

## **PORT OF NEWPORT REGULAR COMMISSION MEETING AGENDA**

Tuesday, September 22, 2015, 6:00 p.m.

OSU Extension Office, 1211 SE Bay Blvd, Newport, OR 97365

Terry Thompson Conference Room

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

- I. Call to Order
- II. Changes to the Agenda
- III. Public Comment
- IV. Consent Calendar
  - A. Minutes:
    1. Regular Commission Meeting – July 28, 2015
    2. Regular Commission Meeting/Work Session – August 18, 2015
    3. Work Session – September 1, 2015
    4. Work Session – September 15, 2015
  - B. Financial Reports
  - C. Donate Launch Fees for Columbus Day Regatta to the Oregon Boating Foundation
  - D. Procure Shelter Station for NOAA
  - E. Support for DLCD Technical Assistance Grant for Vision Planning
  - F. Foulweather Trawl 2015-2020 Lease Extension
  - G. Special Use Permit - Bay to Brews Half Marathon & 10K
  - H. Special Use Permit – U-DA-MAN Tournament
  - I. Special Use Permit - Trick or Treat MONSTER FEET Run
  - J. Resolution Setting Limits for Charter/Guide Vessels Insurance Coverage
- V. Correspondence/Presentations
  - A. Introduction of Peter Zerr, Newport International Terminal Facility Supervisor
  - B. Joe Novella, Oregon Boating Foundation Re: America
  - C. City of Newport Optical Viewing Tower
- VI. Old Business
  - A. Items Removed from Consent Calendar
  - B. Accounts Paid
  - C. Prop installation update – Lincoln County Historical Society
- VII. New Business
  - A. IGA with State of Oregon establishing a Business Relationship
  - B. PD-1/Undersea Gardens Redevelopment
- VIII. Departmental Reports
  - A. Director of Finance
    1. Penny Gabrielson, South Beach Occupancy Report
  - B. Director of Operations
  - C. General Manager
    1. Rogue Brewery Expansion
    2. Terminal Shipping Funding Update
      - a) Urban Renewal / Grant opportunities
      - b) Hall Family Spoils Removal
    3. Management Changes Update

- IX. Commissioner Reports
- X. Calendar/Future Considerations
  - A. 09/27 Yaquina Bay & River Clean-up
  - B. 10/04 U-DA-Man Fishing Tournament
  - C. 10/08 Fishermen's Forum 8:30am (PD7 Operations Shop)
  - D. 10/15 South Beach Marina User's 8:30am (SB Marina Activities Rm)
  - E. 10/17 Newport Bay to Brews Half Marathon & 10K (Rogue Lot)
  - F. 10/18 Newport Municipal Airport Grand Re-Opening 11-2pm
  - G. 10/25 6<sup>th</sup> Annual Chamber Scary-Okie
  - H. 10/25 Trick or Treat MONSTER FEET Kids 5k Fun Run
  - I. 10/28 Regular Commission Meeting, 6pm (PUD Meeting Rm)
  - J. 10/31 Several Trick or Treat events in Nye Beach & Bayfront
  - K. 11/01 14<sup>th</sup> Annual Oyster Cloyster @ Aquarium
- XI. Public Comment
- XII. Adjournment

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**  
**July 28, 2015**  
**Regular Commission Meeting**

**I. CALL TO ORDER**

Commission President Walter Chuck called the regular commission meeting of the Board of Commissioners to order at 6:02 PM.

**Commissioners Present:** Walter Chuck (Pos. #1); Ken Brown (Pos. #4); Stewart Lamerdin (Pos. #3); Patricia Patrick-Joling (Pos. #5) and David Jincks (Pos. #2).

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

**Members of the Public and Media:** Mark and Virginia Fisher; Robin Murphy, Oregon Coast Glassworks; Wayde & Barbara Dudley; Lee Fries; Cody Chase, H F/V Chelsea Rose; Larry Coonan; Jim Myers, Tuna BBQ; Jim Shaw; Pat Ruddiman, KWH; Doug Cooper, Hampton Affiliates.

**II. OATH OF OFFICE**

Commissioners Stewart Lamerdin, Ken Brown, Walter Chuck and Patricia Patrick-Joling were sworn into office by Kevin Greenwood, General Manager.

**III. ELECTION OF OFFICERS**

Stewart Lamerdin made a motion to elect Walter Chuck as President, Ken Brown as Vice-President, and David Jincks as Secretary/Treasurer. The motion was seconded by Patricia Patrick-Joling. The motion passed 5-0.

**IV. CHANGES TO THE AGENDA**

Kevin Greenwood advised the Commission that an updated list of surplus declaration was provided. President Walter Chuck asked Cody Chase if he wished to be added to the agenda or speak during public comment; Cody Chase agreed to speak during public comment.

**V. PUBLIC COMMENT**

Cody Chase said the historic Chelsea Rose, at Port Dock 3, was nearing the end of her life. He would like permission to replace the Chelsea Rose. Walter Chuck commented that the Chelsea Rose made a positive contribution to the port. Kevin Greenwood added that the Chelsea Rose had the look of an older fishing vessel, and the aesthetic was critical to the marina. Mr. Chase asked if the Chelsea Rose could be replaced with a new boat or a barge to sell fish from, and if a barge was acceptable to the Commission or was the look of a fishing vessel important. David Jincks commented that he would want the opportunity first to review the lease with the new commissioners, and asked that Mr. Greenwood forward the

lease to the new commissioners. Greenwood would forward the lease. Kevin Brown added that there is already a barge at Dock 7. Kevin Greenwood commented that, historically, the Commission did not want the dock filled with retail outlets. Chase said he was looking to find out what the Port would allow him to do. Stewart Lamerdin added that this determination should be a transparent process and not just a decision for one individual.

## **VI. CONSENT CALENDAR**

- A. Minutes – Regular Commission Meeting, June 23, 2015
- B. Financial Reports
- C. Commercial Dock Materials Acquisition
- D. IGA w/State of Oregon for Bridge/Pier Inspections
- E. Support for Lincoln County Resiliency Grant Application
- F. Waiving Fees for America’s Cup Yacht/Lady Washington/Hawaiian Chieftain
- G. Declaration of Surplus Property

A motion was made by David Jincks and seconded by Ken Brown to approve the consent calendar. The motion passed 5-0.

## **VII. CORRESPONDENCE / PRESENTATIONS**

### **A. Letter from Oregon Coast Glassworks**

Robin Murphy of Oregon Glass Works was present at the meeting. Kevin Greenwood reminded the Commission that the issue was a request that a sandwich-board advertisement be allowed at the foot of Fogarty St. near Bay Blvd. Mr. Greenwood had spoken with the City. All current signage was related to fishing boats and those signs are abutting those businesses. Oregon Coast Glassworks, in contrast, was up the hill. Another element to consider was “where does this stop?” Patricia Patrick-Joling asked if there were guidelines on signage on port property. Jincks stated that he believed there was. Greenwood added that he had not seen a guideline related to temporary signs. Patrick-Joling commented that there were a lot of signs directed toward tourists so important to know if a specific policy exists, and perhaps should be revisited. Greenwood will check the archives. Ken Brown suggested also looking at City policies. Greenwood said he had spoken with Community Development Manager Derrick Tokos; currently signs need to be for a business at the port, but the city would have an issue with signs on businesses being posted on Route 20. Jincks recalled that the city had some discussion when the fish signs “migrated.” Patrick-Joling suggested a work session to discuss this topic. Robin Murphy asked who had jurisdiction over the light poles. They currently can only have signs for non-profit businesses. Murphy said it is a challenge for small business owners in Newport with City, ODOT and Port regulations. She just wants to improve her visibility to let locals and tourists know about her business. She felt the City told her the decision about signs at the Port was the Port’s decision to make. She asked that the Commissioners think about the small business owners in their discussion. Patrick-Joling said the Commissioners would discuss the issue and perhaps a member of the City Council could be present as well at the work session. Greenwood said he would check older resolutions and look for options.

## **B. Jim Myers, Great Albacore Tuna BBQ Challenge**

Mr. Myers said this year will be the 4<sup>th</sup> annual event with the Port and the Oregon Albacore Commission. The event will be held August 7, 2015, from 5:15 – 7 pm and is open to the public. Last year's event was a sellout. The event is good PR for the Port. There will be a program insert in the Newport times on August 2<sup>nd</sup>. There will also be two tickets provided to each of the Commissioners. The event benefits the Newport Food Pantry, and the proceeds are split 50/50 with the Port.

## **VIII. OLD BUSINESS**

### **A. Items Removed from the Consent Calendar**

No Items were removed from the Consent Calendar.

### **B. Accounts Paid**

Jincks asked if there was always a yearly payment to Workmen's Compensation. Stephen Larrabee said yes, and that it was adjusted at the end of the year based on payroll.

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

## **IX. NEW BUSINESS**

### **A. Resolution Amending Classification and Compensation Plans**

Greenwood said Rick Fuller was promoted to Director of Operations, and Jim Durkee was promoted from the International Terminal to the NOAA Facilities Manager. There were some changes made to the job description, some tasks removed and the pay scale adjusted to reflect the changes. Last month there was a positive meeting with Chuck, Jincks and John Vickers from NOAA to interview Durkee. The Commission must approve salary and job description, and the Port Manager hires for the positions. Karen Hewitt will be the new Administrative Assistant, replacing Roxie Cuellar who will be going to the Port of Alsea. A matrix has been included in the packet, and Greenwood said he appreciated the Commission's support. Fuller is currently inspecting the facilities.

A motion was made by Brown and seconded by Patrick-Joling to approve Resolution No. 2015-11. The motion passed 5 – 0.

### **B. Review SDIS Best Practices Program**

Greenwood advised that the Port would receive a 10% discount on insurance if certain requirements are met. The Port has received a 2% discount for records, and 2% for Port Association. The online training is not yet complete. It is important for the Commission to review the checklist. Patrick-Joling asked if the new commissioner training counted toward this goal. Greenwood said that the training requirement for the Commission had already been met for this program. Brown asked if this same requirement needed to be met every year. Greenwood responded that the focus changes each year.

### **C. Resolution creating a Special Use Policy**

Greenwood introduced the policy by saying creating one was part of his Tier 2 goals from his performance evaluation. He advised that Roxie Cuellar had helped to research and develop the proposed policy to cover Port costs (water, administrative, trash, etc.), and to consider the number of people involved. The goal is to recoup costs without having an overly bureaucratic process. Greenwood recommended adopting this policy now and it can be refined as time goes on. Brown asked what the Special Use Policy covers. Greenwood said the biggest thing not currently covered is the Wine Festival. Brown asked about Tall Ships. Greenwood acknowledged that could be considered since it did increase foot traffic. There is some administrative discretion in the fees, but would ask that this be approved or added to consent calendar and a final fee can be discussed. This change could be made now and then followed up at the yearly resolution meeting. Lamerdin asked if any current users would be negatively affected. Greenwood responded that this was currently a nebulous process and this is an attempt to make it more standardized and clear. Cuellar added that Bay to Brew had not paid in the past. Now there would be a \$100 non-refundable application fee plus an additional usage fee to cover costs. Greenwood read the proposed form and said this was staff's attempt to address the process based on issues seen in the past. Patrick-Joling suggested adding this discussion to the work session. Cuellar said that in the past, the fee of \$1000 was asked and then the applications would talk to Greenwood to try to reduce the cost. Jincks added this was something that was needed, and suggested moving forward for now and bringing it to the work session.

A motion was made by Jincks and seconded by Patrick-Joling to approve Resolution No. 2015-12. The motion passed 5-0.

### **D. Contract with GRI for Terminal boring Services (\$8,000)**

Greenwood said this is a longtime consultant for the Port, and this project at McLean point is part of the Teevin Project. The boring is to make sure the material is clean before being placed at an offsite location. This will entail 20 samples 6 – 8 feet in depth. GRI will work with DEQ to prepare a letter confirming the material is clean. The total cost of \$16,000 is being split 50/50 with Teevin. The Port's share will come out of the construction fund.

A motion was made by Brown and seconded Patrick-Joling to approve the contract with GRI. The motion passed 5-0.

### **E. Review Commission Liaison Assignments**

The Commission reviewed and updated the Membership Liaison Assignments. The list will be updated with the changes.

## **X. STAFF REPORTS**

### **A. Departmental Reports**

1. Steve Larrabee, Director of Finance
  - a. Penny Gabrielson, South Beach Occupancy Report
2. Rick Fuller, Director of Operations
  - a. Rick Fuller, NOAA Facilities Manager
  - b. Kevin Bryant, Commercial Marina Harbormaster
  - c. Jim Durkee, Terminal Operations Manager
  - d. Chris Urbach, South Beach Marina Harbormaster
  - e. Mike Goff, TCB Security
  - f. Safety Committee Minutes, June 2015

Rick Fuller commented that he has “hit the ground running.” He asked the Commissioners how they would like to see operations reports in the future, by individual departments or as a summarized single report. Jincks said he would rather see one report. Brown asked Fuller what would be the best use of time. Fuller responded that all departments would be included in the Director of Operations report regardless. He added that he would be standardizing all department reports. Brown said that he would rather see one report. Jincks added that routine maintenance reports were not necessary, but ongoing maintenance should be included. Perhaps department reports could continue for now and see how Fuller’s report develops. Lamerdin suggested this was an opportunity to work with Fuller on reporting. Lamerdin said he did not want to see excessive time spent to prepare the report, but would want to work toward one report as it evolves. Patrick-Joling commented that Fuller did a terrific job with the format of the NOAA report. Fuller said he understood the Commission wanted to work toward one report, but that this is a work in progress. Fuller referred to the outline and job description in his report. He wanted to get this information in this format for reference. He continued that there is an opportunity for improvement. There is questionnaire sent out to departments to analyze the health of the Port of Newport and each department. Perhaps this could also include customers in the future since this involved services. It can also allow us to set future goals. Patrick-Joling asked if the Port has a goal setting session. Greenwood responded that this was part of the visioning process, and he is seeking a grant for this. Patrick-Joling said we did not need a grant to do this. The Commission and Management could get together one day for a goal setting session. She said the Commission did not want any surprises. Greenwood suggested perhaps goal setting could be addressed in the new year.

### **B. General Manager’s Report**

1. Rogue Brewery Expansion

Greenwood said he had met with Brent Joyce. The off-site improvements would cost more than \$500,000 comprising various elements. Rogue would need improvements in any case for the warehouse, would need more water and would need a sewer line. Excavation material removal would be an additional cost that would be part of the off-site improvements.

2. TGM Vision Plan Grant

The port is has sought \$40,000 from Oregon businesses, and \$90,000 from the ODOT/TGM Program. There are State required documents for this. One of the components is marketing and transportation issues. The process is very competitive. Usually, only cities and counties apply for this grant.

### 3. Pile Replacement Project

This project will be under Fuller's oversight. There are commercial divers who are finishing at Dock 7 and starting on Dock 5 to complete a survey of the broken material. This survey will be used as part of a permit application. Lamerdin asked if the tasks in this project have been prioritized. Greenwood responded that Staff had done so and had prioritized replacing the pilings on Dock 5 as number one. Lamerdin asked about removal of the damaged material and the money needed. Greenwood replied there was a lot of identifying at this point and Fuller would be looking into this further. Lamerdin requested a sheet be prepared for the Commission to identify Staff priorities. Fuller said this would be an aggressive schedule with the goal for completion in November.

### 4. Terminal Shipping Facility Update

Greenwood said he expected the designs received by the end of this week, and the Building Permits applied for in August to the City of Newport. There is another permit to apply for, and the project should be fully permitted by the end of the year. As for financing, we are waiting to hear for TIGER, and are looking at EDA vs. community funds. This is now in the administrative hands of Portland. We will also continue with other grant applications. The State Legislature has also approved Connect Oregon, which this year requires a 30% match as opposed to 20%. Per Greenwood, we are leasing 30 acres from the Hall family. There are 7 years remaining on the lease. The biggest issue is dealing with dredged soil. It would cost approximately \$1.5 million to fill and mitigate the wetlands. Greenwood and Evan have focused on development of the McClean port. We applied for a TIGER grant, and can apply to Connect Oregon and EDA. With the City Urban Renewal, there is an opportunity for support the plans.

### 5. DHS Port Security Grant

We were turned down for the TIGER grant as of this morning. Larrabee will look at grant writing and look further into security issues.

### 6. Yaquina Bay Fruit Processing Lease

The Bandon project fell through, and the current IGA with the City prohibits an extension of the lease until the site is in compliance. There are four options:

1. Close down the operation
2. Change operation to seaweed production with cherries as an ancillary use (70/30). Harry Noah has expressed an interest in seaweed production.
3. Identify the current operation as a conditional use as interpretive tourist related, but this would require capital costs that Noah may not want to spend.
4. Make a zone swap. Cherry production would be an outright use under industrial zoning. The McClean yard would fit the requirements for W2 zoning.

Brown asked about the regional significance of an industrial area. Greenwood said there would be no effect. He expressed his interest in a zone swap. Jincks remarked that he was against a zone swap; it would be difficult and he considers this option out of the question. Patrick-Joling added this would be an extreme action and everyone would need to be noticed of the zoning change request.



## 8. Staff Training Update

Greenwood advised the Council that Larrabee, Fuller and Aja Vickers would be attending a Harbormasters' Conference. The conference is expensive, but it would be critical and beneficial for them to attend. There is also a University of SE Alaska Management Training program online that Fuller will complete.

## XI. Commissioner Reports

Jincks called attention to Jim Durkee's report as positive, and reflected a tremendous increase in use. Brown reported on the Urban Renewal meeting, and Ralph Busby said 40-50 people were in attendance. Patrick-Joling will attend the next meeting. Chuck provided an update on Highway 20, and said it was expected to open in 2016. Chuck asked if the August Council meeting could be moved to August 18<sup>th</sup> because of a planned vacation. The Commissioners agreed to the move. In addition, a work session is to be scheduled for that day at noon. Greenwood asked what the Commission would like to address at the work session. Patrick-Joling responded they would like to address signs, goalsetting, Rogue Brewery and the Chelsea Rose. Greenwood said they could rehash old proposals and Brett could arrange a meeting with the new Commissioners. Patrick-Joling also asked for the Chelsea Rose lease.

## XII. Calendar/Future Considerations

- A. 07/28 Regular Commission Meeting
- B. 08/01 America's Cup Tour
- C. 08/08-09 Great Albacore Tuna BBQ Challenge
- D. 08/07 HMSC 50<sup>th</sup> Anniversary
- E. 08/14-16 Lincoln County Fair
- F. 0815 Toledo Wooden Boat Show
- G. 08/18 Department Heads Meeting
- H. 08/25 Regular Commission Meeting

## XIII. Public Comment

Jim Shaw from South Beach said he had suggested 3 years ago that signs be added for Docks 1, 3, 5, and 7 in a visible location so that tourists could find them. He wanted to repeat this request. Shaw also advised that the Youth Skills day was upcoming in Siletz. Last year they had approximately 40 attendees for the event that includes such things as hunting skills, gun cleaning, archery, etc.

Lee Fries commented that he has been attending the Commission meetings for 8-9 years. He said that Port Dock 1 was the most visible to tourists because of the sea lions, and Port Dock 7 has a sign. Port Dock 3 has no sign, and is a tourist draw because of the Chelsea Rose. He added that tourists don't go to see Dock 7 because the barge is not attractive. Fries urged the Commission not to allow a barge on Dock 3; a vessel should be there.

Doug Cooper from Hampton Affiliates introduced himself as a representative of the saw mill company who is working on a project at the International Terminal. He said logs are coming in from Northwest Oregon and are shipped from Newport. They are opposed to public money going to benefit private companies who export logs.

**XIV. ADJOURNMENT**

Having no further business, the meeting adjourned at 7:41 PM.

ATTESTED:

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Walter Chuck, President

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David Jincks, Secretary / Treasurer

## PORT OF NEWPORT MINUTES

**August 18, 2015**

**Work Session**

South Beach Activities Room, 2120 SE Marine Science Drive, Newport, OR 97365

### I. **CALL TO ORDER**

Commission President Walter Chuck called the Commission Work Session to order at 12:03 pm.

**Commissioners Present:** Walter Chuck, President (Pos. #1); Ken Brown, Vice President (Pos. #4); David Jincks, Secretary/Treasurer (Pos. #2); Patricia Patrick-Joling (Pos. #5.) Stewart Lamerdin (Pos. #3) arrived during the discussion of the Rogue Expansion Progress.

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

**Members of the Public and Media:** Dennis Astine, Newport News-Times.

**Changes to the Agenda:** Kevin Greenwood advised the Commissioners that the Rogue Expansion Progress was added to the agenda per Commissioner Jincks. Jincks added that Brett Joyce, Rogue President, was not here, but Jincks wanted Patricia Patrick-Joling and Stewart Lamerdin to see this information. Greenwood advised that Cody Chase and Robin Murphy were notified about the agenda for this meeting, and Rogue was alerted as well.

### II. **BUSINESS SIGNAGE ISSUES**

Greenwood recapped the discussion at the Regular Commission Meeting on July 18, 2015, at which Robin Murphy of Oregon Coast Glassworks made a request to place a sign for her business on Bay Blvd. Greenwood referred to the meeting packet, which included background from the City of Newport and the Port of Newport policies, as well as notes from a related City Council discussion that Karen Hewitt had found. Patricia Patrick-Joling asked what the custom was in the past. There is a mix of signage now, and Patrick-Joling wanted to know if there was a standard. Jincks added there was also a mix of types for the signs on the boardwalk. Jincks asked if the boardwalk railing was Port Property. Greenwood replied he would clarify that with the city. Jincks said he assumed it was the city because they are responsible for maintenance. Jincks would also like the agreement regarding the boardwalk and the memorial walk reviewed. Greenwood commented on the areas in question included

the fence, the boardwalk and the piers. The City Planning Commission left the decisions up to the Port but a policy has not yet been developed. Jincks said he would like the Port to designate the type of signs placed and how they are attached, as well as some controlled way for lessees to have signs on Port property. Jincks said the policy should be limited to Port Dock areas. Patrick-Joling asked if other Ports had policies in place. Greenwood said based on Hewitt's research not much policy is in place. Patrick-Joling suggested perhaps a committee involving other ports as well could work to establish a uniform policy. Greenwood said currently signs are placed by port Lessees within proximity to their properties, and this agreement was part of their lease. Greenwood also referred to the email from Derek Tokos regarding sign specifications. Per the City of Newport, there is a total limit of 25 sq. footage of signs. Jincks commented that some of the signs are falling or are not attractive. Right now, uptown businesses need to be addressed. Suggested at a future time further discussion of lessees signs would be in order. Because Port Docks in Newport have direct frontage on city property, this is an issue that affects signage guidelines for the Port. Greenwood suggested perhaps a two page resolution could be written.

### III. **F/V CHELSEA ROSE**

Greenwood advised the Commission that they have a copy of the lease from Hewitt. The Chelsea Rose and the Patty Mae are the only two non-fishing boats that sell fish at the commercial harbor. Their leases were grandfathered in. Greenwood's assumption is that the Port did not want non-fishing vessels selling fish at the Port, taking away from moorage for active commercial vessels. Jincks added that the boat and the barge were previously owned by someone else. At that time the Commission was working on language to not allow this type of sales. Cody Chase purchased the vessels at that time and came to the Commission with a "hard luck story" to ask for permission to continue selling from these locations, so permission was granted. It is Jincks' understanding that the lease goes away when the current situation ends. Greenwood said the lease language named only Cody and the Chelsea Rose in its terms and cannot be assigned. Greenwood said he spoke with Chase about how the last regular meeting ended and the public comment against a barge replacing the Chelsea Rose, which was not supported because the aesthetics of the Chelsea Rose was important. They discussed that another old fishing vessel may be acceptable, and perhaps adding an additional 10 feet to his leased footage to accommodate a larger vessel. In this way Chase could perhaps get a little larger boat to get the additional room he seeks. Cody plans to speak with the Commission again in October. Jincks said that the current spot the Chelsea Rose occupies is unusable, but to the east there is commercially usable dock footage. The Port is heavily used commercially and so there is an issue of commercial vs. tourist use. He would specifically like to see addressed the fish totes that are on the dock. Greenwood confirmed that fish totes are not allowed. Patrick-Joling suggested that Chase should be fined. Greenwood said that a Class C citation could be issued for

storage on the dock. Patrick-Joling added that this restriction could also be included in the lease. Greenwood said the Port is working with OSU extension to bring tourists to the docks. He has enough information from the Commission to work with for now, and this will be discussed again when Chase comes to the October meeting.

#### IV. **ROGUE EXPANSION PROGRESS**

Greenwood referenced the documents in the meeting packet pages 13 through 27 which include correspondence with Brett Joyce of Rogue, Rogue's plans previously submitted for a 40,500 sq. ft. warehouse expansion at Rogue and a draft memo of understanding. Greenwood pointed out that parking and truck storage were not included which would need to be covered in the new lease. Greenwood said that the use of the land area that would be lost to the lease would be regained by a reconfiguration of some of the current use along with the filling of the launch. The Commissioners expressed the following:

- The agreement references that Rogue would pay "reasonable costs" to fill the launch and create parking areas but those costs are not defined; Greenwood advised that the costs were still being determined and "reasonable" would be negotiated at a later point.
- Parking is already full in the area around Rogue and the plans do not adequately address traffic issues. A traffic plan must be in place before proceeding with lease terms; Greenwood said he would ask Joyce to provide a traffic plan.
- A warehouse would negatively affect the appearance from the recreational area. A bank of windows or a mural could be a requirement of the agreement.
- Parking and housing for the Seafood and Wine festival should be arranged by the Chamber of Commerce and not by the port.
- The filet stations, which see a great deal of use, also need parking and access to the bathrooms.
- The impact on usable area is not clear from the diagrams as provided. An overlay of proposed use on current use would be helpful to visualize the change.
- The proposed development looks like "sprawl". The Commission needs to consider the long term impact, and keep the interests of the Port business (marina, recreational view, traffic for our customers, etc.) as a priority. The development will change the nature of the area.
- The Commission needs to receive a better conceptual presentation from Rogue and from engineers.

Greenwood will follow up with Rogue to get a traffic plan and address concerns.

The discussion of the Rogue expansion led to additional comments regarding the hiring of a contract engineer who would review Rogue plans as well as other services as needed.

Per Greenwood, an engineering consultant would be used like a general counsel would be used, that is, to look over plans from an engineering perspective but not to design larger project. For example, we are coordinating the McLean Point project but there is not an engineer involved representing the Port's interest. The contract engineer would review and separate the costs, which could help with grant writing. Jincks said he felt a project manager would lead a project without adding the cost of an engineer. He did not think the Commission should get tied into a contract and risk the costs escalating. Rick Greenwood stated that he would be a project manager, but is not an engineer who can oversee engineers. He recommended hiring the contract engineer. Jincks asked for the engineer to come in for a meeting.

V. **ADJOURNMENT**

Having no further business, the Work Session adjourned at 1:20 pm.

**PORT OF NEWPORT MINUTES**

**August 18, 2015**

**Regular Commission Meeting**

South Beach Activities Room, 2120 SE Marine Science Drive, Newport, OR 97365

I. **CALL TO ORDER**

Commission President Walter Chuck called the Regular Commission Meeting to order at 6:02 pm.

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

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

**Members of the Public and Media:** Lee Fries; Don Mann; Jim Myers, Tuna BBQ; Ralph Busby, Newport City Council; Elaine Howard and Derrick Tokos, City of Newport Urban Renewal; Kiera Morgan, KNPT radio.

II. **CHANGES TO THE AGENDA**

Kevin Greenwood asked to add the contract with Grimstad & Associates to the consent calendar. Commission agreed to add this item.

III. **PUBLIC COMMENT**

There was no public comment at this time.

IV. **CONSENT CALENDAR**

- A. Minutes: Regular Commission Meeting – July 28, 2015  
The minutes were approved subject to the correction of Walter Clark to Walter Chuck.
- B. Financial Reports
- C. Replacement for NOAA APC Uninterrupted Power Supply (UPS) system batteries required per the SFO.
- D. Best Value Analysis – Entry Gate
- E. Resolution 2015-13 Authorizing Signers
- F. Affirming Contract with Grimstad & Associates

A motion was made by Patrick-Joling and seconded by Jincks to approve the consent calendar. The motion passed 5-0.

V. **CORRESPONDENCE/PRESENTATIONS**

A. **Jim Myers, Great Albacore Tuna Challenge**

The 4<sup>th</sup> annual festival took place a week ago and included celebration of the Hatfield Marine Science Center's 50<sup>th</sup> anniversary. Tickets to the event sold out at 1:00 Saturday and the event was well attended. The festival agreed to split the ticket sales with the Food Pantry and the Commission 50/50, and Myers presented a check of \$2,422. Jincks moved to return the check to the Food Pantry, seconded by Patrick-Joling. The motion passed 5-0 and the check was handed back to Myers.

B. **Derrick Tokos & Elaine Howard, City of Newport Urban Renewal Presentation**

Tokos and Howard distributed and presented the following documents to the members of the Commission and Port Management:

1. *Map of Newport Urban Renewal Proposed Boundary Options.*
2. *Future Amendments to Plan – Newport Northside.*
3. *Newport Northside Draft Financial Projections.*
4. *Future Amendments to Plan – McLean Point*
5. *Proposed McLean Point Urban Renewal Area*

Howard emphasized that the City of Newport was looking to facilitate economic development and the Urban Renewal District (URD) would allow for improvement to underdeveloped commercial properties. The South Beach district was not closed yet (2027). There are a limited number of properties available for growth, and there are

some large properties not currently on the tax rolls, e.g. Hall and Teevin. As developments happen and are added to the tax rolls, there will be more money available for urban renewal purposes.

Greenwood added that McLean Point supported the terminal, has the correct zoning but needs infrastructure. Greenwood said he has attended several meetings of the advisory committee on this issue. Greenwood also asked if there would be any effect of an Enterprise Zone; Howard responded that the terms of contracts for businesses in the Urban Development area should specify that Enterprise Zone status cannot be applied for both during and for a period after the term. Jincks asked that an email update of the map be sent.

The Commission set a work session for 9/1/2015 to discuss this issue and Patrick-Joling will attend the Advisory Committee meeting on 9/1/2105.

Future meetings on this issue will be held:

8/31/2015 Town Hall Meeting, 5:30 pm Health Education Center

9/01/2015 Port Commissioners Special Meeting, 12 noon  
South Beach Activities Room

9/01/2015 Urban Renewal Advisory Committee 10:00 am  
Council Chambers, Newport City Hall

9/08/2015 Urban Renewal Agency Meeting, 5:15 pm Council Chambers, Newport  
City Hall

9/14/2015 Planning Commission Hearing, 7:00 pm, Council Chambers,  
Newport City Hall

9/21/2015 City Council Hearing, 6:00 pm, Council Chambers, Newport City  
Hall

Further notes will be sent by mail to the Commissioners and Management.

## VI. **OLD BUSINESS**

### A. **Items Removed from Consent Calendar**

No items were removed from the Consent Calendar

### B. **Accounts Paid**

Patrick-Joling made a motion to accept the accounts paid, seconded by Jincks. The motion passed 4 – 0, Brown abstained due to conflict of interest.

### C. **Res. 2015-14 Amending Classification and Compensation Plans**

Greenwood presented the resolution and said the position details had been developed with input from Chuck and Jincks, and they would be involved in the final interview. Currently, Fuller and Jim Durkee are doing “double duty.”



The Commission had no questions. Jincks moved to adopt Resolution 2015-14, seconded by Lamerdin. The motion passed 5-0.

VII. **NEW BUSINESS**

A. Personal Services Contract for Engineering Services

Greenwood explained that SHN Consulting Engineers & Geologists, Inc., (SHN) had previously consulted on the capital facilities plan and the Rogue expansion plan. Greenwood said that there were other projects where an engineer would be beneficial. For large projects, the retention of an engineer would be approved separately. Fuller will be a great Project Manager but it would be valuable to have an engineer's review. Patrick-Joling wanted to verify there would be no conflict of interest; Greenwood said he would check with SHN about any other local clients. Jincks expressed concern that the costs could escalate, given the cost overruns experienced with the Terminal project. He wanted to know who would control costs, when they would be consulted, and how often this would happen. He asked that the Commission be kept informed. Greenwood would control the costs, Fuller would be requesting the consultants as needs arose, and referred to the fee schedule attached to the proposed contract in the meeting packet. Any large amount would be brought to the Commission for approval. The proposed contract is included in the meeting packet. Lamerdin agreed with the need to keep costs controlled but said it was important to have engineer input on projects. Patrick-Joling made a motion to approve the contract, seconded by Jincks. The motion passed 5 – 0.

VIII. **STAFF REPORTS**

A. **Departmental Reports**

1. *Steve Larrabee, Director of Finance*
  - a) Penny Gabrielson, South Beach Occupancy Report  
Larrabee stated that the Port was currently in audit season and commented on the great job being done by the South Beach staff during a busy season. Lamerdin requested a line chart be prepared to visualize the use of the facilities. Larrabee stated that the Port was currently in audit season and commented on the great job being done by the South Beach staff during a busy season.

