

PORT OF NEWPORT REGULAR COMMISSION MEETING AGENDA

Tuesday, September 23, 2014, 6:00 p.m.
Central Lincoln Public Utility District Board Room
2129 N Coast Highway 101, Newport, OR 97365

Walter Chuck (Pos. #1), President; Dean Fleck (Pos. #5), Vice President;
Ken Brown (Pos. #4), Secretary/Treasurer; JoAnn Barton (Pos. #3); David Jincks (Pos. #2)

- I. Call to Order 6:00
- II. Changes to the Agenda 6:01
- III. Public Comment..... 6:02
- IV. Consent Calendar 6:08
 - A. Minutes
 - 1. Regular Meeting – August 26, 2014
 - B. Financial Report – Steve Larrabee, Director of Finance
- V. Correspondence/Presentations..... 6:10
- VI. Old Business
 - A. Financial Report – Accounts Paid..... 6:12
 - B. International Terminal Unconsolidated Dredging Contract w/ HME Construction (action) 6:14
 - C. International Terminal Dredge Survey Contract (action) 6:20
 - D. International Terminal Mitigation Contract (discussion)..... 6:25
- VII. New Business
 - A. Rondys Lease Addendum (action)..... 6:32
 - B. Donate Launch Fees for Hospice Regatta (action) 6:37
 - C. Approve Geotechnical Survey for Admin Building (action)..... 6:42
 - D. Parking Violation Adjustment from \$15 to \$40 (action) 6:44
- VIII. Staff Reports
 - A. Departmental Reports 6:46
 - 1. Kevin Bryant, Commercial Marina Harbormaster
 - 2. Jim Durkee, Terminal Operations Manager
 - 3. Rick Fuller, NOAA Facilities Manager
 - 4. Penny Gabrielson, South Beach Occupancy Report
 - 5. Chris Urbach, South Beach Marina Harbormaster
 - 6. Mike Goff, TCB Security
 - 7. Safety Committee Report (no report due to inspections)
 - B. General Manager’s Report 7:00
 - 1. Director of Finance Recruitment
 - 2. Ports of Newport/Toledo Goal Setting Work Session
 - 3. Port Attorney Evaluation
 - 4. Rogue Brewery Expansion
 - 5. Security Upgrades
 - 6. Insurance Renewal
- IX. Commissioner Reports..... 7:30
- X. Calendar/Future Considerations 7:40
 - A. 09/27 Yaquina Bay & River Clean-up
 - B. 10/04 U-DA-Man Fishing Tournament
 - C. 10/08 Fishermen’s Forum 8:30am (PD7 Operations Shop)
 - D. 10/15 South Beach Marina User’s 8:30am (SB Marina Activities Rm)
 - E. 10/18 Newport Municipal Airport Grand Re-Opening 11-2pm
 - F. 10/25 6th Annual Chamber Scary-Okie

- G. 10/25 Trick or Treat MONSTER FEET Kids 5k Fun Run
- H. 10/28 Regular Commission Meeting, 6pm (PUD Meeting Rm)
- I. 10/30 Joint Work Session with Port of Toledo, 530pm (POT)
- J. 10/31 Several Trick or Treat events in Nye Beach & Bayfront
- K. 11/01 14th Annual Oyster Cloyster
- XI. Public Comment..... 7:45
- XII. Adjournment 7:50

To place a subject or issue on the agenda for presentation to the commission, please submit your request one week or more in advance of the regular scheduled meeting. 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
August 26, 2014
Regular Meeting**

I. CALL TO ORDER

Commission President Walter Chuck called the regular meeting of the Port of Newport Board of Commissioners to order at 6:03 pm. in the South Beach Marina Activities Room.

Commissioners Present: Walter Chuck (Pos. #1), President; Dean Fleck (Pos. #5), Vice President; Ken Brown (Pos. #4), Secretary/Treasurer; JoAnn Barton (Pos. #3); David Jincks (Pos. #2).

Commissioners Absent: None.

Port of Newport Management and Staff: Greenwood, General Manager; Barb Martin, Interim-Director of Finance; Darlene Webster, Administrative Assistant.

Others Present: Dennis Anstine, News Times; Yale Fogarty and Pat Ruddiman, ILWU Local 53; Jim Shaw, South Beach Resident; Lee Fries, Newport; Hal Pritchett, Private Citizen; Dave Schmidt, 2nd Vice President of Oregon Small Woodlands Assn; Dietmar Goebel, Architect, Dustin & Amanda Capri, Capri Architecture, LLC; Russ Glascock, RG Ranch; B. Starker, Starker Forest, Inc.; Dick Beemer, Newport City Council; Jim Myers, Great Albacore Tuna Challenge.

II. Changes to Agenda: Added under New Business discussion about meeting locations.

III. Public Comment: No public comment was made.

IV. Consent Calendar-Approval of Minutes and Financial Report:

Commission reviewed minutes from July 22 regular meeting and the financial reports. Motion by Barton, seconded by Brown to approve the Consent Calendar. Motion carried 5-0.

V. Correspondence/Presentations:

A. Great Albacore Tuna Challenge

Meyer updated the Port on the great success the Tuna Challenge had this year. And that the event drew a 30% increase from last year. They had a Chamber salute on Friday with a great turnout of NOAA facility families. The comment made by most of the families was how welcomed they have been made by the citizens of Newport. Saturday was a sell out with no Tuna left for the day. Many from out of town were very impressed by the Port area and of the event. There was a lot of great food, competition, judging and fun for many. Meyers complimented the South Beach Port staff for all their help. The challenge raised money for the Newport Food Program and the proceeds are split with the Port. Total proceeds came to \$9,400.00 for this event and ½ going to the Port.

Motion made by Barton, seconded by Brown to donate the Port's funds from this event to the Newport Food Program. Motion carried 5-0.

B. Small Woodlands Owners of Oregon

Schmidt has a tree farm and appreciates the Port's efforts to bring economic options to the small tree farmers in the area. He presented his economic analysis to the commission and went on to say that this will not only bring employment but additional revenue to small tree farm families. Schmidt commented that the Port needs to continue their efforts in the support and development of the export log facility. Decisions made by the Port take into consideration all economic viability through development that can be obtain as a whole. Schmidt's economic analysis report will be added to the record.

VI. OLD BUSINESS:

A. Financial Report-Accounts Paid

Accounts Payable conflict noted by Fleck and Brown. Motion by Jincks, seconded by Barton to approve the Accounts Paid as presented. Motion carried 5-0.

B. Administration Building – Architectural Design Contract w/Goebel/Capri Architecture, LLC

Workshop's attended by Brown, Jincks and Fuller on a regular basis has been very productive in reviewing the contract of Goebel/Capri. The next step is the CM/GC phase, which is the method of procurement; in which it was the consensus of the commission of the process to follow in this phase. Page 9 of Additional Services, Fuller separated out all the fine details of all the listings under these additional services categories. In all the total cost will be fewer than 65K which is still within budget. Now begins the next step of design and construction of the Administration Building. Noted was the request to increase the insurance coverage from 1.1MM to 1.7MM which was agreed upon by both architects. Commission wanted note for the record that Rick Fuller will be the CM on this project. Greenwood mentioned that we did receive a letter from the City Manager authorizing the temporary use through the end of construction. This allows the use of the two modular units occupied by the Port Administration office and the Customs Office. Barton noted that in previous projects the CM/GC method has worked very well for the Port.

Motion by Brown, seconded by Barton to approve the General Manager to enter into a Contract with Goebel/Capri that would not exceed \$64,875.00. Motion carried 5-0.

C. International Terminal Dredging Contract

Greenwood received DSL permits for winter dredging. Greenwood is still working on piggy backing on the Corp dredging. Discussion regarding how much rock and how much silt needs to be removed. Commissioners mentioned that they recalled a survey had been done and that further search should be done to obtain these reports. Greenwood will follow up to find such information. Frank Berg will be available to assist in this dredging project, since Fuller has other projects assigned to him already.

D. International Terminal Mitigation Contract

Discussion about the mitigation site behind the aquarium. Will remove undersized culvert and replace with larger culvert. Will also remove about 1500 cy of material forming earthen dikes in the estuary. Natt McDougal, the Port's contractor on the International Terminal project, had submitted an amendment a few months ago, but the Commission agreed that it made sense to continue moving forward with the project and McDougal.

VII. NEW BUSINESS:

A. Pacific Habitat Service – International Terminal Amendment

Discussion about PHS work on the terminal permitting and that there will continue to be work until the project is over. Motion by Fleck, second by Barton to approve the General Manager to enter into a Contract with Pacific Habitat Service, Inc. Motion carried 5-0.

B. Legal Services Agreement with Macpherson, Gintner & Diaz

Greenwood noted that SDAO recommended that the Port has a formal agreement on the books with a general services attorney. Discussion about creating a process for evaluating the port attorney. Greenwood will research a method of evaluation and bring forward to commission.

Motion by Barton, second by Jincks to approve the General Manager to enter into a Contract with Macpherson, Gintner & Diaz. Motion carried 5-0.

C. LCHS Propeller Promenade Ten-Year Loan Extension

Greenwood recommended approval by the commissioners to extend the loan of the Pasley Propeller to LCHS for a total of ten years. (A previous contract had been signed for five years.)

Motion by Jincks, second by Brown to approve the General Manager to enter into a Ten-Year Loan Agreement with LCHS for the Pasley Propeller. Motion carried 5-0.

D. Bylaws Amendment – Taped Meetings

Recommendations were made to not tape meetings due to the complexity of IT knowledge needed, cost of equipment, cost of storage, and maintenance of audio to limited server space the Port currently has and not having a permanent meeting room location to establish permanent equipment is a problem. In the past a small recorder was used mainly to assist the recorder of minutes in transcription of the minutes to paper. It was strongly noted that the Port always wants conduct itself in full transparency to everyone at all times. It is the hope that when the new administration building is completed that the Port could be able to fulfill the needs to have taped meetings. It was the consensus of the commission to wait until the new building is completed to approach this matter again.

E. Locations for Future Meetings

Commissioner Chuck brought up the idea of holding Port meetings at other locations in District. District stretches from Otter Rock in the North to Seal Rock in the South. Discussion about ensuring that locations are ADA accessible. Chuck agreed to research possible sites and report back to the Commission next month.

VIII. STAFF REPORTS:

Discussion was made regarding the information provided by the South Beach Operations pertaining to the injuries with use of the dumpsters. Noted was that at one time modifications were done to the dumpsters to decrease injuries. Mentioned was that the modifications did decrease injuries but that the current injuries are due to the pushing of the dumpsters.

B. General Manager's Report

1. Director of Finance Recruitment

Greenwood had 36 applicants and that the final four candidates will be interviewed this Friday with the hope of coming away with a final choice by the end of the day. John Baker is assisting in the interview process with the assistance of committees, of Port Staff, area professionals, commissioners and city counselors. These committees were selected and coordinated to assist the Port manager in the selection of the new Finance Director.

2. NOAA Recreational Mitigation Project

Due to other projects having a greater priority there are no new updates to report.

3. Rondy's Lease Negotiation at McLean Point

Due to other projects having a greater priority there are no new updates to report.

4. Sea Lion Dock Update

Bob Ward sent a correspondence regarding changes to the presented design and submitted a letter in response to make a few changes. As in the platform they would like to see it be 6 foot and not 5 foot wide. And also would like the platform to be the full length of the Port Dock One pier, with three to four access points' verses two. Feed back is yet to be obtained to date. Ward has received 120k in sponsorship funding to date.

5. Toledo Wooden Boat Show Results

Port of Newport entered into the race with the help of Jim Durkee in the construction of the boat and Darlene Webster for the Pirate Costume. Newport came in 2nd behind Port of Toledo Port manager Bud Shoemake. A huge trophy was displayed as the future "Yaquina Cup" trophy for future races. Commissioners that attended the event mentioned that it was a great turn out and the competition between the two Ports was very well received. It was noted that Jim Durkee built the best boat at the event. Discussion regarding joint meetings from time to time with both Port commissioners and manager's of Newport and Toledo. The first joint meeting would be targeted for September 4th, 2014 at the Port of Toledo administration offices at 6pm pending confirmation by Port Manager Bud Shoemake.

6. Insurance Renewal

Mentioned to the commissioners and encouraged by Greenwood for everyone to take the "insurance" training. And that we have available at the Port office one hour DVD's that commissioner's can check out to complete the training so we can receive credit for this training taken. Commissioner's will follow up and check out information to take training.

IX. COMMISSIONER REPORTS:

Brown attended the Airport Advisory meeting which was very productive and mentioned that funds left over from the Port of St Helens were possibly still available through Connect Oregon. Chuck received letter from the Wind Float Project regarding support. Barton & Greenwood attended Oregon Coastal Economic Summit in Florence this month. Barton praised Greenwood's efforts in rallying support for the dredging that the port would like to do in conjunction with the Corps project.

X. PUBLIC COMMENT:

Fries commended Port staff for wearing clearly identifiable Port clothing. This is very good marketing and properly identifies them from the general public while they are working. He did comment that the property is looking a lot better and that in years past sometimes time didn't allow for those to recognize areas that needed attention like the current signage at Port Dock one that needs a little attention at present. He mentioned that sometimes we need to stand back and look and see what we have to view the areas that we could improve.

XI. UPCOMING MEETINGS/EVENTS: Calendar was reviewed.

XII. ADJOURNMENT

There being nothing more to come before the Board of Commissioners, the meeting was adjourned at 7:45 pm

ATTEST:

Walter Chuck, President

Ken Brown, Secretary/Treasurer

Port of Newport

Memo

To: Port of Newport Commissioners
From: Barb Martin, Interim Director of Finance
Date: September 18, 2014

Financials:

No August financial reports are attached.

Three recreational vessels were seized at the end of July 2014. These vessels are scheduled for Public Auction on September 30, 2014. It has been the policy of the Port to bid on these vessels for the amount owed the Port (copy of procedures and boat list is included). If the Port is the successful bidder on the vessels, they are then placed for sale again to the general public and all reasonable offers are considered. To facilitate this process, I am asking the Commission to declare the vessels excess property so that they may be sold or disposed of.

Three accounts were written off for unpaid balances as of the end of the 2013/2014 fiscal year. Attached you will find the list of the write-offs. Every effort was made to collect these debts over the course of time.

2013-14 Annual Audit:

The 2013-14 fiscal year audit is underway. The audit team was at the Administrative office on September 17th and 18th and will continue over the next few weeks as they review the information they gathered. The Audit team of Signe Grimstad and Mark Harris have been very thorough with questions and looking at the overall operations of the Port.

Please stop by or call anytime if you have questions.

PORT OF NEWPORT
Agenda for Auction
September 30, 2014

Skipper Lynn ID# 591478 (ESTIMATED VALUE: \$0,000)
Slim ID# OR269CU (ESTIMATED VALUE: \$6,000)
S/V Wood Rose, ID #Unknow (ESTIMATED VALUE: \$1,000)

Before opening auction inquire if any owner/operator is there to pay the Port and reclaim the vessel.

Open auction at 10:00 a.m. 10:15 a.m. and 10:30 respectively

Announcements:

-This is public auction being held in accordance with ORS 87.172 – 87.206 and Port of Newport Facilities Code.

-Bidders must sign in giving name and address.

-The Port will accept sealed bids, which will be opened and read before other bidding starts.

-The vessel is sold WHERE IS – AS IS, with all faults. The Port of Newport makes no warranties, representations or guarantees of condition, fitness for particular purpose or use, or any other express or implied warranties, all of which are denied by the Port of Newport. The Port of Newport makes no warranty, representation or guarantee regarding title, liens, mortgages or other encumbrances, and denies any express or implied warranty of clear title.

