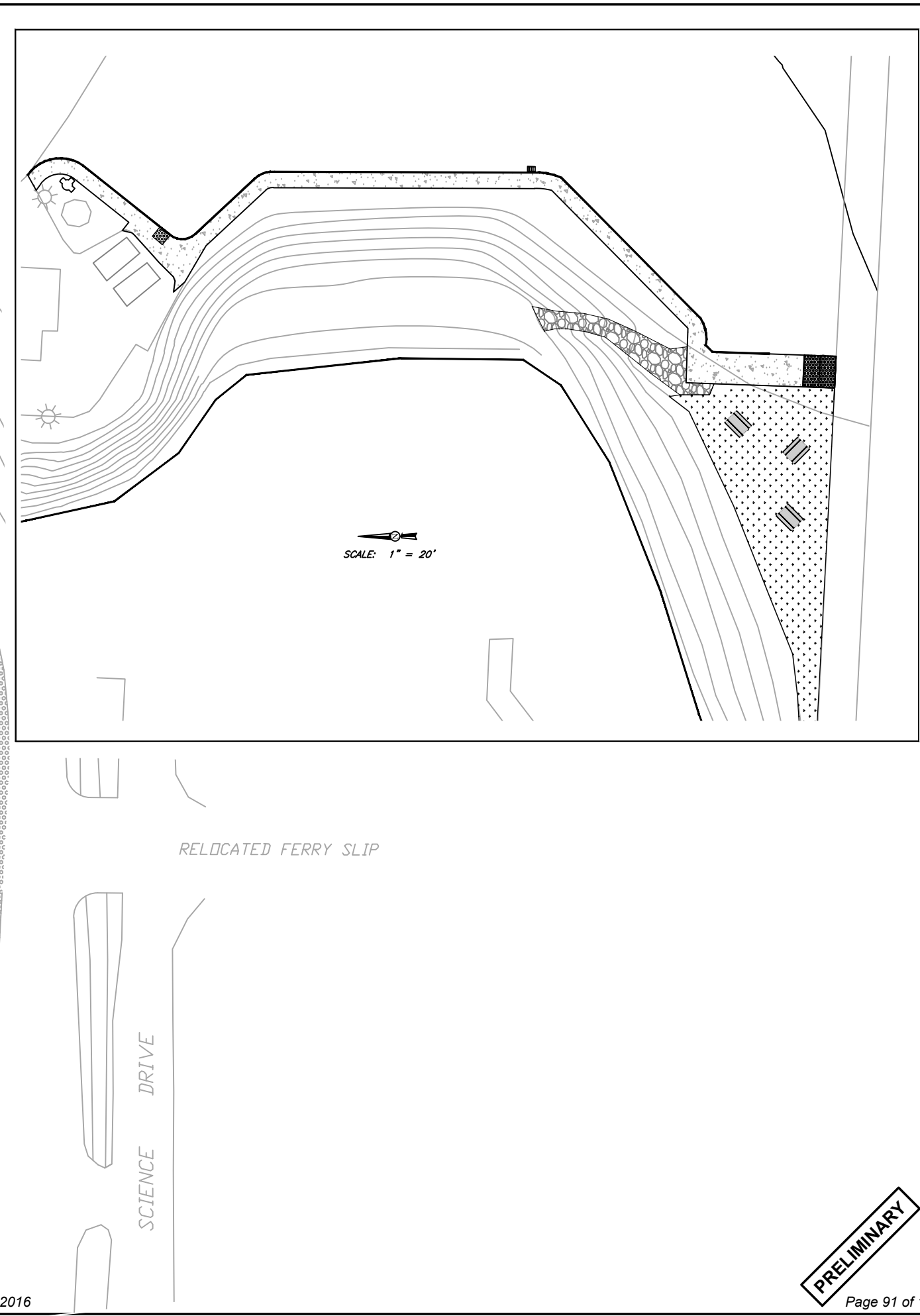
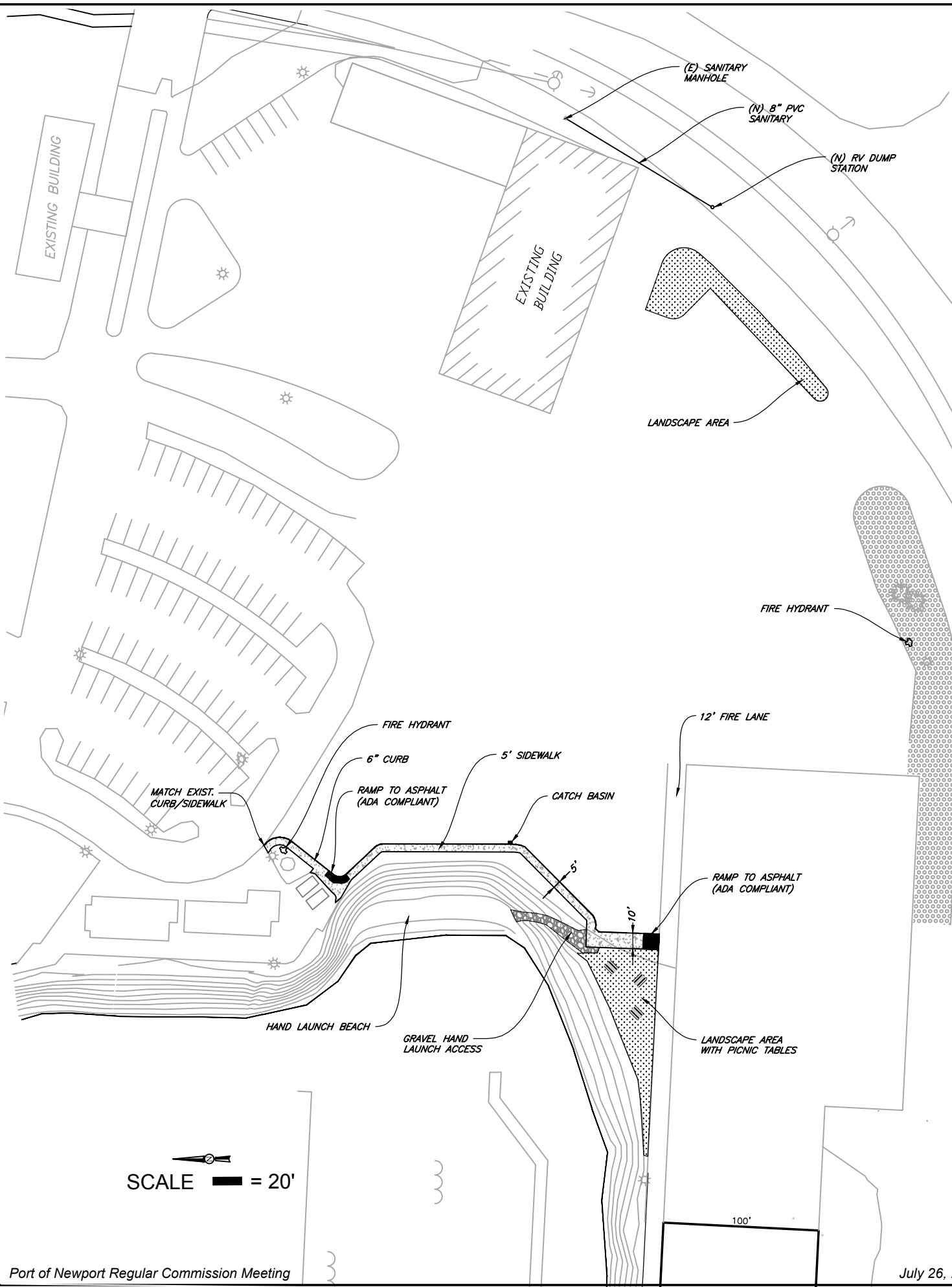
- The Mates volunteer group have completed the RV Park main entrance sign and the interpretive kiosk at the north fish table
- Runion's Construction haul off of Cougar Ann & Jimco complete. Grumpy Dragon is scheduled for haul off to Toledo this month
- Installed new water line at the old boat launch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