2. *Rick Fuller, Director of Operations*

a) Operations Update

- The Commission commented that the new report format was easy to read and looks good
- Fuller added details of the meeting with Lee Fries, Barb Dudley and Wade Dudley regarding a volunteer Port Support Group. Fuller would like to see a larger group, but could see the group helping with the kiosk and beautification. The Port could perhaps provide uniforms, which would make for good exposure for the Port.
- Lamerdin expressed concern about insurance, and Larrabee will look into this further.
- Fuller praised Kent Gibson's work in identifying the piles that need to be replaced. The report still needs to be finalized and the job priced. The Commission will be kept updated.
- Jincks asked about the timing of the moorage request for the E/V Nautilus and asked that the current commercial users be kept in mind; they move into the terminal toward the end of October and leave around January 10<sup>th</sup>.

b) Operations Scorecard

Fuller is looking forward to receiving the scorecard from the rest of the Commissioners. The link to the survey will be resent.

c) Safety Committee Minutes, June 2015

3. *General Manager's Report*

a) Rogue Brewery Expansion

b) OSP Guardian Homeport

Greenwood advised that the Oregon State Police has asked the Port to provide a home port for the Guardian since the port at NOAA is no longer available, and asked the Commission what information they would need. Fuller said the location would be A dock at South Beach, a small service dock that is not utilized, and a finger, gate and power would be added. The Commissioners asked: what would be the cost and income to the Port; would this be long term; and would upland space be required? Jincks added that the vessel was refurbished 3 years ago and is in good shape. Fuller said they wanted moorage only, and this would provide a State Police presence. The Commission was favorable toward the proposal.

c) TGM Vision Plan Grant

d) Terminal Shipping Facility Update

e) F/V Rebel LLC Settlement

f) Security Issues

Patrick-Joling had some additional questions for Greenwood about the weekly General Manager's report that was sent previously to the Commissioners by email. Were engineering services engaged recently in the design of the proposed new Administration? Greenwood replied that that design had been completed in the past, and the security grant sought to provide funding was denied. When contractors are hired, do we make sure they are bonded and insured? Greenwood said this was not traditionally done but we would like to see that process improved. Patrick-Joling requested more information about the Fishermen's security complaint. Greenwood reference last month's meeting, and was conferring with Jincks and Kaity Jacobsen. Are we looking for other services to replace Pete Getner? Greenwood advised that Larrabee was looking at the process and would address this after the audit is complete.

IX. **COMMISSIONER REPORTS**

There were no Commissioner Reports.

X. **CALENDAR/FUTURE CONSIDERATIONS**

- A. 08/18 Commissioners' Work Session
- B. 08/18 Regular Commission Meeting
- C. 08/25 Department Heads' Meeting
- D. 09/07 Labor Day – Port Office Closed
- E. 09/09 Fishermen's Forum
- F. 09/15 Department Heads' Meeting
- G. 09/22 Regular Commission Meeting

The Commission reviewed the dates. Patrick-Joling asked to change the September meeting date. No change was made to the meeting date, but Lamerdin will check his schedule to make sure there will be a quorum present. A Commission Special Meeting is added to the schedule for September 1, 2015 regarding Urban Renewal.

XI. **PUBLIC COMMENT**

Lee Fries elaborated on the request made to establish a volunteer Port Support Committee. He said that the individuals involved have significant experience in the Newport Police Department in leadership roles. They have a lot to offer the Port: promoting the Port, kiosk maintenance, Fair Booth arrangement, fix signs, etc., are some of the possibilities. They would enjoy the opportunity to work with the Port on a volunteer basis. As for the Guardian, Fries said that Sgt. Todd Thompson and Capt. Heather vanBenard who are associated with the Guardian live here. He added that the boat is in very good shape.

XII. **ADJOURNMENT**

Having no further business, the meeting adjourned at 7:34 pm.

ATTESTED:

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Walter Chuck, President

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David Jincks, Secretary / Treasurer

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**PORT OF NEWPORT MINUTES**  
**Tuesday, September 15, 2015, 12:00 noon**  
**Work Session**

**I. CALL TO ORDER**

Commission Vice President Ken Brown called the Commission Work Session to order at 12:08 pm, South Beach Activities Room, 2120 SE Marine Science Drive.

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

**Management and Staff:** Kevin Greenwood, General Manager.

**Members of the Public and Media:** Brett Joyce, Rogue Brewing; and Dennis Anstine, News-Times.

**II. STATUS REVIEW OF LEASE NEGOTIATIONS**

Ken Brown recapped a meeting between Brett Joyce, Kevin Greenwood and Derrick Tokos, City of Newport Community Development Director, about the traffic and parking plan. Brown noted that Rogue currently has 3-4 truck trips daily and the new expansion would increase to 4-6 daily trips. The City would not require a traffic impact study until daily trips reached 10, but the development would require 20 parking spaces.

Joyce said that Rogue would be willing to paint a mural on the new building in addition to the distillery warehouse. Mural would focus more on Newport's history than on Rogue.

Currently the Port bills Rogue for approximately 10,000 sf of trailer storage that would be eliminated with the new expansion. There is approximately 4,500 sf of external permanent storage that will remain.

Also discussed City's requirement to have landscaping elements that could be used for traffic way-finding. Patrick felt that landscaping should have minimal maintenance costs.

Past parking spots are not in leasehold are considered multi-use on a first-come, first-serve basis. Joyce added that the expansion would add about five jobs.

The east roll up door would allow forklifts and trucks egress to distillery. Discussion about forklifts during busy summer season. Joyce showed general path on schematic around the perimeter of the dry camp area.

Joyce was concerned about the precedence of requiring off-site improvements as part of the lease negotiations and he failed to see why Rogue should pay for Port improvements

not associated with Rogue activity. All past negotiations have been clean until now. Feeling like Rogue is getting hit twice.

Lamerdin asked for staff to quantify parking loss. Greenwood added that the loss of dry camp parking appears to be about 20-percent and that the Port generates \$60-70k annually off dry camping. If not displaced, the loss of revenue would be about \$10-14k. Gross revenue off the Rogue lease is about \$110k so the net gain to the Port is over \$90k annually. This does not take into account dry campers potentially moving into the Park Annex or Main Park. Chuck noted that many people on tight budgets prefer the dry camping and are against the expansion due to losing the feel of the recreational marina.

Brown asked about Oregon State Marine Board (OSMB) grants to develop the hand launch or other elements that are being required. Chuck felt that adding parking for crabbing and hand launch usage would be important.

Greenwood reviewed the costs generated by Ron Stillmaker but added that the costs related to the gangway replacement are unknown. Rogue designed a gangway relocation during the last expansion but it was not pursued. Estimated costs of that concept were not known. Greenwood noted that the cost for bringing the gangway straight off the service dock to the east would be significantly higher due to the much longer run.

Chuck felt that the costs and splits were still a moving target. Need firmer costs for gangway, hand launches and confirming location. Identify parking spots for those uses and keep the fish cleaning stations.

Patrick would like to see pros and cons of the proposals to aid in the decision making. Discussion about having Stillmaker design a traffic and parking plan for area between the House of Spirits parking lot and the dry camping area. Show location of gangway, landscaping, traffic flow and parking.

Greenwood reminded the Commission about the discussion of the building location and noted that there had been some concern about its location blocking the view coming from Ferry Slip Rd. He asked Joyce if the building could be designed to stay to the west of Ferry Slip. Joyce noted that it would be difficult as the design best suited the operations for forklifts and storage. Discussion was that there was not as much concern regarding view shed and that changing the footprint would not make the area more pleasant. Consensus was that the proposed building size and location is acceptable. Lamerdin felt that landscaping and the addition of a mural would make a welcoming approach to visitors to Southbeach.

Discussion ensued about who would pay for the improvements based upon Joyce's concerns about having to pay for off-site improvements. Consensus was that filling in the boat ramp area was necessary but that there should be some cost sharing on the expense though the nature of the cost sharing was not quite different.

Consensus was to have staff produce a site plan showing traffic patterns, parking for specific uses and the gangway location before the next meeting. Once there was agreement on the design, costs could be refined and splits negotiated.

Greenwood asked Joyce about future expansion. Joyce felt that it would be hard to see another expansion after this one in South Beach.

Joyce shared that his retail business is up 25-30% and there's continued room for growth. The Commission was appreciative of the opportunity to collaborate with Rogue and move forward on the expansion.

### **III. ADJOURNMENT**

Having no further business, the Work Session adjourned at 1:13 pm.

ATTESTED:

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Walter Chuck, President

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David Jincks, Secretary / Treasurer

**PORT OF NEWPORT MINUTES**  
**Tuesday, September 1, 2015, 12:00 noon**  
**Work Session**

I. **CALL TO ORDER**

Commission President Walter Chuck called the Commission Work Session to order at 12:03 pm, South Beach Activities Room, 2120 SE Marine Science Drive.

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

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

**Members of the Public and Media:** Ron Stillmaker, SHN Consulting Services; Ralph Busby, Newport City Council.

II. **McLean Point Development Progress, Ron Stillmaker, Engineer**

Greenwood reviewed the McLean point General Outline for Project Management with Fuller and Stillmaker regarding staff's interest in retaining consulting engineering services from SHN. Fuller recommended that the Port handle project management in house and retain the services of an engineer to coordinate with the difference parties, properties and priorities involved. The general outline was a work in progress, and engineering input would be valuable in order to make sure the projects were managed with the Ports interests, goals and vision in mind. In addition, schedules and guidelines needed to be established. This process would also involve developing a master budget and determining the Port's role in each phase. This would help to better assess the needs of projects based on dollars and other elements. In terms of financing, Fuller, Stillmaker and Greenwood would work toward finding appropriate funding sources that met the schedule and budget needs. Fuller commented that construction management was his strong suit, but it was also necessary to make sure that the Port was protected in terms of document control. There are permits in place for work completed that have not yet been properly closed out; this would also need to part of the project process in a more consistent manner. Stillmaker added that right now he had had the pleasure of working with the port on a consult, not contract, level. He would be able to contribute by evaluating the scope of work. Greenwood advised the Commissioners that SHN 1 was proposed by Stillmaker. Stillmaker commented on his successful relationship with the Port working on the Rogue Brewery project, and would look forward to working



with the Port as an engineer of record. Greenwood referenced the McLean Point meeting last Monday. An engineer would be used to review plans and make sure they coincided with the Port's vision and goals. Stillmaker suggested that he would do as much or as little as the Port requests. The estimate was based on costs and expenses as consultation performed rather than a lump sum for the project. Port staff would be involved in project coordination. SHN would visit with involved parties, assess the impact on the Port, and report back to staff and to the Commission. Stillmaker spoke to the Public Entrance/Access Road task and whether it would be City right-of-way dedicated. Greenwood said there had only been preliminary discussion on this issue. Stillmaker asked about limits for that roadway; would it be assumed by the city or built by others to city standards; would the Port or the City prepare the plans and specifications for construction. Urban Renewal funds may be available. As far as Hall/Rondys cleanup, what did the Halls expect? What does the Port see as their responsibility? Does it need to be returned to its original condition? Do they wish to keep usable materials? These issues are part of the negotiations and need to be worked through and coordinated. In reference to the tasks outlined, the cost estimate is a moving target. Travel costs may be an issue since SHN is located in Coos Bay. SHN will only charge for travel one way, and will do what is possible by phone or email, but face to face interaction will also be valuable. Jincks responded that he had questions about the project overall, and commented that the whole project had not yet been defined. There was a lot that was left out of the proposal provided. The primary project is the log yard. Greenwood responded that yes, the log yard would be built on port property, but the mitigation would be on the Hall property. Jincks added that the original lease was for use of the land for gear, not dredge spoils. The dredge proposal was made later. Greenwood commented that the fishing gear at the International Terminal is on Hall property; there are a number of elements to address to get out of the lease. A big concern is the dredge spoils and the use of clean materials. Another concern is what to do with organic, unbuildable material. Jincks said this issue needed further research, and suggested a meeting with Don Mann regarding the Pasley NOAA spoils; permission had been granted to leave the material and level the area. Which materials needed to be removed? Greenwood indicated these terms were negotiable and the Port needs to quantify the amount of material. Jincks said the Port had paid \$70,000 to level and grade based on prior permission and that there should be documents from consultants quantifying the amount. Fuller agreed this should be included in defining the project's scope. Jincks said his comments were, in part, to educate the new commissioners about what has happened in the past regarding this property. Lot 100 on the map was dredge disposal area, and that would need to be removed. Greenwood added the contaminated material was taken to Coffin Butte and all material is clean. Greenwood added that Hall/Rondys wanted to keep as much as possible for their building plans. Jincks said there are still negotiations in process with Rondys to exit the lease. Greenwood added that of the Port's 9 acres, less than one acre is wetlands. There is an option to utilize the mitigation site in the south-west

corner of the property. This is currently permitted, but a name change may be needed. Patrick-Joling commented there are a lot of unresolved issues that need to be fleshed out before moving forward. Fuller said one of the reasons he was here is to get the next steps identified. He is uncomfortable that the Port is not currently in the lead in regard to the planning. Jincks encouraged the meeting to clarify the history of the project be part of making this process open and transparent. Greenwood mentioned the lack of a pump station sewage line and other utilities. Jincks said that if the Halls build, this would still be a low consumption area. Greenwood noted the Hall lease ends in 2022, and is currently off the tax rolls. When returned, that revenue could go into utility improvements. Jincks asked if the Port would manage Urban Renewal projects at the Port; Greenwood said the Port would be working with the City. As for an access road, this would be part of the negotiations with the Halls in the long term related to ending the lease. Jincks reiterated that the Log Yard is a priority one for the Port. Greenwood advised that preliminary plans have been submitted. Jincks said there was little engineering currently involved on our part. The priority is to figure out our dredge spoils and mitigation. It is not possible to determine costs until the previously mentioned meetings have taken place. Infrastructure in this area ends up costing more because of tide levels. There is not enough information yet for the Commission to make a decision on an engineering consulting contract. Chuck requested a copy of the Hall lease. Lamerdin also asked to look at Pacific Habitat regarding the history of spoils at McLean Point. A priority list needs to be established regarding developing the property. Then we can look at engineering needs. Stillmaker referred back to his proposal that step one is defining tasks, and perhaps general engineering consulting would be helpful in this definition. Greenwood added that in terms of financing, an application for a \$2 million TIGER Grant would become available in November, although less than 2% of these are granted nationwide. Also, EDA, Connect Oregon, ODOT and USDA Rural Development are potential sources for portions of the project. Greenwood will undertake these applications. Patrick-Joling asked about any matching requirements. Greenwood said Connect Oregon has a 30% match, and EDA has a 50% match requirements. The Port needs to identify limitations; an engineer's review would help with this. Lamerdin asked if there was a chance Teevin would back out since this was taking a long time; Greenwood said right now is not the best scenario for exporting logs, but this project could involve more than just log exports. There has been good support for this project from legislators and the Oregon Business Development Dept., so it will be proceeding forward. Chuck added that Teevin has also made a significant investment already. Greenwood asked the commissioners to review the draft letter to Mayor Sandy Roumagoux supporting McLean Point Urban Renewal District. The Commission suggested edits. Patrick-Joling made a motion seconded by Jincks to approve the letter. The motion passed 5 -0. Patrick-Joling said she will not be here for the Regular Commission Meeting on 9/22/2015, and Jincks will be absent as well. Brett Joyce will be meeting with the Commission at a Work Session on 9/15/2015 at 12 noon.

III. **ADJOURNMENT**

Having no further business, the Work Session adjourned at 1:30 pm.

ATTESTED:

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Walter Chuck, President

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David Jincks, Secretary / Treasurer

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600 S. E. BAY BOULEVARD NEWPORT, OREGON 97365 (541) 265-7758 FAX (541) 265-4235 [www.portofnewport.com](http://www.portofnewport.com)

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## Memo

**To:** Port of Newport Commissioners  
**From:** Stephen Larrabee, Director of Finance  
**Date:** September 22, 2015

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### **Financials:**

August year to date financials are attached.

### **Finance Operations:**

All of the requested documents have been provided to the Auditors. The on-site visit will take place during the second week of October.

The process to issue a RFP for legal services is still in progress.

**Port of Newport Operating Fund**  
**Balance Sheet**  
 As of August 31, 2015

	Aug 31, 15	Aug 31, 14	\$ Change
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
Available Cash & Equivalents	1,160,895.30	1,081,119.57	79,775.73
Restricted Cash & Equivalents	764,023.55	427,100.81	336,922.74
<b>Total Checking/Savings</b>	<b>1,924,918.85</b>	<b>1,508,220.38</b>	<b>416,698.47</b>
<b>Accounts Receivable</b>			
Accounts Receivable	65,524.40	130,594.24	-65,069.84
<b>Total Accounts Receivable</b>	<b>65,524.40</b>	<b>130,594.24</b>	<b>-65,069.84</b>
<b>Other Current Assets</b>			
Allow for Bad Debt - CM	-10,000.00	-10,000.00	0.00
Allow for Bad Debt - SB	-4,000.00	-4,000.00	0.00
AR Property Tax	10,334.60	10,334.60	0.00
Cash Clearing	0.00	-368.80	368.80
Due from other Port Funds	49,297.35	22,351.84	26,945.51
Prepaid Expenses	100,651.71	50,214.02	50,437.69
Undeposited Funds	2,916.26	0.00	2,916.26
<b>Total Other Current Assets</b>	<b>149,199.92</b>	<b>68,531.66</b>	<b>80,668.26</b>
<b>Total Current Assets</b>	<b>2,139,643.17</b>	<b>1,707,346.28</b>	<b>432,296.89</b>
<b>Fixed Assets</b>			
<b>Capital Assets</b>			
<b>Total Fixed Assets</b>	<b>88,077,059.77</b>	<b>88,077,059.77</b>	<b>0.00</b>
<b>TOTAL ASSETS</b>	<b><u>90,216,702.94</u></b>	<b><u>89,784,406.05</u></b>	<b><u>432,296.89</u></b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Accounts Payable</b>			
Accounts Payable	38,315.34	74,090.11	-35,774.77
<b>Total Accounts Payable</b>	<b>38,315.34</b>	<b>74,090.11</b>	<b>-35,774.77</b>
<b>Other Current Liabilities</b>			
Accrued Interest Payable	12,369.00	12,369.00	0.00
Deferred Revenue	190.95	1,650.00	-1,459.05
Due to other Port Funds	3,413.87	4,494.88	-1,081.01
Payroll Liability	30,657.58	27,440.58	3,217.00
<b>Total Other Current Liabilities</b>	<b>46,631.40</b>	<b>45,954.46</b>	<b>676.94</b>
<b>Total Current Liabilities</b>	<b>84,946.74</b>	<b>120,044.57</b>	<b>-35,097.83</b>
<b>Long Term Liabilities</b>			
2013 FF&C Bond Premium	118,665.75	118,665.75	0.00
Long Term Debt	8,763,781.74	8,763,781.74	0.00
<b>Total Long Term Liabilities</b>	<b>8,882,447.49</b>	<b>8,882,447.49</b>	<b>0.00</b>
<b>Total Liabilities</b>	<b>8,967,394.23</b>	<b>9,002,492.06</b>	<b>-35,097.83</b>
<b>Equity</b>			
Contributed Capital	7,130,788.00	7,130,788.00	0.00
Fund Balance	-5,668,879.66	-6,166,639.67	497,760.01
Opening Balance Equity	79,446,413.75	79,446,413.75	0.00
Net Income	340,986.62	371,351.91	-30,365.29
<b>Total Equity</b>	<b>81,249,308.71</b>	<b>80,781,913.99</b>	<b>467,394.72</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>90,216,702.94</u></b>	<b><u>89,784,406.05</u></b>	<b><u>432,296.89</u></b>

1:35 PM  
09/14/15  
Accrual Basis

**Port of Newport Operating Fund**  
**Profit & Loss**  
**July through August 2015**

	<u>Jul - Aug 15</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Lease Revenues	96,436.79
Shipping Terminal Revenues	2,559.10
Hoist Dock & Services	79,830.41
Moorage	197,780.05
Launch Ramp & Trailer Storage	20,000.60
Miscellaneous Revenue	19,747.79
RV Parks	262,447.73
<b>Total Income</b>	<u>678,802.47</u>
<b>Gross Profit</b>	678,802.47
<b>Expense</b>	
Personal Services	153,128.88
Materials & Services	151,846.59
Debt Services	30,120.32
<b>Total Expense</b>	<u>335,095.79</u>
<b>Net Ordinary Income</b>	343,706.68
<b>Other Income/Expense</b>	
<b>Other Income</b>	
Property Tax Revenue	1,180.40
Gain/(Loss) on Sale of Assets	20.00
Interest Income	363.14
Miscellaneous	150.00
Property & Dredge Sales	6.00
<b>Total Other Income</b>	<u>1,719.54</u>
<b>Other Expense</b>	
Capital Outlay	1,800.00
<b>Total Other Expense</b>	<u>1,800.00</u>
<b>Net Other Income</b>	<u>-80.46</u>
<b>Net Income</b>	<u><u>343,626.22</u></u>

1:37 PM  
09/14/15  
Accrual Basis

**Port of Newport Operating Fund  
Profit & Loss - Admin  
July through August 2015**

	<u>Jul - Aug 15</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Lease Revenues	96,436.79
Hoist Dock & Services	500.00
Moorage	180.00
Miscellaneous Revenue	807.94
<b>Total Income</b>	<u>97,924.73</u>
<b>Gross Profit</b>	97,924.73
<b>Expense</b>	
Personal Services	59,601.70
Materials & Services	28,831.05
Debt Services	4,463.00
<b>Total Expense</b>	<u>92,895.75</u>
<b>Net Ordinary Income</b>	5,028.98
<b>Other Income/Expense</b>	
<b>Other Income</b>	
Property Tax Revenue	1,180.40
Gain/(Loss) on Sale of Assets	20.00
Interest Income	363.14
<b>Total Other Income</b>	<u>1,563.54</u>
<b>Net Other Income</b>	<u>1,563.54</u>
<b>Net income</b>	<u><u>6,592.52</u></u>

1:38 PM  
09/14/15  
Accrual Basis

**Port of Newport Operating Fund  
Profit & Loss - NIT  
July through August 2015**

	<u>Jul - Aug 15</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Shipping Terminal Revenues	2,425.90
Hoist Dock & Services	34,387.72
Moorage	12,070.40
Miscellaneous Revenue	259.65
<b>Total Income</b>	<u>49,143.67</u>
<b>Gross Profit</b>	49,143.67
<b>Expense</b>	
Personal Services	7,489.16
Materials & Services	13,398.78
Debt Services	23,570.62
<b>Total Expense</b>	<u>44,458.56</u>
<b>Net Ordinary Income</b>	<u>4,685.11</u>
<b>Net Income</b>	<u><u>4,685.11</u></u>



1:39 PM  
09/14/15  
Accrual Basis

**Port of Newport Operating Fund**  
**Profit & Loss - SB**  
**July through August 2015**

	<u>Jul - Aug 15</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Hoist Dock & Services	2,386.02
Moorage	120,549.25
Launch Ramp & Trailer Storage	19,987.60
Miscellaneous Revenue	17,039.55
RV Parks	262,447.73
<b>Total Income</b>	<u>422,410.15</u>
<b>Gross Profit</b>	422,410.15
<b>Expense</b>	
Personal Services	51,697.42
Materials & Services	75,927.35
Debt Services	0.00
<b>Total Expense</b>	<u>127,624.77</u>
<b>Net Ordinary Income</b>	294,785.38
<b>Other Income/Expense</b>	
<b>Other Income</b>	
Property & Dredge Sales	6.00
<b>Total Other Income</b>	<u>6.00</u>
<b>Net Other Income</b>	<u>6.00</u>
<b>Net Income</b>	<u><u>294,791.38</u></u>

**Port of Newport - NOAA Fund**  
**Balance Sheet**  
As of August 31, 2015

	<u>Aug 31, 15</u>	<u>Aug 31, 14</u>	<u>\$ Change</u>
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
Cash & Equivalents	4,550,966.95	4,529,318.04	21,648.91
<b>Total Checking/Savings</b>	<u>4,550,966.95</u>	<u>4,529,318.04</u>	<u>21,648.91</u>
<b>Other Current Assets</b>			
Prepaid Expenses	22,474.80	47,290.85	-24,816.05
<b>Total Other Current Assets</b>	<u>22,474.80</u>	<u>47,290.85</u>	<u>-24,816.05</u>
<b>Total Current Assets</b>	<u>4,573,441.75</u>	<u>4,576,608.89</u>	<u>-3,167.14</u>
<b>TOTAL ASSETS</b>	<u><u>4,573,441.75</u></u>	<u><u>4,576,608.89</u></u>	<u><u>-3,167.14</u></u>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Accounts Payable</b>			
Accounts Payable	5,256.16	15,745.83	-10,489.67
<b>Total Accounts Payable</b>	<u>5,256.16</u>	<u>15,745.83</u>	<u>-10,489.67</u>
<b>Other Current Liabilities</b>			
Vacation Payable	1,734.00	939.00	795.00
Due to Operations or Const Fund	6,841.12	8,611.80	-1,770.68
Accrued Interest Payable	499,410.00	499,410.00	0.00
<b>Total Other Current Liabilities</b>	<u>507,985.12</u>	<u>508,960.80</u>	<u>-975.68</u>
<b>Total Current Liabilities</b>	<u>513,241.28</u>	<u>524,706.63</u>	<u>-11,465.35</u>
<b>Long Term Liabilities</b>			
Long-Term Debt	22,357,424.00	22,357,424.00	0.00
<b>Total Long Term Liabilities</b>	<u>22,357,424.00</u>	<u>22,357,424.00</u>	<u>0.00</u>
<b>Total Liabilities</b>	<u>22,870,665.28</u>	<u>22,882,130.63</u>	<u>-11,465.35</u>
<b>Equity</b>			
Opening Balance Equity	-17,758,143.71	-17,758,143.71	0.00
Unrestricted Net Assets	517,765.26	503,621.26	14,144.00
Net Income	-1,056,845.08	-1,050,999.29	-5,845.79
<b>Total Equity</b>	<u>-18,297,223.53</u>	<u>-18,305,521.74</u>	<u>8,298.21</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>4,573,441.75</u></u>	<u><u>4,576,608.89</u></u>	<u><u>-3,167.14</u></u>

9:22 AM  
09/14/15  
Accrual Basis

**Port of Newport - NOAA Fund  
Profit & Loss  
July through August 2015**

	<u>Jul - Aug 15</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Lease Income	423,523.02
Interest Income	920.57
<b>Total Income</b>	<u>424,443.59</u>
<b>Expense</b>	
Personal Services	8,772.11
Materials & Service	45,449.68
Debt Service	1,427,066.88
<b>Total Expense</b>	<u>1,481,288.67</u>
<b>Net Ordinary Income</b>	<u>-1,056,845.08</u>
<b>Net Income</b>	<u><u>-1,056,845.08</u></u>

1:43 PM  
 09/14/15  
 Accrual Basis

**Facility Maintenance Reserve Fund**  
**Balance Sheet**  
 As of August 31, 2015

	<u>Aug 31, 15</u>	<u>Aug 31, 14</u>	<u>\$ Change</u>
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
Umpqua Bank - Money Market	48,384.52	166,615.12	-118,230.60
<b>Total Checking/Savings</b>	<u>48,384.52</u>	<u>166,615.12</u>	<u>-118,230.60</u>
<b>Total Current Assets</b>	<u>48,384.52</u>	<u>166,615.12</u>	<u>-118,230.60</u>
<b>TOTAL ASSETS</b>	<u><b>48,384.52</b></u>	<u><b>166,615.12</b></u>	<u><b>-118,230.60</b></u>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Accounts Payable</b>			
Accounts Payable	30,037.25	2,134.35	27,902.90
<b>Total Accounts Payable</b>	<u>30,037.25</u>	<u>2,134.35</u>	<u>27,902.90</u>
<b>Total Current Liabilities</b>	<u>30,037.25</u>	<u>2,134.35</u>	<u>27,902.90</u>
<b>Total Liabilities</b>	30,037.25	2,134.35	27,902.90
<b>Equity</b>			
<b>Fund Balance</b>	48,378.36	166,595.95	-118,217.59
<b>Net Income</b>	<u>-30,031.09</u>	<u>-2,115.18</u>	<u>-27,915.91</u>
<b>Total Equity</b>	<u>18,347.27</u>	<u>164,480.77</u>	<u>-146,133.50</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>48,384.52</b></u>	<u><b>166,615.12</b></u>	<u><b>-118,230.60</b></u>

1:44 PM  
 09/14/15  
 Accrual Basis

**Construction Fund - Port of Newport  
 Balance Sheet  
 As of August 31, 2015**

	<u>Aug 31, 15</u>	<u>Aug 31, 14</u>	<u>\$ Change</u>
<b>ASSETS</b>			
Current Assets			
Checking/Savings			
Construction Fund Bank Accts	183,307.45	751,003.47	-567,696.02
<b>Total Checking/Savings</b>	<u>183,307.45</u>	<u>751,003.47</u>	<u>-567,696.02</u>
<b>Total Current Assets</b>	<u>183,307.45</u>	<u>751,003.47</u>	<u>-567,696.02</u>
<b>TOTAL ASSETS</b>	<u><b>183,307.45</b></u>	<u><b>751,003.47</b></u>	<u><b>-567,696.02</b></u>
<b>LIABILITIES &amp; EQUITY</b>			
Equity			
Fund Balance	183,266.66	750,803.54	-567,536.88
Net Income	40.79	199.93	-159.14
<b>Total Equity</b>	<u>183,307.45</u>	<u>751,003.47</u>	<u>-567,696.02</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>183,307.45</b></u>	<u><b>751,003.47</b></u>	<u><b>-567,696.02</b></u>

10:18 AM  
 09/14/15  
 Accrual Basis

**Bonded Debt Fund - Port of Newport**  
**Balance Sheet**  
 As of August 31, 2015

	<u>Aug 31, 15</u>	<u>Aug 31, 14</u>	<u>\$ Change</u>
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
Gen Obligation Bond MM-OCB	99,378.00	50,733.42	48,644.58
<b>Total Checking/Savings</b>	99,378.00	50,733.42	48,644.58
<b>Accounts Receivable</b>			
Due from General Operating Fund	0.00	4,494.88	-4,494.88
<b>Total Accounts Receivable</b>	0.00	4,494.88	-4,494.88
<b>Other Current Assets</b>			
Property Tax Receivable	76,845.12	76,845.12	0.00
<b>Total Other Current Assets</b>	76,845.12	76,845.12	0.00
<b>Total Current Assets</b>	176,223.12	132,073.42	44,149.70
<b>Other Assets</b>			
Bond Issue costs, net of amort.	91,334.00	91,334.00	0.00
<b>Total Other Assets</b>	91,334.00	91,334.00	0.00
<b>TOTAL ASSETS</b>	<u>267,557.12</u>	<u>223,407.42</u>	<u>44,149.70</u>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Other Current Liabilities</b>			
Bonds Payable - Current	10,000.00	285,000.00	-275,000.00
<b>Total Other Current Liabilities</b>	10,000.00	285,000.00	-275,000.00
<b>Total Current Liabilities</b>	10,000.00	285,000.00	-275,000.00
<b>Long Term Liabilities</b>			
Less Current Portion LTD	-285,000.00	-285,000.00	0.00
2007 Series Bonds	4,312,682.00	4,312,682.00	0.00
2008 Series Bonds	4,414,908.00	4,414,908.00	0.00
2011 Series Bonds	5,269,811.00	5,269,811.00	0.00
<b>Total Long Term Liabilities</b>	13,712,401.00	13,712,401.00	0.00
<b>Total Liabilities</b>	13,722,401.00	13,997,401.00	-275,000.00
<b>Equity</b>			
Bonded Debt Fund Balance	1,464,547.00	1,189,547.00	275,000.00
Retained Earnings	226,913.11	181,354.05	45,559.06
Opening Balance Equity	-15,156,375.83	-15,156,375.83	0.00
Net Income	10,071.84	11,481.20	-1,409.36
<b>Total Equity</b>	-13,454,843.88	-13,773,993.58	319,149.70
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u>267,557.12</u>	<u>223,407.42</u>	<u>44,149.70</u>

**PORT OF NEWPORT  
SPECIAL USE PERMIT**

This permit effective 8am October 10<sup>th</sup> & 11<sup>th</sup>, 2015 from the PORT OF NEWPORT, organized and existing under the laws of the State of Oregon, hereinafter referred to as "Port", to Yaquina Bay Yacht Club, Oregon, hereinafter referred to as "Permittee".

Port hereby grants permission to Permittee to use the designated parking lot at the Port of Newport Marina and RV Park, 2120 S.E. Marine Science Drive, Newport, as shown in Exhibit A, attached. Use of designated area by Permittee is for The Columbus Day Regatta (detailed description of activity).