-The successful bidder must immediately pay no less than 10% of the bid in cash or certified check. The balance is due within one hour of the close of the auction. Failure to pay the 10% will result in a reopening of the bidding process.

-The Port has no facilities for hull disposal.

-The Port can participate in the bidding. The Port will bid the amount owed by the vessel.

-The successful bidder must remove this vessel from Port or make arrangements for moorage. Moorage is payable in advance.

If questions arise about passing clear title we can inform the bidders the Port has contacted known lien holders and performed its due diligence to obtain a list of lien holders (making comments beyond this would not be of benefit to the Port as it makes no representations).

Port of Newport Operating Fund
Customer QuickReport
July 2013 through June 2014

	Type	Date	Memo	Split	Debit	Credit	
Mary Jane - Davis, Gary							
	Invoice	07/01/2013		Moorage	247.42		
	Invoice	08/02/2013		Moorage	247.00		
	Payment	08/02/2013		A/R Commercial Marina		2,090.59	
	Invoice	08/29/2013		Labor	0.00		
	Invoice	09/01/2013		Moorage	247.00		
	Invoice	10/01/2013		Moorage	247.00		
	Invoice	10/31/2013	Finance Charge	-SPLIT-	7.31		
	Invoice	11/01/2013		Moorage	247.00		
	Invoice	11/30/2013	Finance Charge	-SPLIT-	12.42		
	Invoice	12/01/2013		Moorage	247.00		
	Invoice	12/31/2013	Finance Charge	-SPLIT-	11.45		
	Invoice	01/01/2014		Moorage	247.00		
	Invoice	01/15/2014		-SPLIT-	4.28		
	Invoice	01/31/2014	CM Daily Sales	-SPLIT-	11.64		
	Invoice	02/01/2014		Moorage	247.00		
	Payment	02/14/2014		A/R Commercial Marina		500.00	
	Invoice	02/28/2014	Finance Charge	-SPLIT-	10.58		
	Invoice	03/05/2014		Moorage	247.00		
	Invoice	03/31/2014	Finance Charge	-SPLIT-	11.98		
	Invoice	04/01/2014		Moorage	247.00		
	Invoice	05/01/2014		Moorage	247.00		
	Invoice	06/30/2014	Finance Charge	-SPLIT-	76.20		
	Credit Memc	06/30/2014		Bad Debt		1,868.86	
Brea - Clayholt, James							
	Invoice	09/30/2013		Moorage	287.00		
	Invoice	10/31/2013		Moorage	287.00		
	Invoice	11/26/2013		Moorage	51.00		
	Invoice	11/30/2013	Finance Charge	-SPLIT-	13.73		
	Invoice	12/31/2013	Finance Charge	-SPLIT-	8.78		
	Invoice	01/31/2014	CM Daily Sales	-SPLIT-	9.77		
	Invoice	02/28/2014	Finance Charge	-SPLIT-	8.93		
	Invoice	03/31/2014	Finance Charge	-SPLIT-	10.05		
	Invoice	04/30/2014	Finance Charge	-SPLIT-	9.85		
	Credit Memc	06/30/2014		Bad Debt		686.11	
Ester - Jay, Robert							
	Payment	07/22/2013		A/R Commercial Marina		200.31	
	Payment	08/13/2013		A/R Commercial Marina		300.00	
	Invoice	08/31/2013		Moorage	282.00		
	Invoice	09/30/2013		Moorage	282.00		
	Payment	10/03/2013		A/R Commercial Marina		300.00	
	Invoice	10/31/2013		Moorage	282.00		
	Invoice	11/26/2013		Moorage	282.00		
	Payment	11/27/2013		A/R Commercial Marina		300.00	
	Invoice	12/01/2013		Moorage	282.00		
	Invoice	01/01/2014		Moorage	282.00		
	Invoice	01/31/2014	CM Daily Sales	-SPLIT-	1.00		
	Invoice	02/01/2014		Moorage	282.00		
	Invoice	02/28/2014	Finance Charge	-SPLIT-	8.16		
	Invoice	03/05/2014		Moorage	282.00		
	Payment	03/12/2014		A/R Commercial Marina		280.00	
	Invoice	03/31/2014	Finance Charge	-SPLIT-	4.78		
	Invoice	04/01/2014		Moorage	282.00		
	Payment	04/21/2014		A/R Commercial Marina		200.00	
	Invoice	04/30/2014	Finance Charge	-SPLIT-	7.17		
	Payment	05/05/2014		A/R Commercial Marina		200.00	
	Credit Memc	06/30/2014		Bad Debt		778.80	
	Total Write Off					\$3,333.77	

Port of Newport

Operating Fund

August 18, 2014 to September 19, 2014

Date	Num	Name	Memo	Amount
8/19/14	35882	City of Newport	July Room Tax	7,488.62
9/19/14	35883	Coastal Paper & Supply, Inc.	Cleaning products	1,686.31
9/19/14	35884	Design Space	Office Rental	835.00
9/19/14	35885	Oregon Coast Technology Inc	Copier-Printer Port Office	32.62
8/18/14	35886	Department of State Lands checks 35887-35906	Captains Charter lease voided, printing error	375.00
8/26/14	35907	Allegiance Benefit Plan Mgmt	Insurance Withholding	1,051.16
8/26/14	35908	Central Lincoln PUD	Electric	597.92
8/26/14	35909	Coast Crane Co.	Crane Service	3,905.14
8/26/14	35910	Design Space	Customs Office	247.00
8/26/14	35911	EDGE Analytical Laboratories	Storm water Testing IT	187.00
8/26/14	35912	Forinash	Repair Chart Frame	25.00
8/26/14	35913	Fred Meyer Customer Charges	Tape and Plungers	40.55
8/26/14	35914	G & K Floors	Janitorial Services SB and Customs Trailer	3,880.00
8/26/14	35915	Great America Financial Services	Copier Lease	139.60
8/26/14	35916	Neopost USA Inc	Ink Cartridge	179.99
8/26/14	35917	Newport Wireless Center	Phone Boxes with clips	139.90
8/26/14	35918	NW Natural	SB Gas	136.46
8/26/14	35919	OCZMA, Inc.	Membership OCZMA 2014-15	800.00
8/26/14	35920	Petty Cash	Misc Supplies	91.85
8/26/14	35921	Pioneer Printing, Inc.	Envelopes	547.10
8/26/14	35922	Progressive Services, Inc	General Fund Checks	330.61
8/26/14	35923	Special Districts Insurance Service	Health Pan	9,480.06
8/26/14	35924	Trionic Corp.	Dock Boxes for Resale to Moorage Holders	2,745.00
8/26/14	35925	U.G. Cash & Carry	Paper Products and Beverages	334.01
8/26/14	35926	Verizon Wireless	Port cell phones	308.00
8/26/14	35927	Business Oregon-OBDD	Loan 655-36-02	7,800.00
8/26/14	35928	Business Oregon-OBDD	Loan # 520161	4,463.00
8/26/14	35929	Dept of Environmental Quality	SB Reporting Log	203.00
9/3/14	35930	Agate Beach Supply	Stain for Dumpster Compound	156.45
9/3/14	35931	Alan Brown Tire Center	Flat Repair	22.07
9/3/14	35932	CHEMSEARCH	Case of Yield	179.90
9/3/14	35933	Coastal Paper & Supply, Inc.	Cleaning Supplies	913.99
9/3/14	35934	CoastCom Inc	Internet and E-mail	695.00
9/3/14	35935	DAS Operations	ORCPP 2014-15 Shared Cooperative Membr	500.00
9/3/14	35936	DH Goebel	Conceptual Design New Admin Bldg	2,500.00
9/3/14	35937	Fastenal Company	All thread, lock washers	39.36
9/3/14	35938	Industrial Welding Supply, Inc	Fill Torch Bottle , Gloves	62.70
9/3/14	35939	Kevin Greenwood	Emp Contract Reimbursement	3,250.00
9/3/14	35940	Lincoln Plumbing Inc	Repair RV Water Lines	243.12

Port of Newport

Operating Fund

August 18, 2014 to September 19, 2014

9/3/14	35941	Portland Bolt & Manufacturing Co.	Boits for Commercial Docks	182.40
9/3/14	35942	Renee C Sinclair	Reimburse expense for interview Finance Off	571.00
9/3/14	35943	Special Districts Insurance Service	Quarterly Property/Casualty Insurance	36,690.50
9/3/14	35944	T & L. Chemical Toilet Service	Chemical Toilets Bay front	436.00
9/3/14	35945	Toyota Lift NW	Service Forklift 8FGU25	111.58
9/12/14	35946	Master -518004	Moorage Refund	485.00
9/9/14	35947	Petty Cash	Replace Susan B's from safe	200.00
9/11/14	35948	Anthony Paul	Security Deposit Refund	295.00
9/11/14	35949	Christensen, Jessie & Jerry C-83	Refund Moorage	114.54
9/11/14	35950	Gary Durbin	Refund Moorage	91.00
9/11/14	35951	Century Link	Telephone	348.90
9/11/14	35952	Copelund Lumber Yards, Inc..	Pressure Treated Wood PD3	69.25
9/11/14	35953	Direct TV	Cable RV Parks	803.30
9/11/14	35954	Fred Meyer Customer Charges	Batteries, Eyewash, Peroxide	36.24
9/11/14	35955	HC Etc., Inc	Terminal IT Troubleshooting	162.50
9/11/14	35956	MACPHERSON, GINTNER & DIAZ	Review General Business Admin	1,732.50
9/11/14	35957	Petty Cash	Misc Supplies	350.00
9/11/14	35958	Pioneer Printing, Inc.	Business cards Chris SB	149.90
9/11/14	35959	Pioneer Telephone Cooperative	SB Office Phone	179.94
9/11/14	35960	TCB Security Services, Inc	Monthly Security contract	6,516.00
9/11/14	35961	Thompson's Sanitary Service, Inc	Trash Disposal	2,202.40
9/11/14	35962	Xerox Corporation	Copier Rental and Print Charge SB	98.08
9/11/14	35963	Yaquina Boat Equipment, Inc	Repair Pin for Hoist #4	94.68
9/11/14	35964	ALSCO	Rugs and Rags	282.93
9/11/14	35965	Alsea Bay Power Products	Chain Saw Repair	20.16
9/11/14	35966	Barrelhead	Hardware	732.41
9/11/14	35967	employee	Mid Month Draw	100.00
9/11/14	35968	employee	Employee Draw	450.00
9/11/14	35969	Carquest Auto Parts	Socket and Adapter	22.08
9/11/14	35970	Carson Oil Company	Diesel IT	42.94
9/11/14	35971	Cedar Creek Quarries, Inc	Crushed Rock for Annex	319.35
9/11/14	35972	Central Lincoln PUD	Electric	2,540.79
9/11/14	35973	employee	Mid Month Draw	500.00
9/11/14	35974	City of Newport	Water and Sewer	5,072.75
9/11/14	35975	Creative Landscape & Maintenance	Landscape Maintenance	1,200.00
9/11/14	35976	Department of State Lands	International Terminal Removal Fill Permit	702.00
9/11/14	35977	Englund Marine Supply Co, Inc	Dock Bumpers and Hardware	3,182.12
9/11/14	35978	employee	Mid Month Draw	475.00
9/11/14	35979	ING (State of Oregon Plan)	Monthly Employee Contribution to Deferred C	100.00
9/11/14	35980	JC Market	Food for Meetings	88.38
9/11/14	35981	employee	Mid Month Draw	500.00
9/11/14	35982	LazerQuick	Copies for Deposition	38.22
9/11/14	35983	Lincoln County Public Works	Fuel for Trucks	282.04
9/11/14	35984	employee	Mid month Draw	300.00

Port of Newport

Operating Fund

August 18, 2014 to September 19, 2014

9/11/14	35985	Newport Auto Parts Inc	Oil, Filters for Truck	130.65
9/11/14	35986	Papè Material Handling Exchange	Forklift Maintenance	627.63
9/11/14	35987	Platt	Work light	52.80
9/11/14	35988	Special Districts Insurance Service	Estimated Work Comp 2014-2015	53,916.71
9/11/14	35989	Staples	Copy Paper and Toner	492.21
9/11/14	35990	Thompson's Sanitary Service, Inc	Trash Disposal SB	4,659.90
9/11/14	35991	ULINE	Tyvek Tags for Trailers	104.17
9/11/14	35992	Yaquina Bay Economic Foundation	Annual Dues	200.00
9/11/14	35993	City of Newport	Water and Sewer	5,519.55
9/11/14	35994	Lock Masters	Locks, Keys Deadbolts (Break-in)	965.00
9/16/14	35995	Petty Cash	Replace petty cash and Security funds stolen	213.90
9/19/14	35996	Aflac World Wide Headquarters	Aflac	31.85
9/19/14	35997	Airgas USA, LLC	Tank Rental and Sea lion Deterrent	167.13
9/19/14	35998	Bullfrog Enterprises	Qt Sealing Solution	21.22
9/19/14	35999	Cardinal Services, Inc.	Temporary Office Assistants	8,907.28
9/19/14	36000	Central Lincoln PUD	Electric	8,871.97
9/19/14	36001	CenturyLink - Business Service	Telephone	80.15
9/19/14	36002	Toyota Financial Services	Forklift Leases	1,044.20
9/19/14	36003	Central Lincoln PUD	Electric	2,710.99
9/19/14	36004	Central Lincoln PUD	Electric	2,048.15
9/19/14	36005	Chase - Visa	Travel, IT Hardware, Sea Lion Deterrents	1,911.55

TOTAL	218,161.38
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Port of Newport

Construction Fund

August 19, 2014 to Sept 19, 2014

Date	Num	Name	Memo	Amount
8/26/14	11762	Pacific Habitat Services, Inc	Wetland Consulting Services for Terminal	1,667.51
TOTAL				1667.51

Port of Newport

NOAA Fund

August 18, 2014 to September 19, 2014

Date	Num	Name	Memo	
8/19/14	12474	Road & Driveway	Lot sweeping	200.00
8/25/14	12475	G & K Floors	Janitorial Services	450.00
8/25/14	12476	Newport Diesel & Marine Co., Inc.	Annual Maintenance and troubleshoot	868.36
8/25/14	12477	Rick Fuller	donuts & coffee, eel grass workers	65.51
8/25/14	12478	S.D.A.O. - Special Districts Assoc. of OR	NOAA Health Ins	648.67
8/25/14	12479	Ultimate Pest Control, LLC	Contracted Pest Service	125.00
8/25/14	12480	Verizon Wireless	Phone charges	61.64
8/25/14	12481	Williams Scotsman Inc	Rent Mobile Office	242.54
9/3/14	12482	Delta Fire, Inc.	Annual Sprinkler and Hydrant Inspection NOA	2,050.00
9/3/14	12483	IconiPro	Monitoring	75.00
9/3/14	12484	T & L Chemical Toilet Service	Holding Tank Rental	35.00
9/11/14	12485	Barrelhead Supply, Inc.	Batteries	12.98
9/11/14	12486	G & K Floors	Annual Grounds Maintenance	700.00
9/11/14	12487	Lincoln County Public Works	Fuel	39.51
9/11/14	12488	OR Dept of State Lands	APP0045552 DSL Lease	9,585.77
9/11/14	12489	Overhead Door Company	Repair Machine Shop Door	640.00
9/11/14	12490	Pioneer Telephone Cooperative	Telephone	242.10
9/11/14	12491	TCB Security Services Inc	Elevator Phone Monitoring NOAA	20.00
9/11/14	12492	Thompsons Sanitary Service	Disposal & 20YD Dumpster	325.10
9/11/14	12493	All-Ways Painting	Common Area Painting	20,740.00
9/19/14	12494	Aboveboard Electric	Repair and Replace Ballast for Light Poles	811.50
9/19/14	12495	Central Lincoln PUD	Electric	58.41
9/19/14	12496	Coastal Refrigeration, Heating & A/C	Annual Service and Filters	3,269.64
9/19/14	12497	Chase-Visa	Hippo Hardware Support	199.00
			TOTAL	41,465.73



600 S.E. Bay Blvd., Newport, OR 97365 / (541) 265-7758 / www.portofnewport.com

September 4, 2014

Representative Caddy McKeown, Chair
Oregon Coastal Caucus
900 Court St. NE, H-376
Salem, OR 97301

RE: PORT OF NEWPORT INTERNATIONAL TERMINAL BERTH DREDGING

Dear Rep. McKeown,

The Port of Newport is extremely appreciative of the Coastal Caucus' recent advocacy for our International Terminal berth dredging extension. The backdrop of the Coastal Economic Summit in Florence was the perfect venue for making the well-rounded case for this decision.