## **Volunteer Work Crews**

Port Mates - With the replacement of the old SB RV Park main entry sign and the renovation of the North fish table kiosk complete, the Mates have now successfully completed two major projects. Along with the projects, the mates have also replaced the cabinets at the North eel grass mitigation kiosk, picked up trash, were ambassadors at the International Terminal during the 4<sup>th</sup> of July, and cleaned the sign in front of the admin office. Outstanding!! See the attached photos.

Angel Job Corps - The Job Corps have had minimal progress due to the instructors absence for medical reasons. The scope of work is to provide labor & equipment for the scaffolding, siding removal, sheathing repair, painting, and installation of new hardy board lap siding and trim.

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**PRELIMINARY**

VERIFY SCALES  
 BAR IS ONE INCH ON ORIGINAL DRAWING  
 IF NOT ONE INCH ON THIS SHEET ADJUST SCALES ACCORDINGLY

CONSULTING ENGINEERS & GEOLOGISTS, INC.  
 WWW.SHN-ENGR.COM  
 275 MARKET AVENUE  
 COOS BAY, OR. 97420  
 541-266-9890



NO.	DATE	REVISION	BY

PORT OF NEWPORT  
 MULTI-USE AREA PLAN  
 NEWPORT, OREGON  
 MULTI-USE AREA

DESIGN	RFS
DR	RFS
CHK	RFS
APVD	

SHEET 1  
 SEQ 1  
 DATE 05/2016  
 PROJ. NO. 3 615041



Location SB Multi Use  
Area

Description Phase I work

Page 1 of 1  
Date Jul-16  
By RF  
Job # SB1601

CODE	DESCRIPTION	QUANTITY	UNIT	UNIT COST				EXTENSIONS				TOTAL	
				LAB	MATL	EQP	SUB	LABOR	MATL	EQUIP	SUB		
<b>Engineering/Design</b>													
	SHN Engineering	1	LS				1,735					1,735	1,735
<b>Excavation, backfill, trenching</b>													
	Central Coast Excavation	1	LS				5,400					5,400	5,400
<b>Concrete</b>													
	Contractor - Concrete walkways	1960	SF				3					5,880	5,880
	Material	29	yrd		122.00				3,538				3,538
<b>Plumbing</b>													
	Piping , 3 hydrants	1	LS		250.00				250				250
<b>Electrical</b>													
	Conduit for future walkway lighting	1	LS		250.00				250				250
<b>Landscape</b>													
	Grass seed	1	LS		100.00				100				100
<b>SUBTOTAL</b>													
									#####			13015	17,153
<b>MULTIPLIER</b>													
<b>TOTAL THIS PAGE</b>													
													17,153

# GENERAL MANAGER MONTHLY REPORT

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**DATE:** 7/26/2016  
**RE:** July Regular Meeting  
**TO:** Port of Newport Board of Commissioners  
**ISSUED BY:** Kevin Greenwood, General Manager

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## **HIGHWAY 20 CLOSURE**

Please note change that the ten hour closures have been pushed back to August 1.

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

## **GENERAL SCHEDULE**

June 1 – July 30

General Travel:

- Open 22 to 24 hours per day.
- 2 hour closures possible, times to be posted one week in advance on this website.
- Daily 20-minute closures likely.

Emergency Vehicles: Open 24 hours per day

August 1 – November 15

General Travel:

- Sunday through Thursday: Closed 10 hours per night, 6:30 p.m. to 4:30 a.m.
- Open Friday and Saturday nights. Saturday night closures possible, with advance notice.
- Daily 20-minute closures likely.

Emergency Vehicles: Closed 1 hour for blasting.

## **DULSENERGY LEASE NEGOTIATIONS**

- Memo of Understanding between the Port and Hatfield Marine Science Center was drafted and submitted to Dr. Cowen. The Port also drafted a required letter for HMSC to DEQ stating that the permit holder (HMSC) approves the shared use. Dr. Cowen forwarded the documents to their attorneys in Corvallis and we will await their response. Port should have a response back by August 1.
- Commissioners Brown and Patrick-Joling met with Chuck Toombs and Josh Hulsey on July 21st. Report is that they are still looking for investors before moving forward so little progress was made on the lease.

## **REZONING OPPORTUNITY FOR BAYFRONT PROPERTY**

The City has approached the Port about a re-zone that would provide more development flexibility on our 2-acre parcel on Bay Blvd. between the Port Office and the Yaquina Bay Yacht Club. Currently the grassy yard is zoned W-1 (water industrial) with a small W-2 (water commercial) in the corner where we were going to build the admin building. W-2 is more lenient to development than the W-1 zoning and the city is offering the Port to allow a rezone of 0.8 acres from W-1 to W-2. This would give the Port Commission more options for development. In past discussions with the city about where to locate the W-2 zoning, Derrick Tokos has indicated that if and when development were to occur, the City would work with the Port to reconfigure the zoning on the lawn in a way that would benefit the development.