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

1. A refundable security deposit in the amount of \$250.00 to secure compliance by Licensee of each and every term and provision of this special use permit, including but not limited to clean up.
2. Fees: WAIVED, as a donation to the Oregon Boating Foundation.
3. Reservation of Rights. Port reserves the right to alter or amend the terms and conditions of this permit.
4. Liability; Indemnity of Port. Permittee agrees to exercise due care in the activities described above and to abide by all Port rules and regulations, and ordinances. Permittee shall indemnify and hold Port harmless from and against all claims, actions, proceedings, damages and liabilities, including attorney fees, arising from or connected with Permittee's use of Port facilities. Permittee will carry a comprehensive general liability insurance policy with limits not less than \$2,000,000 per each occurrence and provide Port with a certificate of insurance naming the Port as an additional insured.
5. Limitation of Port's Liability. Permittee acknowledges that Permittee has inspected the grounds and related facilities and is satisfied that these facilities are adequate for safe use for the above-mentioned purpose. This permit is not a contract. Port's liability is limited to its sole negligence. Port's employees will make reasonable efforts to contact Permittee and notify Permittee of conditions requiring Permittee's attention, but Port assumes no responsibility of Permittee's use of the Port's facilities. Permittee confirms and assures that there are no alcoholic beverages used or provided during this event and that certified and trained emergency response providers are on site.
6. Nontransferability/Term. This permit is nontransferable. This permit expires October 11<sup>th</sup>, 2015 at 7:00 p.m.

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

PORT OF NEWPORT:

Accepted by:

By: \_\_\_\_\_  
Kevin Greenwood, General Manager

By: \_\_\_\_\_  
Commodore  
Yaquina Bay Yacht Club

ATTACHMENT: Exhibit A (map & detail description of event)

c: Chris Urbach, South Beach Marina Harbormaster  
Port Security

**Yaquina Bay Yacht Club would like to invite you to the annual  
Columbus Day Regatta  
October 10-11, 2015**

This notice includes racing information and an entry form. For additional information or more entry forms, contact YBYC race chair online at [www.yaquinabayyachtclub.org](http://www.yaquinabayyachtclub.org) or at YBYC 750 S.E. Bay Blvd, Newport, OR 97365.

**Regatta**

Racing will take place October 10 and 11, 2015 on Yaquina Bay, Newport, Oregon. If 7 or more races are sailed a vessel's worst score will be excluded from her series score, otherwise all races will count and there will be no discards. It will be governed by the United States Sailing Association's "The Racing Rules of Sailing 2013-2016" including US Sailing Prescriptions and scored using the low point scoring system. Columbus Day Regatta is open to centerboard boats, keel boats, catamarans and One-Design fleets which establish a class.

Entry Fee	US Sailing Member	\$50.00
	Non-US Sailing Member	\$55.00
	Club Youth Sailor	\$10.00
<u>Late Fee (Registration After September 26)</u>		\$10.00

Entry fee includes one commemorative t-shirt and one dinner Saturday night (except for Club Youth Sailor entries). Club Youth Sailors are those under 18 years old that are members in good standing at a yacht club. Payment and entry form can be mailed to YBYC Race Chair, 750 S.E. Bay Blvd, Newport, OR 97365.

**Sailing Instructions**

**Rules:** Racing will be governed by the United States Sailing Association's "The Racing Rules of Sailing 2013-2016" including US Sailing Prescriptions, except as modified by the sailing instructions. An appointed race committee will have final authority on all matters. Additional sailing instructions may be distributed at registration and/or skipper's meetings.

**Classes:** All skippers should be members of US Sailing. Five entries will establish a one-design Class. The Portsmouth Yardstick time on time handicapping system <http://www.ussailing.org/racing/offshore-big-boats/portsmouth-yardstick/> D-PN, possibly with modification factors, will be utilized for fleets other than one-design classes. Vessels will be grouped into fleets by the YBYC Race Chair based on vessel type and D-PN. Any modification factors to the D-PN for offshore classes will be assigned by the YBYC Race Chair as warranted. Any vessel that does not meet criteria for its D-PN or that does not have a D-PN listed in the Portsmouth Yardstick current tables on the US Sailing website must supply the vessel information needed to derive a Portsmouth Yardstick handicap or modification factor as outlined on the US Sailing website. Said information must be included on the entry form. The YBYC Race Chair reserves the right to require skippers to provide measurements for their sails, hulls, or equipment if requested. Race classes will be announced at the skipper's meeting. Classes may be combined for race starts.

**Starting:** Fleet starting order will be announced at the skipper's meeting. Start line is unrestricted unless otherwise indicated by the Race Committee. In case of a General Recall, the fleet moves to the back of the starting order.

**Courses:** Courses will be displayed onboard the Committee Boat no later than 5 minutes before



the start of each class. Marks will consist of existing navigational aids (channel markers) found on NOAA Chart #18581. Additional buoys may be placed by the Race Committee if needed. Marks are to be left to Port unless otherwise specified. Course charts and tidal information will be available at registration and skipper's meetings.

**Time Limit:** The first boat of each fleet has at least 1.5 hours to complete the course. If the 1.5 hours has elapsed and no boat has finished, the Committee Boat may call to abandon the race. Once a boat has finished, the rest of her fleet has 30 minutes to complete the course, or be scored as DNF.

**Scoring:** Races will be scored using the Low Point Scoring Method in the Racing Rules of Sailing- Appendix A. One or more races completed will constitute the regatta series. Portsmouth Yardstick time on time handicapping will be used for corrected times. A vessel's series score will be the total of all races completed excluding her worst score unless fewer than 7 races are completed in which case all races completed will be included in her final score.

**Penalties:** Protests that must be settled after racing are discouraged. If rule infractions occur, please attempt to settle them promptly on the water. A boat may take a two turn penalty while racing. Alternatively, a boat may take a scoring penalty after racing. The penalty is 20% if taken before the time limit to file a written protest or 30% if taken after the protest time limit, but before the beginning of the protest hearing (penalty will be rounded up if  $\geq 0.5$ ). This changes Rule 44.1. Protest forms are available from the Race Committee and/or Committee Boat. Protest forms must be filed within 1 hour of the committee boat docking. The YBYC Race Committee will appoint a protest committee as needed.

Saturday, October 10th.

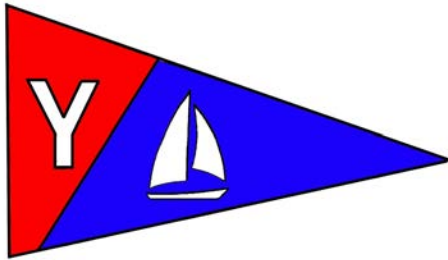
9:00 am Registration- YBYC Clubhouse open  
10:00am Skipper's meeting  
11:59am Courtesy horn on the water  
12:00pm Race 1 start sequence begins  
4:30pm Latest allowed start time  
6:30pm BBQ Dinner

Sunday, October 11th.

9:00am Clubhouse open  
10:59am Courtesy horn on the water  
11:00am Race start sequence begins  
2:00 pm Latest allowed start time  
Awards 1 hour after Committee Boat Docks

**Logistics**

**Lodging, Launching and Mooring:** South Beach has a launch ramp, they can be reached at 541-867-3321, and they also offer Moorage. Sawyer's Landing has limited hoisting facilities; they can be reached at 541-265-3907. Lodging and Moorage is available through the Embarcadero, they can be reached at 800-547-4779. Lodging is available at The Landing, next door to Embarcadero; their phone number is 541-574-6777. Keel boat hoisting is available at Port hoists near the Club for ~\$35 round trip. Please pay the Port. Small boats, approximately Lido 14 and smaller can be hand-launched at Port dock 7 near the club.



YBYC Ship's Store will be available at the Regatta! Get your Jackets and Fleece and Caps and Shirts!

**Saturday Night BBQ:** 1 BBQ dinner, salads and sides and cold drinks will be included with entry (except for Youth sailors who must purchase tickets separately). Additional tickets may be purchased by sailors, spectators and guests.

**Register in advance:** Mail completed form with payment to YBYC Race Chair.

<b>Boat Name:</b>	<b>Sail Number:</b>
<b>Boat Make/Model/Length:</b>	<b>D-PN Rating:</b>
<b>Skipper's Name:</b>	<b>Phone:</b>
<b>Street Address:</b>	<b>E-mail:</b>
<b>City, State</b>	<b>Zip</b>

In consideration for the participation in this event, I represent to the organizers that my boat has liability insurance in effect and that my boat meets the requirements of the U.S. Coast Guard. I acknowledge that the decision to enter my boat and participate in this event is solely my own and I agree to be bound by the USSA rules as adopted by US Sailing, the Yaquina Bay Yacht Club, its officers and the race committee with respect to all claims arising out of participation of my boat in this event. My vessel \_\_\_does or \_\_\_does not meet the requirements of the D-PN rating listed in the current tables of the Portsmouth Yardstick on the US Sailing website. If not, the following exceptions apply: \_\_\_\_\_

**Skipper's Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent's Signature (if skipper is under 21)** \_\_\_\_\_ **Date:** \_\_\_\_\_

<b>2015 YBYC Columbus Day Regatta Fees</b>		
<b>Entry Fee</b>	US Sailing Member	\$50.00
	Non US Sailing Member	\$55.00
	Club Youth Sailor	\$10.00
<b>Late Fee (Registration After September 26, 2015)</b>		\$15.00
<b>Tee Shirts #s and sizes (1 comes with registration):</b>		\$15.00
<b>Additional dinner tickets (one included with non-youth entry) #</b>		\$20.00
<b>Kids dinner tickets (12 and under) #</b>		\$10.00
<b>Register: <a href="http://www.yaquinabayyachtclub.org/regattas.html">http://www.yaquinabayyachtclub.org/regattas.html</a></b>		<b>Total:</b>

Please make checks payable to YBYC. **Mail your completed entry to:** Yaquina Bay Yacht Club, Race Chair, 750 S.E. Bay Boulevard, Newport, OR 97365. Registration will be accepted on October 10 at the YBYC clubhouse before the skipper's meeting.



# MEMO

---

**Date: 9/10/2015**

**To: Kevin Greenwood**

**From: Rick Fuller**

**Re: NOAA MOC-P weather shelter station**

**Kevin,**

**Attached please find for your approval the purchase order request and attached quotation from Handi-Hut totaling \$6,365. On August 20, 2015, a Supplemental Lease Agreement (SLA) #12 in the amount of \$19,025.00 was authorized. The purchase of the shelter station is in response to the SLA which accepts the proposal that I prepared per NOAA's request, for the purchase and installation of a manufactured weather shelter at the entrance of the NOAA administration building. The procurement of the shelter is a sole source purchase in order to match the existing bus stop shelter installed at the exterior of the facility on Marine Science Dr.**

**The wait station will be a permanent installation to be used for weather protection of personnel waiting at the exterior entrance and not able to enter the secure building.**



# PURCHASE ORDER 27092

**PURCHASE ORDER: 27092**

**TO:**  
 Handi-Hut  
 3 Grunwald St.  
 Clifton, NJ 07013  
  
 Atten: John Cozza 973.614.1800 X212

**TERMS:** 30 days  
**F.O.B.:** Clifton, NJ  
**SHIP VIA:** Common Carrier  
**ACCOUNT:** NOAA Facility  
**CONTACT:** Rick Fuller  
**E-MAIL:** rfuller@portofnewport.com  
**PHONE:** 541-961-3904

The above purchase order number must accompany all invoices and correspondence

QTY	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
1	ea	Model #S3-2R-M (6'-5" x 5'-0") Passenger Shelter with aluminum standing seam hip roof. Bench/backrest included on sidewall. 36" front right opening. 1 year warranty. ADA accessible	6,110.00	6,110.00
1	ea	Shipping	755.00	755.00
1	ea	Shipping discount (order by 10/1/15)	-500.00	-500.00
<b>Provide specification drawing for approval</b>				
			subtotal	6,365.00
GL # Bldg & Structures/MS/Materials			SHIPPING TAX OTHER	per above - -
			<b>TOTAL</b>	<b>\$6,365.00</b>

**BILL TO:** Port of Newport  
 600 SE Bay Blvd.  
 Newport, OR 97365

Rick Fuller  
 \_\_\_\_\_  
 Authorized signature Date

**SHIP TO:** NOAA MOC-P Facilities  
 Port of Newport (Attn: J. Durkee)  
 2002 SE Marine Science Dr  
 Newport, OR 97365

\_\_\_\_\_  
 GM Approval Date

9.10.2015



3 GRUNWALD STREET CLIFTON, NJ 07013 – 973-614-1800 – FAX: 973-614-8011

Rick Fuller  
Port of Newport  
Newport, OR 97365  
Ph: 541-961-3904

May 14, 2015

**QUOTATION**

**HANDI-HUT PASSENGER/SMOKING SHELTER**

One (1) Model #S3-2R-M (6'-5" x 5'-0") with aluminum standing seam hip roof. Bench/backrest included on rear or side wall. Front right opening

**\$6,110**

Freight

**\$755**

**Note: If order is placed prior to June 1, 2015, Handi-Hut will pay \$500 towards freight**

**NOTE:** A 50% DEPOSIT IS REQUIRED WITH EACH ORDER.  
LEAD TIME WILL BEGIN UPON RECEIPT OF DEPOSIT  
PRICES DO NOT INCLUDE INSTALLATION OR LOCAL TAXES IF APPLICABLE.  
IT IS THE CUSTOMER'S RESPONSIBILITY TO UNLOAD THE DELIVERY TRUCK.  
A LOADING DOCK AND/OR FORKLIFT WILL BE REQUIRED. DELIVERIES TO A  
CONSTRUCTION SITE WILL INCUR AN ADDITIONAL FREIGHT CHARGE TO BE  
BILLED AFTER THE DELIVERY IS MADE.

ALUMINUM: 6063 - T52 ALLOY, 313 DARK BRONZE ANODIZED FINISH  
GLAZING: 1/4" CLEAR TEMPERED GLASS  
ROOF PANELS: 11" ATAS DUTCH SEAM DECKING-BLACK KYNAR FINISH

ACCEPTED BY: \_\_\_\_\_ PRINT NAME \_\_\_\_\_

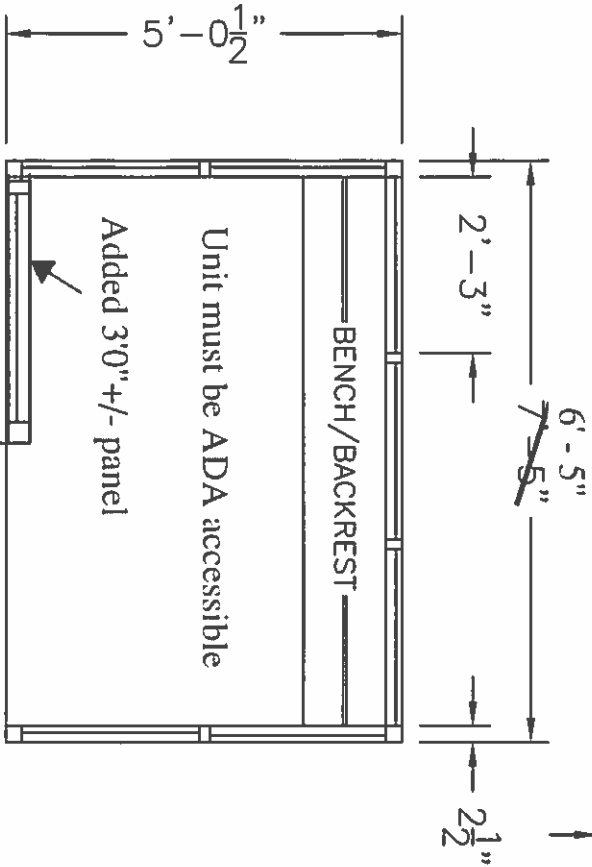
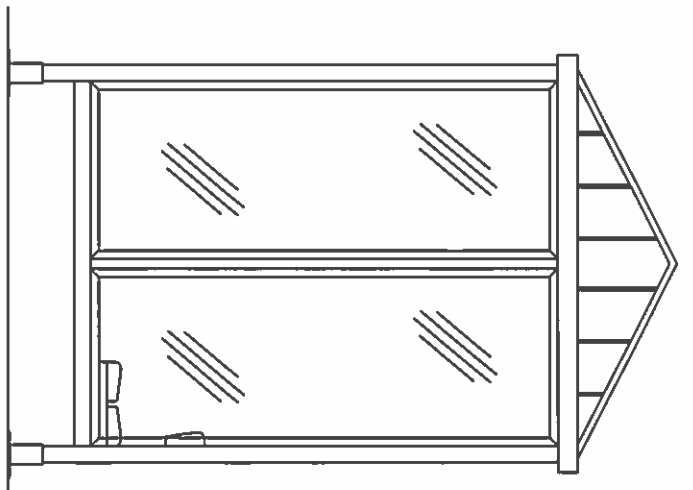
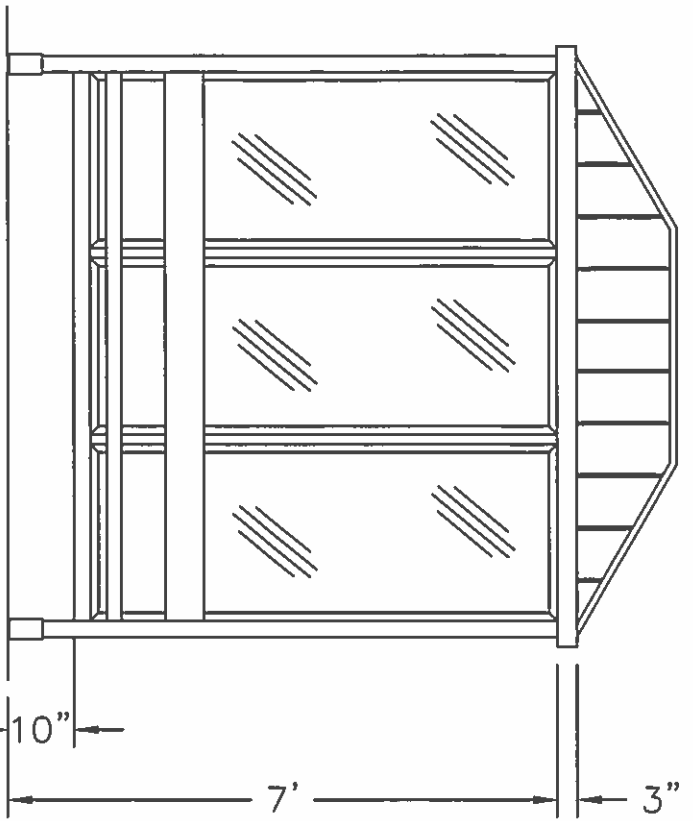
DATE: \_\_\_\_\_

LEAD TIME: APPROXIMATELY 6-8 WEEKS AFTER RECEIPT OF DEPOSIT. (LEAD TIMES  
SUBJECT TO CHANGE)

TERMS: BALANCE DUE PRIOR TO SHIPMENT. ALL PRICES F.O.B. CLIFTON, NEW JERSEY. PRICES  
AND DELIVERY STATED HEREIN ARE NOT VALID AFTER FORTY FIVE (45) DAYS FROM  
DATE SHOWN ABOVE UNLESS RECONFIRMED IN WRITING BY HANDI-HUT.

WARRANTY: SHELTERS SHALL BE GUARANTEED AGAINST ANY DEFECTS IN MATERIAL AND/OR  
WORKMANSHIP FOR 1 FULL YEAR FROM DELIVERY DATE. HANDI-HUT LIMITS IT'S  
LIABILITY TO REPLACEMENT OF PARTS ONLY.

QUOTED BY: \_\_\_\_\_ John Cozza 973-614-1800 X212



**MODEL #3-2R**  
**ACCOMODATES 3-4**

- ALUMINUM: 6063-T52
- AVAILABLE FINISHES: DARK BRONZE ANODIZE
- CLEAR ANODIZE
- CUSTOM COLOR POWDER-COAT
- GLAZING: 1/4" CLEAR TEMPERED GLASS
- ROOF PANELS: 1" X 8" X 1" ALUMINUM DECKING
- BENCH/BACKREST: EXTRUDED ALUMINUM

**STANDING SEAM HIP ROOF**  
**PASSENGER SHELTER**



RECOMMENDED PAD SIZE-9'-6" X 7'-0" X 6" THICK MINIMUM

handi-hut inc. 3 GRUNWALD ST. CLIFTON, NJ 07013  
 973-614-1800 FAX: 973-614-8011

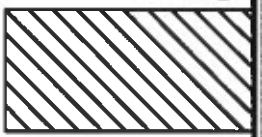
# Administration Building

A BIKE RACKS  
203

A FLAGPOLE  
202

Proposed 5' x 6.5' all weather aluminum/glass shelter

CARPPOOL VANPOOL



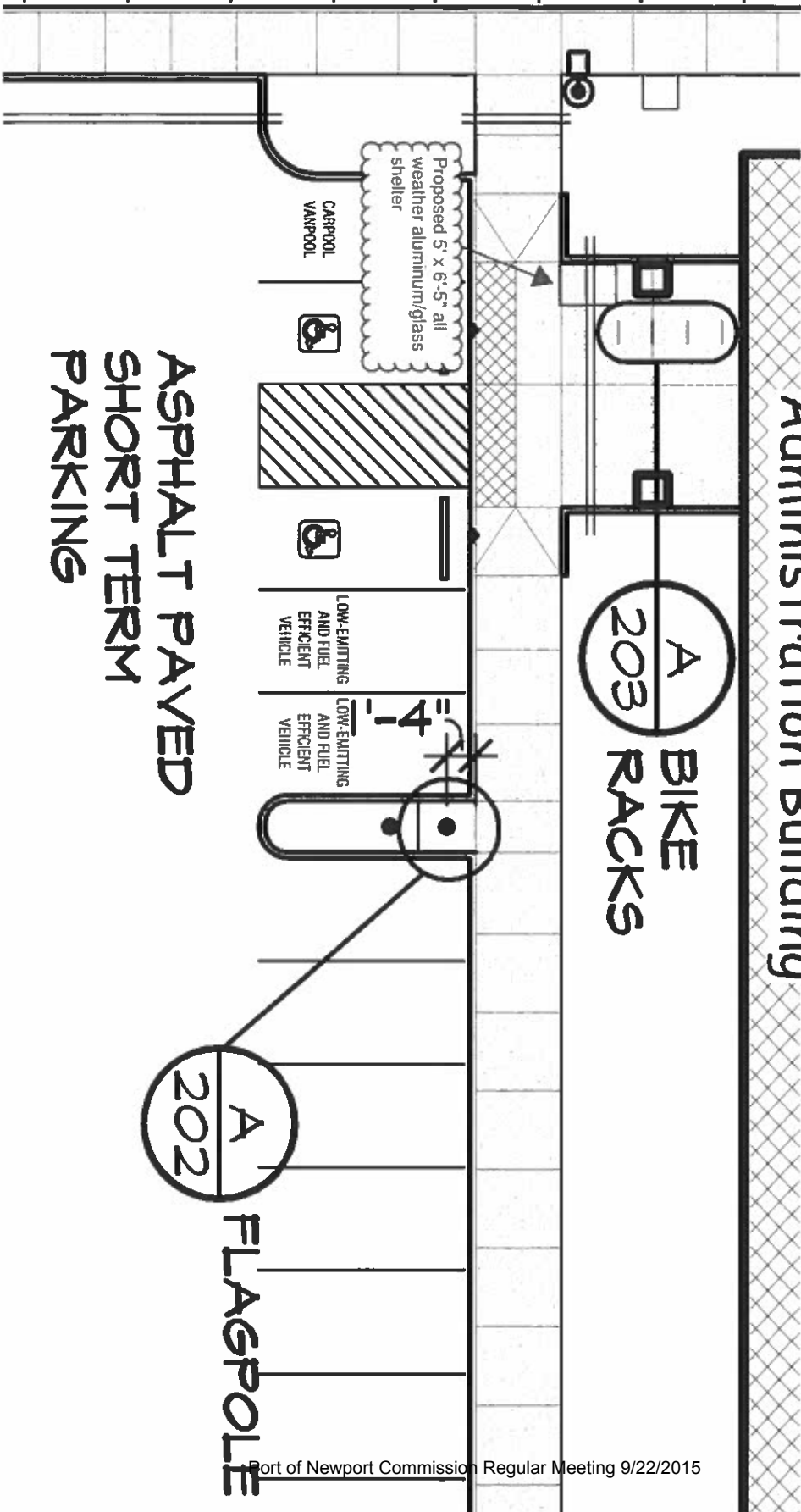
LOW-EMITTING AND FUEL EFFICIENT VEHICLE

LOW-EMITTING AND FUEL EFFICIENT VEHICLE



## ASPHALT PAVED SHORT TERM PARKING

PAVED



# Department of Land Conservation and Development



## Application for Technical Assistance Grants

### 2015-2017

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## TECHNICAL ASSISTANCE GRANTS

### PROGRAM DESCRIPTION

The Department of Land Conservation and Development (DLCD) provides resources to help Oregon communities prepare and update local land use plans and implementing ordinances to respond to growth management and resource protection issues and changes in state agency programs and requirements. Technical Assistance grants are typically used to complete needed planning requirements that are not on periodic review work programs, or to satisfy local planning needs.

DLCD's 2015-2017 budget has been approved by the Legislature, and the department invites Technical Assistance grant applications for the biennium. The department will target grants to fund projects that result in the highest priority outcomes, as explained in the "Eligible Projects and Evaluation Criteria" section of this application packet.

The general fund grant program this biennium will have only one round of applications. The deadline for all applications is **September 30, 2015**.

### WHO CAN APPLY

Technical Assistance grants will be accepted from the following:

- A city or county
- Cities and counties jointly with one jurisdiction as the contact
- Multiple cities and counties with one jurisdiction as the contact
- A council of governments on behalf of one or more local governments
- A recognized Tribal Government or group of tribal governments
- A regional planning agency
- A port district

### GRANT PROGRAM CONTACTS

DLCD staff are available to answer your questions regarding application requirements and status. **The first point of contact is the regional representative for your jurisdiction.** You can find the regional representative assigned to your jurisdiction or region at [http://www.oregon.gov/LCD/Pages/contact\\_us.aspx#Regional\\_Representatives\\_by\\_City\\_and\\_County](http://www.oregon.gov/LCD/Pages/contact_us.aspx#Regional_Representatives_by_City_and_County).

Tribal governments are encouraged to contact Gary Fish at 503-934-0030 or [gary.fish@state.or.us](mailto:gary.fish@state.or.us).

If you cannot contact your regional representative, please contact:

Rob Hallyburton, Grant Program Manager, at 503-934-0018 or [rob.hallyburton@state.or.us](mailto:rob.hallyburton@state.or.us).

## ELIGIBLE PROJECTS AND EVALUATION CRITERIA

Technical Assistance grants are used to help complete projects that update comprehensive plans and implementing regulations, plan for specific areas, or support planning activities. The *2015-2017 Grants Allocation Plan*, approved by the Land Conservation and Development Commission, lists the program priorities for use of Technical Assistance grant funds as follows (additional detail is provided below):

1. Promote economic development
2. Advance regulatory streamlining
3. Natural hazards planning
4. Provide infrastructure financing plans for urbanizing areas
5. Update comprehensive plans and implementing codes to respond to changes in state law

These are listed in priority order. Those needing to complete planning projects that do not match these priorities are encouraged to apply; grants for these projects will be awarded based on the merits of the application as funds allow.

The Technical Assistance grant evaluation review criteria, explained in 1 through 7 below, address the program priorities, considerations to ensure appropriate use of funds, and other program objectives. Projects are not expected to satisfy the non-mandatory criteria, but those that rate well under one or more of them will have improved likelihood of success.

### 1. Project Objectives

The *project objectives* are clearly stated; address the problem, need, opportunity, and issues; are defined in a manner consistent with the statewide planning goals; and directly relate to a clear statement of expected outcomes. The project objectives need to be reasonably achievable.

### 2. Program Priorities

The project addresses the program priorities as follows:

The project is ***directly related to increasing economic development opportunities***. Examples from past biennia include updated economic opportunities analyses and a public infrastructure finance plan for an industrial site. Other examples could include a transportation refinement plan or public facilities plan for job-producing land. These are the highest-priority applications.

The project ***benefits economic development efforts***. Examples from the past biennium include planning for an industrial site heavily impacted by wetlands and preparing a redevelopment toolbox for a commercial strip. Other eligible projects could include a citywide public facilities element, an intergovernmental agreement to carry out a public facilities plan, or planning for workforce housing in an area with a deficit of opportunities.

The project updates plans or codes to *streamline local government land use approval processes*. Several Technical Assistance grants in past biennia were used to update zoning codes to streamline permitting processes by removing unnecessary barriers to economic and other development.

The project results in new or updated *plans for addressing natural hazards*. This is a new priority for Technical Assistance grants and is intended for assistance with creating local natural hazard mitigation plans or for incorporating new hazards data, and the response to the data, into comprehensive plans and zoning regulations.

The project helps a local government *prepare an infrastructure financing plan* to prepare for and fund local infrastructure to support growth and development.

The project *updates a comprehensive plan or implementing code to respond to changes in state law*. Many local codes haven't been updated in years, and this is an opportunity for assistance in modernizing local regulations. These projects are the lowest-tier among the priority projects, but are more apt to be funded than non-priority proposals.

### 3. Project Description

The *approach, budget and products* are defined for every task and are reasonable considering the benefits of the project and the work proposed is reasonably likely to achieve the project objectives.

### 4. Grantee Capacity

The application and past performance on grant-funded projects (where applicable) demonstrate that there is *adequate local capability* to successfully manage the project.

### 5. RST Priorities

The project advances [\*Regional Solutions Team \(RST\) priorities\*](#). Each regional advisory committee sets priorities for the region, and grant applications will be assessed to determine whether the project furthers one or more of these priorities. *This is not mandatory*. That is, projects that do not closely align with RST priorities are eligible for a grant award. However, those with that clearly advance an RST priority will score better than those that do not, compared to others in the same program priority category (listed in 2, above).

### 6. Multiple Jurisdictions

The project *benefits multiple jurisdictions* or entities. This can be accomplished through a joint application by more than one local government, tribe, or service district, with the grant products benefitting each. Or the products of the grant may include a guidebook, template, or toolbox that will benefit the public or local governments or regions that did not receive the grant. *This is not mandatory*. Grantees are encouraged to work regionally or to create products with broad application, while DLCDC recognizes that the products of many projects will benefit only the grantee.

## 7. Leverage

The applicant demonstrates commitment to the project through contribution of *matching funds*. Matching funds are *not mandatory* for an application to be successful, but a demonstration of local commitment can tip the balance in favor of some proposals. Matching funds do not need to be from the applicant's budget – they could come from another state agency (particularly through the Regional Solutions Team), a federal agency, or a foundation. In-kind and other non-cash match are also considered.

### **REVIEW PROCESS**

Grant applications will be reviewed considering the program priorities in the Grants Allocation Plan and the evaluation criteria explained above. The department will award those grants that best satisfy these criteria. The department will notify successful and unsuccessful applicants at the earliest time possible. Unsuccessful applications may be reconsidered if additional grant funds become available.

### **ELIGIBLE COSTS**

Grant funds may be expended only for direct project-related costs associated with the funded project. Eligible costs include salary of staff assigned to the project, consultant fees, postage, supplies, and printing. Equipment purchases and indirect costs, including general administrative overhead and software costs, are not eligible.

Costs incurred prior to signing a grant agreement are not eligible project costs. This includes costs of preparing the grant application and preparing a statement of work for the grant agreement.

Grant funds are provided on a reimbursement basis for documented expenses in accordance with the payment schedule specified in the grant agreement.

### **OTHER INFORMATION**

DLCD reserves the right to condition grant agreements to ensure proper grant administration, progress report(s) and successful completion of grant product(s).

## **APPLICATION INSTRUCTIONS**

1. **Complete the grant application.** Be specific and thorough in describing all proposed grant products. Submit application materials **by September 30, 2015** to:

By e-mail (preferred) to: [DLCD.GFgrant@state.or.us](mailto:DLCD.GFgrant@state.or.us)

By mail to: Larry French  
Grants Administrative Specialist  
Department of Land Conservation and Development  
635 Capitol Street NE, Suite 150  
Salem, Oregon 97301-2540

2. **Include a resolution or letter from the governing body of the city, county, district, or tribe demonstrating support for the project.** If the applicant is a council of governments on behalf of a city, a letter or resolution from the city council supporting the application must be included.

3. DLCD will confirm receipt of applications by e-mail, review applications promptly, contact applicants if additional information is needed to complete review, and notify applicants of our decision.

September 22, 2015

Rob Hallyburton, Grants Administrator  
Oregon Dept. of Land Conservation and Development  
635 Capitol Street NE, Suite 150  
Salem, OR 97301

RE: BOARD OF COMMISSIONERS SUPPORT FOR PORT OF NEWPORT DLCD  
TECHNICAL ASSISTANCE GRANT APPLICATION

Dear Mr. Hallyburton,

The Port of Newport Board of Commissioners is supportive of the 2015 DLCD Technical Assistance Grant Application submitted by port staff to update our Strategic Business Plan (SBP).

The Port currently has less than 20-acres of vacant property located in three facility areas: South Beach, Commercial Bay Front and the International Terminal. Due to a number of positive market conditions the Port has had to react to a large number of development requests in each of these distinct areas.

This plan will help identify land use planning issues, encourage public participation and input in the preferred uses of our remaining property, apply land use rules to determine feasibility, develop design standards and update the Commissions goals and objectives to carry out its mission.

Our plan is to work closely with a number of partnerships, most significantly the City of Newport, Rogue Brewery, and Hatfield Marine Science Center, to ensure that the Port receives the highest amount of public input as possible.