We agree whole-heartedly with the recitals laid out in Karmen Fore's memo reinforcing the environmental consideration of impacts to Yaquina Bay balanced with the positive economic opportunities to the Port and its customers.

H.M.E., the Corps of Engineers contractor, has agreed to conduct the work prior to leaving Yaquina Bay on September 27th and has indicated their interest in coming back in the winter to complete the removal of the siltstone.

This decision will allow the Port to accurately measure the amount of siltstone to be removed, to utilize the EPA Ocean Disposal Site eliminating the future handling of the material, and to save upwards of \$200,000 of taxpayer funds in needing to remobilize this specific equipment to remove the unconsolidated material.

The Port would also like to acknowledge Karmen Fore, Governor's Office; Bill Ryan, Dept. of State Lands; and Dave Harlan, Business Development Dept. in keeping an open mind during this process and facilitating the quick and fluid flow of information, which enabled the decision to be made.

Sincerely,


Kevin Greenwood
General Manager


Walter Chuck
Chair


Dean Fleck
Vice Chair


Ken Brown
Secretary/Treasurer


JoAnn Barton
Commissioner

David Jincks
Commissioner



cc: Karmen Fore, Governor's Office
Bill Ryan, Dept. of State Lands
Dave Harlan, Oregon Business Dept.
Greg Speyer, HME Construction Inc.
Kate Groth, US Army Corps of Engineers
Mark Landauer, Oregon Public Ports Association

Kevin Greenwood

From: WILLIAM LACKNER <williamlackner001@msn.com>
Sent: Thursday, September 18, 2014 8:59 PM
To: Kevin Greenwood; Rep.DavidGomberg; Rep.CaddyMcKeown;
sen.arnieroblan@state.or.us; theworldnews; Steve Card; dick.pedersen; Caren Braby
Subject: Pollution of Yaquina Bay

Good evening Kevin, Bill Lackner here. Please share our request with the members for Port of Newport Port Commission. We would like to see our request become an agenda item at the Port of Newport regularly scheduled meeting. For those of you who do not know Kevin Greenwood the Port Manager for the Port of Newport.

Click on the following link to view the short video clip of railroad ties being replaced along the Yaquina River.

<https://www.youtube.com/watch?v=AsCbZH99zjo>

We are requesting the Port of Newport establish a dialog with the railroad company with the goal of replacing the creosote infused railroad tie with railroad ties made from concrete, steel or some other environmental friendly benign material. The cost of replacing RR ties with environmental friendly RR ties should be cost efficient over a period of time. We have serious concerns about the level of benzopyrene released into the Yaquina River basin by the erosion from the railroad ties caused by the movement of the trains over the rail bed. You may or may not be aware that we recommend that clam diggers avoid digging clams from Oregon's Industrialized bay, Yaquina Bay being one of those bays with Coos Bay and Tillamook bays comprising being the others for which we have post warning about the unacceptable levels of cancer causing benzopyrene common to those bays.

We also have grave concern about the high level of contaminants swept into the Yaquina River at the Fred Wahl Boat Works at Toledo. We are concerned about the level of contamination of the softshell downstream to Christer Island from the contaminants swept into the river at Fred Wahl Marine over a period of years. We are requesting that the Port of Newport fund the testing of the soft shell clams downriver from Fred Wahl Marine to see just how contaminated the clams actually are. Many of the local clam diggers no longer dig softshell clams from the area because they taste like metal.

Then there is the issue of exporting logs. The last time the Port exported logs the bay was contaminated with tons of bark dust and wood chips killing the marine organisms beneath the tidal flats over a wide area including thousands of bay clams. The Port must take measures that this does not occur again.

Thank you for your consideration. We look forward to your response, William Lackner

Newport log export facility one step closer to completion

By John Westall

The Port of Newport recently obtained a permit from the Department of State Lands for summer dredging at Newport's newly renovated International Terminal – that moves the planned log export facility one step closer to completion. The Army Corps of Engineers is responsible for maintaining and dredging the 2-mile ship channel from the port entrance to the vicinity of the dock, but dredging at the dock itself is the responsibility of the Port. And while operationally it might seem obvious to dredge at the dock in conjunction with dredging of the channel, the two operations fall under different regulations that require different permits.

The depth needed at the dock to accommodate large ships is 35 feet, requiring removal of approximately 10,000 cubic yards of silt and siltstone. The Corps of Engineers is already removing approximately 250,000 cubic yards of silt from the main channel this summer as part of their regular maintenance program, and tacking on the smaller job at the dock makes sense according to Port General Manager Kevin Greenwood: it saves about \$200,000 in remobilizing exactly the same equipment used by the Corps of Engineers; it allows the use of the same ocean disposal site for dredged materials; and it allows accurate assessment of the amount of siltstone that will probably have to be removed in a later operation.

After removal of the silt at the dock planned for late September, the siltstone, which requires some different dredging equipment, will be removed during the regular winter dredging season, November 1 - February 15, the season preferred by Oregon Department of Fish and Wildlife to minimize potential environmental impact. That work should complete the 35-foot berth by mid-winter 2015. The remaining steps to complete the log export facility will be to construct the debarking facility and pave the log yard on a site adjacent to the terminal. This work will be managed by Teevin Bros., who will operate the log export facility.

For many years logs had been exported from Newport's International Terminal, but in 2001 the cargo dock had to be closed due to structural problems. In order invigorate the local economy and to create jobs, the voters of Newport approved a bond for renovation of the terminal in 2006, and the renovation project, of which this dredging operation is a final part, began in 2010. The initial in-water work was completed in 2011-2012, but deepening of the berth to accommodate ships larger than those in the original plan has led to the need for additional dredging, which has required the additional permits.

The Lincoln County OSWA chapter, led by its president Peter Bregman, has long supported construction of the log export facility. Over the last month, as it looked like the permitting process was getting bogged down, OSWA member Dave Schmitt testified at a Port Commission meeting on the economic importance of a log export market in Newport. OSWA Executive Director Jim James has kept OSWA's concerns before the regulatory agencies. Also, Port General Manager Kevin Greenwood acknowledges the help of Representative David Gomberg and Senator Arnie Roblan, who represent Newport in the Oregon legislature, in helping to keep the permitting process moving along.

Eric Oien, General Manager of Teevin Bros., has spoken at the last two annual meetings of the Lincoln County OSWA chapter. He has said that Teevin Bros. plans to have a full-time log buyer at Newport. The principal backer for the facility is Hancock Forest Management, Inc., who will be a principal supplier of logs, but the facility will also be purchasing logs from private nonindustrial timber owners. The planned debarker will take logs up to 32 inches in diameter. When fully operational the facility may handle up to 50 truckloads of logs a day, filling ships that carry 5 million board feet about once a month.

As part of the project, to mitigate the loss of eel grass in the vicinity of the restored dock, the Port is restoring eelgrass habitat near the Hatfield Marine Science Center and the Oregon Coast Aquarium by removing dikes and replacing an undersized culvert to improve the connection between the mudflats and the estuary.

Port General Manager Kevin Greenwood has pointed out that the log export facility is important not only to those involved with the timber, but also to the port itself. As key clients, log ships are expected to provide a steady source of revenue to pay off the bond for the renovation project, as well as providing revenue to help in upgrading the infrastructure at the Commercial Marina and the South Beach Recreational Marina. Over the last decade the port has focused a lot of its effort on the NOAA facility, and now it's time to get back to more traditional uses of the port. Greenwood also said that he thinks that the City-Port Taskforce, which met to work through traffic concerns, provides a useful forum to work through any other issues that arise between the City and the Port in the future.

-###-



HME Construction, Inc.

August 15, 2015

Mr. Kevin Greenwood
Port of Newport
600 SE Bay Boulevard
Newport, OR 97365

Subject: 2014 International Maintenance Dredging

Kevin,

HME Construction, Inc. submits the following revised proposal to perform maintenance dredging at your International Terminal in Newport, OR.

HME will furnish all equipment and labor to dredge and dispose of approximately 10,000 cubic yards of unconsolidated sediment from your International Terminal as per your Public Notice and drawings provided.

Our proposal is as follows:

Mobilization-Demobilization		\$13,800.00
Dredge and Dispose	10,000 cy @ \$7.50	\$75,000.00
Water quality monitoring		\$ 2,000.00/per day
Silent inspector		\$ 750.00/per day

Port of Newport to provide disposal plan from Corp of Engineers and confirm location and provide (electronic CAD) file of dredge prism with survey.

Unconsolidated material will be dredged and transported to Port of Newport approved Ocean Disposal South Site, cells 49 and 66 of the Yaquina Ocean Dredge Material Disposal Site(ODMDS) located approximately 1.98 nautical miles from Yaquina Bay entrance channel.

Above proposal excludes: Tax, bond, permits, engineering-design, pre and post dredge surveys, utility locates, environmental monitoring, dredging and disposal of debris, consolidated material or contaminated material.

Acceptance of this proposal is based on a contract agreeable to both parties,

Thank you for the opportunity to quote this project. If you have any questions or require additional information please contact me.

Regards,

Greg Speyer



31 Cougar Creek Rd.
Skamania, WA 98648
Voice (509) 427-5081
Fax (509) 427-7479
Email nwhydro@saw.net

September 16, 2014

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

RE: Port of Newport International Terminal Bathymetry Mapping

Greetings Mr. Greenwood,

Per your request I have completed this cost proposal to provide singlebeam bathymetry mapping services at your International Terminal located on Yaquina Bay. The bathymetry will cover the berthing area of the terminal as displayed on the attached image. Final deliverables for the survey will include AutoCAD contour drawings, digital XYZ files for your dredging contractor and dredge volume calculations for your project.

Northwest Hydro will be using a fully automated acoustic hydrographic survey system to collect and process all hydrographic survey data within the project site. Water depths will be measured with a Knudsen 320M single beam echosounder and corrected to tide levels recorded during data collection. Horizontal positions will be provided by a Hemisphere VS-110 Dual Antennae DGPS/Heading sensor that provides real-time positions that are accurate to less than 1 meter (3 ft). Industry standard hydrographic surveying software Hypack Max will be used to acquire and process all sonar and GPS data.

All hydrographic surveys will be performed by an ACSM Certified Hydrographer and will meet all accuracy standards for Navigation & Dredging Support surveys (Bottom Material Classification-Soft) in accordance with the U.S Army Corps of Engineers Hydrographic Survey Manual EM 1110-2-1003 (Jan. 2002).

Bathymetry Mapping Budget:

Pre-Dredge Bathymetry	\$2,900
Post-Dredge Bathymetry	\$2,500

I have tentatively placed your project on our schedule and will wait to hear from you to provided formal approval. If you would like us to proceed with the mapping please sign below indicating acceptance of this proposal and Net 30 payment terms. Please scan and email a signed copy of this proposal back at your convenience. Thank you.

Sincerely,

James Glaeser, CEO
ACSM Certified Hydrographer

Proposal Approved: _____
Kevin Greenwood, Port of Newport

Date: _____



MARZET, Marine and Estuarine Research Co.
2269 Broadway St., North Bend, OR 97459
Phone & FAX: (541) 756-6955; E-mail: marzet@wildblue.net

Memorandum

Date: 15 September 2014

To: Kevin Greenwood, General Manager
 Port of Newport
 Newport, Oregon

Phone: (541) 265-7758

Subject: Cost Estimate

The following is the cost estimate for me carrying out pre- and post-dredge depth surveys off the International Terminal in Yaquina Bay. The survey area will measure 660 ft. X 100 ft. and will encompass the 650 ft. X 88.5 ft berthing space that is to be dredged to a maintenance depth of 35 ft. below MLLW.

Pre-Dredge Survey	\$3,100
Will include developing drawings of the terminal, a pre-survey visit for measurements and marking of the terminal, conducting the depth survey and presenting the results on a figure of the terminal along with an estimate of sediment volume needed to be removed to attain a -35 ft. MLLW depth.	
Post-Dredge Survey	\$2,400
Will include depicting the survey results on a drawing of the terminal, an estimate of the yardage removed and the submission of a final report detailing the methods used, diagrams showing the results of both the pre- and post- surveys and the yardage estimates.	
Total Cost	\$5,500

Daniel H. Varoujean II

AGENDA ITEM: OLD BUSINESS

INTERNATIONAL TERMINAL MITIGATION CONTRACT(S)

Now that the Port has received permits and/or special conditions/best management practices on pending permits, we have been working to fine tune the scope of work on the mitigation work related to the International Terminal dredging.

If you remember, we received a cost estimate of \$515k from NMC to remove approximately ½ acre of earthen dike (1500cy) and to upgrade a culvert behind the Oregon Coast Aquarium. The Port has been meeting with Jason Kirchner, ODFW; Chris Stine, DEQ; John van Stavern, Pacific Habitat; Mike Reed, GRI Engineers; and – perhaps most importantly – Frank Berg, formally of DayCPM.

This mitigation project is fairly complicated in the sense that it will take some engineering and also has the potential to add some other necessary projects including the addition of rip rap under the old railroad dock at the IT and excavation of a portion of the eel grass mitigation site by the NOAA facility.

Berg is available to help through some of these final issues and coordinate the various players needed to get this mitigation project completed to meet everybody's needs. (This includes surveys, topos, engineering the culvert/bridge replacement, meeting environmental requirements, etc.)

Included in your packet is a cost estimate/contract with DayCPM to finish this project. There are also other cost considerations for engineering and surveying all of which are necessary due to the nature of this project. (We had originally hoped we could simply contract with a contractor, but there are too many unknowns.)

I'm recommending that a Commissioner make a MOTION TO AUTHORIZE A PERSONAL SERVICES CONTRACT WITH DAY-C-P-M AND FRANK BERG TO COMPLETE PROJECT MANAGEMENT RELATED TO THE INTERNATIONAL TERMINAL MITIGATION, ADDITION OF TERMINAL RIP RAP AND EXCAVATION OF THE NOAA EEL GRASS MITIGATION SITE.

Other expenses that could arise through this project would be with GRI, but we currently have an open contract (about \$25k remains) with GRI as part of previous terminal work.

-###-



September 17, 2014

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

**RE: Port of Newport – Amendment No. 8 to the Professional Services Agreement
between the Port of Newport and DAY CPM Services Inc. for the International
Terminal Renovation Project in Newport, Oregon**

Dear Mr. Greenwood:

DAY CPM Services, Inc. (DAY) is pleased to submit this Amendment for additional scope of work to be completed under our existing contract with the Port to provide continued Project Management assistance to the Port of Newport (Port). These added services are for the extended scope necessary to complete the International Terminal Renovation Project in Newport, Oregon with the additional funding recently acquired by the Port.