That being said, the Port still needs to agree to where to receive the zoning and the two options are the east or west side of the parcel. Development such as a restaurant or hotel, in addition to fishing support services are all allowed in the W-2. So it's a matter of whether it makes sense for that kind of development to happen on the east or west side.

## **STATEWIDE ISSUES / OREGON PUBLIC PORTS ASSOCIATION**

- The National Flood Insurance Program (NFIP) is gearing up for increased regulations for estuarine development which will kick in full force in 2018. Ports will need to be vigilant about the increased mitigation requirements and costs for future development in flood zones. This will be a discussion at the next OPPA meeting.
- OPPA continues to review ORS 777 and an 80-page document has been produced summarizing the possible statutory changes Port may want to introduce in the next session. Once the review has been completed, OPPA is looking to produce a "Cliff Notes" for ORS 777 that would review sections of the statute, include a glossary or terms found in 777 and applicability to real life scenarios.
- State court has ruled that public land owners are no longer able to use recreational immunity for public access and could be subject to litigation if citizens hurt themselves on public property. Traditionally land owners – not charging for access to their property – are protected from lawsuits. The concern had to do with public agencies indemnifying their employees which is where the hitch is. Special Districts Association of Oregon – along with the League of Oregon Cities and Association of Oregon Counties – will be looking for a solution next session. In the meantime, landowners will be on pins and needles concerning public access to their property.

## **PERSONAL MEETING NOTES ARE PUBLIC RECORDS**

A question came up a few months ago about personal notes that commissioners and/or staff make during a public meeting and whether those are considered public records and kept in the official records.

Karen Hewitt did some research and found the following:

The **Oregon** Administrative Rules (OARS) include definitions for public records:

§ 192.410<sup>1</sup>

Definitions for ORS 192.410 to 192.505

. . .

(3) Public body includes every state officer, agency, department, division, bureau, board and commission; every county and city governing body, school district, special district, municipal corporation, and any board, department, commission, council, or agency thereof; and any other public agency of this state.

**(4)(a)** Public record includes any writing that contains information relating to the conduct of the public's business, including but not limited to court records, mortgages, and deed records, prepared, owned, used or retained by a public body regardless of physical form or characteristics.

**4(b)** Public record does not include any writing that does not relate to the conduct of the public's business and that is contained on a privately owned computer.

...

**(6)** Writing means handwriting, typewriting, printing, photographing and every means of recording, including letters, words, pictures, sounds, or symbols, or combination thereof, and all papers, maps, files, facsimiles or electronic recordings. [1973 c.794 §2; 1989 c.377 §1; 1993 c.787 §4; 2001 c.237 §1; 2005 c.659 §4]

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At a Commission Meeting, Commissioners are acting as part of a public body, so notes taken by a Commissioner at the Meeting would be considered a part of the public record. If you take notes during the meeting, they should be turned over to the Clerk/Administrative Assistant for inclusion in the Meeting Records.

Karen is recommending that commissioners refrain from making personal notes during the meeting that you would not want to include in the record. Although it may be something you do not consider related to the business of the Port, it is better not to have to make that argument.

If you take notes at home that you bring to the meeting to use in the course of Commission discussion, these should be turned over as well. This would include notes in electronic form.

### **PASLEY PROPELLOR MOUNTED AT MUSEUM**

Port staff assisted the Pacific Maritime Heritage Center mounting the prop at the site of the old waterwheel. I've included the agreement with the PMHC for your records.

### **SWEDE'S DOCK BOAT HOUSE POSSESSION**

Included in your packet is a letter from Firstco Marine asking the Port if it would be interested in taking ownership of the boathouse located on Swede's Dock. The short answer is "no." However, the Port is working with an interested party about taking on the ownership, insurance and maintenance in exchange for moorage. The individual provides services to the fleet and it could be a good addition to the marina to have another marine service provider in port.