The SBP update is included in the Port's FY15-16 budget and is viewed by the Commission as an important planning document in developing our property thoughtfully with a consideration to integrating an increasing number of uses on Port property.

Sincerely,

Walter Chuck, President  
Board of Commissioners

## PORT OF NEWPORT STRATEGIC BUSINESS PLAN (SBP) UPDATE OF THE PORT'S MARKETING "VISION" SUB-PLAN

### PROJECT UNDERSTANDING

The Port of Newport would like to update its Strategic Business Plan (SBP), determine the types of uses preferred on the remaining but limited vacant port-owned land, consider transportation and parking impacts created due to preferred uses, and develop design standards depicting the intent of the master plan effort. The Port completed its state-mandated SBP in January 2014.

That plan includes a capital facilities sub-plan to help the Commission prioritize capital projects annually, and there is a desire as part of this work scope to update the goals, policies, and implementing measures to help implement this plan. This effort would also refine the SBP's marketing sub-plan which would detail the types of uses preferred at the Port.

Now that the SBP is into its third year of use, there is pressure for new development that can be organized around key themes driving this plan update, including:

1. South Beach: expansion of the Rogue Brewery site, potential homeport for a pair of U.S. Coast Guard Cutters, two development opportunity sites near the National Oceanic and Atmospheric Administration (NOAA), and the Hatfield Marine Science Center; an existing RV park redevelopment opportunity site; and potential waterfront reclamation of a former boat ramp to help create buildable land, community event space, and parking for the marina that may likely be displaced by the brewery expansion.
2. Development of the international port on the opposite and upriver side from South Beach. This site may be expanded through acquisition and requires a layout to facilitate bulk commodities export logistics, including land and waterside facilities.
3. New Bay Boulevard projects, including a new Port office, boardwalk/bayside walkway improvements, development opportunity sites, and significant dock improvements to serve the existing commercial fleet.

The Port's SBP follows the state's Model Ports Plan that was adopted in 2010, *Ports 2010: A New Strategic Business Plan for Oregon's Ports*. This Strategic Business Plan update should build on the existing SBP and be consistent with *Ports 2010*. The Port should consider this plan update as an implementation tool that can achieve the following.

1. Developing an updated project and CIP for the Port (5-, 10-, 20-year) identifying circulation and parking improvements to support expanding businesses, and optimizing space for new businesses. The plan would also discuss the types of businesses and circulation impacts not desirable at the Port.
2. Developing design guidelines/standards for all new construction at the Port.

3. Determining land use compatibility of desired uses and creating a matrix indicating how maritime, research facilities, industry, tourism, and other uses can best be integrated through this plan update.
4. Developing key transportation and lot reconfiguration plans to improve and integrate transportation land uses for port property.
5. Updating SBP plans, goals, and strategies.

This SBP update will be based upon input from both a technical advisory committee, comprised of local jurisdictional and institutional representatives including stakeholders from the business community, tenants, facility users, and governmental agencies.

## **SCOPE OF WORK**

### **Task 1. Background Data, Base Map and Visit Sites**

Consultant will review planning and policy documents, visit sites, and develop a base map, including land uses and an inventory of parking by type (car, RV/truck and trailer).

Document review will include:

- Oregon's Model Ports Plan template
- Port's planning documents
- Hatfield Marine Science Center planning documents
- City planning documents
- IFA's Ports Economic Impact Study (2014), and the Lincoln County Economic Analysis (2014)

Political context will be gained through a review of appropriate state, Port, tenant, and City of Newport materials provided by the Port to familiarize consultant with current policy positions.

A base map will be prepared to include land uses, zoning, circulation and parking data. This base map will be updated with interview input (Task 2) and presented as part of the design charrette (Task 3). A current-conditions tally of Port parking facilities (auto; RV/truck and trailer) will be developed by Port staff that the consultant will add to the base map to show count by parking type. This data is intended to assist in future work phases that will analyze land uses and potential shared parking or expansion areas needed to meet peak parking demands.

### ***Timeline: Month 1***

#### ***Assumptions:***

- Port staff will assemble background documents to forward to Consultant prior to Trip 1, or during Trip 1 for larger resource maps and documents.
- Port will provide a base aerial for use by the consultant in creating an annotated base map.



- Consultant will create an annotated base map for the study area that includes all Newport Bay-area port parcels and adjacent uses.
- Port staff will conduct parking count by recording parking by type (car, RV/truck and trailer), area, and number on the base map. Consultant will add parking areas and count to the annotated base map.
- Consultant and Port will walk Port properties and adjoining sites to photograph and discuss existing and potential circulation, parking and land uses.

***Deliverables:***

- Record land uses, zoning, related projects, circulation, and parking count as a base map for use in the future design charrette
- Trip No. 1 to the Port

**Task 2. Public Outreach Component**

The Plan Update will be developed with input from representatives of local government and institutional uses such as marine science/education representatives, Port staff and a Port commissioner, the City, County, business and community interests, such as tenants, moorage holders, and trade or economic development agencies, and other user groups. As the three facilities (South Beach, International Terminal and Commercial Bay Front) have specific stakeholder groups, it will be critical that those areas are focused on with the results of each facility featured as chapters of the plan.

Consultants will interview individually community members (as many as two dozen) to provide a baseline for the first public meetings. A committee made up of these individuals will meet several times to guide the process, including a kick off and works scope review, base data review, design charrette product review, and draft/final SBP update review.

The committee will meet throughout the project to review and provide input to plan findings and business needs. They will be asked to comment on: (1) the Port's mission, vision, and development strategies, and (2) known business expansion needs, and related circulation, parking and land use implications; and 3) preferred business recruitment/expansion strategies.

To accomplish this task, Consultant will facilitate up to 4 (four back to back) committee meetings at key milestones, including:

Committee meetings:

No. 1: Kick off and Base Map

No. 2: Design Charrette Review

No. 3: Draft SBP update

No. 4: Final SBP update with Design Guidelines

### *Timeline: Months 1 through 10*

#### ***Assumptions:***

- Port will provide a list of potential area committee members and their contact information, and will schedule approximately four back-to-back (per trip, on the same or successive days) and will secure meeting venues.
- Consultant will complete agendas and meeting materials with input from the Port, will facilitate the meetings, and will provide meeting summaries for all committee sessions.

#### ***Deliverables:***

- Agendas for up to 8 committee meetings held on four trips (on the same or consecutive 2-day trips).
- Updated base map
- Trip No. 2 to the Port

### **Task 3. Facilitate Design Charrette and a Commission Workshop**

After completing the above tasks, Consultant will facilitate a charrette process for creating a Port SBP update to guide future development. In coordination with Port staff, our designers and planners will conduct a two-day public design charrette to develop and refine two to four overall initial plan update concepts. Consultant will refine the drawings and sketch concept graphics to illustrate participants' ideas, creating draft concept alternatives for final public review that illustrate future development scenarios within the project planning area. Design concepts will include two to four plan alternative maps, and three to five perspective drawings that further detail common themes.

Each charrette day will include a half-day, facilitated workshop where interested residents and business people can participate in one or more working groups. Participants will be able to come and go as they wish. The workshops will be followed with an evening public meeting for review and comment on that day's work products. Public comments and design suggestions from Day 1 of the charrette will be incorporated into the Day 2 workshop, followed by a second evening meeting hosted by the Port Commission. The public will again provide comments, and the Commission will be asked to review up to three plan update alternatives, and three to five site perspectives and select a preferred alternative or a hybrid SBP update graphic.

Based on comments from the final presentation, Consultant will refine the charrette-based SBP update alternatives and perspective drawings for use in the design guidelines (included), website, and other promotional materials (optional) to be developed in later tasks.

Following the design charrette, Consultant will prepare a brief written summary of the process and products.

*Timeline: Months 3 and 4*

**Assumptions:**

- Port will reserve a meeting room, provide notice of the meeting, and refreshments if desired.
- Consultant will provide two to three professional staff for the design charrette.

**Deliverables:**

- Preparation for and facilitation of SBP update charrette, Commission workshop, and a preferred SBP base map, summary, and graphics.
- The Port Commission SBP update/graphic plan review session (scheduled as the Day 2 evening conclusion of the design charrette)
- Trip No. 3 to the Port, including TAC and PAC meetings.

**Task 4. Land Use Compatibility Matrix**

After the Commission has agreed on a plan for the port's future development, Consultant will create a land use compatibility matrix to outline likely uses, zoning, plan features, circulation, parking, and other relevant development standards applicable or to be addressed as next steps in implementing the SBP update. Compatibility between uses, circulation and street ROW revisions, parking layout, and net change in total parking spaces will be addressed to support development of the preferred plan. The plan will consider needs and opportunities for shared parking where uses are compatible and other strategies for handling peak seasonal demands caused by fishing and tourism activities. The completed matrix will be used as a guide to help refine the final SBP update map.

*Timeline: Month 5*

**Assumptions:**

- Port staff will assist in review of the draft land use compatibility criteria.
- The Port Commission will offer input to tasks 4 through 8 during the draft plan review session (Task 8 below).

**Deliverables:**

- Completed land use compatibility matrix
- Revised final SBP update map

**Task 5. Develop Architectural Design Guidelines**

Consultant will review input to the SBP update and examples of port design guidelines used elsewhere (e.g., ports of Hood River, Garibaldi, and Toledo, Oregon; Everett, Washington; Juneau, Alaska; and Long Beach, California) to recommend policy options for regulating new construction and remodels. The proposed design guidelines will include general preferences regarding building location, height, scale, parking (including shared parking potential), pedestrian access, landscaping, and building details (materials, color, articulation). The Port Commission will determine whether the recommended guidelines will prevail, or whether

these will be refined by staff and codified after the conclusion of the SBP update to make them mandatory on all Port-owned development projects and sites.

***Timeline: Month 6***

***Assumptions:***

- Port staff will assist in the early development and vetting of design standards and concepts through two rounds of review comments.
- Plan update input and perspectives may be used, and new sketches (up to five vignettes) will be added to show and develop concepts.
- Consultant will provide a summary of the design standard case studies from other ports (three to five) and draft the design concepts, including direction on building finishes and articulation.
- Policy-level design guidelines will have sufficient detail to allow the Port Commission and staff to refine and adopt design standards at a later date.
- No local zoning code text or map amendments are included, and no new street vacations or ROW acquisitions/dedications will result, but these actions may be recommended for consideration.
- Adoption-ready means the design guidelines will be in a usable format, but the Commission may need to act on zoning or rights-of-way revisions, refine the guidelines over a voluntary trial period with the intent to adopt them as standards later, or adopt them directly as part of the SBP update.

***Deliverables:***

- One draft and one final set of policy-level design guidelines, including existing use of SBP products, and up to five vignettes to guide future development of Port-owned property.
- Design standards presented as a stand-alone document, or included/appended to the final SBP update.

**Task 6. SBP Area Utilities Assessment**

To assess general plan feasibility, Consultant will review utility master plans and provide maps of the Port project area utility infrastructure system – all based on data provided by the Port in Task 1. We will review the plan and related utility documents, and identify and report on any known deficiencies or capacity issues related to major development areas within the plan update.

***Timeline: Months 6 and 7***

***Assumptions:***

- Port staff will assist in providing utility master plans or port-related infrastructure plans.
- Consultant will research additional City and local sources, but will not generate new utility data in creating a general infrastructure map to accompany the plan update.
- Relevant findings will be used to update the SBP Capital Facilities Plan, as applicable in Task 7, below.

***Deliverables:***

- SBP update infrastructure memorandum citing known utility services and deficiencies by Port area within the SBP plan area.
- General infrastructure map as an attachment to the memorandum.

**Task 7. Facilitate Review of Port SBP Mission, Vision, Plans, Goals, and Strategies**

Consultant will facilitate Commission review of mission, vision, sub-plans, goals, and strategies, and recommend updates to reflect the results of the SBP update, and to better underscore the location and use of Goals, Policies and Strategies within the SBP.

***Timeline: Months 7 and 8***

***Assumption:***

- Recommended SBP updates will be discussed with the Port Commission for refinement as part of the draft plan review, including any relevant plan updates to the primary five SBP sub-plan elements:
  - Management Plan
  - Capital Facilities Plan
  - Financial Plan
  - Marketing Plan
  - Environmental Plan

***Deliverable:***

- One draft and one final memoranda recommending updates to the SBP mission, vision, plans, goals, and strategies.

**Task 8. Draft Plan Development**

Produce and present draft SBP update for Commission consideration, including appendices. Consultant will prepare an integrated summary narrative and graphic report to include:

- Key elements of the SBP update.
- TAC and PAC meeting summaries, and design charrette summaries.
- Preferred SBP update including Port area circulation, parking, land uses; design principles, and target businesses – all within an efficient transportation and land use plan.
- One graphic preferred plan, alternative plans, and graphics to show preferred transportation enhancements, uses and design concepts.
- Land use compatibility matrix and infrastructure memorandum.

***Timeline: Months 8 and 9***

***Assumptions:***

- Draft SBP update will reflect input from above tasks.
- Draft SBP update will be delivered to staff for one round of review comments
- Trip No 4 to the Port, including TAC and PAC four reviews.

***Deliverables:***

- TAC and PAC agendas and summaries
- A summary presentation for the Port Commission
- A draft plan inclusive of maps, graphics, and appendices
- Summary notes to record Port Commission input

**Task 9: Final SBP update**

Prepare and deliver the final Port of Newport SBP update, including electronic (PDF) version.

***Timeline: Month 9***

***Assumptions:***

- TAC, PAC and Commission input will be reflected in final plan.
- Final plan will be delivered to staff for one round of final review comments.

***Deliverables:***

- Final plan in hard copy (6) and PDF version
- One large SBP update graphic included
- Adoption-ready Design Guidelines

## CONSENT CALENDAR ITEM

September 22, 2015 Regular Commission Meeting

### SUPPORT FOR DLCD TECHNICAL ASSISTANCE GRANT FOR VISION PLANNING

The Port's financing of an upgrade to its Strategic Business Plan took a hit last month when we received word that our Transportation Growth Management (TGM) grant application for \$72,000 was unsuccessful. Our application finished 7<sup>th</sup> out of 21 applications, but only four grants were awarded.

The Port budgeted \$150,000 for Vision Planning (the Vision/Marketing Plan is a sub-plan of the Strategic Business Plan) entirely funded by grants. I did receive a project proposal estimate of \$102,000 (which includes an upgrade of the Port's website) which was under budget by \$48,000. We did receive a \$40,000 grant from OBDD Port Marketing & Planning leaving us about \$60,000 short to complete the project

To recap, the tasks related on this planning effort are as follows:

1. Background Data/Data Review, Base Map and Site Visits.
2. Stakeholder engagement
3. Work Sessions, Town Hall Meetings to generate community comments for the use of the port property (>20 acres) at South Beach, International Terminal and Commercial Bay Front.
4. Land Use Compatibility Matrix on preferred uses.
5. Discuss and develop design review guidelines for new construction.
6. Plan Area Utilities and Transportation Network Assessment.
7. Facilitate Review of Port SBP Mission, Vision, Plans, Goals and Objectives.
8. Draft Plan Development.
9. Final Vision Plan.
10. Web site redesign.
11. Project Management.

... and the expectation was that the entire process would take about six months starting in the new calendar year.

I am looking at a \$20-30,000 Technical Assistance Grant through Dept. of Land Conservation and Development (DLCD) that would help. The program deadline is September 30<sup>th</sup> and I have the Scope of Work developed. One of the requirements is that the Port Commission formally approve the application through a letter signed by the Port President.

We may need to phase the project back if we don't receive full funding but this looks like a good opportunity and I would recommend that the Commission approve the President signing the letter.

-###-

**FOULWEATHER TRAWL, LLC LEASE EXTENSION**

**RECITALS**

1. Tenant, Foulweather Trawl, LLC, entered into a Lease Agreement with Landlord, Port of Newport for the lease period of October 1, 2010 to September 30, 2015.
2. By the terms of the lease, unless a renewal occurs, the lease agreement will expire.
3. Landlord and Tenant desire to maintain a leasehold relationship.

NOW, THEREFORE, THE PARTIES DO HEREBY COVENANT AND AGREE AS FOLLOWS:

1. The above referenced original Lease and any modifications thereto resulting in the present status quo between Landlord and Tenant be and are hereby affirmed. As a result, the existing lease arrangement shall be extended for a period of 5 years from October 1, 2015 through and including September 30, 2020.
2. The Base Rent for the renewal term shall be \$1,641.25 (reflecting a 10% Cap rate.) The annual increases shall be as provided in the lease.
3. The parties further covenant and agree that Tenant shall have an option to renew the above set forth lease agreement for one additional term of 5 years as provided in said lease.
4. The remainder of said lease agreement as described above shall remain in full force and effect, save and except that the provision with regard to renewal is modified herein.

IN WITNESS WHEREOF, the parties have executed this Lease Extension on the date first above written.

LANDLORD

TENANT

PORT OF NEWPORT

FOULWEATHER TRAWL, LLC

By:   
Kevin Greenwood, Port Manager

By:   
Sara Skamser, Owner

Date: 9-11-2015

Date: 9-11-15



## PORT OF NEWPORT SPECIAL USE PERMIT

This permit, effective October 17, 2015, from the Port of Newport, organized and existing under the laws of the State of Oregon, hereinafter referred to as "Port" to Portland Running Company / Run with Paula Events, Inc. Oregon, hereinafter referred to as "Permittee",

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

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

1. Deposit. A nonrefundable deposit in the amount of \$100.00.
2. Fees. WAIVED *as part of sponsorship.*
3. Reservation of Rights. Port reserves the right to alter or amend the terms and conditions of this permit.
4. Liability, indemnity of Port. Permittee agrees to exercise due care in the activities described above and to abide by all Port rules, regulations, and ordinances. Permittee shall indemnify and hold Port harmless from and against all claims, actions, proceedings, damages, and liabilities, including attorney fees, arising from or connected with Permittee's use of Port facilities. Permittee will carry a comprehensive general liability insurance policy with limits of \$1,000,000.00 per occurrence and \$2,000,000.00 in aggregate, and will provide the Port with a Certificate of Insurance naming the Port as an additional insured.
5. Limitation of Port's Liability. Permittee acknowledges that Permittee has inspected the grounds and related facilities and is satisfied that these facilities are adequate for safe use for the above-described purpose. This permit is not a contract. Port's liability is limited to its sole negligence. Port's employees will make reasonable efforts to contact Permittee and notify Permittee of conditions requiring Permittee's attention, but Port assumes no responsibility of Permittee's use of the Port's facilities. Permittee confirms and assures that there are not alcoholic beverages used or provided during this event and that certified and trained emergency response providers are on site.
6. Nontransferability / Term. This permit is nontransferable. This permit expires October 17, 2015.

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

Port of Newport:

Accepted By:



Kevin Greenwood, General Manager

Paula Harkin, Portland Running Company/  
Runwithpaula Events, Inc.

RECEIVED

SPECIAL USE PERMIT APPLICATION

AUG 3 2015

PORT OF NEWPORT

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

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

Event Name: Newport Bay to Brews Half Marathon/10K

Event Date: Oct 17, 2015 Time(s) 8:00am

Location: Rogue Ales and Spirits, Newport, OR.

Facilities to Be Used: Parking area at Rogue, public bathrooms.

Set-up Dates and Start Times: Oct 17, 2015 5:30am-noon.

Take-down Dates and End Times: n/a

Estimated Number of Participants: Contestants: 350

775 Vendors / Volunteers: 25

Attendees: 400

Applicant / Signer: Paula Harkin, Runwithpaula Events, Inc.

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

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

Contact Person (if different than applicant): same as above

Contact Person's address, phone number and e-mail: same as above

AUG 3 2015

Please provide a detailed description of the event:

Running and walking event starting at Rogue Ales. Half Marathon and 10K distances. Course map attached.

PORT OF NEWPORT

Multiple horizontal lines for providing a detailed description of the event.

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

I am requesting a full waiver of usage fee as we are not asking the port to host or provide employees or volunteers to manage this event. We are in our second year and hope to continue to make a positive impact on the Newport Community both in economic impact through hotel stays and restaruant visits including camping and also providing a cash donation to our charity of choice, CAC. We also provided an in kind sponsorship and cash to Newport HS in exchange for course volunteers at our aid station.

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

1. Is the applicant a non-profit or a for-profit entity? We are FOR PROFIT.
2. Will proceeds from the event be donated to charitable causes? If so, what percentage of the proceeds will be donated and to which charitable causes? We will make a donation

to CAC. Not sure of the exact percentage as last year we did not make any profit but still gave to CAC.

3. What is the Port's cost to provide services for the event? None.
4. Does the event provide any direct benefit to the Port? The race will happily promote the port in any way we can using our website and our race goodie bag to get information to participants regarding the Port.

**USAGE FEE SCHEDULE**

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

RECEIVED

AUG 3 2015

PORT OF NEWPORT

<b>CERTIFICATE OF INSURANCE</b>	<b>DATE:</b> 8/7/2015
	<b>CERTIFICATE NUMBER:</b> 20150617340562

<b>AGENCY:</b>	
ESIX 3 LLC d/b/a Entertainment & Sports Insurance eXperts (ESIX) d/b/a Entertainment and Sports Insurance Agency (California) 2727 Paces Ferry Road, Building Two, Suite 1500 Atlanta, GA 30339 678-324-3300 (Telephone) 678-324-3303 (Facsimile)	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

<b>NAMED INSURED:</b>	<b>INSURERS AFFORDING COVERAGE:</b>
USA Track & Field, Inc. 132 East Washington Street, Suite 800 Indianapolis IN 46204	Run with Paula Events, Inc.  INSURER A: Philadelphia Indemnity Ins. Co. INSURER B: Philadelphia Indemnity Ins. Co.

<b>EVENT INFORMATION:</b>
Newport Bay to Brews Half Marathon & 10K (10/17/2015 - 10/18/2015)

**POLICY/COVERAGE INFORMATION:**

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INS	TYPE OF INSURANCE:	POLICY NUMBER(S):	EFFECTIVE:	EXPIRES:	LIMITS:
A	GENERAL LIABILITY				
	<input checked="" type="checkbox"/> Occurrence	PHPK1241556	11/1/2014 12:01 AM	11/1/2015 12:01 AM	GENERAL AGGREGATE (Applies Per Event) \$3,000,000
	<input checked="" type="checkbox"/> Participant Legal Liability				EACH OCCURRENCE \$1,000,000
					DAMAGE TO RENTED PREMISES (Each Occ.) \$1,000,000
					MEDICAL EXPENSE (Any one person) EXCLUDED
					PERSONAL & ADV INJURY \$1,000,000
					PRODUCTS-COMP/OP AGG \$3,000,000
B	UMBRELLA/EXCESS LIABILITY				
	<input checked="" type="checkbox"/> Occurrence	PHUB476653	11/1/2014 12:01 AM	11/1/2015 12:01 AM	AGGREGATE (Applies Per Event) \$10,000,000
					EACH OCCURRENCE \$10,000,000

**DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS:**


Coverage applies to USA Track & Field sanctioned events and registered practices, including any directly related activities, such as event set-up and tear-down, participant check-in and award ceremonies.

The certificate holder is an additional insured as required by written contract or written agreement, but only for liability arising out of the negligence of the Named Insureds per the following endorsement: Additional Insured - Certificate Holders (Form PI-AM-002)

The General Liability policy is primary and non-contributory with respect to the negligence of the Named Insureds (Form CG 00 01).

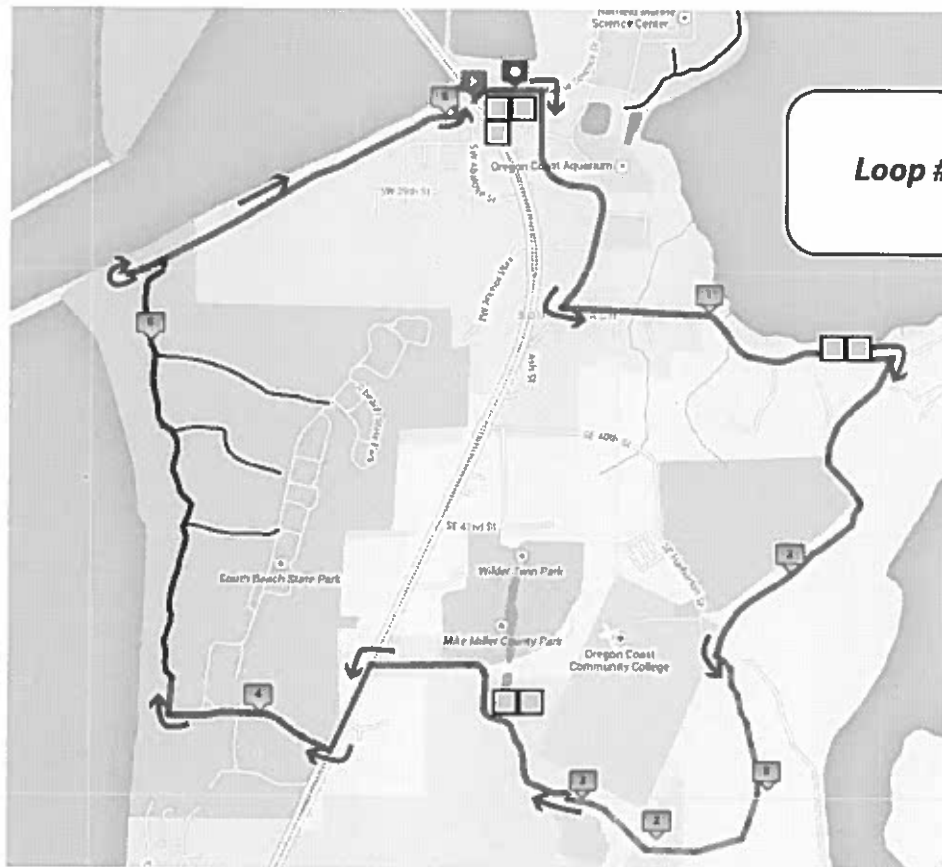
The General Liability policy contains a blanket Waiver of Subrogation as required by contract per Waiver of Transfer of Rights of Recovery Against Others (Form CG 24 04).

Excess policy follows form of underlying General Liability.

<b>CERTIFICATE HOLDER:</b>	<b>NOTICE OF CANCELLATION:</b>
Port of Newport, Oregon 600 SE Bay Blvd Newport OR 97365	Should any of the above described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions.
	<b>AUTHORIZED REPRESENTATIVE:</b>
	

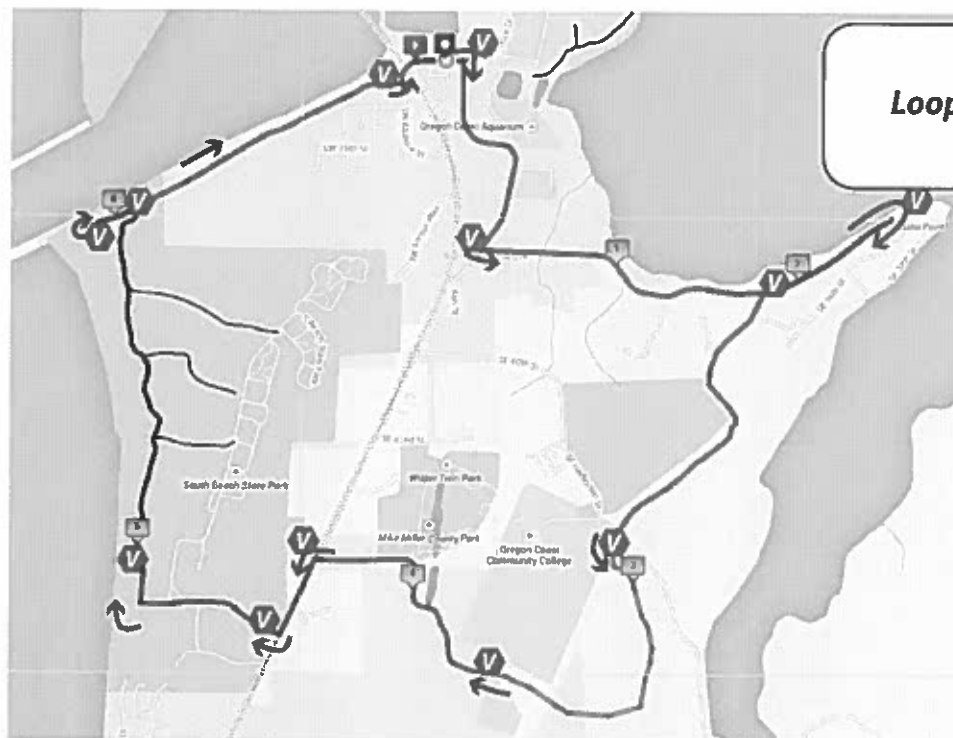
# Bay To Brews 10K & Half Marathon 2014

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



**Loop #1: 6.21 Miles**

□ Portable Toilet Placement



**Loop #2: 6.9 Miles**





August 20, 2015

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

RE: Sponsorship Agreement: In Kind Sponsorship Value \$900.

Dear Mr. Greenwood:

Thank you for partnering with the Newport Bay to Brews Half Marathon & 10K dated Saturday, October 17, 2015. Below you will find details of our partnership. I look forward to working with The Port of Newport to bring an outstanding event to Newport, OR.

Runwithpaula will provide:

Logo placement on website

Link to the Port of Newport on website

Logo on race shirt

Booth space at race

Goodie Bag insert

Mention in radio advertising August 2015 (emailed copy to Kevin 8/19)

Port of Newport will provide:

\$900 deduction in permitting fees.

Bathrooms open for event

I look forward to working with you and am open to marketing ideas that will support the Port's initiatives.

Sincerely,

Paula Harkin  
Runwithpaula Events, Inc

X

Date:

---

Kevin Greenwood  
Port of Newport

X

Date:

---

## PORT OF NEWPORT SPECIAL USE PERMIT

This permit, effective October 9, 2015, from the Port of Newport, organized and existing under the laws of the State of Oregon, hereinafter referred to as "Port" to "U-Da-Man", hereinafter referred to as "Permittee",

The Port hereby grants permission to Permittee to use the designated area in the new launch ramp parking lot at the Port of Newport Marina and RV Park, 2120 SE Marine Science Drive, Newport, as shown in Exhibit A attached. Use of designated area by Permittee is for one day set up of free-standing tents and displays on Friday, October 9, 2015 2pm; and for the "U-Da-Man" fishing derby event as well as take down on Saturday, October 10, 2015, 7 pm. Permit is subject to the rules, regulations, and ordinances of the Port of Newport and subject to the following terms and conditions:

1. Deposit. A refundable deposit in the amount of \$100.00.
2. Fees. WAIVED including participants launch fees in exchange for sponsorship rights.
3. Reservation of Rights. Port reserves the right to alter or amend the terms and conditions of this permit.
4. Liability, indemnity of Port. Permittee agrees to exercise due care in the activities described above and to abide by all Port rules, regulations, and ordinances. Permittee shall indemnify and hold Port harmless from and against all claims, actions, proceedings, damages, and liabilities, including attorney fees, arising from or connected with Permittee's use of Port facilities. Permittee will carry a comprehensive general liability insurance policy with limits of \$1,000,000.00 per occurrence and \$2,000,000.00 in aggregate, and will provide the Port with a Certificate of Insurance naming the Port as an additional insured.
5. Limitation of Port's Liability. Permittee acknowledges that Permittee has inspected the grounds and related facilities and is satisfied that these facilities are adequate for safe use for the above-described purpose. This permit is not a contract. Port's liability is limited to its sole negligence. Port's employees will make reasonable efforts to contact Permittee and notify Permittee of conditions requiring Permittee's attention, but Port assumes no responsibility of Permittee's use of the Port's facilities. Permittee confirms and assures that there are not alcoholic beverages used or provided during this event and that certified and trained emergency response providers are on site.
6. Nontransferability / Term. This permit is nontransferable. This permit expires October 10, 2015.