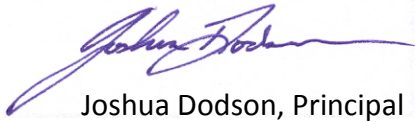
Terms and Conditions

The work will be conducted under the terms and conditions of our existing Agreement with the Port, dated 10 September 2009. DAY proposes to provide continued Project Management Services through the completion of the International Terminal Project presently schedule for Completion by March 1, 2015 for a not to exceed amount of \$10,000. The fee will be billed at the hour rate of \$110 per hour plus reimbursable expenses at cost for both myself and Frank Berg. The Port of Newport's obligation will be only for actual hours and costs to the not to exceed amount without prior authorization from the Port.

Authorization

If this budget amendment meets with your approval, please sign where noted below and return a copy to our office to serve as our authorization. We appreciate the opportunity to continue to participate in this project and look forward to working with you. If you have any questions, please contact me at (503) 754-2546.

Sincerely,



Joshua Dodson, Principal

DAY CPM SERVICES, LLC

(503) 754-2546 cell

jdodson@daycpm.com

www.daycpm.com

AUTHORIZATION:

PORT OF NEWPORT

By: _____

(Signature)

(Print Name)

Title: _____

Date: _____

CC: File

ADDENDUM TO LEASE

This Addendum to Lease made this ____ day of _____, 2014 between Rondys, Inc. as Lessor and the Port of Newport, a municipal corporation of the State of Oregon as Lessee.

RECITALS:

- A. Lessor and Lessee entered into a written Lease Agreement dated June 25, 2012 for certain property located in Newport, Oregon. The property subject to the lease is described as Tax Lots 100 and 600 on Lincoln County Assessor’s Map 11-11-9D.
- B. The parties desire to modify the lease by terminating the lease as to the industrially zoned property as shown on the zoning map of the City of Newport, Oregon and therefore enter into this addendum.

AGREEMENT

- 1. Lessor and Lessee agree that the Lease between them which is described above is modified to terminate the lease on the property zoned industrial (I-3) as shown on the City of Newport’s zoning map.
- 2. The property is removed from the lease effective October 1, 2014.
- 3. Except as specifically modified, the lease shall remain in full force and effect.

LESSOR:
 RONDYS, INC.
 By: _____
 Margaret Hall

LESSEE:
 PORT OF NEWPORT
 By: _____
 Kevin Greenwood

Title: General Manager

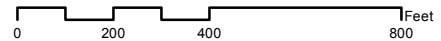
Title: General Manager



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

Zoning Map Port Terminal and Adjoining Lands

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



N



This map is for informational use only and has not been prepared for, nor is it suitable for legal, engineering, or surveying purposes. It includes data from multiple sources. The City of Newport assumes no responsibility for its compilation or use and users of this information are cautioned to verify all information with the City of Newport Community Development Department.



September 9, 2014

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

Dear Kevin:

The Columbus Day Hospice Regatta is an event dedicated to strengthening our ability to help patients through the Hospice Fund administered by the Pacific Communities Health District (PCHD) Foundation.

The Hospice Fund provides support to low-income patients at end of life as well as ongoing training and materials for hospice volunteers and staff. **To help us continue to provide this critical support, we invite the Port of Newport to donate launch fees paid by Regatta participants throughout the weekend.** The Regatta is scheduled for the weekend of October 11 and 12 starting at 11 a.m. on Yaquina Bay.

The Port of Newport will be recognized for this donation during the event and in our promotional materials, including media releases and the Hospice Regatta website.

The Columbus Day Hospice Regatta is a series of sailboat races held by the Yaquina Bay Yacht Club. For more than 40 years, the club has held a regatta on Columbus Day weekend. In recent years, as many as 30 boats have come from all over Oregon to compete. They range in size from 12 to 40 feet. Boats race in fleets with other boats of similar size. It makes for quite a spectacle on Yaquina Bay.

The PCHD Foundation is a 501(c)(3) non-profit organization (tax ID# 93 0858825). In collaboration with Samaritan Pacific Health Services and the Pacific Communities Health District, our mission is to enhance health care and education in our communities.

We appreciate your consideration of this proposal and look forward to hearing from you soon. Please feel free to contact me with your questions at umarinelli@samhealth.org or 541-574-4745.

Thank you,

A handwritten signature in cursive script that reads "Ursula Marinelli".

Ursula Marinelli, Executive Director
PCHD Foundation

Columbus Day Hospice Regatta 2014 ***October 11 and 12***

Yaquina Bay Yacht Club

Proceeds benefit Samaritan Pacific Hospice



AMERICAN
HOME & STONE

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yaquinabayyachtclub.org

samhealth.org/Regatta

541-574-1810

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Oregon



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with
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Rick Fuller
Facilities Manager
Port of Newport
600 SE Bay Boulevard
Newport, Oregon 97365

September 12, 2014

**Port of Newport Administration Building
Proposal for Geotechnical Investigation
Newport, Oregon**

Proposal 141071

Dear Mr. Fuller:

Please consider this letter as our proposal to provide the requested geotechnical investigation for the above-referenced project. Details of our proposed scope of work, estimated costs and schedule are summarized below.

BACKGROUND

The Port of Newport plans to construct a new administration building within its dock and yard facility located adjacent to SE Bay Boulevard. The building will be located on a grass-covered lot adjacent to an existing driveway and parking area. The conceptual design prepared by the project architect team of DH Goebel, Architect and Capri Architecture indicates the preferred alternative is a single-story, 4,459 SF building. Associated new parking is also planned.

The Port requested Foundation Engineering, Inc. (FEI) provide a proposal to complete a geotechnical investigation for the project. A site-specific seismic hazard study was also requested.

FEI previously completed drilling for a sewer line undercrossing Yaquina Bay. The investigation included a boring adjacent to the Port's shop, ± 700 feet west of the proposed administration building site. That boring encountered ± 22 feet of fill including loose sand and loose to medium dense gravel. The variability of the density of fill indicates it was placed with little or no compactive effort. The fill is underlain by ± 11 feet of loose sand over stiff clayey silt. Bedrock was encountered below ± 66 feet.

Based on the site topography, we anticipate the proposed administration building site will also be underlain by fill. Loose sandy alluvium may also be present beneath the fill. Therefore, liquefaction and associated settlement, and lateral spread represent potential seismic hazards at the site that may require mitigation.

PROPOSED SCOPE OF WORK

Subsurface Investigation

Based on our previous explorations in the area, we anticipate the thickness of the fill and the depth to bedrock will increase moving southward across the site. To evaluate

the subsurface conditions, we propose to drill three borings; one boring near the north edge of the building, one near the middle, and one near the south edge of the building.

A drilling depth of ± 75 feet is planned for the southern boring. A drilling depth of ± 50 feet is planned for the other borings. The boring depths are intended to evaluate the seismic site classification and provide a relatively deep subsurface profile for deep foundation design, if needed. The actual boring depths may be adjusted in the field, depending on the subsurface conditions encountered.

The drilling will be completed using a truck-mounted drill rig with mud-rotary drilling techniques. We plan to sample at 2½-foot intervals to a depth of 20 feet and at 5-foot intervals thereafter. Disturbed soil samples will be taken with a split-spoon as part of the Standard Penetration Test (SPT). Relatively undisturbed samples may also be obtained with thin-walled Shelby tubes, if fine-grained soils are encountered. The soil samples will be retained for possible laboratory testing.

Upon completion of drilling, the boreholes will be backfilled with bentonite chips or bentonite-cement grout in accordance with Oregon Water Resources regulations. The backfill will be capped with sand or crushed rock to match the surrounding terrain. We have assumed the drill cuttings will be drummed and hauled from the site.

Laboratory Testing

The laboratory testing will be limited to index tests (e.g., natural water contents, percent fines and Atterberg limits) on selected samples. The test results will be used to help classify the soils and estimate their engineering properties.

Engineering Report

We will summarize our findings in an engineering report. The report will include a description of our work, a discussion of the site conditions, the boring logs and laboratory test results, and recommendations for site preparation, the design and construction of shallow foundations or deep foundations (if required). A site-specific seismic hazard study will be provided, which will include an evaluation of the tectonic setting and seismic risks. We anticipate the report will address the following:

- ◆ Site preparation
 - stripping and grubbing
 - removal/mitigation of fill, unsuitable soil, and construction debris
 - subgrade preparation, compaction and stabilization
 - construction access and wet weather construction (if required)

- ◆ Foundation design for shallow foundations
 - allowable bearing pressures
 - settlement (total and differential)
 - minimum footing widths and depths
 - overexcavation beneath foundations and placement of structural fill
 - foundation drainage

- ◆ Foundation design for deep foundations (if required)
 - recommended foundation type (e.g., driven piles or drilled shafts)
 - nominal and factored or allowable axial resistance versus depth
 - lateral resistance
 - driving criteria

- ◆ Slab design
 - modulus of subgrade reaction
 - building pad thickness

- ◆ Site-specific seismic hazard study
 - review of the local and regional geologic, tectonic and seismic setting
 - review of regional seismic and earthquake history
 - selection of seismic sources and recommended design earthquakes
 - evaluation of site-specific seismic hazards (e.g., liquefaction risk)
 - recommended parameters for seismic design
 - appropriate IBC/OSSC response spectrum

ESTIMATED COSTS

Table 1 provides a breakdown of the estimated costs for the proposed scope of work. These costs are based on our normal hourly rates shown on the attached sheet.

Table 1. Estimated Costs

Item	Estimated Costs
Field exploration and sampling	\$2,340
Laboratory testing	\$1,050
Seismic hazard study	\$1,735
Engineering analysis and report preparation	\$8,395
Reimbursable expenses	\$300
Foundation Engineering subtotal	\$13,820
Drilling subcontractor fees	\$6,075
TOTAL	\$19,895

We will notify you immediately following the field work in the event we encounter unanticipated soil conditions that would require modifying our proposed scope of work.

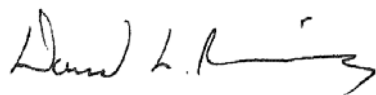
SCHEDULE

We are prepared to begin work immediately upon notification to proceed. Our first task will be to locate underground utilities and coordinate the field exploration. It typically takes one to two weeks to schedule a drill rig. We expect the subsurface exploration can be completed within two days on site. An additional three weeks will be required for the laboratory testing, engineering analysis, and report preparation. We will provide interim information to the project architect as soon as it becomes available.

We appreciate the opportunity to submit this proposal and look forward to the possibility of working with you on this project. Please do not hesitate to call if you have any questions regarding the proposed scope of work, estimated costs or schedule.

Sincerely,

FOUNDATION ENGINEERING, INC.



David L. Running, P.E., G.E.
Senior Engineer

DLR/zc
enclosure



Billing Rates and General Information

Effective February 13, 2014

Hourly Rates:

Principal Engineer ¹	\$175
Senior Engineer	\$147
Project Manager	\$128
Senior Project Engineer	\$128
Project Engineer	\$120
Project Geologist	\$115
Staff Engineer/Geologist	\$93
Clerical	\$60

Reimbursable Expenses:

Mileage ²	\$0.56/mile
Copies/Fax	\$0.30/page
Report Binding	\$10/report
Other Expenses	Cost plus 15%

Per Diem:

Half Day	\$15
Full Day	\$40
Overnight	\$135

Field Charges³:

Misc. Project Supplies	Cost plus 15%
Traffic Control Signs/Cones	\$50/day
Photoionization Detector (PID)	\$210/weekly
Inclinometer	\$75/half day \$150/full day
Methane Meter	\$190/weekly
pH Meter	\$10/day
Resistivity Meter	\$25/day
Water Level Indicator	\$20/project
Dynamic Cone Penetrometer	\$25/day
Disposable tips	\$5/each
Mini-troll	\$50/monthly
Dataloggers	\$50/monthly
Shelby Tubes	\$25 each
Sample Storage	\$150/per year

Notes:

¹Legal and expert witness consultation by Principal Engineer billed at hourly rate of \$200.

²Mileage billed at current ODOT approved rates and may differ than the rates listed above.

³Charges subject to change depending upon type and length of project.

Subcontractors (drillers, backhoe, flaggers, concrete cutters, etc.) billed at direct cost plus 15%.

Federal ID #: 93-1124584

Oregon Registry #: 366331-88

Rev. 2/13/14



9750 SW Nimbus Avenue
Beaverton, OR 97008-7172
p | 503-641-3478 f | 503-644-8034

September 15, 2014

PRO PORT OF NEWPORT ADMIN BLDG

Port of Newport
600 SE Bay Boulevard
Newport, OR 97365

Attention: Rick Fuller

**SUBJECT: Proposal for Geotechnical Investigation and Site-Specific Seismic Hazard Study
Port of Newport Administration Building
Newport, Oregon**

GRI is pleased to submit this proposal to conduct a geotechnical investigation and site-specific seismic hazard study for the proposed administration building for the Port of Newport. The site is located south of SE Bay Boulevard, east of the existing paved Port parking area. Our investigation will consist of a review of available subsurface information for the area, subsurface explorations, laboratory testing, engineering analyses, seismic studies, and preparation of a report. The report will summarize our findings and present our recommendations for suitably founding the proposed building on the site.

As you know, GRI has conducted several geotechnical investigations and site-specific seismic hazard studies in the Newport area, including the NOAA facility and the recently completed International Terminal dock.

SITE DESCRIPTION

Topography and Surface Conditions

Our observations at the site and review of available topographic maps indicate the site slopes gently downward from north to south. The proposed building site is presently unoccupied and is covered with grass.

Geology

Based on our review of available geologic literature for the area and our experience with other nearby projects, we anticipate the site is mantled with dredged sand and deposits of marine silts and sands. Miocene-age siltstone and sandstone of the Nye Formation underlie the site at a relatively shallow depth and extend southward beneath the bay. Previous borings in the area indicate the uppermost surface of the siltstone or sandstone is typically highly weathered and in places has weathered completely to a residual soil.

PROJECT DESCRIPTION

We understand the new structure will have a single story and a footprint of about 4,495 sq ft. We anticipate foundation column loads will be in the range of 100 to 200 kips, and wall loads will be in the range of 1 to 3 kips/ft. Based on our discussions with you, we understand the building will be designed in

accordance with the 2014 Oregon Structural Specialty Code (OSSC) and 2012 IBC and will be design as an essential facility, which will require a site-specific seismic hazard study.

APPROACH AND SCOPE OF WORK

Our proposal is based on our understanding of geologic conditions in the site vicinity, our experience in the area, and our discussions with you.

The proposed geotechnical investigation and site-specific seismic hazard study will include the following items of work. If any portion of this proposal does not meet your needs, we request the opportunity to modify the proposal to our mutual satisfaction.

- 1) One boring will be advanced to a depth of 75 ft or to the top of relatively hard rock, whichever is shallower. Two additional borings will be advanced to a depth of 25 ft. The total estimated drilling footage will be 125 ft. The borings will be made with a truck-mounted drill rig using open-hole, mud-rotary or hollow-stem drilling techniques. Disturbed split-spoon samples and/or undisturbed Shelby tube samples will be obtained from the borings at about 2.5-ft intervals of depth in the upper 15 ft and at 5-ft intervals below this depth. The Standard Penetration Test will be conducted while the disturbed split-spoon samples are being taken.

The borings will be subcontracted to a drilling contractor experienced in drilling and sampling soils for engineering purposes. The drilling and sampling will be accomplished under the direction of an experienced geotechnical engineer or engineering geologist from our firm who will locate the general areas for drilling and maintain a detailed log of the materials and conditions uncovered during the course of the work.