### **OTHER**

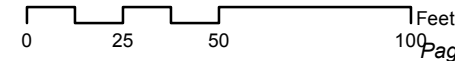
- Coastal Economic Summit is scheduled for August 8 & 9 at the Old Mill Casino in North Bend.

-###-



**Port Zone Change Option No. 1**  
**(New W-2 Zoning Boundary in Blue)**

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



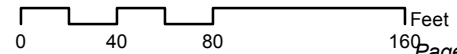




City of Newport  
 Community Development Department  
 169 SW Coast Highway  
 Newport, OR 97365  
 Phone: 1.541.574.0629  
 Fax: 1.541.574.0644

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

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



**CITY OF NEWPORT  
USES IN THE WATER DEPENDENT AND RELATED ZONING DISTRICTS**

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**W-1/"Water Dependent"**

**Permitted Uses:**

Aquaculture  
Boat Rentals, Sport Fishing, and Charter Boat Services  
Docks, Wharves, and Piers  
Dry Docks, Boat Repair, Marine Services, and Marine  
Railway Facilities  
Fuel Facilities for Boats or Ships  
Marinas and Port Facilities  
Seafood Processing and Packaging Plants  
Terminal Facilities for Loading and Unloading Ships and  
Barges  
Marine Research and Education Facilities of Observation,  
Sampling, Recording, or Experimentation On Or Near the  
Water

**Conditional Uses:**

Ice Production and Sales, Refrigeration Repair, and Cold  
Storage To Serve the Seafood Industry  
Boat Building and Marine Equipment Manufacture  
Parking Lots  
Warehouses  
Uses Allowed in the Adjacent Estuarine Management Unit  
Water-Dependent Uses That Meet the Intent of the W-1  
District

**W-2/"Water Related"**

**Permitted Uses:**

Aquaculture  
Boat Rentals, Sport Fishing, and Charter Boat Services  
Docks, Wharves, and Piers  
Dry Dock, Boat Repair, Marine Services, and Marine  
Railway Facilities  
Fuel Facilities for Boats or Ships  
Marinas and Port Facilities  
Seafood Processing and Packaging Plants  
Terminal Facilities For Loading and Unloading Ships and  
Barges  
Marine Research and Education Facilities of Observation,  
Sampling, Recording, or Experimentation On Or Near the  
Water  
Ice Production and Sales, Refrigeration Repair, and Cold  
Storage to Serve the Seafood Industry  
Boat Building and Marine Equipment Manufacture  
Parking Lots  
Warehouses  
Uses Allowed in the Adjacent Estuarine Management  
Unit  
Water-Dependent Uses That Meet the Intent of the W-1  
District  
Bait, Tackle, and Sporting Goods Stores Specializing in  
Water-Related Merchandise  
Seafood Markets

**Conditional Uses:**

Uses Permitted Outright in the C-2 District  
Offices Not on the Ground Floor of an Existing Building  
Residences (prohibited at street grade; for floors other  
than street grade, residences allowed subject to issuance of  
a conditional use permit; density limitations same as R-4;  
see Section 2-4-1 of the Zoning Ordinance).



LINCOLN COUNTY  
HISTORICAL SOCIETY

BURROWS HOUSE MUSEUM • LOG CABIN MUSEUM • PACIFIC MARITIME & HERITAGE CENTER

Port of Newport  
600 SE Bay Blvd.  
Newport, OR 97365

Dear Kevin Greenwood:

On behalf of the Lincoln County historical Society, the community, and visiting researchers, I would like to thank you for your recent gift to the museum.

Accession# 2016.009

**Donation:**

Tools for Giant Propeller of Pasley (believed) found at Port of Newport. 3 pieces.  
Wrench with circle on the edge approx. 8.5" width

In order to complete the donation, please sign both copies of the Deed of Gift. Please return the original in the self-addressed, stamped envelope enclosed. You may retain the copy for your records. If you have any additional information would like to add in regards to the donation feel free to write down on the Deed of Gift.

Again, thank you for your generous gift.