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

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

Accepted by:  
"U-Da-Man"  
Attn: Dean Fleck  
c/o Englund Marine Supply  
880 SE Bay Blvd  
Newport, OR 97365

By: \_\_\_\_\_  
Kevin Greenwood, General Manager

By: \_\_\_\_\_  
Dean Fleck

ATTACHMENT: U-DA-MAN 2015 Event Details.pdf  
Cc: Chris Urbach, South Beach Harbormaster  
TCB Security



**SATURDAY, OCTOBER 10, 2015**

YAQUINA BAY, NEWPORT, OREGON



ENGLUND MARINE & INDUSTRIAL SUPPLY



# U-DA-MAN! 2015 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**

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.**

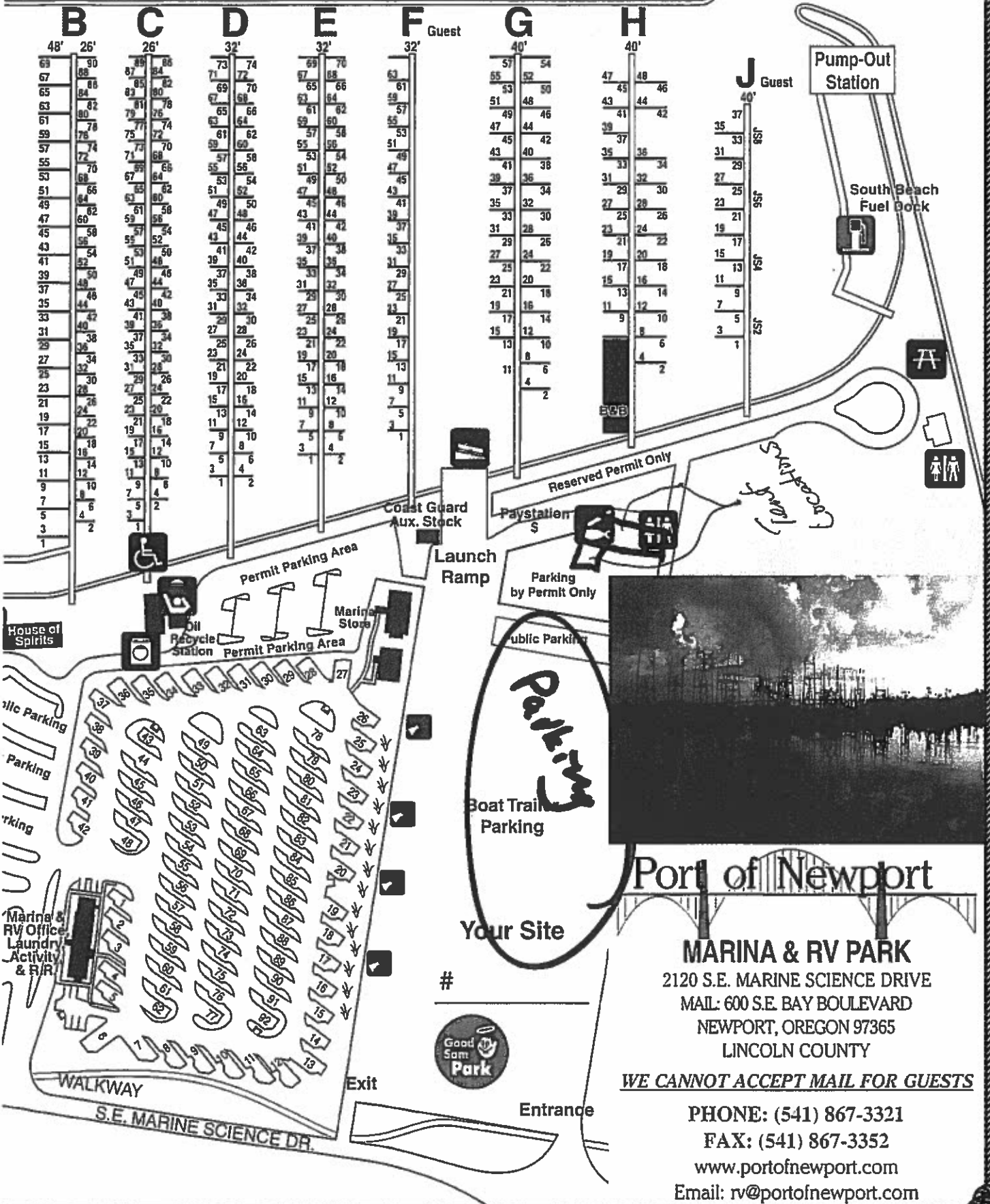


Like us on  
Facebook  
[www.facebook.com/UDAMANFishingTournament](http://www.facebook.com/UDAMANFishingTournament)

**ALL APPLICABLE 2015 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.**

# Exhibit A

All Rights Reserved ©  
Not for Navigational Purposes



## Port of Newport

**MARINA & RV PARK**  
2120 S.E. MARINE SCIENCE DRIVE  
MAIL: 600 S.E. BAY BOULEVARD  
NEWPORT, OREGON 97365  
LINCOLN COUNTY

**WE CANNOT ACCEPT MAIL FOR GUESTS**

PHONE: (541) 867-3321  
FAX: (541) 867-3352  
www.portofnewport.com  
Email: rv@portofnewport.com

PORT OF NEWPORT  
SPECIAL USE PERMIT


This permit effective October 3, 2014 from the PORT OF NEWPORT, organized and existing under the laws of the State of Oregon, hereinafter referred to as "Port", to "U-Da-Man", hereinafter referred to as "Permittee".

Port hereby grants permission to Permittee to use the designated area in the new launch ramp parking lot at the Port of Newport Marina and RV Park, 2120 S. E. Marine Science Drive, Newport, as shown in Exhibit A attached. Use of designated area by Permittee is for one day set up of free-standing tents and displays on Friday, October 3, 2014 2pm; and for the "U-Da-Man" fishing derby event as well as take down on Saturday, October 4, 2014 7pm. Permit is subject to the rules and regulations, and ordinances of the Port of Newport, and subject to the following terms and conditions:

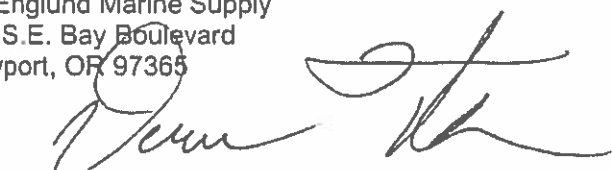
1. A refundable security deposit in the amount of \$250.00 to secure compliance by Licensee of each and every term and provision of this special use permit, including but not limited to clean up.
2. Reservation of Rights. Port reserves the right to alter or amend the terms and conditions of this permit.
3. Liability; Indemnity of Port. Permittee agrees to exercise due care in the commercial activities described above and to abide by all Port rules and regulations, and ordinances. Permittee shall indemnify and hold Port harmless from and against all claims, actions, proceedings, damages and liabilities, including attorney fees, arising from or connected with Permittee's use of Port facilities. Permittee will carry a comprehensive general liability insurance policy with limits not less than \$2,000,000 per each occurrence and provide Port with a certificate of insurance naming the Port as an additional insured.
4. Limitation of Port's Liability. Permittee acknowledges that Permittee has inspected the grounds and related facilities and is satisfied that these facilities are adequate for safe use for the above-mentioned purpose. This permit is not a contract. Port's liability is limited to its sole negligence. Port's employees will make reasonable efforts to contact Permittee and notify Permittee of conditions requiring Permittee's attention, but Port assumes no responsibility of Permittee's use of the Port's facilities.
5. Nontransferability; Term. This permit is nontransferable. This permit expires October 4, 2014, at 7:00 p.m.

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

PORT OF NEWPORT:  
600 S.E. Bay Boulevard  
Newport, OR 97365

By:   
Kevin Greenwood, General Manager

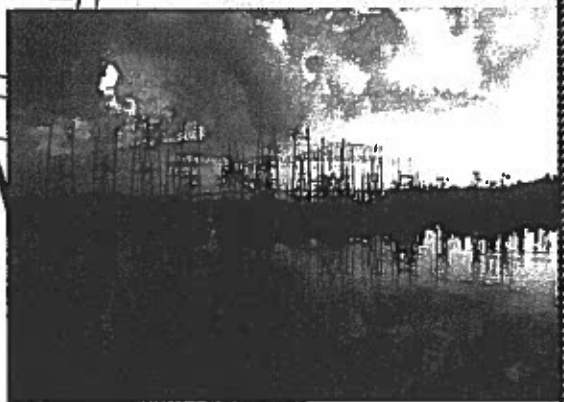
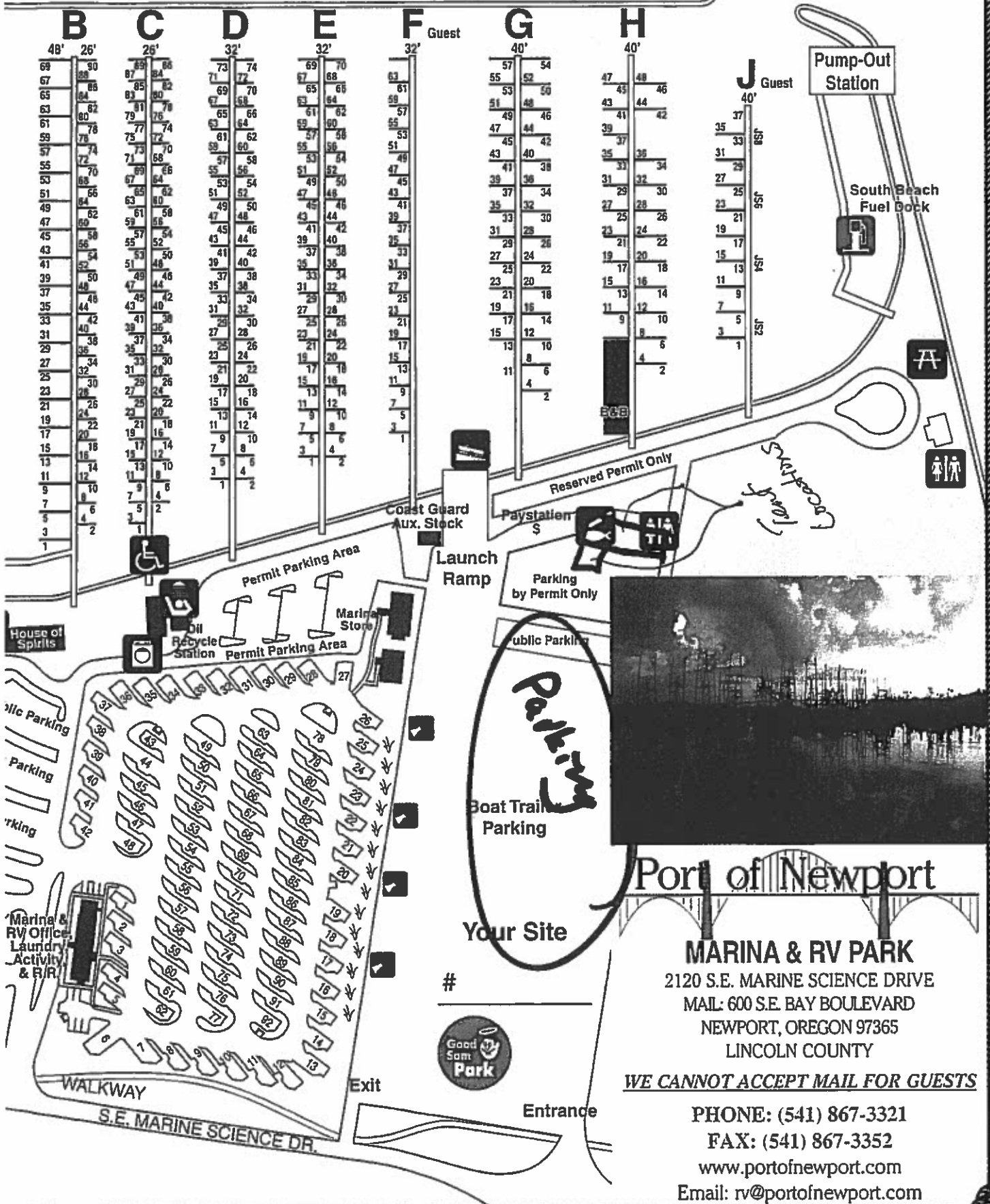
Accepted by:  
"U-Da-Man"  
Attn: Dean Fleck  
c/o Englund Marine Supply  
880 S.E. Bay Boulevard  
Newport, OR 97365

By:   
Dean Fleck

ATTACHMENT  
L:\LEASES-LICENSES-SUP\SPECIAL USE PERMITS\U-Da-Man Fishing Derby 2014.doc  
c: Chris Urbach, South Beach Marina Harbormaster  
Port Security

# Exhibit A

All Rights Reserved ©  
Not for Navigational Purposes



## Port of Newport

**MARINA & RV PARK**  
2120 S.E. MARINE SCIENCE DRIVE  
MAIL: 600 S.E. BAY BOULEVARD  
NEWPORT, OREGON 97365  
LINCOLN COUNTY

**WE CANNOT ACCEPT MAIL FOR GUESTS**

PHONE: (541) 867-3321  
FAX: (541) 867-3352  
www.portofnewport.com  
Email: rv@portofnewport.com

**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.**



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
10/02/14

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> PayneWest Insurance PO Box 830 Newport, OR 97365	<b>CONTACT NAME:</b> Laura Flores <b>PHONE (A/C, No, Ext):</b> (541) 265-7768 <b>FAX (A/C, No):</b> <b>E-MAIL ADDRESS:</b> <b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Essex Insurance Co <b>INSURER B:</b> <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>
---	---

**COVERAGES**                                      **CERTIFICATE NUMBER:**                                      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
X	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	X		3DS7684	10/3/14	10/5/14	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (PER ACCIDENT) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y/N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				<input type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)**  
 Certificate Holder is Additional Insured on General Liability with regard to the fishing tournament

<b>CERTIFICATE HOLDER</b> Port of Newport 600 SE Bay Blvd Newport, OR 97365	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
--	--

## SPECIAL USE PERMIT APPLICATION

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

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

Event Name: Trick or Treat, Monster Feet 5K and Kids Fun Run

Event Date: October 24th, 2015 Time(s): 10:30 AM - 2:00 PM

Location: 2320 SE Marine Science Dr, Newport, OR 97365

Facilities to Be Used: See "Kids Route" and "5K Route" links in email

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Set-up Dates and Start Times: 7:00 AM setup, 10:30 start time

Take-down Dates and End Times: Tear down begins at noon site cleared by 2:00 PM

Estimated Number of Participants: Contestants: +/- 100

Vendors / Volunteers: +/- 20

Attendees: +/- 170

Applicant / Signer: The Rotary Club of Newport Oregon

Mailing Address: PO Box 235, Newport, Oregon 97365

Telephone: 541-961-9498 E-mail: nptrotarypr@gmail.com

Contact Person (if different than applicant): Rob Wienert

Contact Person's address, phone number and e-mail: 121 NE Harney Street, 541-961-9498, nptrotarypr@gmail.com

Please provide a detailed description of the event:

The Rotary Club of Newport Oregon is hosting a fundraising event consisting of a Halloween themed and costume encouraged foot race and kids "fun run". The event is called "Trick or Treat, Monster Feet 5K". 100% of the event proceeds go towards The Rotary Club of Newport Oregon's general fund. Setup will begin at 7:00 AM on October 24<sup>th</sup>. Setup activities will include setting up mile marker signs on the 5K route, navigation signs on both the 5K route and kids run route. Setup activities will also include setting up tables, chairs and food items at the start/finish area adjacent to the Rogue Brewery's East entrance. Race activities will begin at 10:30 AM with the kids "fun run". The "fun run" route can be viewed on the linked route map labeled "Kids Route". The "fun run" begins in the parking lot adjacent to the Rogue Brewery then proceeds south until the route intersects with the paved trail adjacent to SE Marine Science Drive (AKA SE OSU Dr.). The route continues to parallel SE Marine Science Drive north until intersecting with the roundabout. From the roundabout the route turns south and continues approximately 300 FT to the edge of the marina parking lot where the route turns west and continues approximately 670 FT. The route then turns south immediately after passing the marina store and continues approximately 500 FT until reaching the Rogue House of Spirits parking lot where the route then turns back east and continues for another 300 FT. The route then turns south and continues approximately 320 FT ending where it began in the Rogue Brewery parking lot. The kids "fun run" route will have volunteers distributed along the way to both help navigate the participants as well as hand out candy to the kids (hence the name of the event). Race activities will continue with the 5K race beginning at 11:00 AM. The 5K route can be viewed on the linked route map labeled "5K Route". The 5K begins in the parking lot adjacent to the Rogue Brewery then proceeds west following the paved walking path under the bridge. The route continues up South Jetty until runners will be directed south along the paved South Beach Trail. The runners will continue down the trail until reaching the marked turnaround point and return along the same route they came. There will be food and beverage available at the finish area. The Rogue Brewery will be serving alcoholic beverages as well as non alcoholic beverages. There will also be food available by the Rogue Brewery. Race results will be announced and the event will be closing up by 2:00 PM October 24<sup>th</sup>. All event materials shall be cleaned up in a timely fashion on the day of the event.

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

The Rotary Club of Newport Oregon requests a waiver of any and all fees in regards to the Port of Newport's Special Event permit for the "Trick or Treat, Monster Feet 5K" event being held October 24<sup>th</sup> 2015 at 10:30 AM in South Beach. This event is a benefit to the community because it allows families a safe and friendly alternative to traditional trick or treating. It is a financial benefit to business/lessee's in the port as it provides advertising by way of sponsorships. The event is operated by a non-profit entity, namely



The Rotary Club of Newport Oregon. The event raises money for a charitable purpose; all money raised by The Rotary Club of Newport Oregon through this event shall go to The Rotary Club of Newport Oregon's general fund. The Rotary Club of Newport Oregon's general fund goes towards items such as scholarships, community development projects, the ongoing fight against polio and enriching the lives of those less fortunate both locally and abroad. The event promotes positive publicity for the Port of Newport as it promotes healthy activity, provides a safe and family friendly environment and is hosted by such a reputable organization as The Rotary Club of Newport Oregon.




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

1. Is the applicant a non-profit or a for-profit entity? Yes
2. Will proceeds from the event be donated to charitable causes? If so, what percentage of the proceeds will be donated and to which charitable causes? 100%
3. What is the Port's cost to provide services for the event? \$ 0.00
4. Does the event provide any direct benefit to the Port? Potentially boosts ports lessee's business through event participation.

#### USAGE FEE SCHEDULE

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




**START**  

**FINISH**  

**FUN RUN**  
**COURSE 0.75 mi**

**Rotary**

The Rotary Club  
of Newport Oregon

SE OSU DR

SE OSU DR

**2014**

**COURSE**

SE OSU S.

# 2015

## COURSE



TURNAROUND & AID STATION

MILE 2

MILE 1

MILE 3

EXIT ROGUE PARKING LOT AND TURN RIGHT ONTO PAVED PATH ALONG SE OSU DRIVE FOLLOW THE PATH UNDER THE BRIDGE TURN RIGHT ONTO SW 25TH STREET PROCEEDING WEST DOWN THE JETTY TAKE A LEFT ONTO THE PAVED SOUTH LETTY TRAIL CONTINUE SOUTH ON THE TRAIL UNTIL YOU REACH THE TURN-AROUND POINT RETURN THE SAME WAY YOU CAME AND FINISH AT THE ROGUE!

★ START/FINISH  
↑ SW COURSE



**PORT OF NEWPORT  
RESOLUTION NO. 2015-15**

**A RESOLUTION SETTING LIMITS FOR CHARTER/GUIDE VESSELS INSURANCE COVERAGE**

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

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

**WHEREAS**, the Port Commission last adjusted rates, fees and charges via Res. No. 2015-06 on May 28, 2015; and

**WHEREAS**, the Port Commission also utilizes the rates resolution to set insurance limits for vessels moored at the Port of Newport; and

**WHEREAS**, the industry standard for commercial liability for charter and guide boats is \$1-million and the current limits are listed at \$1.7-million which may increase premiums as much as 100% and is written by very few underwriters; and

**WHEREAS**, the Port Commission feels that the Port's policy should reflect industry standards while protecting the financial interests of the port; NOW THEREFORE,

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

**Section 1. Insurance Certificate Limits.**

A. Moorage/Vessels.

1.	Charter/Guide Vessels	NEW	OLD	
a.	General Liability.....	\$1.0MM	\$1.7MM	-41%

**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 22nd day of September, 2015.

ATTEST:

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

\_\_\_\_\_  
David Jincks, Secretary/Treasurer

September 17, 2015

Hi Barb

Most companies offering passenger charter insurance will offer \$1,000,000 P&I liability limits as the maximum. This policy would be considered the “primary” and would normally also include coverage for the vessel’s physical damage in addition to the liability for their passengers and crew.

The vessel owner would then be required to purchase a separate insurance policy called “Excess Liability” for the additional \$1,000,000 P&I to meet the \$2,000,000 limits if that was required. The premium for this additional policy would vary greatly depending on the insurance company, the vessels passenger capacity, and the owners experience, but premiums would typically range between \$1,500 - \$5,000 just for that excess policy in addition to the primary policy premiums. Some have a \$2,500 minimum premium for an excess P&I policy.

Hope this helps

Thank you

*Mark VanEpps*

Sales Manager  
Charter Lakes Marine Insurance

3455 East Paris Ave SE | Grand Rapids, MI 49512  
☎ 800.879.2248 | ☎ 616.975.3518 | 📠 616.975.0670  
[www.charterlakes.com](http://www.charterlakes.com) } [www.ajgrms.com](http://www.ajgrms.com) } [mark\\_vanepps@ajg.com](mailto:mark_vanepps@ajg.com)  
Arthur J. Gallagher Risk Management Services, Inc

# PETER E. ZERR

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658 NE 20<sup>th</sup> Place, Newport Oregon 97365 • pezerr@gmail.com • (541) 272-0150

**Summary** Offering over 24 years of comprehensive experience in the maritime industry in order to further the goals of the Port of Newport. Expertise includes marine operations, facility maintenance, maintenance management, ensuring regulatory, safety and security compliance, and documentation for facilities and ocean-going vessels, sourcing and procurement, and logistical support for terminal operations.

**Education** U.S. Merchant Marine Academy, Kings Point, New York  
B. S. Marine Engineering, June 1990

**Experience** **Interim Director and Marine Superintendent**, University of Alaska  
Fairbanks / Seward Marine Center, Seward, Alaska

*April 2015 – Aug 2015*

- Responsible for all aspects of operations and maintenance of the Seward Marine Center campus, including 7 buildings on 13 acres of land, waterfront with a pier and boat ramp, and a fleet of vehicles and equipment and small boats needed to support ship operations.
- Responsible for procurement of materials, equipment, services, and contracts for electrical, mechanical, and all other aspects of vessel and facility operations.
- Prepare and review specifications, quotations, bids, and contracts for equipment, system upgrades, and major maintenance.
- Interpret and apply local, state, and national rules and regulations to operations and inform and advise upper management on operational considerations.

**Marine Engineering Manager**, Schmidt Ocean Institute, Palo Alto, CA  
*2010 - 2015*

- Research, specify, plan and manage integration and installation of major upgrades and technical modifications to the ship's scientific and core engineering systems.
- Oversee dockside and shipyard periods and coordinate maintenance and mobilization activities with the crew and scientists.
- Document compliance of all regulatory and statutory requirements and keep meticulous records of all enhancements and modifications.
- Direct preparation of equipment layout, detailed drawings, and specifications for bidding purposes. Facilitated procurement process and procedures by maintaining procurement tracking.
- Perform and/or supervise in-water maintenance, repair, and inspections.

**Marine Superintendent**, Oregon State University, Newport, OR  
*2005 - 2010*

- Coordinate with scientific investigators with the goal of achieving the most successful scientific mission possible for their cruise.
- Specify equipment and upgrades for research vessels.
- Manage logistics and provided customer service to research vessel, and marine facility users.
- Plan, organize, and oversee vessel activities.
- Maintain the Facility and Vessel Security Plan and ensure all other regulatory compliance of both vessels.
- Serve as liaison with the federal agencies (NSF, NOAA, ONR, etc.) to negotiate funding for ship operations, repairs and equipment and to keep them informed via written correspondence and reports.
- Serve as contact for physical security and government property with University and other government officials.

**Port Engineer**, Oregon State University, Newport, OR  
*2004 – 2005*

- Operate, maintain and repair facility equipment including 35-ton Grove mobile crane, numerous forklifts, vehicles, and pier facilities including electric, hydraulic, pneumatic, and HVAC systems.
- Prepare specifications and ensure compliance, quality, and budget by shipyard for major repair activities.
- Ensure compliance and maintained documentation of regulatory and safety requirements.
- Implement procedures and maintain documentation to meet a variety of regulatory requirements including International Ship and Port Security (ISPS) and Ship Safety Management Systems (SMS).
- Coordinate problem solving and corrective actions for vessel equipment and system issues, and for efficient program execution.

**Chief Engineer**, R/V Western Flyer, MBARI, Moss Landing, CA  
*1998 – 2004*

- Responsible for operation and maintenance of ship's propulsion and auxiliary systems.
- Supervised four members of the engineering department onboard.
- Knowledge and compliance of federal rules and regulations.

**Assistant Engineer (Third, Second, and First)** 1990 – 1998 on various research and commercial vessels ranging in size and horsepower from 4,000 to 120,000 shaft horsepower.

**Certifications  
Licenses and  
Achievements**

USCG Chief Engineer (Steam, Diesel, or Gas Turbine) Unlimited Horsepower – 7<sup>th</sup> issue, STCW, TWIC, Advanced Marine Firefighting, Basic Safety Training, Rigging Course, Lab Safety, AAUS & NAUI SCUBA Masterdiver with Nitrox certification, Member of Oregon State University Dive Control Board, Hazmat, Refrigerant Recovery, First Aid, CPR, Automated External Defibrillator, Forklift Operator, Mobil Crane Operator (50 ton), FCC Radiotelephone Operator, Port/Company/Ship Security Officer, Participant in the National Industrial Security Program (ComSec Custodian), Fundamentals of Contract and Change Management for Ship Construction Repair and Design – Fisher Maritime, Participation in 2009 Oil Spill Response Table Top Exercise & Seminar, Meredith Management Group, U. S. Naval Reserve Commission as 2nd Lieutenant.

**Professional  
Societies**

The Marine Technology Society & The Society of Naval Architects and Marine Engineers.



**POSITION TITLE**  
Terminal Facility Supervisor  
Newport International Terminal

**DEPARTMENT/DIVISION**  
Operations

**FLSA:** Non-Exempt  
**DATE:** 8/13/2015

**SALARY RANGE:** \$40,518-\$53,164

**IMMEDIATE SUPERVISOR (Title)**  
Director of Operations

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

### **POSITION OBJECTIVES**

The Newport International Terminal Facility Supervisor is responsible for performing the duties and/or supervising all of the maintenance and operating requirements of the International Terminal within its annual budget constraints. The position requires a broad working knowledge & the skills to perform the tasks of multiple trades in facility maintenance and equipment operation. The position requires schedule flexibility and must be available 24/7 for timely response to emergency calls and customer support. The position is the 1<sup>st</sup> line contact for all maintenance and operations of the facility including upland and in-water assets. The position requires an excellent customer service attitude. This position has the opportunity for development & implementation of future shipping operations.

### **DUTIES AND RESPONSIBILITIES**

#### **Physical Plant & Grounds**

1. Daily presence, either on site or remotely, is required. Availability for 24/7 emergency contact and timely 1st line response.
2. Maintenance and monitoring of the Computerized Maintenance Management System (CMMS) software to ensure the efficient management and maintenance of the International Terminal and its assets.
3. Operate Mobile Hydraulic Crane, forklifts and hoists
4. Self-perform or supervise maintenance and repair related to the facility buildings, equipment and marine systems per the CMMS scheduled PM program or as required, including but not limited to: inspections, monitoring, controls programming, cleaning, filter changes, lubrication, belt replacement, adjustments, corrosion protection, troubleshooting, painting, and repairs, etc. in order to maintain or improve the existing systems. Physically perform and/or supervise the tasks as needed.
5. Self-perform or supervise grounds services to include inspecting, controls programming, cleaning, sweeping, power washing, power blowing, adjustments, corrosion protection, painting, troubleshooting, repairing, mowing, trimming, weeding, watering, fertilizing, and pest control, etc., as required to maintain or improve the existing grounds and landscaping.
6. Performs and/or supervises in-water maintenance, repair, and inspections. Works with Director of Operations and other management staff for the survey, monitoring, and maintenance work required for dredging operations.
7. Works safely per company safety policy, OSHA and USCG regulations to perform work.
8. Works with power tools and rental equipment including high lift equipment such as scissor lifts, and boom lifts.
9. Regular inspections of storm-water system and collection of run-off samples for testing.

#### **Administration**

1. Creates, manages, and performs all duties within the confines of the annual budget.
2. Coordinates the facilities Storm Water Pollution Prevention Plan and 1200Z permit.
3. Maintains the Facility Security Plan and ensures accurate record keeping of required training and drills.
4. Maintains a prepared list of all facility operating equipment, including part numbers, model numbers, and contact telephone numbers.
5. Maintains all operation manuals and file information of all facility assets.
6. Maintains an accurate electronic and hard copy as-built drawing file of the facility including record documents and specifications from an operational perspective.
7. Works with the Director of Operations and other management staff, to determine in the best interests of the Port District, which maintenance requirements should be sub-contracted in the form of maintenance contracts, allowing the Port to budget funds for maintenance.
8. Identify, on an annual basis, long-term maintenance requirements, major overhauls, and asset replacement for budgeting purposes.
9. Using Port procurement procedures and guidelines; purchase materials required to perform the maintenance and repair tasks as required.

10. Using Port procurement procedures and guidelines; develop, facilitate, and administer service agreements with vendors for scheduled PM maintenance programs as required.
11. Provide monthly or as needed, written reports and/or presentations to the Director of Operations, General Manager-
12. Assists with the maintenance of the port records room.
13. Active participation on the Port's Safety Committee.

### **CHALLENGES ENCOUNTERED**

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

### **OTHER DUTIES AND RESPONSIBILITIES**

- Develop and maintain positive ongoing relationships with fishing and shipping industry and related associations.

### **WORKING RELATIONSHIPS**

- Internal: Management staff, other employees.
- External: Commercial fishermen, longshoremen, importers/exporters, contractors, consultants, neighboring tenants, leaseholders, professional and public groups.

### **EDUCATION AND/OR EXPERIENCE PREFERRED**

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

### **EXPERIENCE AND KNOWLEDGE REQUIRED**

1. 3 years' proven experience operating cranes, fork lifts and hoists with the ability to acquire and maintain a 50 ton and less Mobile Hydraulic Crane Operator's Safety Card from the state of Oregon.
2. 3 years' proven experience working in a supervisory position in a marine environment, shipping terminal, commercial dock or similar yard/warehouse industry.
3. Proven history of self-motivation, excellence in customer service and high performance goal setting.
4. Proven history of maintaining successful relationships with agencies, professional and public groups, labor unions, contractors and consultants.
5. USCG approved Facility Security Officer training certification or the ability to obtain certification within 3 months.
6. Proven ability in the performance of maintaining and operating electrical distribution systems, lighting control, marine docking systems, cathodic protection systems, mobile hydraulic cranes, hoists, and forklifts.
7. Advanced and proven ability working with office, administrative, maintenance, and operations software's: CMMS, Word, Excel, Outlook, Web browsers, Web search engines with advanced and proven ability working with current Information Technology (IT) devices and applications for remote access to security systems and communication; smart phones, tablets, Android or Apple OS.
8. Proven experience with budget development procedures.
9. Proven ability of excellent verbal communications and professional technical skills such as writing letters, preparing reports, sending emails, and tracking communications data.
10. High degree of experience using OSHA, Haz Mat, MDS principles, and programs.

### **EXPERIENCE AND KNOWLEDGE PREFERRED**

1. Strong mechanical background working with or maintaining heavy equipment
2. Strong background repairing and maintaining commercial buildings or structures
3. Experience working with varied government agencies such as USCG, DEQ, SDAO, ODFW, DSL, USACE.
4. Experience working with storm-water management and practices.

5. Strong management skills.
6. Proven Ability to successfully manage diverse projects.
7. Participation as part of a management team in the overall planning and management functions of service-oriented marine or industrial projects.
8. Ability to communicate concepts, ideas, and programs, both within and outside the organization.

**OTHER**

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

Normal working hours are Monday through Friday from 7:00 AM – 4:00 PM; however, the Facility Supervisor shall be available 24/7. Position may require flexible scheduling to accommodate shipping operations, fishing vessel gear changes, vessel calls or for training exercises or any on-site emergencies.

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

\_\_\_\_\_  
Approved by Immediate Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date



J Novello  
 227 NE San Bayo Cir  
 Newport OR 97365

PORTLAND OR 970

97365 12:32:15 PM 5/1



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



8-18-15

Dear Kevin,

I wanted to take a moment to thank you and your crew for making the visit of the 'America' possible. Kevin + Brian were especially helpful keep the moorage clear and answering questions as they came up. This was a great public relations event for our community.

I look forward to continued relations with you and your staff.

Thanks Again.

Joe Novello



Steven E. Rich, City Attorney  
CITY OF NEWPORT  
169 S.W. Coast Hwy.  
Newport, OR 97365  
s.rich@newportoregon.gov  
541-574-0607

September 15, 2015

Mr. Chris Urbach  
South Beach Harbor Master  
600 SE Bay Blvd.  
Newport, OR 97365

RE: Location of Optical Viewing Tower

Dear Mr. Urbach:

It is my understanding from Newport City Employee, John Johnston, that he has discussed with you location of an Optical Viewing Tower on Port of Newport property. Mr. Johnston has requested that I confirm with you the City's interest in moving forward with such a project. Please understand that the City would be responsible for any costs of the installation and maintenance of the viewer.

The City is requesting the Port's approval for locating the viewer on the pier, as you and Mr. Johnston discussed. Please confirm that the Port is willing to allow such location and please confirm with Mr. Johnston the specific site acceptable to the Port.