- 2) Laboratory tests will be conducted to provide data on the important physical characteristics of the subsoils, essential for engineering studies and analyses. The laboratory tests will include standard classification tests, such as natural water content and unit weight determinations, as well as strength and consolidation testing. The latter will provide the quantitative data necessary for the various foundation design studies, such as foundation types and estimated settlements.
- 3) Engineering studies and analyses will be accomplished that will lead to the preparation of conclusions and recommendations concerning (1) excavation, including wet-weather construction; (2) feasible types of foundations; (3) allowable bearing pressure and bearing strata; (4) design and construction criteria for deep foundations, if appropriate; (5) estimated settlements (total and differential); (6) subdrainage requirements; (7) design lateral earth pressures and coefficient of base friction; and (8) pavement design.
- 4) We understand the project will be designed as an essential facility and will require a site-specific seismic hazard study to fulfill the requirements of amended section 1802 of the 2014 Oregon Structural Specialty Code for special-occupancy structures. We

will perform the study as part of the geotechnical investigation. The site-specific seismic hazard study will be based on subsurface conditions inferred from on-site explorations and our estimate of potential regional and local seismic activity that might affect the site. The study will be directed toward fulfilling the requirements of the Oregon Structural Specialty Code and providing the structural engineer the necessary information for structural evaluation of the project.

- 5) A report will be prepared that discusses the work accomplished and presents the results of the various tests and office studies. The report will be provided in electronic format for your use and distribution. Paper copies of the report can be provided upon your request.

SCHEDULE

We are in a position to begin field explorations within 2 weeks following your authorization to proceed, depending somewhat on the availability of a drill rig. It is anticipated the final report on the investigation can be submitted to you within 3 weeks after the completion of all field work. Information can be submitted to you informally as soon as it becomes available.

FEE

The services will be provided in accordance with the attached General Conditions of the Proposal. The fee for the above-described work will be computed on a time-and-expenses basis in accordance with the attached Fee Schedule. Our estimated costs for the investigation are summarized below:

Field Explorations	
GRI Labor	\$ 2,500
Subcontractors	5,500
Laboratory	1,000
Engineering and Report	6,000
Seismic Study	<u>2,500</u>
	Estimated Total: \$ 17,500

We request that you provide formal authorization for our services by signing and returning one copy of the attached General Conditions of the Proposal. We appreciate the opportunity to submit this proposal and look forward to being of service to you on this project.

Submitted for GRI,



Michael W. Reed, PE, GE
Principal

Enclosures: General Conditions of the Proposal
 Fee Schedule



GENERAL CONDITIONS OF THE PROPOSAL

GRI
 9750 SW Nimbus Avenue
 Beaverton, Oregon 9700
 (503) 641-3478

Attachment to Proposal Dated: September 15, 2014

To: Port of Newport, Oregon

For: Geotechnical Investigation and
 Site-Specific Seismic Hazard Study
 Port of Newport Administration Building
 Newport, Oregon

PROFESSIONAL SERVICES

Fees for services by GRI's professional, technical, and clerical personnel will be charged according to time expended on the project at rates shown on the attached schedule.

SERVICES, SUPPLIES PROVIDED BY OTHERS, AND REIMBURSABLE EXPENSES

Charges for services, equipment, and supplies not provided directly by GRI will be computed at cost plus 10%. This includes surveying services, land subsurface explorations, construction equipment, testing laboratories, contract labor, shipping charges, living expenses, printing and reproduction, communication and miscellaneous supplies and rentals.

EQUIPMENT CHARGES

Charges for equipment furnished by GRI will be computed in accordance with the unit rates shown on the attached Fee Schedule.

RIGHT-OF-ENTRY

Unless otherwise agreed, you will furnish right-of-entry to the land or structures for us to make planned borings, surveys, and other explorations. We will take reasonable precautions to minimize damage to the land or structures from use of equipment, but have not included in our fee the cost for restoration of damage, which may result from our operation. If you desire us to restore the land or the structures to their former condition, we will accomplish this and add the cost to our fee.

UTILITIES

In the performance of our work, we will take all reasonable precautions to avoid damage or injury to subsurface structures or utilities. The Client/Owner agrees to hold us harmless for any damages to subsurface structures or utilities, which are not called to our attention and correctly shown on the plans furnished.

SAMPLES

All samples will be discarded thirty (30) days after submission of our report, unless you advise us otherwise. Further storage or transfer of samples can be made at your expense upon written request.

INVOICING OF PAYMENT

Invoices will be submitted once a month for services performed during the prior month. Payment will be due within thirty (30) days of receipt of invoice. Interest will be added to overdue accounts at the rate of 1.5% for each month of delinquency.

INSURANCE

Our firm represents and warrants that it and its agents, staff, and consultants employed by it, is and are protected by worker's compensation insurance and that we have such coverage under public liability and property damage insurance policies which we deem to be adequate. Certificates for all such policies of insurance shall be provided to the Client/Owner upon request in writing. Within the limits and conditions of such insurance, we agree to indemnify and save Client/Owner harmless from and against any loss, damage, or liability arising from any negligent acts by us, our agents, staff, and any consultants employed by us. We shall not be responsible for any loss, damage, or liability beyond the amounts, limits, and conditions of such insurance. We shall not be responsible for any loss, damage, or liability arising from any acts by Client/Owner, its agents, staff, and other consultants employed by it.

STANDARD OF CARE

Service performed by GRI under this Agreement will be conducted in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing under similar conditions. No other warranty, expressed or implied, is made.

(over)

GENERAL CONDITIONS OF THE PROPOSAL (continued)

GRI
 9750 SW Nimbus Avenue
 Beaverton, Oregon 9700
 (503) 641-3478

Attachment to Proposal Dated: September 15, 2014

To: Port of Newport, Oregon

For: Geotechnical Investigation and
 Site-Specific Seismic Hazard Study
 Port of Newport Administration Building
 Newport, Oregon

Client/Owner recognizes that subsurface conditions may vary from those encountered at the location where borings, surveys, or explorations are made by GRI and that the data, interpretations and recommendations of GRI are based solely on the information available to us. GRI will be responsible for those data, interpretations, and recommendations, but shall not be responsible for the interpretation by others of the information developed.

TERMINATION

This Agreement may be terminated by either party upon seven (7) days written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof. Such termination shall not be effective if that substantial failure has been remedied before expiration of the period specified in the written notice. In the event of termination, we shall be paid for services performed to the termination notice date plus reasonable termination expenses.

In the event of termination, or suspension of work for more than three (3) months prior to completion of all reports contemplated by this Agreement, we may complete such analyses and records as are necessary to complete our files and may also complete a report on the services performed to the date of notice of termination or suspension. The expenses of termination or suspension shall include all direct costs of completing such analyses, records, and reports.

ASSIGNS

Neither the Client/Owner nor GRI may delegate, assign, sublet, or transfer their duties or interest in this Agreement without the written consent of the other party.

PROTECTION FROM THIRD-PARTY SUITS

Should GRI be named as a third-party defendant in any litigation brought against the Client/Owner or contractors, the Client/Owner agrees to provide counsel for GRI's defense or to reimburse the reasonable costs thereof.

SCOPE OF AGREEMENT

The agreement between the two parties, i.e., GRI and the Client/Owner, consists of the specific items of work outlined in the attached proposal and the general conditions outlined in this document.

LIMITATION OF LIABILITY

The Client/Owner agrees that, to the fullest extent permitted by law, GRI's total liability to the Client/Owner is limited to \$50,000 for any and all of the Client/Owner's injuries, damages, claims, losses, expenses, or claim expenses arising out of this Agreement from any cause or causes. Such causes include, but are not limited to, GRI's negligence, errors, omissions, breach of contract, breach of warranty, strict liability, negligent misrepresentation, statutory liability, or other acts giving rise to liability based upon contract, tort, or statute. This provision takes precedence over any conflicting provisions of this Agreement.

 Client/Owner

 Representative (Print Name)

 Signature

 Date

GRI

 Consultant

Michael W. Reed

 Principal or Associate

 Date

September 15, 2014

Return one signed original to GRI

GRI
Beaverton, Oregon

2014 FEE SCHEDULE

<u>Personnel</u>	<u>Rate/Hour</u>
Principal	\$ 190
Associate	\$ 180
Senior Engineer/Geologist	\$ 145
Project Engineer/Geologist	\$ 130
Staff Engineer/Scientist	\$ 100
Engineering Assistant	\$ 80
Contract Administrator	\$ 110
Drafter	\$ 90
Secretarial Services	\$ 60

Other Charges

Vehicle:	Vehicles will be billed at the current IRS business mileage reimbursement rate.
Fill Control Equipment:	Nuclear Density Gage rental will be billed at \$5 per hour, with maximum charge of \$25 per day or \$125 per week.
Reproduction:	In-house reproduction, \$0.10 per sheet.
Field Instrumentation and Monitoring Equipment:	Due to varied conditions, equipment requirements, location and use, rates for field instrumentation, monitoring, and other specialized equipment will be provided as required.
Subcontractor Services:	Charges for subcontractor services will be computed at cost plus 10%.
Travel and Subsistence:	All charges related to travel and subsistence will be computed at cost plus 10%.

(LAST REVISED 9/25/13)



**PORT OF NEWPORT
RESOLUTION NO. 2014-11**

A RESOLUTION SETTING RATES, FEES, AND CHARGES

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

WHEREAS, the Port Commission last adopted rates, fees, and charges on June 24, 2014 via Resolution No. 2014-07; and

WHEREAS, parking violations are considered a Class D Violation; and

WHEREAS, according to Res. No. 2014-07 a Class D Violation is a \$15 fine; and

WHEREAS, the City of Newport charges \$40 for a Parking Violation; and

WHEREAS, based upon input from TCB Security and Port staff, the Port Commission feels that the Port's parking violation fine amount should match the City's parking violation fine amount; NOW THEREFORE,

THE PORT OF NEWPORT BOARD OF COMMISSIONERS RESOLVES AS FOLLOWS:

	OLD	NEW	+/-
Section 1. Civil Penalties. Penalties found in PONFC (Sec. 7.4(a)). Paid in full.			
E. <u>Parking Violation.</u> Per event, both vehicles and trailers			
1.	0-10 days, paid within	\$40	n/a
2.	11-20 days, paid within.....	\$85	n/a
3.	21+ days, paid within.....	\$125	n/a

Section 2. Delegation of Responsibility. The Commission delegates to Manager the ability to adjust these rates on a temporary basis to better manage services at the Port of Newport. Any adjustments to these rates will be reported to the Commission at its next regular meeting.

Section 3. Annual Review. The Commission, through assistance by Port staff, shall annually review and adopt a new rate, fees and charges resolution prior to the subsequent budget's adoption.

APPROVED AND ADOPTED BY THE BOARD OF COMMISSIONERS this 23rd day of September, 2014.

Walter Chuck, President

ATTEST:

Ken Brown, Secretary/Treasurer



REPORT

To: Kevin Greenwood, Port Manager
From: Kevin Bryant, Commercial Marina Harbormaster
Copy: Darlene Webster
Date: September 18, 2014

Re: September Managers Report

Maintenance

Extension cylinder on #1 hoist failed and we are working on getting estimates on replacement parts.

The electrical lines were cleaned on Dock #3, 5, and 7 from ramps to main dock.

We have checked all windows, re-secured all office windows and secured the file cabinet in the administration office. The north shop office doors have been re-secured as well.

Another piling has failed on Dock 7F and a diver will be scheduled for removal. We are also searching the internet GSA for a replacement.

Fishing Fleet Activity

Buyers have been keeping staff busy 3-4 days a week.

75 boats since the 23rd of last month to date.

Other Activities

None

Overview of Services for this Month

The tuna season is dropping off faster than estimated.



600 S. E. BAY BOULEVARD NEWPORT, OREGON 97365 (541) 265-7758 FAX (541) 265-4235

To: Port of Newport Commission
From: Jim Durkee, Terminal Operations Supervisor
Copy: Port Management Staff
Date: September 18th, 2014
Re: September Manager's Report

Maintenance

I pulled all of the wall heaters out and blew the dust out of them and tested them in preparation for winter. 11 units total. I found one loose connector that had started to cook and needed replacement. Cathodic protection annual maintenance inspection is being performed in coordination with the NOAA-MOCP inspection. Some grounds maintenance as time allowed.

Construction

Tough Construction is on site for the gray warehouse roof replacement. It should be a quick job. The Dredging in front of the dock should take place on the 24th and 25th.

Fishing Fleet Activity

Continued work with Shrimp and Pacific Whiting boats. A couple of boats set up with Black Cod pots.

Other Activities

The research vessel Ocean Starr came to the terminal for fuel and a crew change. We hired longshoremen to tie up the vessel and cast off lines per the Tariff. I believe this quietly marked the first time in over ten years that the ILWU had some work at the terminal facility itself. The rest of their work has been at Rogue Ale or out of town.

Although the Ocean Starr did not take on fresh water, I did hook up the meter and backflow device to the hydrant to check for problems. It should work fine for any ship that wants fresh water.

I took a short vacation.

I mounted the rigging box on the back of the crane.

There is no Safety Committee Meeting in September to allow time for quarterly inspections.

Overview of August Services

15 vessels spent a total of 103 days moored at the Terminal dock.

12 fishing vessels used the Terminal dock for work.

At least 3 vessels loaded fuel.

15 hours of forklift service were provided.

12 hours of crane service were provided.



FACILITY MANAGER'S MONTHLY REPORT

FACILITY: NOAA MOC-P
DATE: 9/18/2014
PERIOD: Sept 2014
TO: Kevin Greenwood
ISSUED BY: Rick Fuller

NOAA MOC-P

Upland: September concluded 100% of scheduled annual inspections with the cathodic protection inspection completed by Petroleum Compliance Services in conjunction with the International Terminal's CP inspection schedule. The intermittent but continuing nuisance trouble condition at the warehouse fire panel has not yet been resolved. Due to the current service company unresponsiveness, alternate certified EST3 alarm companies are being contacted to provide quotes for technical repair services. Cost of the repair is undetermined until the trouble source has been identified. The fire alarm system remains 100% operable. The painting of common area walls contractually required by the lease was successfully completed ahead of schedule. AllWays Painting from Lincoln City performed an outstanding job not only with schedule but quality of work. Notice was sent to NOAA administration upon completion. The warehouse machine shop overhead door operator had stopped working and required replacement of the main circuit board. The work was completed by Salem OH Door Company and is now working.

Wharf & In-water: As part of the annual storm water filtration system inspection, the canister filters at the 11 collection basins on the wharf were replaced for the first time. I was pleasantly surprised at the ease of replacement which was facilitated with the help of Billy from South Beach. Above Board Electric was hired to repair one of the pole lamps which had a short in the wiring. The lamp and ballast was inspected while the lift was in use and a special order ballast was purchased and placed in inventory.

I was approached and met on site with ODOT senior bridge inspector Jeff Swanstrom on 9/10. The Federal Highway Administration introduced a revised National Bridge Inspection Standards (NBIS) in 2005. In affect these NBIS regulations applied to all publically owned highway bridges longer than 20 feet located on a public route (opened to public use) <http://www.fhwa.dot.gov/bridge/nbis/> . For these bridges State DOT's are responsible for making sure they are inspected every 24 months by a certified bridge inspector. ODOT is inspecting bridges owned by the Ports of Hood River, Cascade Locks, Astoria, Morrow, and St Helens and they provide the Ports with a condition report, maintenance recommendations, etc.. These inspection costs are completely covered by ODOT and FHWA (with zero costs to the Port) and also include load ratings, underwater inspections, and cross channel profiles. Mr. Swanstom indicated that the two approaches at the NOAA wharf would qualify and benefit from the inspection service. I believe the inspection service is in line with our proactive approach to preventative maintenance while taking advantage of the funding provided by the FHA and ODOT. I have forwarded to you a sample IAG and report for your review.

As indicated in last month's report, the Ports consultant Pacific Habitat Services has indicated the east and south shoreline at the Eel grass mitigation site will require additional excavation for the establishment of successful Eel grass growth. I am expecting a report and schematic drawings that will require a request for proposal procedure for excavating. It is possible that a shared mobilization could be realized if the work were performed in conjunction with the IT mitigation project in South Beach (see below).