大槻さち子

Sachiko Otsuki  
Collections Specialist

Lincoln County Historical Society  
545 Southwest Ninth Street  
Newport, Oregon 97365

541-265-7509  
curator@oregoncoasthistory.org

PORT OF NEWPORT

JUN 20 2016

RECEIVED



LINCOLN COUNTY  
HISTORICAL SOCIETY

BURROWS HOUSE MUSEUM • LOG CABIN MUSEUM • PACIFIC MARITIME & HERITAGE CENTER

## DEED OF GIFT

Accession# 2016.009

Name: <u>Port of Newport</u>	Date: <u>03/11/2016</u>
Address: <u>600 SE Bay Blvd.</u>	
City: <u>Newport</u>	State: <u>OR</u> Zip: <u>97365</u>
PhoneH/W: _____	Fax: _____

I own the personal property described below and desire to give said personal property to the Museum. I do hereby irrevocably and unconditionally give and transfer to the Museum all right, title, and interest, including all copyright, trademark, and related interests, in and to the following described property.

### Description of Gift:

Tools for Giant Propeller of Pasley (believed) found at Port of Newport. 3 pieces.  
Wrench with circle on the edge approx. 8.5" width

By my signature below I accept the foregoing conditions and acknowledge reading any attached information.

This gift is given in memory of: \_\_\_\_\_

Dated: \_\_\_\_\_

Donor/agent

Donor/agent

Date received: \_\_\_\_\_

Received by: \_\_\_\_\_

THE GIFT DESCRIBED ABOVE IS ACCEPTED FOR LINCOLN COUNTY HISTORICAL SOCIETY

By: Otsuki, Sachiko  
name

Collections Specialist  
title

6/17/2016  
date



***Memorandum of Understanding Between the Lincoln County Historical Society (LCHS) and the Port of Newport.***

On 23 June 2014 the Port of Newport Board of Directors approved the loan of its 14 ft diameter, 14,000 pound ship's prop that was recently removed from the concrete-hulled ship *C.W. Pasley*. This ten-year loan between the Lincoln County Historical Society and Port of Newport includes the following stipulations:

1. The purpose of the loan is to enable LCHS to create an attractive, interesting, and engaging pedestrian friendly landmark outdoor exhibit on the Newport Bayfront. It will be exhibited on the triangular shaped lot directly across from Port Dock Five, formerly occupied by Howdy Eddelman's waterwheel.
2. LCHS will obtain approval from The City of Newport for its installation and obtain all necessary permits.
3. LCHS will provide interpretation and signage geared towards a general audience to accompany the prop that promotes LCHS's Pacific Maritime & Heritage Center, the history of the Port of Newport, and Yaquina Bay shipping.
4. Signage and interpretation will be developed with in partnership with the Port of Newport.
5. LCHS will not paint or physically alter the prop without prior approval from the Port of Newport.
6. LCHS will display the prop on an engineered stand at its own expense that has minimal physical impact on the prop. A prop mounting system will be employed that mimics (as much as possible) the mounting system originally employed to attach the prop to the *C. W. Pasley's* propeller shaft.
7. This ten year loan will commence when LCHS takes possession of the prop.

---

Kevin Greenwood  
Port of Newport  
General Manager

Date

---

Steve Wyatt  
Lincoln County Historical Society  
Executive Director

Date



**FIRSTCO MARINE**  
**2135 330<sup>th</sup> Avenue**  
**Fort Madison, IA 52627**

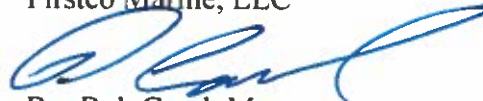
June 9, 2016

The Port of Newport  
Attn: Kevin Bryant  
Commercial Marina Harbor Master  
600 SE Bay Blvd  
Newport, OR 97365

Dear Mr. Bryant:

This letter follows our recent communications regarding the boathouse owned by Firstco Marine, LLC and located in the commercial marina of the Port of Newport. I understand the Port of Newport is willing to accept a conveyance of the boathouse from Firstco Marine, and this letter will confirm that Firstco Marine, LLC has elected to transfer its boathouse in the commercial marina to the Port of Newport without any expectation for payment. Firstco Marine recognizes that the Port of Newport has not promised it anything in return for the conveyance and, by signing this letter, does convey the boathouse to the Port. If you need anything more formal to document the transfer, please let me know, as I would be happy to provide it to you.

Firstco Marine, LLC



By: Bob Carel, Manager

RECEIVED

JUN 17 2016

PORT OF NEWPORT