Thank you for your consideration and cooperation

Best Regards,

*/s/ Steven E. Rich*

Steven E. Rich  
City Attorney

SER/hs  
cc: OCM/Council



**Operating Fund**

**August 13, 2015 through Sept 16, 2015**

<b>Date</b>	<b>Numb</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
08/13/15	37089	City of Newport	Room Tax	9,240.49
08/13/15	37090	Good Sam RV Travel Guide & Campgrou	Annual Directory Good Sam SB RV	4,984.80
08/13/15	37091	Kevin Greenwood	Expense Reimbursement	350.23
08/13/15	37092	Oregon Cascades West - COG	Mapping Port Boundaries	187.50
08/18/15	37093	Shirley Enderle	VOID: refund moorage	0.00
08/18/15	37094	Clackamas Campers	refund group RV overpayment	187.19
08/18/15	37095	Kathie Loe	RV Refund	28.70
08/18/15	37096	Ben's Diving	Inspection PD3,5,7 & Swedes	1,800.00
08/18/15	37097	Central Lincoln PUD	Electric	1,585.40
08/18/15	37098	Century Link	Telephone	382.22
08/18/15	37099	CoastCom Inc	Internet and E-mail	832.00
08/18/15	37100	Design Space	Temporary Office Rental	835.00
08/18/15	37101	Englund Marine Supply Co, Inc	UHMW Board PD5D	23,707.25
08/18/15	37102	FarWest Steel Corporation	Flat Bar for PD5	408.32
08/18/15	37103	HC Etc., Inc	IT Service	1,030.40
08/18/15	37104	Keller Supply Company	Solenoid Valve for Marina Showers	433.08
08/18/15	37105	Central Lincoln PUD	Electric	2,856.05
08/20/15	37106	Business Oregon-OBDD	Loan # 520161	4,463.00
08/20/15	37107	Cedar Creek Quarries, Inc	Crushed Rock for PD4 Parking Lot	86.02
08/20/15	37108	Design Space	Customs Office	217.00
08/20/15	37109	Fastenal Company	Hardware, Dock Repair	1,424.42
08/20/15	37110	Marvel Engineering	Strainer for Hoist#3	145.21
08/20/15	37111	Oregon Cascades West - COG	Mapping Port Boundaries	480.00
08/25/15	37112	Steve Marquardt	refund RV Deposit	90.00
08/25/15	37113	Terry Greenman	refund moorage, sold boat	694.48
08/25/15	37114	Amy Cantrell	refund moorage, left marina	622.96
08/25/15	37115	Appliance Service Station	Repair Washers	400.00
08/25/15	37116	Coast Crane Co.	Crane Service	4,664.84
08/25/15	37117	Department of Environmental Quality	Stormwater NPDES CM	25.00
08/25/15	37118	Ewing	Sprinkler Nozzles	112.34
08/25/15	37119	Fred Meyer Customer Charges	Batteries, Grease Gun, Tape	103.66
08/25/15	37120	Gray's Web Design	Updates to website	78.00
08/25/15	37121	Lock Masters	Deadbolt and Keys for Annex Bathroom	90.00
08/25/15	37122	NW Natural	SB Gas	132.75
08/25/15	37123	Oregon Cascades West - COG	Annual Membership Dues	3,232.61
08/25/15	37124	Pacific Coast Congress of	Conference Registration, Steve, Rick, Aja	900.00
08/25/15	37125	Troyer's Marine Supply	Hardware	55.00
08/25/15	37126	Verizon Wireless	Port cell phones	386.28
08/31/15	37127	Oregon Association of Municipal Recorde	OAMR Associate Membership	35.00
08/31/15	37128	Green Flash - Taylor, Lee	Moorage Refund	539.78



**Operating Fund**

**August 13, 2015 through Sept 16, 2015**

08/31/15	37129	Kanoa Grande - 267126	VOID: 267126	0.00
09/01/15	37130	Allegiance Benefit Plan Mgmt	Health Reimbursement for Kevin Bryant	1,813.66
09/01/15	37131	Business Oregon-OBDD	Loan 655-36-02	7,800.00
09/01/15	37132	Central Lincoln PUD	Electric	4,943.71
09/01/15	37133	CenturyLink - Business Service	Telephone	26.34
09/01/15	37134	Coastal Marine Hydraulics, LLC	Repair #4 Hydraulic Hoist Leak	651.00
09/01/15	37135	Copeland Lumber Yards, Inc..	Hoses and Knee Pads	147.97
09/01/15	37136	Direct TV	Cable SB RV Park	555.63
09/01/15	37137	G & K Floors	Janitorial Services SB and Customs Trailer	4,080.00
09/01/15	37138	Goodyear Rubber Products Inc	Dock Bumpers Dock 5D	6,330.00
09/01/15	37139	T & L Chemical Toilet Service	Chemical Toilets Bayfront	436.00
09/01/15	37140	T&L Septic Tank Service	Pump Septic Tank Terminal	450.00
09/01/15	37141	Industrial Welding Supply, Inc	Oxygen	52.78
09/01/15	37142	Mark Rahm	Steel Toed Boots	50.00
09/01/15	37143	Road & Driveway Co Inc	Sink Hole Repair Pogue Parking Lot	888.99
09/02/15	37144	Shirley Enderle	Moorage Refund	622.96
09/02/15	37145	Voya (State of Oregon Plan)	Monthly Employee Contribution to Deferred Comp	100.00
09/02/15	37146	Yaquina Bay Economic Foundation	Annual Dues	300.00
09/03/15	37147	Jim Cross	refund moorage	611.20
09/14/15	37148	Employee	Mid Month Draw	481.00
09/14/15	37149	Employee	Mid Month Draw	450.00
09/14/15	37150	Employee	Mid Month Draw	500.00
09/14/15	37151	Employee	Mid Month Draw	500.00
09/14/15	37152	Employee	Mid Month Draw	300.00
09/14/15	37153	Employee	Mid Month Draw	475.00
09/14/15	37154	Employee	Mid Month Draw	500.00
09/14/15	37155	Employee	Mid month Draw	300.00
09/14/15	37156	Employee	Mid Month Draw	1,500.00
09/03/15	37157	Central Lincoln PUD	Electric	1,919.11
09/03/15	37158	City of Newport	Water and Sewer	5,365.80
09/03/15	37159	City of Newport	Water and Sewer	7,256.25
09/03/15	37160	Thompson's Sanitary Service, Inc	Trash Disposal	7,715.50
09/03/15	37161	Xerox Corporation	Copier Lease	440.00
09/09/15	37162	Oregon Government Finance Officers As	2015 OFGOA Fall Conference	395.00
09/10/15	37163	Kanoa Grande - 267126	Moorage Refund	440.00
09/16/15	37164	Allstart Auto Electric, Inc.	Repair Golf Cart Wiring	54.00
09/16/15	37165	ALSCO	Mats and Rag Service	240.04
09/16/15	37166	Barrelhead	Sono Tube, Trash Cans, Misc Hardware	488.36
09/16/15	37167	Carrot-Top Industries, Inc.	US and Oregon Flags	180.19
09/16/15	37168	Central Lincoln PUD	Electric	1,815.54
09/16/15	37169	Century Link	Telephone	387.14
09/16/15	37170	CenturyLink - Business Service	Telephone	44.74
09/16/15	37171	Creative Landscape & Maintenance	Landscape Maintenance	1,200.00
09/16/15	37172	Direct TV	Monthly Cable SB Annex	343.66



**Operating Fund**

**August 13, 2015 through Sept 16, 2015**

09/16/15	37173	HC Etc., Inc	IT Hours	1,800.00
09/16/15	37174	HR inc. Answers	Handbook Review	944.00
09/16/15	37175	Lincoln County Public Works	Fuel for Trucks	397.83
09/16/15	37176	Newport Auto Parts Inc	Vehicle Repair Parts	63.91
09/16/15	37177	News-Times	Annual Newspaper Subscription	86.50
09/16/15	37178	Papé Material Handling Exchange	Forklift Maintenance	706.15
09/16/15	37179	Platt	Hand Dryer Switches, Breakers	1,350.63
09/16/15	37180	Richard Hull	Year End Accounting	2,130.00
09/16/15	37181	Special Districts Insurance Service	Health Plan	10,937.03
09/16/15	37182	TCB Security Services, Inc	Monthly Security contract	6,516.00
09/16/15	37183	Toyota Financial Services	Forklift CM	1,044.20
09/16/15	37184	Valmont Coatings	Galvanize Flat bar for PD5	354.20
09/16/15	37185	Yaquina Bay Communications	Radio Ad Contract	100.00
09/16/15	37186	Central Lincoln PUD	Electric	3,968.35
09/16/15	37187	Central Lincoln PUD	Electric	6,842.41
09/16/15	37188	Brennon Chappell	Final Paycheck	44.01

<b>TOTAL</b>	<b>168,263.77</b>
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NOAA Fund

August 13, 2015 through September 16, 2015

Date	Numb	Name	Memo	Amount
8/18/15	12723	Aboveboard Electric	Supply & Install 30 amp Breaker	380.00
8/18/15	12724	Central Lincoln PUD	Electric	60.47
8/20/15	12725	Ultimate Pest Control, LLC	Pest Control Service	125.00
8/25/15	12726	Allstart Auto Electric	Batteries for Fire Door	164.00
8/25/15	12727	Central Coast Excavating, Inc.	Clean Storm Water Catch Basin,	2,394.50
8/25/15	12728	Contech Engineered Solutions	Storm Filter Cartridges	1,590.00
8/25/15	12729	Kroger - Fred Meyer Customer Charges	Sprinkle Hardware	88.64
8/25/15	12730	Overhead Door Company	Annual Inspection and Service 4	800.00
8/25/15	12731	Pacific Habitat Services, Inc.	Eelgrass Monitoring	1,508.58
8/25/15	12732	Verizon Wireless	Phone charges	61.64
8/25/15	12733	Williams Scotsman Inc	Rent Mobile Office	291.04
9/1/15	12734	Emerson Network Power	Annual PM AC Unit	850.00
9/1/15	12735	G & K Floors	Janitorial Services	450.00
9/1/15	12736	Newport Diesel & Marine Co., Inc.	Engine Block Heater Replacemer	1,063.46
9/1/15	12737	Pioneer Telephone Cooperative	Telephone	242.78
9/1/15	12738	Road & Driveway	Street Sweeper at Warf	123.50
9/1/15	12739	T & L Chemical Toilet Service	Chemical Toilet Service	35.00
9/2/15	12740	Clima-Tech Corporation	Annual Service for Automated Lo	2,520.00
9/3/15	12741	IconiPro	Monitoring Quarterly	75.00
9/3/15	12742	Thompsons Sanitary Service	Disposal & 20YD Dumpster	337.70
9/16/15	12743	AVS Elevator	Quarterly Service	487.26
9/16/15	12744	Central Lincoln PUD	Electric	64.05
9/16/15	12745	Lincoln County Public Works	Gas for Truck	97.93
9/16/15	12746	Newport Rental Service	Scissor Lift	262.00
9/16/15	12747	Pioneer Printing Inc	Business Cards for Jim	200.60
9/16/15	12748	Platt Electrical Supply, Inc.	Replacement Lamps	90.64
9/16/15	12749	S.D.A.O Special District Association	NOAA Health Ins	614.36
9/16/15	12750	TCB Security Services Inc	Elevator Phone Monitoring NOAA	20.00
			<b>TOTAL</b>	<b>14,998.15</b>



**Construction Fund**

**August 13, 2015 through Sept 16, 2015**

**No Activity for this time period**

**From:** Steve Wyatt <[director@oregoncoasthistory.org](mailto:director@oregoncoasthistory.org)>  
**Date:** September 9, 2015 at 12:04:23 PM PDT  
**To:** Kevin Greenwood <[kgreenwood@portofnewport.com](mailto:kgreenwood@portofnewport.com)>, Jon Holbrook <[custhome@hotmail.com](mailto:custhome@hotmail.com)>, "Dean J. Fleck" <[DFleck@englundmarine.com](mailto:DFleck@englundmarine.com)>, "Bud Shoemake" <[bud.shoemake@portoftoledo.org](mailto:bud.shoemake@portoftoledo.org)> <[bud.shoemake@portoftoledo.org](mailto:bud.shoemake@portoftoledo.org)>  
**Subject: Prop Project**

Hi Kevin -

Attached is a concept image showing how we would like to install the prop . This design has been given an informal nod of approval by the city.

As depicted it is resting on a concrete stand. On the reverse side of the center cone where the drive shaft would normally attach (not visible) it will have a bracket welded onto it that would assure it is safely secured to the concrete stand. The prop will need to sandblasted for this process. We are then hoping to let it weather while on display. Once it has a nice light coast of rust on it once again we would clear coat the prop using a durable graffiti resistant marine product.

Obviously we are going to have to revisit our original agreement which called for the prop to be basically untouched. Unfortunately this is not feasible.

Jon Holbrook can provide more details on the mounting system and Dean Fleck has more information on the coating.

Please let me know if you have any questions and how we need to proceed from here.

Cheers,

***Steve Wyatt***

Executive Director, Lincoln County Historical Society  
545 SW 9th Street - Newport, OR 97365- (541) 265-7509



[FACEBOOK](#)

[Pacific Maritime Heritage Center](#)

[Burrows House Museum](#)

[Log Cabin Research Library](#)

# Pacific Maritime Heritage Center Pedestrian Entry

Concept Development



Produced by **Serina Adams M.A.**  
Newport, Oregon  
August 25, 2015

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

On 23 June 2014 the Port of Newport Board of Directors approved a five-year loan of its 14 ft diameter, 14,000 pound ship's prop that was recently removed from the concrete-hulled ship *C.W. Pasley*.

This five-year loan was approved by Port of Newport with the proviso it includes the following stipulations:

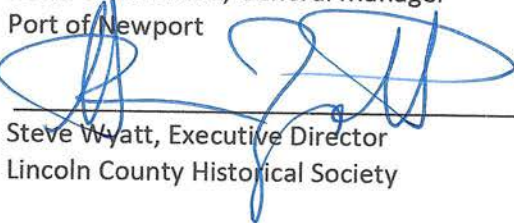
- 1) The purpose of the loan is to enable LCHS to create an attractive, interesting, and engaging pedestrian friendly landmark outdoor exhibit on the Newport Bayfront. It will be exhibited on the triangular shaped lot directly across from Port Dock Five, formerly occupied by Howdy Eddelman's waterwheel.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



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Kevin Greenwood, General Manager  
Port of Newport

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Steve Wyatt, Executive Director  
Lincoln County Historical Society

# Pacific Maritime Heritage Center Pedestrian Entry

Concept Development



Produced by **Serina Adams M.A.**  
Newport, Oregon  
August 25, 2015

# Pacific Maritime Heritage Center Pedestrian Entry

## Concept Development



Produced by **Serina Adams M.A.**  
Newport, Oregon  
August 25, 2015

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

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

1. The purpose of the loan is to enable LCHS to create an attractive, interesting, and engaging pedestrian friendly landmark outdoor exhibit on the Newport Bayfront. It will be exhibited on the triangular shaped lot directly across from Port Dock Five, formerly occupied by Howdy Eddelman's waterwheel.
2. LCHS will obtain approval from The City of Newport for its installation and obtain all necessary permits.
3. LCHS will provide interpretation and signage geared towards a general audience to accompany the prop that promotes LCHS's Pacific Maritime & Heritage Center, the history of the Port of Newport, and Yaquina Bay shipping.
4. Signage and interpretation will be developed with in partnership with the Port of Newport.
5. Alterations and treatments to preserve the prop for future generations and protect the public may be carried out by LCHS or its approved contactors. These alterations and treatments may include but are not limited to; structural modifications on the back side of the center cone to attach the prop onto a secure stand, sandblasting, and applying a protective clear coating. All alterations and modifications to the prop will be planned and carried with the overall goal of preserving the historic integrity of the prop.
6. LCHS will display the prop on an engineered stand at its own expense that has minimal physical impact on the propeller. A mounting system will be employed that mimics (as much as possible) the mounting system originally employed to attach the prop to the *C. W. Pasley's* propeller shaft.
7. This ten year loan will commence when LCHS takes possession of the prop.





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

September 23, 2015

Steve Wyatt, Executive Director  
Lincoln County Historical Society  
333 SE Bay Blvd.  
Newport, OR 97365

RE: PORT COMMISSION APPROVAL FOR USS PASLEY PROPELLOR  
ALTERATION

Dear Steve,

Thank you for the update on the site preparation for the USS Pasley propeller installation. The Port is excited to see this project develop which will be a great opportunity to educate the public on the Pasley removal and the Port's colorful history.

Your engineer has indicated that the spinner cone on the back of the prop is unmountable and needs to be removed and a bracket welded in its place to safely secure the prop to the structure at the location on Bay Blvd. As part of this effort, the back of the propeller will need to be sandblasted. LCHS would also like to apply a clear coat treatment to prevent possible vandalism to the prop.

As you know, the Memo of Understanding (MOU) approved by the Port Commission on June 24, 2014, under Section 5 states that "LCHS will not paint or physically alter the prop without prior approval from the Port of Newport."

Based upon the discussion at the Port Commission's September 22<sup>nd</sup> meeting, the Commission approved the alterations as described in order to safely mount the prop. We do request that the sandblasting be minimized to the extent possible to prevent any possible fracturing. The Port is also anticipating being involved in reviewing and participating in the development of the interpretative signage at the site.

I appreciate the update and look forward to working with you on the interpretative site in the months to come.

Sincerely,

Kevin M. Greenwood  
General Manager

**Intergovernmental Agreement**  
**Establishing a Business Relationship**  
**Between the**  
**Oregon Infrastructure Finance Authority**  
**And**  
**Port of Newport, Oregon**

This Intergovernmental Agreement (“IGA” or “Agreement”) is made by and between the State of Oregon, acting by and through its Oregon Infrastructure Finance Authority of the Business Development Department (“Department”), and the Port of Newport (“Port”) an Oregon Municipal Corporation.

**Recitals**

**A.** At the direction of key state legislators and the Oregon Business Development Commission, the Department, in Spring 2009, commenced a statewide strategic planning effort in order to determine what the State of Oregon’s interest and involvement in Oregon’s 23 port districts should be. The result of this process was the “Ports 2010: A New Strategic Business Plan for Oregon’s Statewide Port System” (as modified or supplemented from time to time the “Statewide Ports Strategic Plan” or “Plan”).

**B.** On May 12, 2010, the Infrastructure Finance Authority (“IFA”) board unanimously approved the Statewide Ports Strategic Plan. This approval included a request and recommendation that the Oregon Business Development Commission endorsed the Statewide Ports Strategic Plan as the Department’s policy and guideline for state/port relations, activities and investments.

**C.** On September 24, 2010, the Oregon Business Development Commission endorsed the Statewide Ports Strategic Plan and adopted the Plan as the Department’s policy and guideline for State/Port relations, activities and investments.

**D.** The Statewide Ports Strategic Plan, published in October 2010, requires that port districts enter into intergovernmental agreements with the Department if they want to receive Department staff support and funding assistance.

**E.** Pursuant to ORS 190.110, the Port desires to enter into this Agreement in order to be eligible for coordinated funding programs; state advocacy and support on business development, regulatory and legislative matters; and state supported training and certification programs from the Department.

**F.** Pursuant to ORS 190.110, the Department desires to enter into this Agreement to assure that (1) funding for Port projects is tied to state priorities, including key industries; (2) there is a return on investment (“ROI”) for state investments; (3) the Port develops and maintains the ability to operate and maintain its capital facilities; (4) the Port is committed to compliance with state and federal directives; and (5) the Port is held accountable for the proper use of state funds.

## **Agreement**

### **Section 1: Purpose**

This IGA is intended to (a) implement the Statewide Ports Strategic Plan by evidencing the commitment of the Department and the Port to the policies and guidelines set forth in the Plan and (b) provide a description of the roles and responsibilities of and actions to be undertaken by the Department and the Port.

### **Section 2: Appendix A and Appendix B to the Agreement**

Appendix A that is attached to this Agreement sets forth certain representations and facts related to the Port. The Port may update these representations and facts whether through Port Commission resolution or administrative action by written notice and website citation as applicable to the Department.

Appendix B that is attached to this Agreement sets forth certain representations and facts related to the Department. The Department may update these representations and facts by written notice and website citation as applicable to the Port.

### **Section 3: Port's Acknowledgement**

The Port acknowledges that it has read and understands the Statewide Ports Strategic Plan and agrees that it will use its best efforts to implement the policies and conform to the guidelines set forth in the Plan. The Port also understands and acknowledges that the Department is relying on the Port's commitment as set out in this Agreement when making any decisions regarding the award of grants, loans, or technical assistance to the Port pursuant to ORS 285A.600-732 and that the Port's compliance with the terms of this Agreement is required for the Port to be eligible for any grant, loan or technical assistance award.

### **Section 4: Port's Representations**

The Port represents and warrants to the Department the following:

**4.1 Organization and Existence:** The Port is duly and validly organized and in existence as a port under ORS Chapter 777 and a special district pursuant to ORS 198.010(20).

**4.2 Authority:** The Port has full legal right, power, and authority to execute and deliver this Agreement and to incur and perform its obligations under this Agreement.

**4.3 Authorization:** This Agreement and the Port's execution and delivery hereof have been duly authorized by the Port's governing body, and this Agreement has been duly executed and delivered on behalf of the Port by an authorized officer of the Port. This Agreement has been authorized by official action of the governing body of the Port in accordance with applicable law and the Port's requirements for filing public notices and holding public meetings.

**4.4 Enforceability:** This Agreement constitutes the legal, valid and binding obligation of the Port enforceable in accordance with its terms, subject to the laws of bankruptcy and other similar laws affecting the enforcement of creditors' rights generally.

**4.5 No Breach:** The authorization, execution and delivery of this Agreement by the Port and the performance by the Port of its obligations hereunder will not result in any breach of, or default under any of the terms of, any existing ordinance, order or resolution, or Department loan agreement or instrument to which the Port is a party or by which the Port or any of its property may be bound, except as previously disclosed in writing to Department. Nor will such action result in any violation of the provisions of the charter or other document pursuant to which the Port was created or established or any laws, rules, regulations, ordinances, orders, resolutions, loan agreements or court orders to which the Port

or its properties or operations is subject.

**4.6 Continuing Representations:** The representations and warranties of the Port contained herein are true on the Effective Date of this Agreement and will remain true at all times thereafter until the final performance, observance and discharge of all duties, covenants, agreements and obligations of the Port under this Agreement, except that the representations of the Port contained in Appendix A may be updated by the Port from time to time by written notice to the Department.

## **Section 5: Conditions Precedent to this Agreement**

This Agreement is not effective until the date (“Effective Date”) that this Agreement is fully executed, it has received all required approvals and the following have been delivered to the Department, in form and substance satisfactory to the Department and its counsel:

A certified copy of the meeting minutes, resolution or ordinance documenting the official action of the Port authorizing the execution, delivery and performance of this Agreement shall also be posted on the Port website. Meeting minutes, budget meeting minutes, resolutions and ordinances shall be posted to the Port website not less than four weeks after the applicable meeting(s).

## **Section 6: Roles, Responsibilities & Commitments of the Department**

The Department, in order to fulfill the recommendations of the Statewide Ports Strategic Plan, agrees to undertake the following implementation actions:

**6.1 Revise State Ports Program Institutional Structure:** The Department shall restructure its Ports Program so as to promote the coordination of State/Port-related functions. In the short-term (defined as up to three years), the Department shall endeavor to establish memoranda of understanding with other relevant State agencies to obtain commitments for assistance with the Port Program. Over the longer-term (three to ten years), the Department shall use good faith effort to provide additional technical assistance including coordination for environmental compliance, regulatory agency reviews, and permitting on major Port projects requiring environmental review.

**6.2 State and Federal Coordination:** The Department shall continue to provide federal coordination assistance on funding requests and regulatory and permitting issues. The Department will use good faith efforts to include in any memoranda of understanding described in Section 6.1 above ways to streamline permitting and regulatory processes where practical, while also supporting regional efforts aimed at accomplishing the same goal with federal agencies. The Department will cooperate with the Oregon Public Ports Association (“OPPA”) to convene the cargo ports to discuss and identify priorities for marine transportation system navigation improvements, dredging, and jetty repairs and coordinate federal funding requests based on those priorities to the Oregon congressional delegation.

**6.3 State-wide Capital Facilities Plan for Ports:** To assist all ports with their capital facilities funding needs the Department will work with OPPA and the ports to create a six-year state-wide Capital Facilities Plan (“CFP”) identifying the top state-wide priorities for state funding and existing funding sources as well as any shortfall of funds for projects. The projects will be based on rankings developed by a committee appointed by OPPA with Department participation and separated into small/medium and large port categories. The CFP will be updated every biennium.

**6.4 Funding of Port by the Department:** The following eligibility criteria shall apply to any Port request(s) for funding from the Department:

**6.4.1** The Port shall be in compliance with the terms of this Agreement.

**6.4.2.** The Port shall submit and receive approval from the Department for periodic updates to its Strategic Business Plan based on a Department template.

**6.4.3** The Port shall have a current basic Capital Facilities Plan identifying its capital project priorities in a form approved by the Department.

**6.4.4.** The Port shall be in compliance with the terms of any loan agreements or other funding agreements between the Port and the Department.

The Port understands and acknowledges that it may not in fact be awarded funding it seeks due to lack of funds, or as the result of an underwriting analysis done by the Department at the time of the Port's application for funding. This Agreement is not a commitment by the Department to provide the Port with any funding.

**6.5 Training Program:** Working with OPPA and the Special Districts Association of Oregon ("SDAO"), the Department will seek to identify appropriate training programs and opportunities for Port Commissioners, Port CEOs, and other Port employees.

## **Section 7: Roles, Responsibilities & Commitments of the Port**

The Port is responsible for managing the Port's assets and liabilities within the district. In order to fulfill its obligations under this Agreement, the Port agrees to implement the following required policies, plans and programs:

**7.1 Port Plan:** The Port shall maintain a Strategic Business Plan and a Capital Facility Plan (collectively and individually without distinction "Port Plan"), and seek to update them every five years or if required by circumstance. The Port Plan must be consistent with the templates included in the Statewide Ports Strategic Plan. The Department will provide funding assistance to support those planning efforts set forth in Appendix A, subject to the availability of funds, the Department's approval of Port's application, the requirements of program rules and the execution of a funding contract. The Port shall identify one or more core functions that the Port provides and current and new industries and economic development that the Port expects to support and promote. Targeted industries in the Port's Strategic Business Plan must be consistent with the Department's identified key industries list or regionally important industries identified in the Port's Strategic Business Plan.

**7.2 Planning Process:** When preparing or updating its Port Plan, the Port shall prepare, distribute and publicize a work program and schedule for the planning process. The work program must identify specific opportunities for government stakeholders, residents of the district and Port businesses and tenants to submit to the Port verbal and written comments on the draft interim and final components of the Port Plan. The Port's Strategic Business Plan must also identify links to the Department's key industries or regionally important industries, including new or emerging industries, which the Port's activities or facilities support.

**7.3 Training:** The Port will work to ensure that newly elected Port Commissioners undergo the general board training provided by SDAO and any specialized training provided through OPPA by adopting policies on board and staff training. Ongoing board training and other training opportunities for sitting Port Commissioners and the Port CEO should be encouraged to remain current on statutory and policy changes (see Appendix A).

**7.4 New Business Opportunities:** The Port will evaluate the suitability of new business opportunities based their market feasibility, the Department's key industry list and the regionally important industries identified in the Port's Strategic Business Plan. To qualify for Department funds to attract a new business, the Port shall conduct a market feasibility study or provide a determination, subject

to review and approval by the Department, demonstrating that the business opportunity is consistent with the Port's Strategic Business Plan.

**7.5 Governance:** The Port shall comply with its By-laws (adopted May 22, 2014 via Ordinance No. 100) consistent with best management practices and in conformance with state statutes including ethics laws pertaining to conflict of interest and fiduciary responsibilities. The By-laws shall be updated from time to time based on Special Districts Association of Oregon (SDAO) sample policies or other best practice examples.

**7.6 Plan Amendment:** The Port may amend its Port Plan in response to unforeseen business opportunities or circumstances. Any amendments to a Port Plan in response to unforeseen business opportunities or circumstances must be consistent with the requirements of this Agreement and may be noticed to the Department in writing or by email, and through website citation.

**7.8 Audit:** The Port shall cooperate in any review of the Port's audit that is done by the Oregon Secretary of State's Audit Division. The Port shall notify the Department of any delay in filing its annual audit with the Oregon Secretary of State's Office within one calendar week of the identified filing date.

### **Section 8: Reporting Requirements**

**8.1 New Department Programs:** The Department shall, from time to time, update the Port on the implementation of any new programs.

**8.2 Reports:** The Port shall comply in a timely manner with all reporting requirements set forth in its funding agreements with the Department.

**8.3 Notification of Meeting Dates and Plan Changes:** The Port shall regularly update their website with public, or commission or budget meeting dates. They shall in a timely manner provide to the Department draft plan components for all planning and marketing programs (such as the Strategic Business Plan, and Capital Facilities Plan), when in process.

### **Section 9: General Terms**

**9.1 Term; Termination:** The term of this Intergovernmental Agreement commences on the Effective Date of this Agreement and ends on the anniversary of the Effective Date; provided however that this Agreement becomes renewed automatically unless either party gives to the other notice at least thirty (30) days prior to the then effective end date of the term.

This Agreement may be terminated by written mutual consent of the parties. In addition, this Agreement may be terminated by either party with not less than ninety (90) days' written notice to the other party.

Termination of this Agreement does not terminate any other agreement between the Department and the Port unless the other agreement expressly so provides.

**9.2 Notice:** Except as otherwise expressly provided in this Agreement, any notices required or permitted to be given hereunder must be given in writing by personal delivery, facsimile, or mailing the same, postage prepaid to the Department or the Port at the address or number set forth below, or to such other addresses or numbers as either party may indicate pursuant to this section. Any communication or notice so addressed and mailed becomes effective five (5) days after mailing. Any communication or notice delivered by facsimile becomes effective on the day the transmitting machine generates a receipt of the successful transmission, if transmission was during normal business hours of the party receiving the communication, or on the next business day, if transmission was outside normal business hours of the party receiving the communication. Any communication or notice given by personal delivery becomes effective when actually delivered.

Notices to Department:

Oregon Business Development Department  
775 Summer Street N.E., Suite 200  
Salem, OR 97301-1280  
(Attention: Dave Harlan, Ports Program and Policy Manager)  
Facsimile Number: (503) 581-5115

Notices to Port:

Port of Newport  
600 SE Bay Blvd.  
Newport, OR 97365  
(Attention: Kevin Greenwood, General Manager)  
Facsimile Number: (541) 265-4235

**9.3 No Third Party Beneficiaries:** Department and the Port are the only parties to this Agreement and are the only parties entitled to enforce its terms. Nothing in this Agreement gives, is intended to give, or is to be construed to give or provide any benefit or right, whether directly, indirectly or otherwise, to third persons any greater than the rights and benefits enjoyed by the general public unless such third persons are individually identified by name herein and expressly described as intended beneficiaries of the terms of this Agreement.

**9.4 Independent Contractors:** The parties agree and acknowledge that their relationship is that of independent contracting parties and that the Port is not an officer, employee, or agent of the State of Oregon as those terms are used in ORS 30.265 or otherwise.

**9.5 Successors and Assigns:** This Intergovernmental Agreement inures to the benefit of and is binding upon the Department and the Port and their respective successors and permitted assigns. Port shall not assign or transfer any interest in this Agreement without the prior written approval of Department.

**9.6 Amendments:** This Intergovernmental Agreement may be amended only by an amendment signed by both parties. No waiver or consent shall be effective unless in writing and signed by the party against whom enforcement is sought.

**9.7 Severability:** In the event any provisions of this Intergovernmental Agreement are held invalid or unenforceable by any court of competent jurisdiction, such holding does not invalidate or render unenforceable any other provisions hereof

**9.8 Headings:** All headings contained herein are for convenience of reference only and are not intended to define or limit the scope of any provision of this Agreement.

**9.9 No Construction against Drafter:** Both parties acknowledge that they are each represented by and have sought the advice of counsel in connection with this Agreement and the transactions contemplated hereby and have read and understand the terms of this Agreement. The terms of this Agreement are not to be construed against either Party as the drafter hereof.

**9.10 Governing Law:** This Agreement is to be governed by and construed in accordance with the laws of the State of Oregon without regard to principles of conflicts of law.

**9.11 Counterparts:** This Agreement may be executed in several counterparts, each of which constitutes an original and all of which when taken together constitutes one agreement binding on all parties.

IN WITNESS WHEREOF, the parties have caused this Agreement to be duly executed by their authorized representatives. The Port, by signature of its authorized representative, hereby acknowledges that it has read this Agreement, understands it, and agrees to be bound by its terms and conditions.



**STATE OF OREGON**  
acting by and through the  
Oregon Infrastructure Finance Authority  
of the Business Development Department



**PORT OF NEWPORT**  
acting by and through its  
Board of Commissioners

By: \_\_\_\_\_  
Lynn Schoessler, Executive Director

By: \_\_\_\_\_  
Kevin M. Greenwood, General Manager

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

Date: \_\_\_\_\_ September 22, 2015



## APPENDIX A - Port

**1. Port Contact Person.** The Port's contact person for this Agreement is Kevin Greenwood (or their successor), General Manager.

**2. Certain Representations of the Port.**

**2.1** The governing body of the Port is the Board of Commissioners, comprised of five members, who are elected for four (4) year terms. Two (2) commissioners appear on the general election ballot every 4<sup>th</sup> year, and three (3) commissioners appear on the ballot every 4<sup>th</sup> year. The General Manager of the Port is Kevin Greenwood.