The wharf usage was steady with visiting ships and the recent return of the NOAA ship Bell Shamada. The McArthur and Ka'Imimoana remain at berth #5 & #6. There is no speculation when the ships will be moved from the NOAA facility. See the attached ship log for bar crossing activities.

Total NOAA full time building occupancy is approximately 72% of total office

Specific work this period:

- Regular scheduled monthly and quarterly preventative maintenance
- Grounds maintenance
- 3 year common area painting started and completed
- Annual inspections for HVAC, emerg. generator fuel tank and fuel replacement, wharf cathodic protection, storm water system
- Continued diagnostics of fire panel Demux Audio trouble condition
- Replace 11 wharf storm water filters
- Repair machine shop overhead door operator
- Repair wharf pole lamp

PON Admin Building

I have conducted and am finalizing the request for quotation best value analysis for professional services of Geotechnical Engineering and Site Survey required for Architectural design and engineering. It appears that the Geotechnical services will exceed \$15,000 and will require commission approval. The survey services will be less than the \$5,000 approval requirement.

I have spoken with Dustin Capri of Capri Architectural by phone and suggest we start a regularly scheduled meeting program to review design progress and project requirements.

Other Port activities

8/25 – Meet with Jim Lewis of OSU maintenance. Discuss previous work that was performed for culvert replacement and site conditions.

8/25, 8/29 – Participated in the Director of Finance interview process

9/2 – Participate in conference call IT dredging and mitigation issues













9/3 – Backflow valve inspection at SB, NC and IT previously arranged with Tom Davis of Advanced Backflow Services.













9/4 – Participated in onsite meeting at South Beach mitigation site with KG, Frank Berg, Road & Driveway contractor, ODFW, and DEQ. Discussed means, ways and permit requirements. An overall plan is required prior to project start. Suggest Frank Berg as project manager.

9/16 - Participated in onsite meeting at South Beach mitigation site with KG, Frank Berg, Mike Reed-GSI Engineering, Jason-ODFW, John VanStaveren-PHS, Mike McDougal by phone. Directed to investigate survey of roadway and site conditions regarding culvert replacement. Site visit of SB dredge spoils area.

9/17 – Met with John Pirani of Pirani Land Surveying, taking advantage of his availability, low tide and site conditions John was hired to perform topographical site survey. Site survey and map drawing was completed and received same day. Drawings distributed next day to KG, FB and PHS

NOAA MOC-P Bar Crossing Log 2014

	ARRIVAL	DEPARTURE	NAME	ROSTER#	NOTE
	10/7/2013	1/13/2014	Rainier	39	Bound for Alaska
	9/16/2013	1/19/2014	Bell M. Shamada	22	Bound for Alaska
	1/20/2014	3/31/14	State Patrol boat "Guardian"	2	Small boat dock
	10/23/2013	3/26/14	Fairweather	35	Bound for Seattle
	3/26/2014	4/21/14	Rainier	31 38	Crew change/maintenance repairs
	4/22/2014	4/22/14	Dredge Yaquina	40	Fuel/ crew change
	5/11/2014	6/24/14	Bell M. Shamada	21 31	Change of command, crew leave, maintenance
	6/3/2014	6/3/14	Dredge Yaquina	40	Fuel/ crew change
	6/6/2014	6/8/14	USCG Buoy Tender "Fir"	46	Supply/shore leave
 <small>UW School of Oceanography ©1997</small>	6/6/2014	6/10/14	RV Thomas G. Thompson	23 45	Supply/shore leave
 <small>UW School of Oceanography ©1997</small>	6/14/2014	6/23/14	RV Thomas G. Thompson	45	Supply/shore leave/Inspection
	7/3/2014	7/6/14	RV Ocean Starr (CalCOFI)	23	Supply/shore leave

	7/11/2014	8/3/2014	Bell M. Shamada	31 30	Crew leave, maintenance
	7/30/2014	8/1/14	RV Thomas G. Thompson	45	Supply/shore leave
	8/3/2014	8/10/2014	NOAA RV Ron Brown	25 56	Supply/shore leave
	8/9/2014	8/13/2014	MBARI RV Rachael Carson	9 11	Supply/shore leave
	8/11/2014	8/13/2014	RV Thomas G. Thompson	54 56	Supply/shore leave
	8/19/2014	8/22/14	MBARI RV Rachael Carson	11	Supply/shore leave
	8/19/2014	8/25/14	NOAA RV Ron Brown	56 31	Supply/shore leave
	8/24/2014	8/26/2014	RV Thomas G. Thompson	54 59	Supply/shore leave
	9/11/2014	9/11/2015	RV Thomas G. Thompson	59 56	Supply/shore leave
	9/21/2014		Bell M. Shamada	29	Crew leave, maintenance
	9/16/2014	9/16/2015	Dredge Yaquina	40	Fuel/ crew change
	9/17/2014	9/18/2015	RV Thomas G. Thompson	56 56	Supply/shore leave
			TOTAL	988	

Occupancy

To: Port of Newport Board of Commissioners

From: South Beach Marina & RV Park

Date: September 18, 2014

Re: **August** South Beach Occupancy Report

We had a good month in both RV Parks. There were not any group rallies this month but lots of in/out traffic. We had several moorage holders also staying in the Annex Park with their RV's.

Although long term moorage is still down, the transient activity was much heavier than past years.

We have become very busy with new reservations. Here are some interesting statistics for August:

	RV	Slips
On line bookings	264	30
Front Office	1228	451

The office has also been busy transferring data for the recreational marina to the new software program.

Occupancy Figures:

	2013	2014	Change
Marina	11010	13252	20.36%
Marina RV	3137	3468	10.55%
Annex RV	1164	1490	28.01%
Totals	4301	4958	15.28%



600 S. E. BAY BOULEVARD NEWPORT, OREGON 97365 (541) 265-7758 FAX (541) 265-4235

MANAGERS REPORT

To: Port of Newport Board of Commissioners

From: Chris Urbach, Harbormaster

Copy: Port Management Staff

Date: September, 16 2014

Re: South Beach Operations

We have had a very busy September both in the R/V parks and in the marina. Salmon season started the first of the month and has been steady all month. Tuna fishing has also been good.

We installed the new transition plates at the bottoms of A-B-C docks and people seem to really like them for the wheel barrows.

We had all our backflow devises tested and we had tree fail for virus reasons all have been repaired and we are good to go.

We had to remove our land scape bunkers by the Roque distillery so that the contractors could do some paving. Construction remains mostly on time.

I have been dealing with lockmasters on dead bolt installation on the office and shop. I also am getting quotes on security systems for the office. We are looking at getting a regular safe and getting a fire cash box for inside of the safe.

We made Finger repairs to A-B docks. Also did some post repair to central, marina shower buildings.



TCB Security Services, Inc.

437 N.E. 1st St
Newport, Or. 97365

Office: 541-265-5265
Fax: 541-265-4552
24hr Dispatch 541-574-2828

Port Of Newport August 2014 Public Safety Report

Man Hours Worked: 282 hours
Court Time: 0

Assist Other Agency 2
Alarm 1
Boat Inventory 62
Boat Related Incidents 5
Domestic 1
Field Interviews/Contacts 16
Foot Patrols 19
Open Doors 3
Patrol Checks 314
RV Inventory 32
Theft Investigation 1
Suspicious Activities 9
Suspicious Vehicle 6
Ordinance Violation 6
Parking Violations 74
Hazard 1

Meetings Attended:

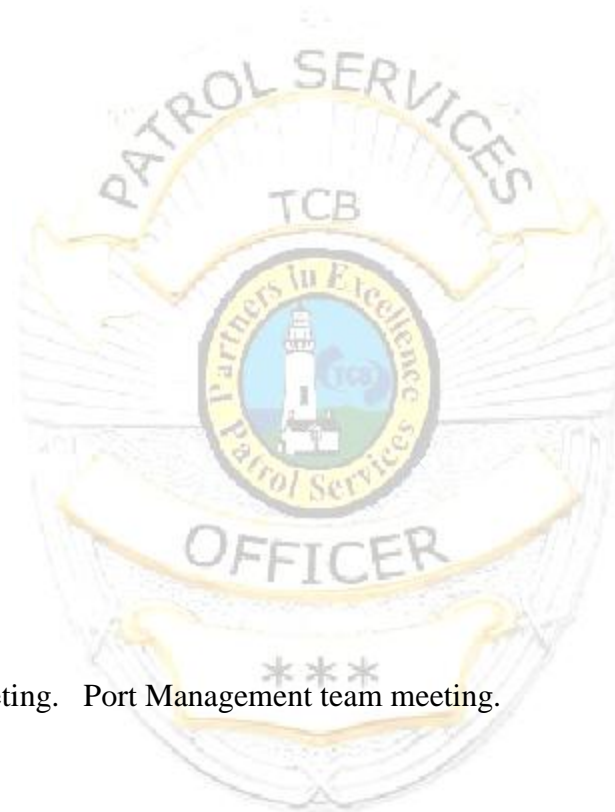
South Beach team meeting. Port Management team meeting.

Investigations:

Provided investigative assistance concerning burglary at the South Beach Marina Office. Case report was taken. NPD Is still investigating the case.

Other:

Working with Port staff on parking related issues in lower moorage holder parking.



Submitted By: Mike Goff

AGENDA ITEM: MANAGERS REPORT

DIRECTOR OF FINANCE RECRUITMENT

I want to thank everyone for helping me with the selection process for the Finance Director position. The process was very transparent and included participation from Port Employees, Elected Officials and Technical Experts. I'm excited to have Steve on board and want to thank Barb Martin for her assistance over the last several months. The Port couldn't have done it without her extra effort.

PORTS OF NEWPORT/TOLEDO GOAL SETTING WORK SESSION

It's always hard to get a meeting scheduled much less a meeting with twelve different people... but I think we've done it. Unfortunately, not everyone will be able to make it. The date for the Work Session is Thursday, October 30th and will be held at 5:30pm at the Port of Toledo offices: 496 NE Hwy 20 NE, Toledo, OR 97391.

In advance of the meeting we should brainstorm some agenda items. I've come up with the following:

1. Review infrastructure projects that benefit both ports' customers.
2. An understanding that both ports will support one another with letters/advocacy supporting grant or permit applications.
3. Continuation of the Yaquina Cup as a way to highlight the common history of both ports.

Are there any other items that the Commission would like to discuss?

Regarding public meeting laws: the Port of Newport will be meeting out of district so any goals that came out of the work session would need to be formally adopted at a regular meeting within the Port of Newport district boundaries. Staff will notice the joint work session with our local media.

PORT ATTORNEY PERFORMANCE EVALUATION

The Port's By-laws in Sec. 6(L) "Approve all Contracts, Agreement" states that the "Commission shall review the adequacy and job performance of the Port's legal counsel ... no less than every five years."

Based upon the discussion at last month's meeting, after approving the contract with Pete Gintner's firm, I talked to Pete about possible ways to evaluate his performance. He indicated that he had not gone through an evaluation of his performance with his other municipal clients and as such did not have experience developing an evaluation process.

SDAO had very limited resources (i.e. none) about this topic, but the League of Oregon Cities has some interesting samples

<http://www.orcities.org/AZIndex/tabid/810/itemid/157/modid/1421/language/en->

[US/Default.aspx](#)) from a few cities on the evaluation of their attorneys. In all of those cases (mainly big cities), the city attorney appeared to be a full-time position.

In light of the rather limited material out there, Pete and I discussed the types of issues that he has assisted the Port on:

1. Commission Counsel. Doesn't happen very often but at times (like hiring the port manager) will represent the commission in contract negotiations.
2. Public Contracting. Following public contracting procedures based upon value thresholds, etc.
3. Contract Review. Ensuring the Port's interests are protected.
4. Marine Vessel Seizure/Compliance.
5. Facilities Code.
6. Resolution/Ordinance form.

Another area of review would be the quality of the performance, which could be difficult as we (GM and Commission) are not in the profession. There are some issues that could be evaluated:

1. Response speeds to questions.
2. Has counsel/advice produced any unintended consequences (good/bad).
3. Acknowledge areas of less expertise.
4. Billing Expectations. No surprises; fair rate.

Assuming these ten items are fair points of discussion, then I would suggest that Pete and I discuss these issue in a qualitative format that would include a recap of specific work, outcomes, areas of concern, areas of appreciation, and summary.

ROGUE BREWERY EXPANSION

Last week I had a meeting with Brett Joyce and Mike Isaacson, Rogue; Lorna Davis and Sheena Scarberry, Chamber; and Chris Urbach to discuss Rogue's next expansion needs. They are looking for a 40,500 sf expansion of their warehouse of which a third would be cold storage. In reviewing Rogue leases, it appears that most of the leased square footage is for the building footprint and does not take into account required parking, storage (for trucks, kegs, etc.). I would probably advocate that any new leases include space for those other uses to adequately include full use.

I had previously identified three areas that I thought were good expansion areas:

1. RV Park Annex – 3.46 acres
2. Rick Fuller's Lot – c. 2.00 acres
3. McLean Point – 8.0 acres

Rogue has indicated that they'd like to expand at their current site.

4. Current Location – c. 1.00 acre

Maps of these areas are included in your packet.

RV Park Annex

County has value of the RV Park Annex land at \$881,500 (\$254,768/acre). This parcel has some long-term infrastructure needs such as replacement of the restrooms/showers/stalls. It's close to the current brewery, but the city would limit forklift traffic across OSU Dr. City would allow truck traffic between sites. There would also be development charge credits that could reduce some permitting costs to Rogue.

Rick Fuller's Lot

County has estimated value of the lot by Yaquina Bay Fruit and NOAA at \$548,560 (\$274,280/acre). Truck and forklift traffic would both be allowed. It's a ways away from the main brewery however.

Port's McLean Point Site

County has value of the \$1,002,400 for 8.95 acres (\$112,000/acre). Lots of room to grow. Clearly a trucking-only option.

Expansion at current Rogue Site.

County has value of the property at \$350,000/acre. High/diverse use with dry camping, special events, chamber event, access to service dock, etc. Would be of some short-term benefit to Chamber as Rogue agreed to host the Wine & Seafood Festival in the new warehouse for up to ten years. Chamber would still need some external tents and a permanent solution after the ten years. Rogue may consider helping remove traffic islands at the portion of the lot, move the service dock gangway to eliminate access issues, fill in the Old Boat Ramp (a priority 3 project in the Port's Capital Facilities Plan), and reconfigure the traffic flow to regain the loss of usable land.

SECURITY UPGRADES

Since the South Beach Office break-in on Sept. 8 staff has made considerable effort to make our facilities more secure. The following facility upgrades have been done or are being scoped for completion in the near future. Each facility has been given 30 days to review and submit updated Closing Procedures that should reinforce best management practices in securing our shops and offices.

South Beach Maintenance - Adding deadbolts on back doors, adding padlocks to garage doors.

South Beach Marina & RV Park Office – Added deadbolts to front door, laundry door, filing cabinet lock replaced, purchase of new safe to be bolted to floor, fire proof cash box to be placed nightly in safe, add deadbolts in door between day use room and office, scoping security alarm system.

International Terminal – Metal plates on door frames.

Bayfront Maintenance Shop – Added brackets with padlock on double slider, added brackets with ¼” bolt on single slider.

Administration Building (Temp) – Bolted safe to floor, added window blocks.

NOAA trailer – Rick takes computer home. Not a whole lot in there.