**2.2** The Port's primary business lines include: real estate development and management, marine facility operations and management, economic development, shipping operations and navigation channel maintenance advocacy. The Port's activities and facilities support: regionally important manufacturing, water transportation, commercial fishing, food processing, brewing, educational/research activities as well as tourism/recreational industries.

**3. Additional Criteria for Funding Eligibility.** Below are additional eligibility criteria for review of the Port's request(s) for funding by the Department:

**3.1 Commitment to Implement Strategic Plan:** Demonstrate good faith effort to follow and implement the adopted Port of Newport Strategic Business Plan as demonstrated by activities included in the adopted annual budget

**3.2 Governance Policies:** Maintain and adhere to the Commission By-laws adopted by the Port of Newport on May 22, 2014.

**3.3 Capital Facilities Plan:** To comply with the requirement in 6.4.3 regarding a current Capital Facilities Plan the Port shall develop and maintain a basic Capital Facilities Plan (CFP) as recommended or identified by its adopted January 14, 2013 Strategic Business Plan. Site specific Capital Facilities Plan may be developed as components of the port's overall CFP. The Port will routinely review and update its CFP as part of its annual budget process.

**3.4 Best Management Practices:** Maintain and adhere to the Financial policies, as outlined in the Financial Plan section of its adopted January 14, 2013 Strategic Business Plan, and other appropriate best management practice policies; review, update and adopt appropriate environmental management policies for its activities and facilities, including Port lease policies and documents.

**4. Department's Funding Assistance for Port Planning Efforts.** Consistent with the terms of item 7.1 of this IGA, the Port may seek to submit funding applications for up to two planning efforts for the following projects listed below per biennium contingent on the availability of funds. Consideration may be given for funding additional projects for unanticipated opportunities

**5. Training.** The Port shall require that its Commissioners, General Manager and at least one other employee undergo SDAO or other approved training in accordance with the following schedule:

All newly elected or appointed Commissioners shall participate in relevant SDAO board training within one (1) year of their election or appointment. All sitting Commissioners will participate in

recurring training at least once per term. The General Manager and (designated Directors of Finance and Operations) will participate in port specific training at least once a year. Training requirements can be met through participation in SDAO programs, OPPA meetings, or other appropriate training sessions or meetings. Port Commissioners and other staff will be encouraged to participate in additional training and development activities according to the Port’s Training and Development policy.

**6. Other.** Items will be added to this list when deemed mutually acceptable to the Port and the Department.

<i><b>TASK</b></i>	<i><b>TIMELINE</b></i>
Add SBP Marketing Sub-Plan through Vision Planning process	2016
Develop Shipping Facility at McLean Point	2016-2017
Repair Commercial Fishing Docks	ongoing

## **APPENDIX B - Department**

**1. Department Contact Person.** The Department's Ports Program Manager (or other designated staff), Dave Harlan, will serve as the Department's contact person for this Agreement.

**2. Notifications of Meeting Dates and Plan Changes.** The Department shall regularly update the Port on public or Oregon Business Development Commission meetings. On request the Department shall provide in a timely manner examples to the Port of components for all planning and marketing programs (such as the Strategic Business Plan, marketing plans and capital facilities plans) when any changes/updates are in process.

**3. Training.** The Department shall on request shall identify or confirm in a timely manner training opportunities for Port elected officials, the Port General Manager and other Port staff that will assist the Port in meeting the training requirements of this Agreement.

**4. Best Practices Handbook.** The Department shall identify and distribute Best Management Practices policies, examples and related training opportunities to the Port.

**5. Federal Advocacy:** The Department will continue to provide good faith advocacy and assistance to the Port on federal navigation channel operations and maintenance and other port-related federal policies and funding opportunities.

**6. Project Coordination:** The Department will provide good faith project coordination with other state and federal agencies as requested by the Port.

## PD-1/UNDERSEA GARDENS REDEVELOPMENT, Staff Report

September 21, 2015

### BACKGROUND

Two months ago, the Commission received a USACE/DSL public notice about the new fishing terminal at the site of the current Undersea Gardens (UG). During the review of plans included in the notice, staff reviewed the legal description of the Port's Port Dock One (PD-1) which extends into the UG parcel. A pump house also sits upon the eastern portion of PD-1 which serves the UG. The port attorney conducted a title search and found no recorded documents identifying any easements on the property. The UG is owned by Oak Bay Marine Group, a Canadian business. Front Street Marine LLC is the Steve Webster's development company and owner of the UG parcel.

Port Ops Director, Port Attorney and General Manager reviewed the legal description and it was determined that a stand-alone structure was built extending PD-1 to the east. Staff's concern was that the original PD-1 would need to be altered in some way that could jeopardize the integrity of the structure. After conversations with Steve Webster and his contractor, Greg Morrill of Bergerson Construction, a series of points were discussed including assistance in removing the pontoon from Yaquina Bay and facilitating its destruction. Mr. Webster was quite sensitive to impacts to the commercial fishing fleet that use PD-1 and is willing to help the Port consider these points as he develops his venture.

### POINTS OF DISCUSSION ON THE REDEVELOPMENT OF PD-1/UG SITE

1. Vessels mooring at PD-1 have access to a pile/cleat on the corner of the proposed new structure. PD-1 serves as the primary overflow area for the large Alaskan fishing vessels that are too large to navigate into PD-3 or PD-5. Currently there are two fender piles which are used for mooring lines. Losing those tie-up points could be difficult for large vessels especially on low tides. Webster understands the impacts and is willing to accommodate this concerns. Though a bull rail will be installed on his structure (not a fender pile or cleat), he is willing to consider an license or some other recordable instrument to allow commercial vessels the opportunity to properly use PD-1. His main concern would be that if PD-1 ceased serving as a commercial working pier, the agreement allowing the use of the bull rail would be released. Staff will continue to work with Webster to find an adequate recordable instrument to protect this interest.
2. Remove the Undersea Garden (UG) extension of PD-1 that extends into the UG parcel. Front Street Marine LLC agrees to pay for the removal of the UG extension which he views as a separate structure.
3. Remove the UG pump house on top of PD-1. Front Street Marine LLC agrees to pay for the removal of the pump house which sits on part of the original PD-1 and the extension.

4. Support the structure of the original PD-1 structure. Webster felt that the extension is a separate structure and not a part of the original PD-1. He also indicated that he felt that the Port would be responsible for either installing rails or otherwise protecting users of the east end of PD-1.
5. Remove the unused dolphin piles to the north of PD-1. Webster agreed to remove a number of unused pile to the north of PD-1 as part of the development.
6. Replace any damaged structure caused by the PD-1 extension or its removal. Webster agreed to fix any damage to PD-1 caused by Bergerson during construction but hesitated to fix damage that could have been a result of the extension being installed. He is concerned, however, about natural wasting that would have occurred regardless of the extension.
7. Install new dolphin pile to the west (if permitted) of PD-1. Webster agreed to pay for a dolphin to the west of PD-1 to be used for moorage lines if the Port obtained permitting. This would be a benefit to larger vessels that would extend past the edge of the pier structure.
8. Be responsible for the grubbing or preparation of the haul out location on Hall property and return the property to its original condition including all collection and removal of the pontoon debris. This issue took much more analysis that included a review of multiple sites. Staff is recommending that the Port allow Webster to remove the pontoon at the unimproved haul out to the east of the International Terminal. A separate analysis is included in your packet reviewing the options for the pontoon removal.
9. Pay a rental fee for the use of the port property for the pontoon demolition. Webster agreed to pay a fair fee for the use of the property for demolition which would take about a week. Pursuant to our agreement with the Hall Family, the Halls will need to approve this use. A letter requesting the approval is included in this packet. Evan Hall indicated that the Rondys board (Rondys is the name of the Hall Family's corporation) would expect a 50/50 split on any net income from the rental.

## RECOMMENDATION

Staff is recommending that a member of the Commission make a MOTION TO REQUEST FROM RONDYS CORPORATION PERMISSION TO ALLOW FRONT STREET MARINE LLC TO REMOVE AND DEMOLISH THE UNDERSEA GARDEN PONTOON ON RONDYS PROPERTY AND TO CONTINUE NEGOTIATING WITH FRONT STREET MARINE LLC ON PROTECTING THE LONG-TERM USE OF COMMERCIAL VESSEL MOORAGE ON PORT DOCK ONE UPON OAK BAY MARINE GROUP'S TERMINATION AND/OR VACATION OF ITS LEASE WITH FRONT STREET MARINE LLC.

-###-

## **REVIEW OF OPTIONS FOR THE REMOVAL OF THE UNDERSEA GARDENS PONTOON STRUCTURE IN YAQUINA BAY**

Greg Morrill, Bergerson Construction, Astoria, Oregon.

The Undersea Gardens facility consists of a purpose-built steel pontoon or float with a timber framed retail space constructed over the top. The structure is nearing the end of its serviceable life and plans are being made to dismantle the structure. Additionally, a seafood pier is planned for the site where this structure is located. This proposed facility will support the local fishing economy.

Dismantling of this structure presents several challenges. The following paragraphs provide a brief discussion of the various options and their feasibility.

The simplest solution would be to lift the pontoon out of the water with a dry dock or conventional marine weighs for dismantling. The nearest facility large enough to perform this service is in the Columbia River. The Undersea Gardens pontoon is not in condition fit for an ocean tow to such a facility. This option is not feasible, therefore we need to explore options within Yaquina Bay.

The next option considered is that of lifting the pontoon out of the water using the Port of Toledo's new large capacity boat hoist due to be operational by mid-2016. This new facility has a width of 44 feet but the pontoon is 47 feet wide. It may be possible to cut the pontoon down to a size that would fit, but this presents many issues with stability of the floating structure as well environmental concerns. This option also requires significant use of divers which adds tremendous cost. This option does not appear to be feasible.

The third option is to using inflatable "roller bags" and winches to pull the pontoon up onto flat ground and then use land-based methods for demolition. This option requires a ramp or sloping ground to complete this operation. The inflatable bags are laid out in series and inflated as the pontoon is floated over them. The winches are staged upland and use cables and blocks to winch the pontoon onto the shore. The inflatable bags are "leap-frogged" ahead of the pontoon to provide a continuous rolling surface until the pontoon is in a suitable position for demolition. It is then blocked up and the bags are removed.

Once the pontoon is in position, BMPs will be installed to prevent any potential contaminants from escaping the work area. Excavator-mounted shears and other equipment are used to dismantle the structure and prep the demolished materials for recycling and disposal. After demolition is complete, the site will be restored to original condition.

Yaquina Bay has very few options for staging an operation such as this. Currently the best two sites are owned by the Port of Newport. The first is the site of the old boat ramp in the South Beach marina near the Rogue Brewery. The second is an unimproved haul out just east of the International Terminal.

The South Beach Marina presents the following challenges:

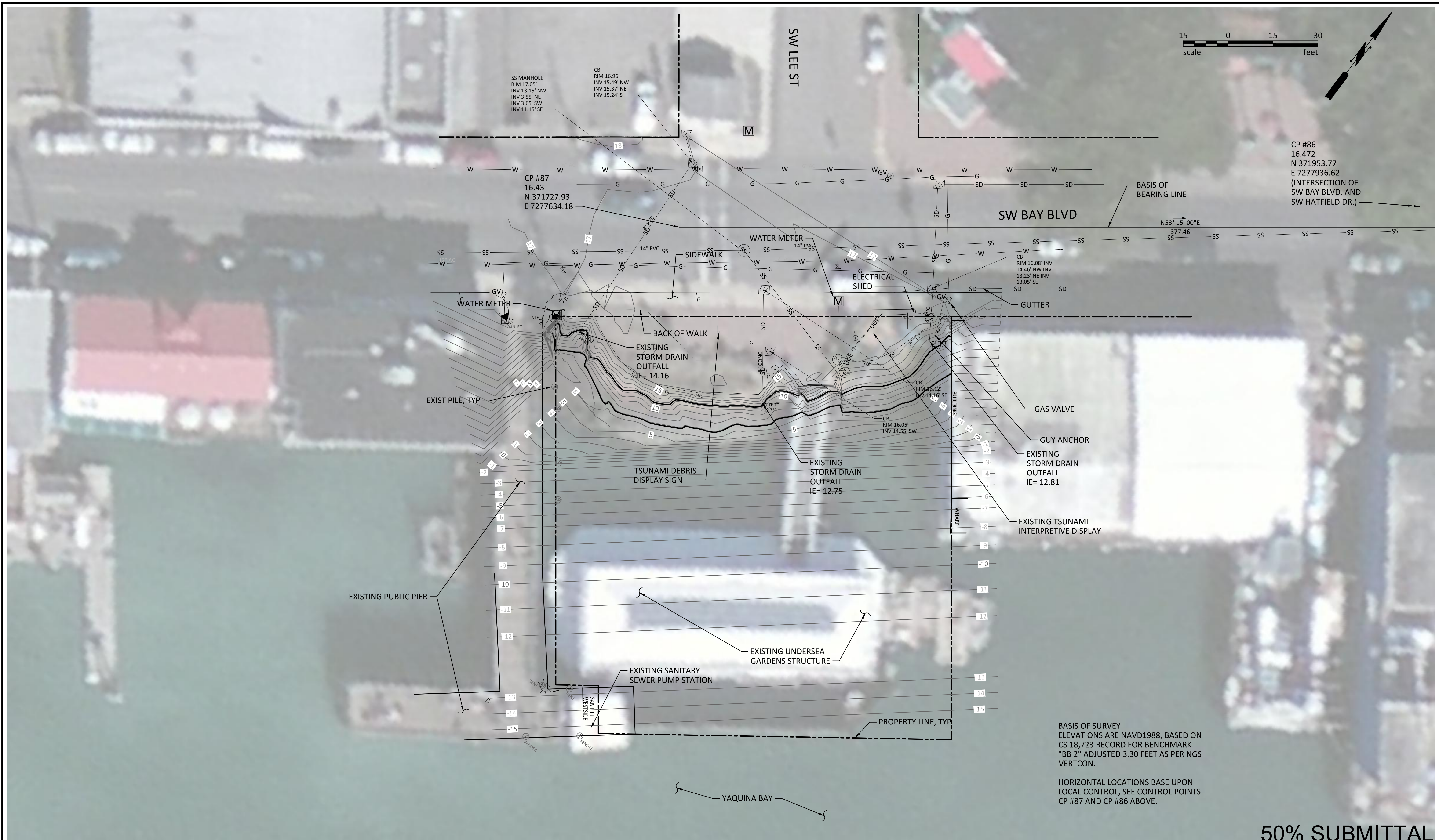
- Close proximity to public spaces (Rogue Brewery, RV Park, South Beach Marina)
- Limited working space
- Tight navigation space for moving pontoon to ramp
- Potential shallow mudline
- Paving restoration may be required at project end

The International Terminal site presents the following challenges:

- Potential shallow mudline
- Minor excavation may be necessary at top of slope

Based on our initial analysis, the International Terminal is the preferred option since it is more of an industrial area suited for this type of work. However, the Port may have other considerations that could affect the site selection.

~~###~~



50% SUBMITTAL

MARK	REVISION DESCRIPTION	BY	APP.	DATE

**BergerABAM**  
 700 NE Multnomah Street, Suite 900  
 Portland, Oregon 97232-4189  
 (503) 872-4100 FAX: (503) 872-4101

**BERGERSON CONSTRUCTION**  
 PO Box 387  
 Astoria, Oregon 97103  
 (503) 325-7130  
 FAX: (503) 325-0174

REGISTERED PROFESSIONAL ENGINEER  
 48114PE  
**PRELIMINARY**  
 OREGON  
 JAN 28, 2009  
 HOWARD A. WELLS III  
 RENEWS: 06/30/16

DRAWN BY TNP  
 DESIGN BY DRS  
 CHECK BY SEE  
 PROJ MGR HAW

**FRONT ST MARINE LLC**  
**FRONT ST WHARF**  
**EXISTING CONDITIONS PLAN**

DRAWING NO. **C-02**  
 PROJECT NO. A15.0232.00  
 DATE: 7/17/15  
 SHEET NO. 4 OF 36





US Army Corps  
of Engineers  
Portland District

# PUBLIC NOTICE for Permit Application

**Issue Date:** May 28, 2015

**Expiration Date:** June 29, 2015

**US Army Corps of Engineers No:** NWP-2015-38

**Oregon Department of State Lands No:**

## 30-Day Notice

Interested parties are hereby notified that an application has been received for a Department of the Army permit for certain work in waters of the United States, as described below and shown on the attached plan.

**Comments:** Comments on the described work should reference the U.S. Army Corps of Engineers (Corps) number shown above and reach this office no later than the above expiration date of this Public Notice to become part of the record and be considered in the decision. Comments should be mailed to the following address:

U.S. Army Corps of Engineers  
Regulatory Branch  
Melody White, [Melody.J.White@usace.army.mil](mailto:Melody.J.White@usace.army.mil)  
P.O. Box 2946  
Portland, Oregon 97208-2946

**Applicant:** Front St. Marine, LLC., c/o Steve Webster, 113 SE Bay Boulevard., Newport, Oregon 97365

**Location:** The project is located at 250 SW Bay Boulevard, Newport, (Section 8DB, Township 11 South, Range 11 West), Lincoln County, Oregon. The project coordinates are: 44.63.353° North, 124.052056° West.

**Waterway:** Yaquina Bay and the Yaquina River at approximately River Mile 1.8.

**Project Description:** The proposed project will construct a new transload and fish buying facility at the current location of the Undersea Gardens in Yaquina Bay. The Undersea Gardens and all associated structures (including a wooden breakwater, small storage dock, access ramp, and approximately 17 pilings) will be removed prior to construction of the new facility.

The new transload facility will consist of a 132-foot wide by 141-foot deep wharf (approximately 18,500 square feet) comprised of precast concrete support panels supported on steel piles. Up to 112 24-inch diameter steel support piles will be installed, 88 of these piles will be placed below highest measured tide (HMT). Up to 14 18-inch diameter steel fender piles will be installed. The new wharf will sit level with Bay Boulevard, approximately 10 feet above mean sea level (msl), and will support a 4,000 square foot cold storage building and 450 square foot ice machine. Approximately 15,860 square feet of the new wharf

will be suspended over water, resulting in approximately 9,160 square feet of net new overwater structure following the removal of the existing Undersea Gardens and its associated structures.

Construction is schedule to begin in November 2015, with completion of the wharf by September 2016. All work conducted below the HMT of Yaquina Bay will occur between November 1 and February 15 of the ODFW-preferred in water work window (IWWW) for the Yaquina River estuary. All piles will be removed with a vibratory hammer. New pilings will be round steel, 24-inches in diameter or smaller. In the event a vibratory hammer cannot fully embed the installed piles to the necessary depth, the contractor will use an impact hammer with bubble curtains to seat the piles to the required depth. Construction crews and equipment will access the project site via existing roadways and two floating barges, including a crane barge secured with two pile studs and a material barge moored to the crane barge.

The proposed project and mitigation measures will result in 564 cubic yards of permanent impacts (including 300 feet of substrate displacement) and 4,160 cubic yards of permanent removal, including structures and existing rock fill, below the HMT of Yaquina Bay, resulting in a net removal of 3,596 cubic yards. The proposed new wharf will result in approximately 9,160 square feet of new overwater structure. Temporary impacts will be limited to the placement of two 16-inch steel spud piles to secure the crane barge during construction.

**Mitigation:** The applicant has provided a proposed compensatory mitigation for the proposed impacts:

- 1) The proposed project will result in a net removal of approximately 2,000 cubic yards of structural components from below the HMT of Yaquina Bay.
- 2) The proposed project incorporates light reflective paint on the bottom of the precast wharf decking and steel piles, and grating where functionally feasible, to further reduce potential overwater impacts (i.e., reduction in light penetration) associated with the new wharf structure.
- 3) Removal of an existing 4,800-square-foot rock jetty located approximately 4 miles upstream at River Bend Marine. Prior to the removal of the jetty, the rocks will be inspected by ODFW for native oysters that could be salvaged and relocated.

If a permit is issued, the Corps will determine what is appropriate and practicable compensatory mitigation. The amount of compensatory mitigation required shall be commensurate with the anticipated impacts of the project.

**Purpose:** To construct a new transload facility and fish buying facility in Yaquina Bay, Newport, Oregon.

**Drawing(s):** Ten (10) drawings are attached and labeled Corps No. NWP-2015-38.

**Additional Information:** Additional information may be obtained from Melody White, Project Manager, U.S. Army Corps of Engineers at (503)808-4385, or E-mail [Melody.J.White@usace.army.mil](mailto:Melody.J.White@usace.army.mil).

**Authority:** This permit will be issued or denied under the following:

Section 10, Rivers and Harbors Act 1899 (33 U.S.C. 403), for work in or affecting navigable waters of the United States.

**Water Quality Certification:** A permit for the described work will not be issued until certification, as required under Section 401 of the Clean Water Act (P.L. 95-217), has been received or is waived from the certifying state. Attached is the state's notice advertising the request for certification.

**Section 404(b)(1) Evaluation:** The impact of the activity on the public interest will be evaluated in accordance with the Environmental Protection Agency guidelines pursuant to Section 404(b)(1) of the Clean Water Act.

**Public Hearing:** Any person may request in writing within the comment period specified in this notice that a public hearing be held to consider this application. Requests for public hearings shall state with particularity the reasons for holding a public hearing.

**Endangered Species:** Preliminary determinations indicate that the described activity may affect an endangered or threatened species or its critical habitat. Consultation under Section 7 of the Endangered Species Act of 1973 (87 Stat. 844) will be initiated. A permit for the proposed activity will not be issued until the consultation process is completed.

**Cultural Resources:** An initial evaluation of the proposed project area indicates that the permit area is likely to yield resources eligible for inclusion in the National Register of Historic Places. An investigation for the presence of potentially eligible historic properties is justified and would be required prior to the Corps' final permit decision. The Corps has requested additional information from the applicant.

This notice has been provided to the State Historic Preservation Office (SHPO), interested Native American Indian Tribes, and other interested parties. If you have information pertaining to cultural resources within the permit area, please provide this information to the Corps' project manager (identified on page 1 of this notice) to assist in a complete evaluation of potential effects.

**Evaluation:** The decision whether to issue a permit will be based on an evaluation of the probable impact including cumulative impacts of the described activity on the public interest. That decision will reflect the national concern for both protection and utilization of important resources. The benefit, which reasonably may be expected to accrue from the described activity, must be balanced against its reasonably foreseeable detriments. All factors, which may be relevant to the described activity will be considered including the cumulative effects thereof; among those are conservation, economics, aesthetics, general environmental concerns, wetlands, historic properties, fish and wildlife values, flood hazards, floodplain values, land use, navigation, shoreline erosion and accretion, recreation, water supply and conservation, water quality, energy needs, safety, food and fiber production, mineral needs, consideration of property ownership and, in general, the needs and welfare of the people.

The Corps is soliciting comments from the public; Federal, state, and local agencies and officials; Indian Tribes; and other interested parties in order to consider and evaluate the impacts of this proposed activity. Any comments received will be considered by the Corps to determine whether to issue, modify, condition or deny a permit for this proposal. To make this decision, comments are used to assess impacts on endangered species, historic properties, water quality, general environmental effects, and the other public interest factors listed above. Comments are used in the preparation of an Environmental Assessment and/or an Environmental Impact Statement pursuant to the National Environmental Policy Act.

Comments are also used to determine the need for a public hearing and to determine the overall public interest of the proposed activity.

**Additional Requirements:** State law requires that leases, easements, or permits be obtained for certain works or activity in the described waters. These State requirements must be met where applicable, and a Department of the Army permit must be obtained before any work within the applicable Statutory Authority previously indicated may be accomplished. Other local governmental agencies may also have ordinances or requirements, which must be satisfied before the work is accomplished.

**PUBLIC NOTICE**  
**Oregon Department of Environmental Quality (DEQ)**  
**Water Quality 401 Certification**

**Corps of Engineers No:** NWP-2015-38  
**Oregon Department of State Lands No:**

**Notice Issued:** May 28, 2015  
**Written Comments Due:** June 29, 2015

**WHO IS THE APPLICANT:** Front St. Marine, LLC., c/o Steve Webster, 113 SE Bay Boulevard., Newport, Oregon 97365

**LOCATION OF CERTIFICATION ACTIVITY:** See attached U.S. Army Corps of Engineers public notice.

**LOCATION OF CERTIFICATION ACTIVITY:** See attached U.S. Army Corps of Engineers public notice.

**WHAT IS PROPOSED:** See attached U.S. Army Corps of Engineers public notice on the proposed project.

**NEED FOR CERTIFICATION:** Section 401 of the Federal Clean Water Act requires applicants for Federal permits or licenses to provide the Federal agency a water quality certification from the State of Oregon if the proposed activity may result in a discharge to waters of the state.

**DESCRIPTION OF DISCHARGES:** See attached U.S. Army Corps of Engineers public notice on the proposed project.

**WHERE TO FIND DOCUMENTS:** Documents and materials related to water quality issues as a result of the proposal are available for examination and copying at Oregon Department of Environmental Quality, 401 Water Quality Certification Coordinator, Northwest Region, 2020 S.W. 4th Avenue, Suite 400, Portland, Oregon 97201-4953. Other project materials are available by contacting the Corps per the attached public notice.

While not required, scheduling an appointment will ensure that water quality documents are readily accessible during your visit. To schedule an appointment please call DEQ Water Quality at Northwest Region at (503) 229-5552.

Any questions on the water quality certification process may be addressed to the 401 Program Coordinator at (503) 229-6030 or toll free within Oregon at (800) 452-4011. People with hearing impairments may call the Oregon Telecommunications Relay Service at 1-800-735-2900.

## **PUBLIC PARTICIPATION:**

**Public Hearing:** Oregon Administrative Rule (OAR) 340-48-0032 (2) states that “The Corps provides public notice of and opportunity to comment on the applications, including the application for certification, provided that the department (DEQ), in its discretion, may provide additional opportunity for public comment, including public hearing.”

### **Written comments:**

Written comments on project elements related to water quality must be received at the Oregon Department of Environmental Quality by 5 p.m. on the date specified in the upper right section on page one of this notice. Written comments may be emailed, mailed or faxed as described below:

Email - [401publiccomments@deq.state.or.us](mailto:401publiccomments@deq.state.or.us)

Mail - Oregon Department of Environmental Quality, Northwest Region  
2020 S.W. 4th Avenue Suite 400  
Portland, Oregon 97201-4953  
Attn: 401 Water Quality Certification Coordinator

Fax - (503) 229-6957

People wishing to send comments via e-mail should send them in Microsoft Word (through version 7.0), WordPerfect (through version 6.x) or plain text format. Otherwise, due to conversion difficulties, DEQ recommends that comments be mailed in hard copy.

**WHAT HAPPENS NEXT:** DEQ will review and consider all comments received during the public comment period. Following this review, certification of the proposal may be issued as proposed, issued with conditions, or denied. You will be notified of DEQ's final decision if you submit comments during the comment period. Otherwise, if you wish to receive notification, please call or write DEQ at the above address.

**ACCESSIBILITY INFORMATION:** This publication is available in alternate format (e.g. large print, Braille) upon request. Please contact DEQ Office of Communications and Outreach at (503) 229-5317 or toll free within Oregon at 1-800-452-4011 to request an alternate format. People with a hearing impairment can receive help by calling the Oregon Telecommunications Relay Service at 1-800-735-2900.

**PUBLIC NOTICE**  
**OREGON OCEAN AND COASTAL MANAGEMENT PROGRAM**  
**CONSISTENCY CERTIFICATION**

**Date:** «TODAY»

**U.S. Army Corps of Engineers No:** Corps No. NWP-2015-38  
**Oregon Department of State Lands No:** «ODSL»

**NOTIFICATION:**

For projects subject to coastal zone review, notice is hereby given that the project is being reviewed by the Department of Land Conservation and Development (DLCD) as provided in Section 307(c) of the Coastal Zone Management Act. The applicant believes that the activities described in the attached materials would comply with and be conducted in a manner consistent with the Oregon Ocean and Coastal Management Program. Project information can be made available for inspection at DLCD's Salem office.

DLCD is hereby soliciting public comments on the proposed project's consistency with the Oregon Coastal Management Program. Written comments may be submitted to DLCD, 635 Capital Street NE, Suite 150, Salem, Oregon 97301-2540. Comments may also be sent by fax to (503) 378-6033 or by email to [coast.permits@state.or.us](mailto:coast.permits@state.or.us). All comments must be received by DLCD on or before the comment deadline listed in the accompanying Corps of Engineers' Public Notice for Permit Application. For further information, you may call DLCD at (503) 373-0050.

**REVIEW CRITERIA:**

Comments should address consistency with the applicable elements of the Oregon Coastal management Program. These elements include the following:

- Acknowledged Local Comprehensive Plans & Implementing Ordinances
- Statewide Planning Goals
- Applicable State Authorities incorporated into the Oregon Coastal Management Program (e.g. Removal-Fill Law, Water Quality Standards, Beach Bill, etc.) as applicable.

**INCONSISTENT?**

If you believe this project is inconsistent with the Oregon Coastal Management Program, your comments to DLCD should explain why you believe the project is inconsistent and should identify the Oregon Coastal Management Program element(s) in question. You should also describe how the project could be modified, if possible, to make it consistent with the Oregon Coastal Management Program.