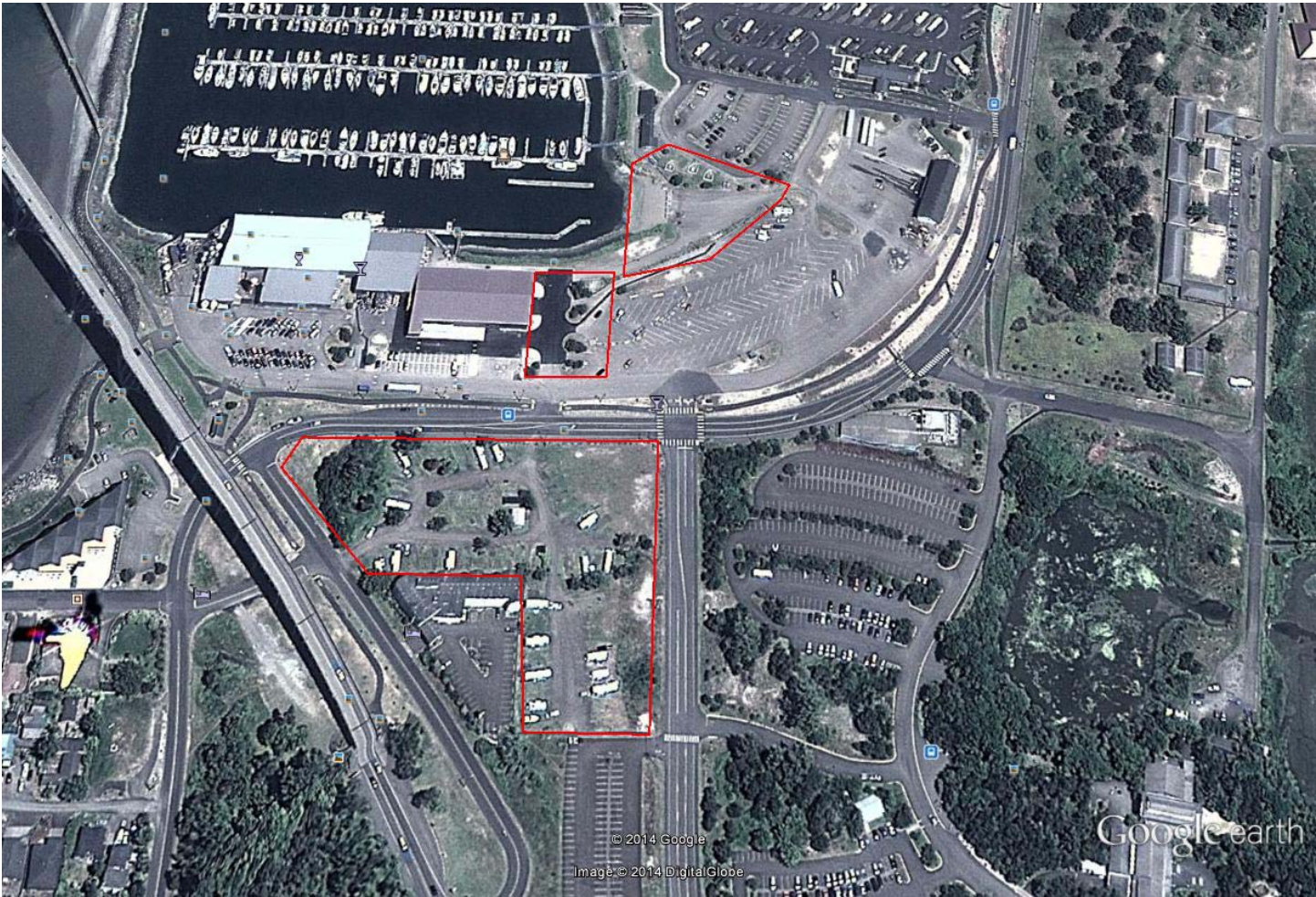
Biggest concern will be to look at how our information/servers are being backed up and will be a priority for Steve when he’s on board to begin evaluating information security.

INSURANCE RENEWAL

In your packet is a checklist from SDIS for our annual insurance renewal. Their program update has changed this year. I will be completing the online training which will gain the Port a 2% discount on our insurance. Commissioners Brown and Chuck attended training this year (Ken’s SDAO Training was February 7-9 at the Annual SDAO Conference in Seaside; Walter’s "How to be a Commissioner" training was April 23rd at the Port of Toledo). Reviewing the SDAO training CDs is also a way to obtain discounts, too (Dean has the public meetings CD, David the duties, responsibilities and liabilities, and JoAnn the executive director performance evaluation.) The adopted Commission Bylaws also gain us a 2% discount, as does our membership with Oregon Public Ports Association.

The last requirement is the best practices checklist which I've included in the packet as well. This year we just answer honestly either way with the questions and receive the credit. Many of the items we simply don't have at this time and are also required in the By-laws. These are policies that we'll need to work on over the course of the year and/or referencing old policies to see if they exist but just aren't being used.

-###-



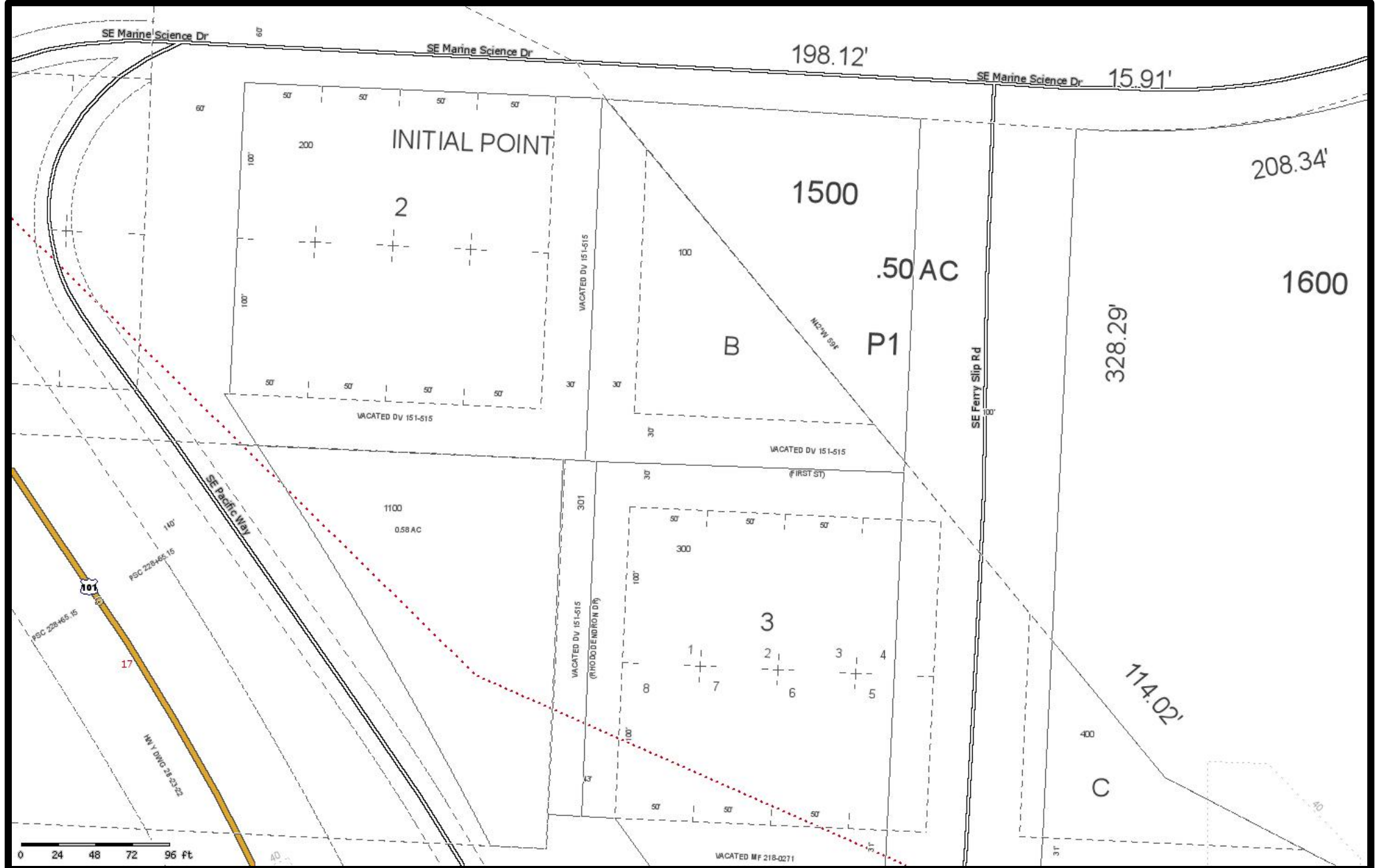
Google earth

feet
meters



Port of Newport RV Park Annex

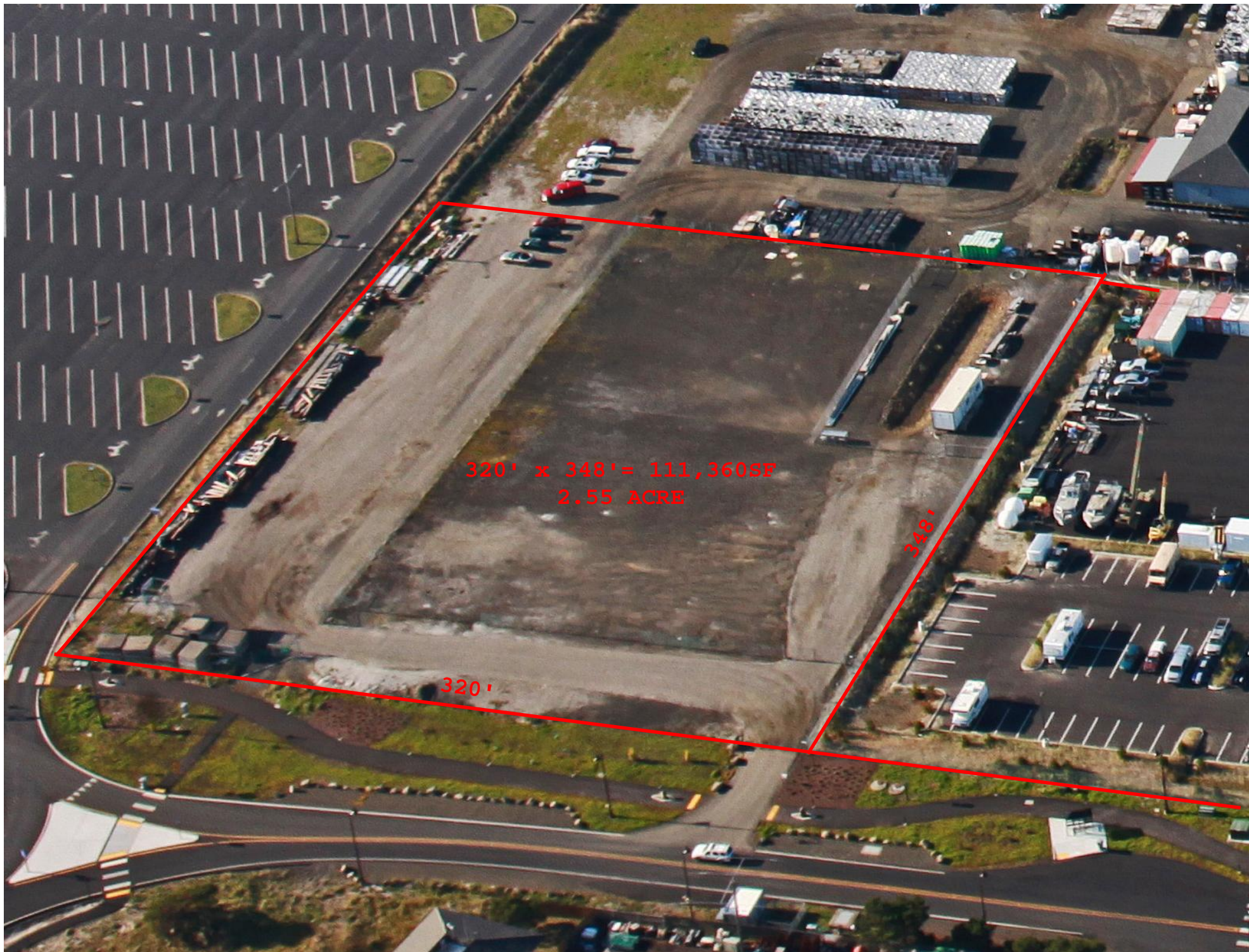
Sites 2, B, 3



Printed 08/12/2014

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320' x 348' = 111,360SF
2.55 ACRE

320'

348'



Port of Newport property South Beach South of NOAA Facility

RONDYS FUTURE DEVELOPMENT POTENTIAL
JUNE 13, 2014

- Pedestrian path
 - Existing wetland
 - Log yard
 - Cold storage
 - Processing
 - Administrative / research
 - Parking
 - Stabilized ground for storage
 - Parcel
 - Dredge spoils
 - Trees / vegetation
- 0 100 300 500 Feet



Can we reconfigure wetlands along Roadway 1:1 #

Thermal/Exclusion Zone (1,000 ft)

RECEIVED
JUL 16 2014
PORT OF NEWPORT

MEMORANDUM

Date: July 14, 2014
To: Port Of Newport
From: SDAO Member Services Department
Subject: Best Practices Program Update and Best Practices Checklist

Thank you for your continued participation in the Special District Insurance Services property/casualty insurance program! In prior years, your district had been given the opportunity to receive a discount on your general liability, auto liability, and property insurance contributions by completing the best practices checklists issued each fall. We have enhanced this program by changing and adding more opportunities for your district to receive a discount.

As stated in January, the calculation of the discount is based on five opportunities that each offer 2% toward your total contribution credit. We currently show your district as having met the requirements for the following discount opportunities:

Discount Opportunity	Requirement Met
Online Training (Credit: 2%) - <i>1 employee</i>	No
Board Training (Credit: 2%) - <i>sign off</i>	No
Affiliate Membership (Credit: 2%)	Yes
Best Practices Checklist (Credit: 2%)	No
Board Member Duties and Responsibilities Policy or Resolution (Credit: 2%)	<i>BYLAWS</i> No <i>YES</i>

Your district's total discount as of July 14, 2014 is **2%**.

The SDIS Better and Best Practices Checklist is enclosed for you to complete. Your answers will not be scored but are to be used for self-assessment. Submission of the checklist and signed form verifying review from your board of directors will result in a 2% credit to your premiums.

You have until **November 15, 2014** to receive credit for all discount opportunities. If you have fulfilled a requirement that is not reflected above or you have any questions, please contact us at 800-285-5461.

SDIS Better and Best Practices Checklist

To be completed by the Board of Directors and District Manager

District Name: *(please fill in)* _____

Below is the Best Practices Checklist for you to complete and return. Unlike prior years, your answers will not be scored but are to be used for self-assessment. Submission of your complete and signed checklist verifying review from your board of directors (signature line on page 3) will result in a 2% credit to your 2015 insurance contributions.

Steps to receive this credit to your 2015 general liability, auto liability, and property insurance contributions:

- Board of Directors and District Manager (if applicable) complete all questions on checklist.
- Board of Directors review and approve answers.
- Representative of the Board fill out and sign page 3 of the checklist.
- After filling out and signing page 3, return **all three pages** (OR complete online) to SDAO by **November 15, 2014**.

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

- Go to **www.sdao.com**
- Click the Sign In button and enter your user credentials. If you are using Internet Explorer, please be sure to add **www.sdao.com** to your compatibility view websites prior to signing in. For instructions, please visit **www.sdao.com/s2/resources/compatibility_mode.aspx**.
- After signing in, click on the Insurance Site tab.
- Click on the Best Practices tab, then click on the Take Survey button, and complete the survey.
- If your board has reviewed and approved the checklist, click the box verifying their review and click Submit.

BOARD DUTIES AND RESPONSIBILITIES		Yes	No	N/A
1.	Written board duties and responsibilities of officers.	✓		
2.	Provide each board member with a copy of ORS 198 and the statute that regulates the type of district you represent.	○		
3.	Distribute copy of Oregon Government Ethics Law to each board member.	○		
4.	Adopt policy to utilize SDAO pre-loss legal program or seek qualified legal advice before any major decision that could lead to a lawsuit. Adopt a policy to never terminate an employee without prior legal advice. (Free pre-termination legal advice available for districts insured by SDAO. For districts that have a deductible/SIR of \$10,000 or less and prior to termination of an employee SDAO is called for legal advice, the \$10,000 deductible/SIR may be avoided if the district follows all reasonable advice provided to them.)			
5.	The frequency of board meetings complies with the Oregon statute regulating your type of district.	✓		
6.	Procedure for election of board officers.	✓		
7.	Follow ORS 198 or other authorizing statute for filling board vacancies.	✓		
8.	Board has filed the Notice of Registered Agent with the Oregon Secretary of State Archives Division and annually reviews the submitted notice to ensure that information is current.	✓		
9.	Annually review board-approved personnel policies including, but not limited to: Non-discrimination, sexual harassment, violence in the work place, discipline procedures, drug use, motor vehicles use/accident reporting, and employee evaluation procedures.		✓	
10.	Adopt public meetings and records policy.	○		
11.	Adopt public records retention policy.	○		
12.	Adopt written investment policy.	○		

BOARD DUTIES AND RESPONSIBILITIES (continued)		Yes	No	N/A
13.	Appoint auditor. (For small districts not required to appoint an auditor, complete the Secretary of State's Financial Report.)	✓		
14.	Approve annual audit or Secretary of State's Financial Report in district board minutes.	✓		
15.	Require bond, crime coverage or letter of credit of any board member or employee charged with possession and control of district funds.	✓		
16.	Adopt a public contracting policy and review Attorney General's Model Public Contracting Rules.	○		
17.	Adopt a surplus property policy as part of your public contracting rules.	○		
18.	Adopt a personal services policy as part of your public contracting rules.	○		
19.	Adopt procedure for reviewing all new and existing contract forms with legal counsel.	○		
20.	Maintain an agreement for legal services.	○		
21.	Implement an early return to work program (light duty) for injured workers. <i>Personnel rule</i>	○		
22.	Implement and adopt an OR-OSHA Loss Prevention Program for self-insured or group self-insured members as required by OAR 437-001-1060. <i>??</i>	○		
23.	Annually allocate budget funds to maintain property in a safe condition.	✓		

BOARD/MANAGER DUTIES AND RESPONSIBILITIES		Yes	No	N/A
24.	Establish minimum internal controls for access to district funds.	○		
25.	Review district agent of record agreement and services every three years. <i>who is our agent of record?</i>	○		
26.	Tenants and/or outside contractors or providers required by contract to indemnify and hold-harmless the district for any liability caused by the tenant/outside contractor or provider.	✓		

MANAGER DUTIES AND RESPONSIBILITIES		Yes	No	N/A
27.	Written employee job descriptions and task assignments.	✓		
28.	Annual written employee evaluations.	✓		
29.	Personnel policies signed off by every employee and volunteer at original hire and after major policy changes.	✓		
30.	Maintain and secure personnel files on all employees.	✓		
31.	Regularly scheduled employee training.	○		
32.	Criminal background checks, motor vehicle records, and drug testing on safety sensitive new hires. (SDAO programs can help assist with these costs, please call us!)	✓		
33.	Annually request DMV records of all district vehicle drivers and provide driver training as needed.		✓	
34.	Compliance with State/Federal laws and guidelines such as public meetings, public records, local budget law, audit law, public contracting, FLSA, FMLA, OFLA, etc.	✓		
35.	Post required State and Federal posters. (Postings can be found and printed out from http://www.dol.gov/osbp/sbrefa/poster/matrix.htm and http://www.boli.state.or.us .)	✓		
36.	Separation of duties for deposits and checkbook reconciliation.	✓		
37.	Petty cash and checks locked in a secure location.	✓		
38.	More than one employee or board member required to sign checks, or other check signing policy as approved by the district's auditor.	✓		
39.	Annual physical hazard review. (If no premises, review the physical hazards at board meeting location.) Building preventative maintenance programs are in place and have been approved by the board. (Monthly inspections of key building components are performed inspecting gutters, downspouts, roofs, roof drains, HVAC, etc.)	✓		
40.	Backup offsite for all important electronic records/systems.	✓		
41.	All contracts and agreements are in writing and within public contracting laws.	✓		
42.	All contract changes in writing and ensure payments reflect subsequent changes.	✓		
43.	Review all new and preexisting contracts for unfavorable hold harmless and indemnity wording. (Review assistance available from SDAO.)	✓		
44.	Inspect contract terms for compliance before final payment.	✓		
45.	Easement agreements maintained and recorded for entering onto private property.	✓		

MANAGER DUTIES AND RESPONSIBILITIES (continued)		Yes	No	N/A
46.	File audit or Financial Report with Secretary of State.	✓		
47.	Annual coverage review with agent of district's property and liability insurance limits and deductibles including what is covered and amount of coverage.	✓		
48.	Annual coverage certificate review. Annually discuss with the district's insurance agent current contracts and corresponding certificates which have been issued to ensure that contract provisions comply with current coverages.	✓		
49.	Annual review of district assets. Annually meet with the district's agent to review any applicable schedules (example: auto, property, inland marine) to ensure that assets are adequately valued and all are listed.	✓		
50.	ADA requirements for public access followed. (Required for board meeting location even if the district does not have a premises.)	✓		
51.	Annually review all property and update values for fire, flood and earthquake losses.	✓		
52.	Maintain updated/current schedules on real and personal property.	✓		

EDUCATION AND TRAINING		Yes	No	N/A
53.	SDAO Board Member Training (Regional, conference, videos, on-site)	✓		
54.	SDAO Annual Conference.	✓		
55.	SDAO Risk Management and Safety Workshops (Regional, Salem quarterlies, on-site)		✓	
56.	Affiliated Association Sponsored Conference (OFDDA, OFCA, ORPA, OWRC, etc.)	✓		
57.	SDAO endorsed affiliated trainings (See www.sdao.com for listings)		✓	
58.	Annual training of each board member and written acknowledgement of policy and training kept on file.	✓		

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

District Name: _____

Your Name: _____

Your Title: _____

Signature: _____

Date: _____

Return all three pages of the checklist (OR complete online) by **November 15, 2014** to receive a 2% credit to your 2015 general liability, auto liability, and property insurance contributions.

How to submit your Best Practices Checklist

Mail

SDIS
PO Box 12613
Salem, OR 97309-0613

Email

memberservices@sdao.com

Fax

(503) 371-4781

Online

www.sdao.com

If you have any questions, please contact SDAO Member Services at 800-285-5461 or by email at memberservices@sdao.com.



600 S. E. BAY BOULEVARD NEWPORT, OREGON 97365 PHONE (541) 265-7758 FAX (541) 265-4235 www.portofnewport.com

MEMBERSHIP LIAISONS

As of February 25, 2014.

Cascade West Council of Governments* - must be elected

JoAnn Barton

Cascade West Economic Development District* -

Kevin Greenwood

Cascade West Economic Development District* -

Kevin Greenwood

Cascade West Area Commission on Transportation* - alternate may be staff

JoAnn Barton

David Jincks (alt)

Oregon Coastal Zone Management Association

(OCZMA)*# -- alternate may be staff

Walter Chuck

Pacific Northwest Waterways Association (PNWA)*

Kevin Greenwood

Mid Coast Watershed Council

Walter Chuck

Oregon Public Ports Authority (OPPA)*=

Kevin Greenwood

Economic Development Alliance of Lincoln County

(EDALC)* Kevin Greenwood

Special Districts Association of Oregon (SDAO)*

Kevin Greenwood

Yaquina Bay Economic Foundation (YBEF)*

Kevin Greenwood

Ken Brown

Yaquina Bay Ocean Observing Initiative (YBOOI)*

JoAnn Barton

Kevin Greenwood

North America Ocean Observing (NANOOS)*

Kevin Greenwood

Coastal Marine Experiment Station (COMBS)*

Dean Fleck

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

Kevin Greenwood

Jim Durkee

Kevin Bryant

Chris Urbach

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

Walter Chuck

Newport Chamber of Commerce (NCOOC)*

Kevin Greenwood

Northwest National Marine Renewable Energy

Center Advisory Committee (NNMREC)&

Walter Chuck

Department of Geology and Mineral Industries

Marine Advisory Committee (DOGAMI)&

Walter Chuck

Oregon Department of Fish and Wildlife Sportfish

Advisory Committee (ODFW)&

Walter Chuck

Ocean Policy Advisory Council (OPAC)&

Walter Chuck

*paid/mandated membership

#must be elected commissioner

~community organization (no port vote or membership)

+paid professional organization

&personal or non-port related board membership

*=Paid via SDAO membership

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Serving the Maritime & Recreational Communities

Newport International Terminal (541) 265-9651

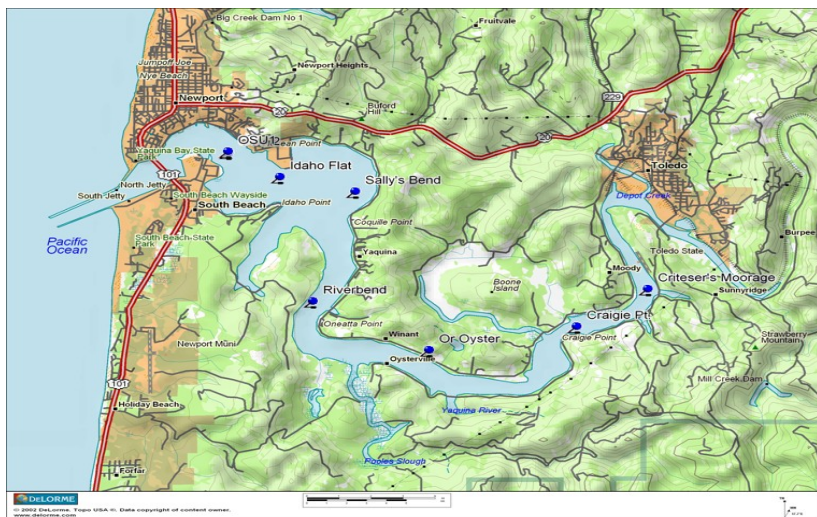
Newport Marina at South Beach (541) 867-3321

Yaquina Watershed Council and SOLVE present

Yaquina Bay & River Clean-up
Saturday, September 27th
1:00 pm to 3:00 pm

Boat owners, boat crew or road crew
Volunteers
Sign Up at SOLVE's Website

<http://www.solv.org/get-involved/events/yaquina-river-and-bay-cleanup>



Map courtesy of hmsc.oregonstate.edu

From South Beach Marina to Cannon Quarry Park in Toledo, there is an opportunity for everyone either on the water or along the shore. Road assignments on Yaquina Bay Road from Newport to Toledo and from Hatfield to Idaho Point. Water assignments for north and south shore from the marina to the Cannon Quarry Park.

Two assignment pick-up, supplies and trash sites: South Beach Marina and Cannon Quarry Park on the Elk City Road north of the mill. Easy time commitment – 2 hrs. Family friendly activity.

Dahl Logo, Thompson Logo, HMSC logo, England Marine logo, Fred Meyer, Thriftway, ODFW, LCS&W, U-Da-Man, Longview Hills Fishing Club

Photo courtesy of SOLVE



SATURDAY, OCTOBER 4, 2014

YAQUINA BAY, NEWPORT, OREGON



ENGLUND MARINE &
INDUSTRIAL SUPPLY

Cabela's
WORLD'S FOREMOST OUTFITTER

"U-DA-MAN" 2014 Fishing Tournament

WHERE SIZE DOES MATTER!

\$35.00 per angler. T-shirts to the first 250 paid applicants. PROCEEDS TO BE DONATED FOR USE IN THE CONTINUING ENHANCEMENT EFFORTS OF THE YAQUINA BAY SALMON STOCKS.

1ST PLACE ~ \$500

2ND PLACE ~ \$300

3RD PLACE ~ \$200

CHECK-IN: 5:45AM-9:00AM at the South Beach Marina

ON THE WATER: 7:00AM-3:00PM SHARP, from Yaquina Jetty Tip to Toledo Red Barn

WEIGH-IN: 3:15PM-3:45PM adjacent to New South Beach Marina Fish Cleaning Station

CHINOOK ONLY, MUST be bled before weigh-in

RAFFLE PRIZES AND SILENT AUCTION!

LAUNCH SITE: Free launch at the South Beach Marina thanks to the Port of Newport

FEES CAN BE PAID AT THE FOLLOWING LOCATION:

Englund Marine, 880 SE Bay Blvd, Newport, OR, 97365 (541)-265-9275

Newport Marina Store & Charters, 2128 Marine Science Dr., South Beach, OR 97366 (541) 867-4470

Harry's Bait & Tackle, 404 SW Bay Blvd, Newport, OR. 97395 (541) 265-2407

Sawyers Landing Marina & RV, 4098 Yaquina Bay Rd. Newport, OR 97365 (541)-265-3907

Option to mail entries payable to U-DA-MAN Tourney c/o Englund Marine (address above)

Brochures available at the above location.

COHO SIDE POT!

COHO side pot! \$10.00 by check in, 50/50 split for largest COHO. **Fish must be bled.**

ALL APPLICABLE 2014 OREGON SPORT FISHING AND BOATING REGULATIONS MUST BE FOLLOWED. FAILURE TO FOLLOW WILL RESULT IN DISQUALIFICATION OF ENTIRE BOAT. LIGHTS MUST BE USED BEFORE DAWN, LOCAL LAW ENFORCEMENT WILL BE ON THE WATER.

5K & Kid Fun Run - Trick or Treat, Monster Feet

When Sat, October 25, 10:30am – 4:00pm
Where South Beach Rogue Brewery ([map](#))
Description Time: The kids fun run and 5K walkers begin at 10:30am.
The 5K runners begin at 11am.
2122 SE Marine Science Drive, South Beach
Organization: Rotary Club of Newport
Facebook event page
Contact info: 541-265-8801
Costs: 5K (\$30 thru 10/4 and \$40 thereafter plus tshirt);
5K for students (\$25 and \$35 plus tshirt)
Kids fun run (\$5 thru 10/4 and \$10 thereafter with
\$15 for optional tshirt).
Register online.

Event Description: Trick or Treat, Monster Feet: Two Halloween-themed "runs" held in South Beach: a 3/4 mile kids fun run and a 5K (3.1 miles). In the fun run there will be volunteers handing out candy to the kids (the "Trick or Treat"). Everyone (5K and fun run) is encouraged to wear Halloween costumes (the "Monster Feet") because it's the only way to win best dressed.

The kids fun run goes through The Port of Newport property taking participants through the marina. Kids will be provided with a bag to fill up along the run route. The 5K will take participants from the Rogue parking lot past the Aquarium Village area to the Oregon Coast Community College area and back.

TRICK OR TREAT



MONSTER FEET

★ START/FINISH
➡ 5K COURSE

2014
5K
COURSE

EXIT ROGUE PARKING LOT AND TURN LEFT
ONTO SE OSU DRIVE
TURN RIGHT DOWN SE FERRY SLIP ROAD
VEER LEFT ONTO SE ASH STREET
TURN LEFT ONTO SE 40TH STREET
TURNAROUND AT THE AID STATION
TURN RIGHT ONTO SE ASH STREET
VEER RIGHT ONTO SE FERRY SLIP ROAD
TURN LEFT ONTO OSU DRIVE
TURN RIGHT INTO SOUTH BEACH ROGUE
(SOUTH) ENTRANCE/EXIT... FINISH!!!



MILE 3

MILE 2

MILE 1

TURNAROUND
& AID STATION

Rotary



The Rotary Club
of Newport Oregon