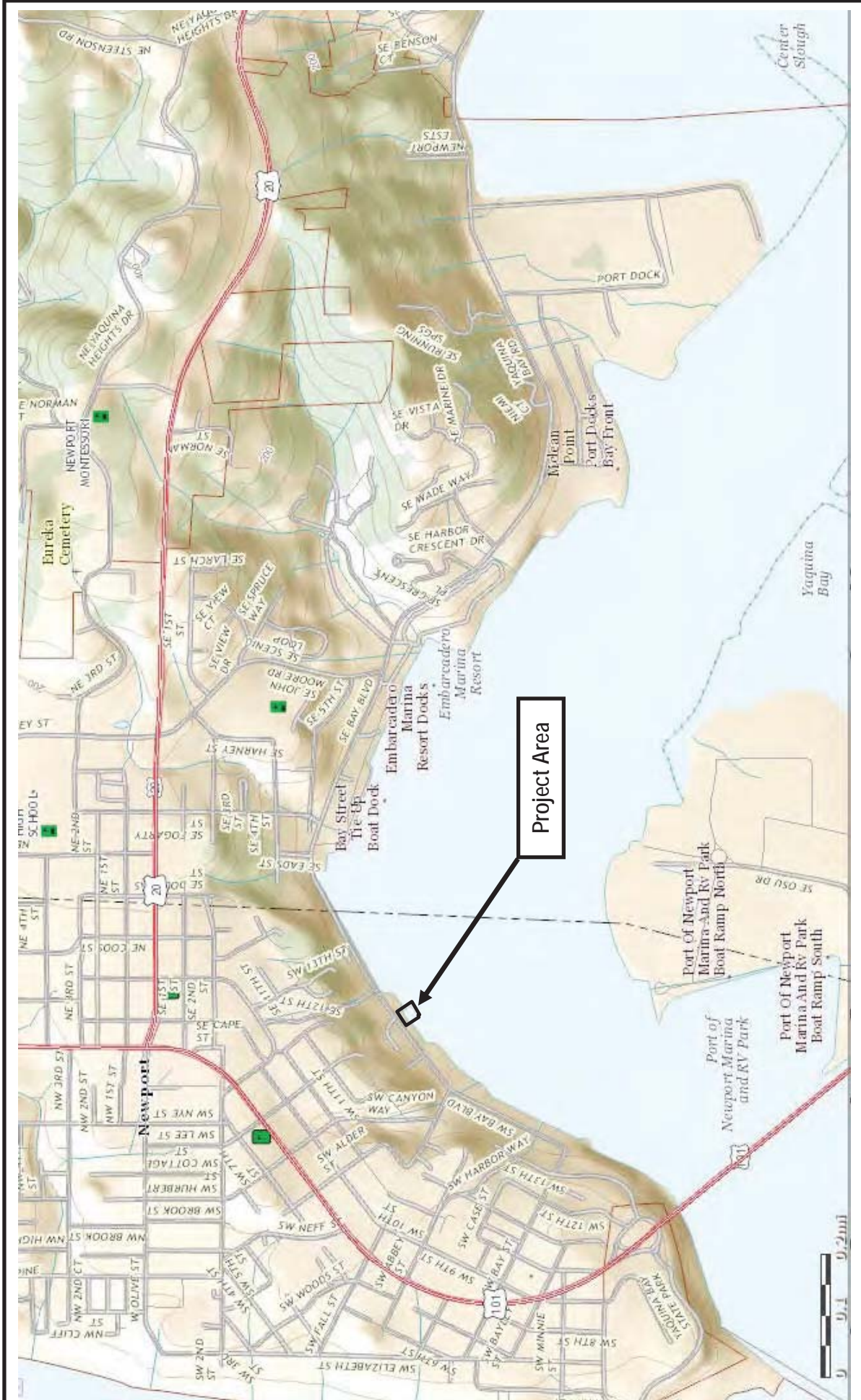


FIGURE  
1

General Location and Topography  
Front Street Marine Transload Facility Project  
Newport Oregon (USGS Newport North Quadrangle, 2015)

Project Area





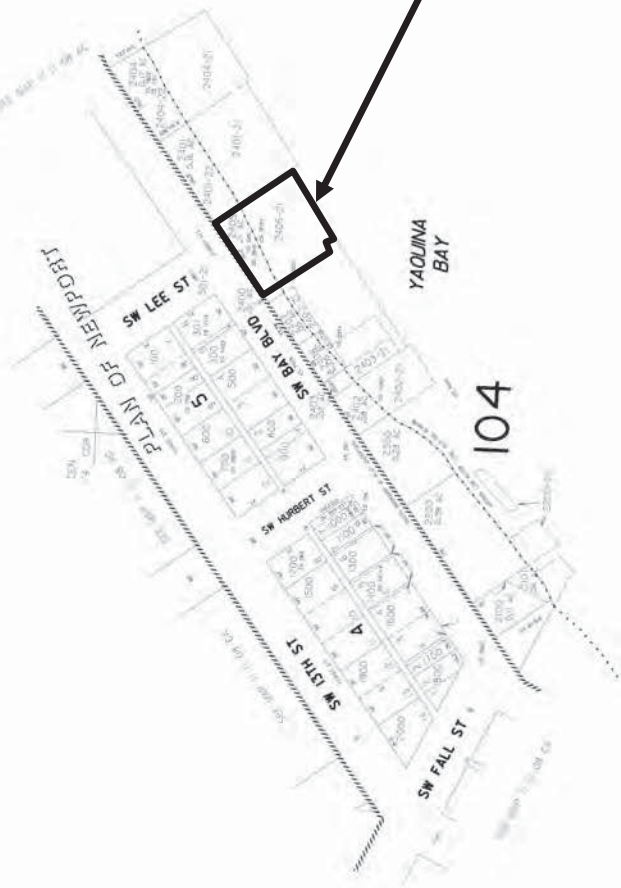
THIS MAP WAS PREPARED FOR  
ASSESSMENT PURPOSE ONLY

NW 1/4 SE 1/4 SECTION 8 T11S R11W WM  
LINCOLN COUNTY

11 11 08 DB  
NEWPORT



CANCELLED NO.  
400  
200-001  
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200-003  
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200-019  
200-020



11 11 08 DB  
NEWPORT

FIGURE  
2

Tax Lot Map 11 11 08 DB, lot 2405, Lincoln County  
Front Street Marine Transload Facility Project  
Newport Oregon (ormap.net, 2015)

Project #5605  
3/11/15



Pacific Habitat Services, Inc.  
9450 SW Commerce Circle, Suite 180  
Wilsonville, OR 97070



FIGURE  
3

Project Location  
Front Street Marine Transload Facility Project  
Newport, OR (Google Earth 2015)

Image © 2015 DigitalGlobe  
© 2015 Google

5605  
3/11/15



Pacific Habitat Services, Inc.  
9450 SW Commerce Circle, Suite 180  
Wilsonville, OR 97070



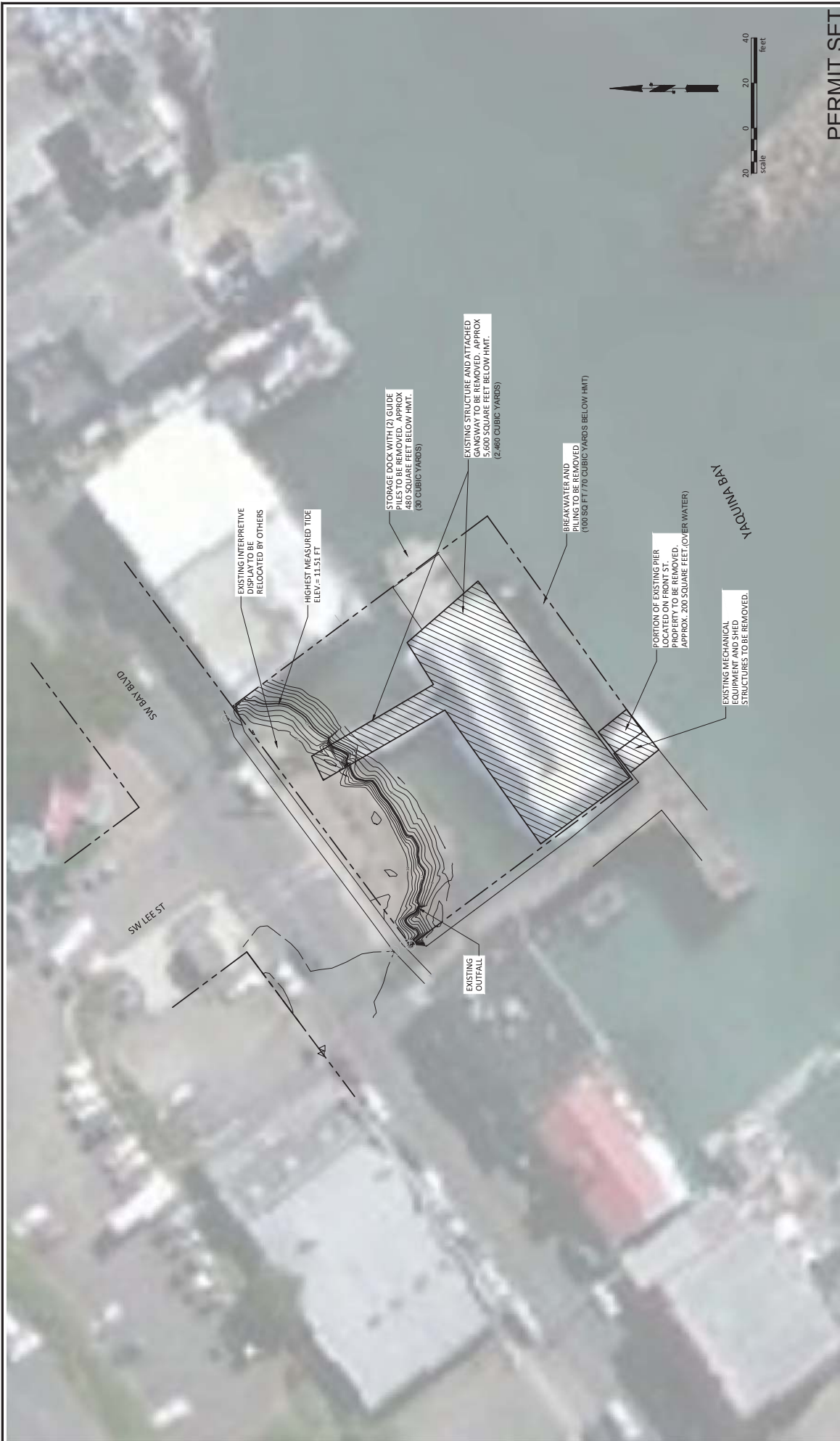
FIGURE  
4

Proposed Offsite Mitigation at River Bend Marine  
Front Street Marine Transload Facility Project  
Newport, OR (Google Earth 2015)

5605  
3/11/15



Pacific Habitat Services, Inc.  
9450 SW Commerce Circle, Suite 180  
Wilsonville, OR 97070



**PERMIT SET**

DRAWING NO. **C-01**  
 PROJECT NO. **A15.0232.00**  
 DATE: **3/17/15**  
 SHEET NO. **2 OF 4**

**FRONT ST MARINE LLC**  
**FRONT ST WHARF**  
 EXISTING SITE PLAN/DEMOLITION PLAN

DRAWN BY TNP  
 DESIGN BY DAW  
 CHECK BY DTJ  
 PROJ. MGR HAW



PO Box 387  
 Astoria, Oregon 97103  
 (503) 325-7130  
 FAX: (503) 325-0174



**Berger ABAM**  
 700 NE Multnomah Street, Suite 900  
 Portland, Oregon 97232-4189  
 (503) 872-4100 FAX: (503) 872-4101

MARK	REVISION DESCRIPTION	BY	APP.	DATE



NEW WHARF STRUCTURE, APPROX. 35,000 S.F. BELOW HMT LINE  
 (103) 24" Ø STEEL WHARF PILING (87) BELOW HMT LINE  
 (13) 18" Ø STEEL FENDER PILING (13) BELOW HMT LINE  
 (112) 24" Ø STEEL WHARF PILING (88) BELOW HMT LINE  
 (14) 18" Ø STEEL FENDER PILING (14) BELOW HMT LINE



NOTE: ELEVATIONS ARE NAVD83 DATUM



**B** BERGER ABAM  
 CONSTRUCTION VIBRATORY  
 PO Box 387  
 Astoria, Oregon 97103  
 (503) 325-7130  
 FAX: (503) 225-0174

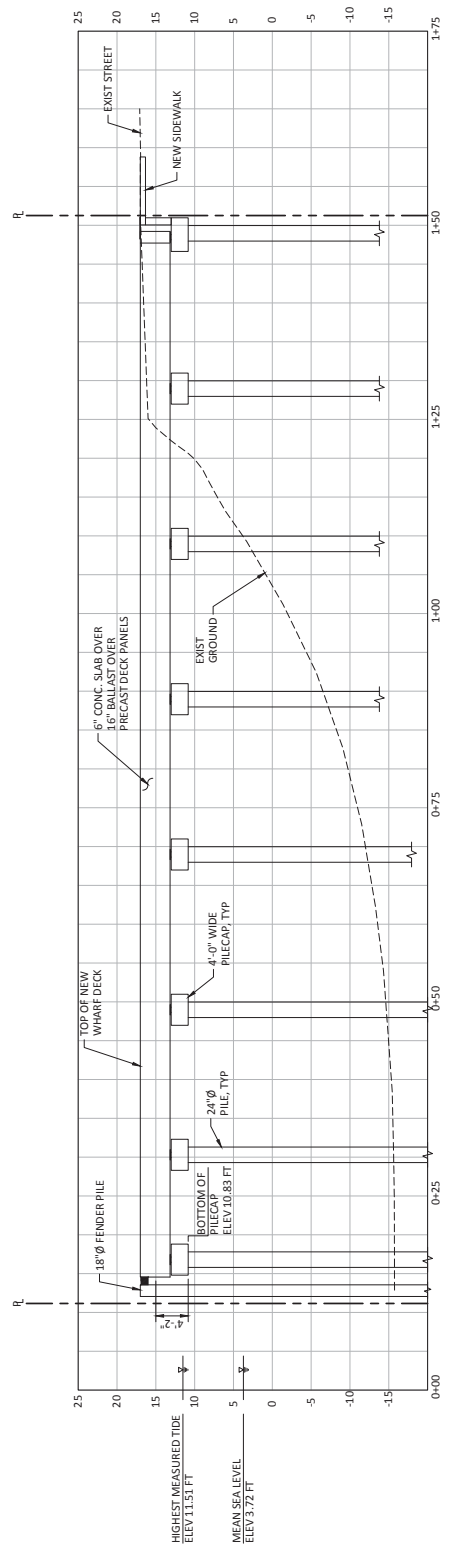
**Berger ABAM**  
 700 NE Multnomah Street, Suite 900  
 Portland, Oregon 97232-4189  
 (503) 872-4100 FAX: (503) 872-4101

MARK	REVISION DESCRIPTION	BY	APP.	DATE

**PERMIT SET**  
 DRAWING NO. **C-02**  
 PROJECT NO. A15.0232.00  
 DATE: 3/17/15  
 SHEET NO. 3 OF 4

**FRONT ST MARINE LLC**  
**FRONT ST WHARF**  
 PROPOSED SITE PLAN

DRAWN BY TNP  
 DESIGN BY DAW  
 CHECK BY DTJ  
 PROJ. MGR HAW



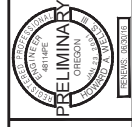
**WHARF ELEVATION**  
SCALE: 3/8" = 1'-0"

NOTE: ELEVATIONS ARE NAVD83 DATUM

**PERMIT SET**  
DRAWING NO. **S-01**  
PROJECT NO. A15.0232.00  
DATE: 3/17/15  
SHEET NO. 4 OF 4

**FRONT ST MARINE LLC**  
**FRONT ST WHARF**  
WHARF SECTION

DRAWN BY TNP  
DESIGN BY DAW  
CHECK BY DTJ  
PROJ. MGR HAW



**B** BERGER ABAM CONSTRUCTION • VIBRO  
PO Box 387  
Astoria, Oregon 97103  
(503) 325-7130  
FAX: (503) 225-0174

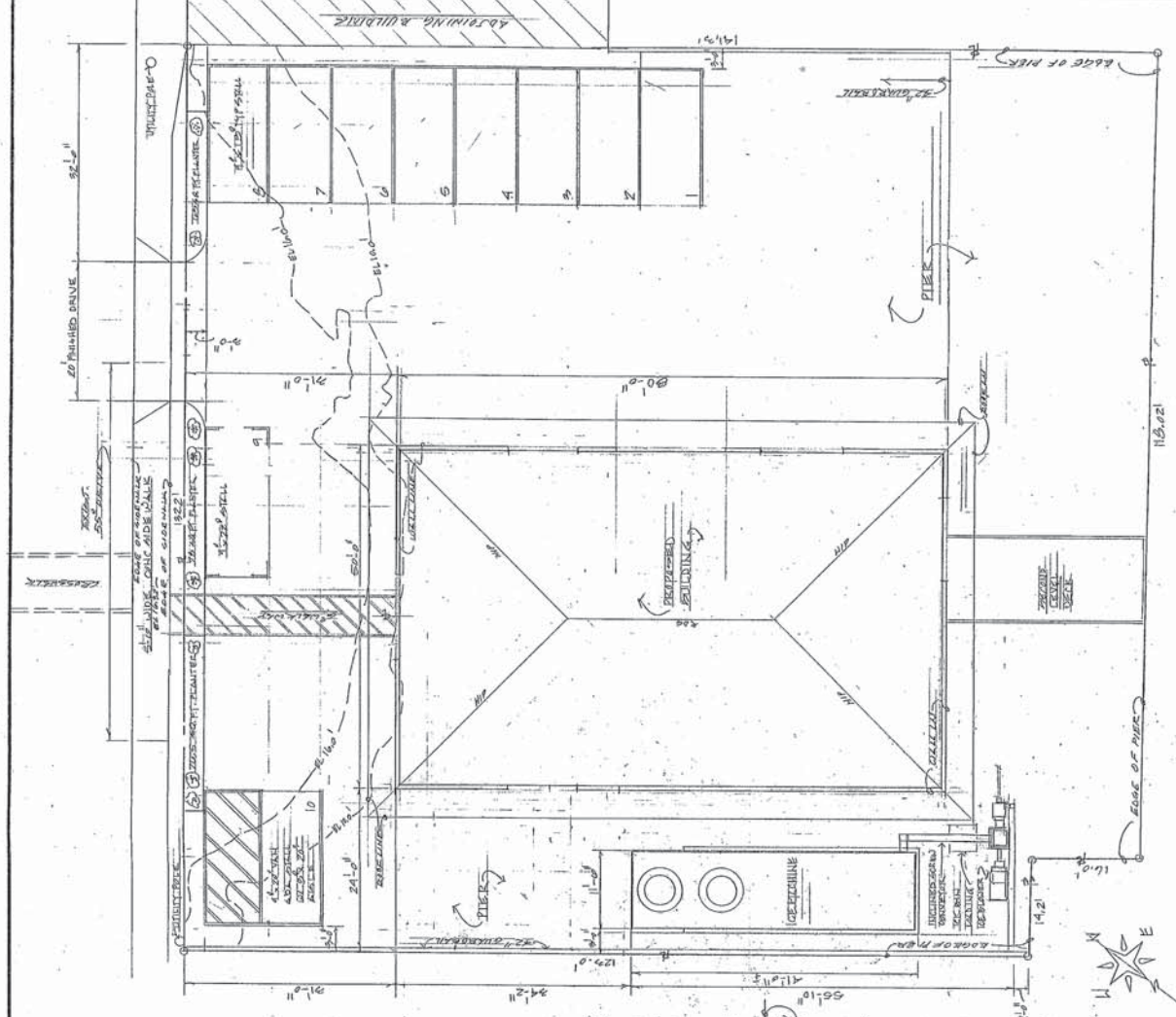
**Berger ABAM**  
700 NE Multnomah Street, Suite 900  
Portland, Oregon 97232-4189  
(503) 872-4100 FAX: (503) 872-4101

MARK	REVISION DESCRIPTION	BY	APP.	DATE

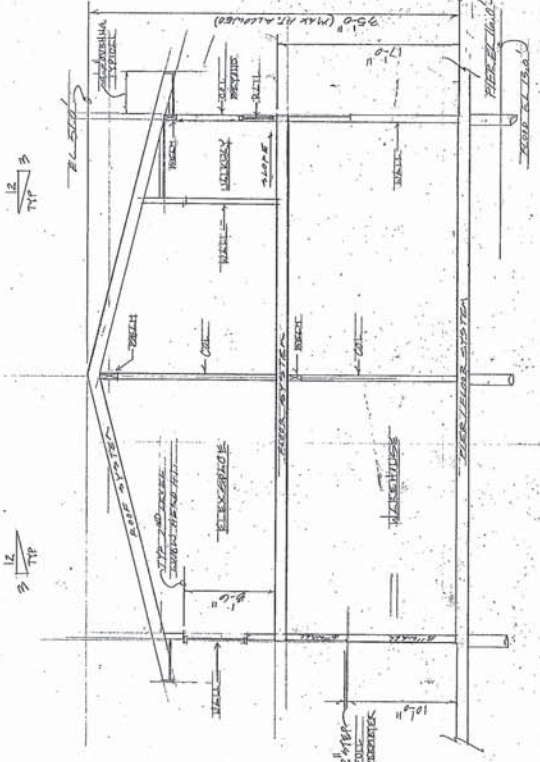
250 50 BLY BLVD  
NEWPORT, OR

JON HOLBROOK DESIGN  
405 SE SCENIC LOOP, NEWPORT, OREGON, 97365  
PH: 541-265-9366 FAX: 541-265-4050  
E-MAIL: CUSTHOME@HCDMAIL.COM

NO.	REV.	DATE	DESCRIPTION
1			ISSUED FOR PERMITS



FIRST LEVEL FLOOR PLAN W/ SITE



**SECTION**

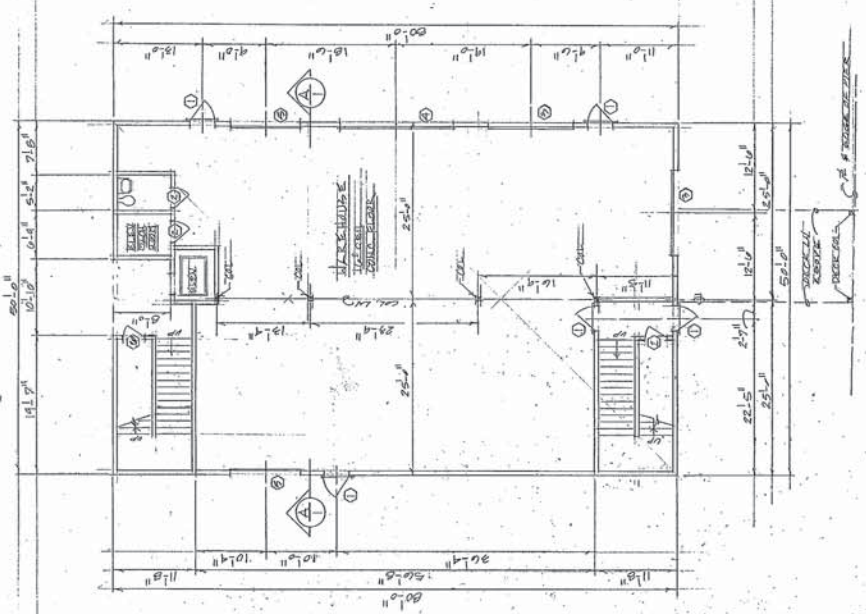
DATE: 5/15/2011

SCALE: 1/8" = 1'-0"

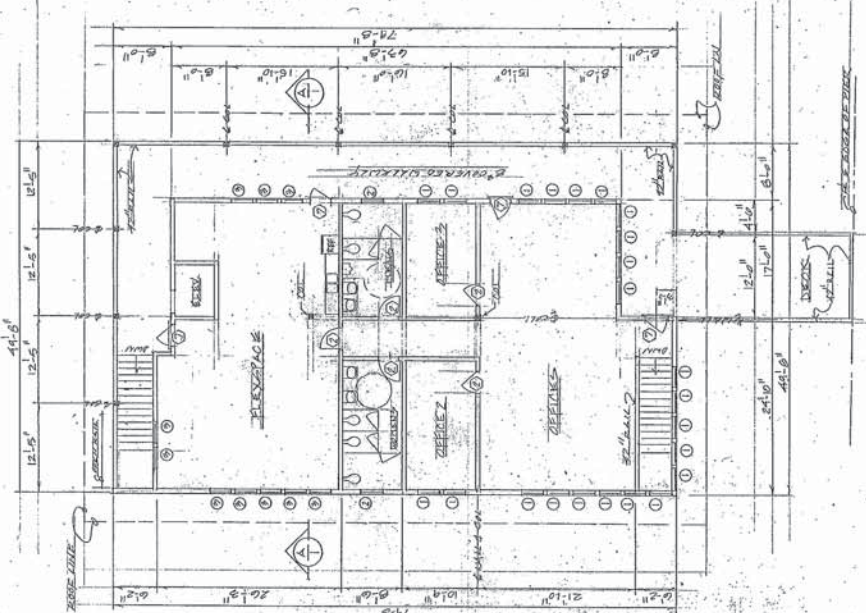
GENERAL NOTES:  
 1. ALL WORK SHALL BE IN ACCORDANCE WITH THE 2009 IBC.  
 2. ALL MATERIALS SHALL BE APPROVED BY THE ARCHITECT.  
 3. ALL WORK SHALL BE DONE IN ACCORDANCE WITH THE 2009 IBC.  
 4. ALL WORK SHALL BE DONE IN ACCORDANCE WITH THE 2009 IBC.  
 5. ALL WORK SHALL BE DONE IN ACCORDANCE WITH THE 2009 IBC.

WINDOW SCHEDULE			
SYM	SIZE	LT.	VENT COMMENTS
①	36" x 50"		
②	36" x 50"		
③	36" x 50"		
④	36" x 50"		
⑤	36" x 50"		
⑥	36" x 50"		
⑦	36" x 50"		
⑧	36" x 50"		

DOOR SCHEDULE			
SYM	SIZE	LT.	COMMENTS
①	36" x 50"		
②	36" x 50"		
③	36" x 50"		
④	36" x 50"		
⑤	36" x 50"		
⑥	36" x 50"		
⑦	36" x 50"		
⑧	36" x 50"		



FIRST LEVEL FLOOR PLAN



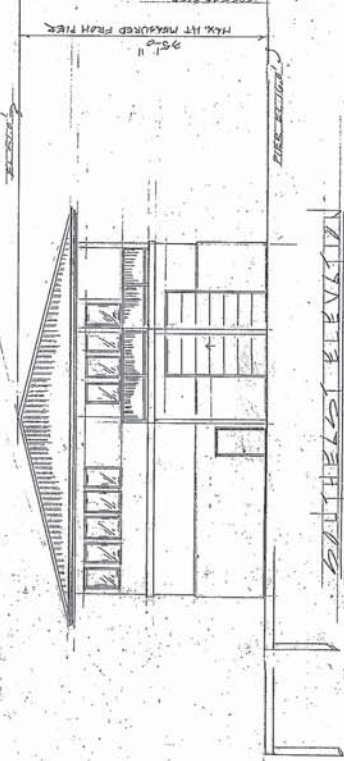
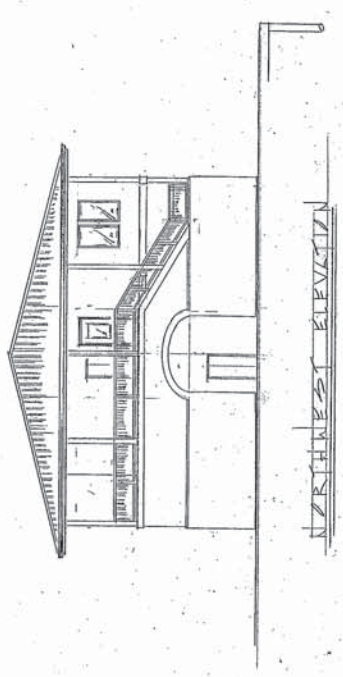
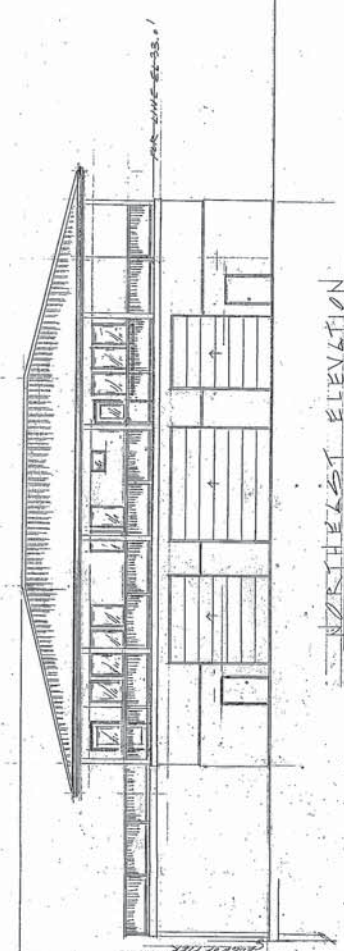
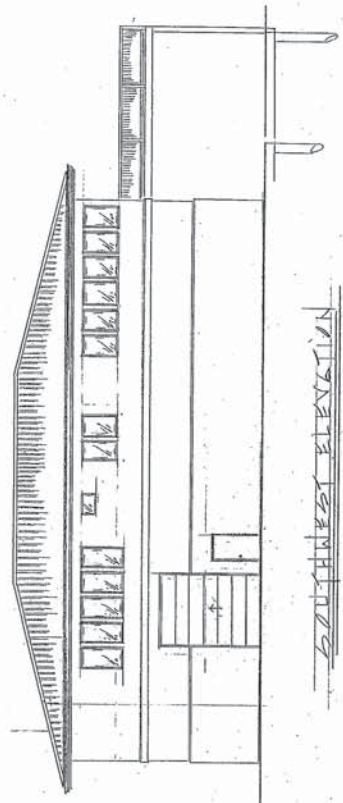
SECOND LEVEL FLOOR PLAN





250 5th BAY BLVD  
NEWPORT OREGON

DATE	
REV.	
405 SE Scenic Loop, Newport, Oregon, 97365	
Ph. 541-265-9366 Fax 541-265-4050	
E-mail <a href="mailto:custhome@hotmail.com">custhome@hotmail.com</a>	
<b>JON HOLBROOK DESIGN</b>	





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

September 23, 2015

Rondys, Inc.  
c/o Evan Hall  
1301 W. Oregon St  
Bellingham, WA 98225

Dear Evan,

According to the lease agreement dated June 25, 2012 between Rondys, Inc. (Lessor) and the Port of Newport (Lessee), the Port will need written permission from Rondys to proceed with any changes or improvements on the leased property.

As a follow up to our e-mail correspondence on September 10, 2015, we would like to ask for your written approval to use the unimproved launch area to remove a pontoon dock for demolition. The proposed plan would include containment and clean-up of the site after the demolition which should take about a week.

Any rental income would be split equally between the parties.

If you agree with this request, please sign and return one copy of this letter, keeping the other copy for your file.

Thank you for your cooperation and consideration. If you have any questions, please feel free to call me any time.

Sincerely,

---

Kevin M. Greenwood  
General Manager

---

Evan Hall  
Rondys, Inc.

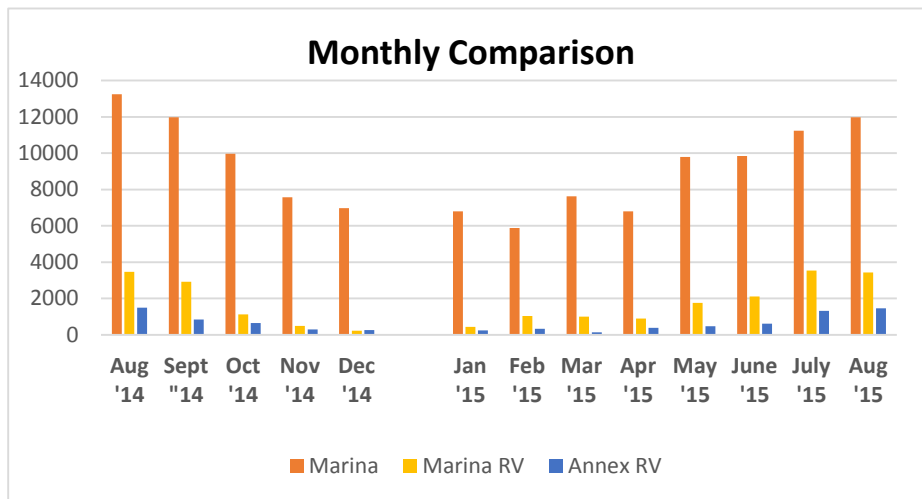
cc: Port of Newport Commission

# Occupancy Report

**TO:** Port of Newport Board Commissioners  
**From:** Penny, South Beach Marina & RV Park  
**Date:** 9/15/2015  
**Re:** August, 2015 Occupancy Report

RV occupancy was down slightly from August 2014. A few sites were unavailable one or two nights for various maintenance issues. Boat numbers were also down. We had fewer long term moorage holders and more transient and monthly users.

August	2014	2015	Change		YTD 2014	YTD 2015	Change
Marina	13,252	11,971	-9.67%		63,621	68,600	8.50%
Marina RV	3,468	3,426	-1.20%		11,982	13,905	16.05%
Annex RV	1,490	1,463	-1.81%		4,445	4,596	3.40%
<b>Totals</b>	<b>4,958</b>	<b>4,889</b>	<b>-1.39%</b>		<b>16,427</b>	<b>18,501</b>	<b>12.63%</b>





## **DIRECTOR OF OPERATIONS MONTHLY REPORT**

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**DATE:** 9/17/2015  
**PERIOD:** August - September 2015  
**TO:** Kevin Greenwood  
**ISSUED BY:** Rick Fuller

---

### **OVERVIEW**

#### **Summary:**

The transition of positions between Director of Operations, NOAA MOC-P and the International Terminal significantly advanced this month with the hiring of Pete Zerr as the NIT Supervisor. Pete, Jim & I are now working directly from the position locations and continue to come up to speed in our responsibilities. A shout out goes to the crewmembers from North Commercial as they did a great job backfilling the vacant NIT position until the supervisor's position was filled. South Beach continues to keep up a hectic pace as the visitor numbers remain high compared to last year.

Progress was made with special projects such as the N. Com dock pile replacement, Teevin Bros. site plan review, OSP Guardian homeport, Port dock 1 and undersea garden changes, NOAA hydrology modeling, and outstanding permit reporting and closeout. Commissioner responses to the operations scorecard questionnaire were summarized and are now included in the attached report. Attended the Pacific Coast Congress (PCC) convention in Juneau Alaska.

#### **Detail:**

- With staff, managed the hiring process for the NIT Supervisor position. Over a dozen applications were received; four applicants completed the required supplemental questions and were scored with two being selected for interview. Applicant Kent Gibson of N. Com, impressed the panel with his resume, application, references and interview. Peter Zerr was ultimately selected due to his outstanding career qualifications backed up by his interview. Pete started in his position on Monday Sept 14<sup>th</sup>. I'll be following up on required training for both NIT and NOAA positions in the next week. Have started looking into building a temporary personnel pool that can be utilized for temporary labor help when needed by the varying departments.
- Met with & updated Lee Fries of the PON volunteer group. The group has double in size and now numbers six(6) persons. Clay from South Beach has asked to be involved as a south beach representative. Steve Larrabee and Kevin Greenwood are working through the insurance requirements before moving forward. Received clothing sizes and meeting minutes from the groups 1st organizational meeting. We are progressing cautiously until all t's are crossed.
- Organized and prepared pile survey for PD3, PD5, and PD7 (*see attached*). Forwarded to Pacific Habitat Services for final component of the Joint Permit Application for removal and replacement. Pending final review, the final JPA application should be submitted within the next couple of days. A request for proposal for the pile replacement will be the next step in the process.

- Received correspondence from USACE scheduling a site meeting to review compliance and reporting requirements for various open permits at the International Terminal and NOAA mitigation.
- Working on assessment and replacement of an emergency escape ladder damaged by the Northern Ram. Replacement may be a removable ladder similar to boat access ladders.
- Followed up phone conversation with email to USACE Kate Groth concerning the maintenance condition of the SB Marina breakwater. The sand has built up on the northwest side of the breakwater to within 4-6 feet of the top of the structure while missing riprap at the southeast side is causing erosion issues that are damaging the asphalt walkway going to the fishing pier.
- Received construction plans for Teevin's log yard from Eric Oien. Working with Ron Stillmaker of SHN Engineers & Geologists for the review of civil drawings prior to submittal of the joint permit application (JPA). Per the commission work session, the Teevin Bros project should be the priority focus for McLean Point operations in order to keep the project moving forward.
- Set up preliminary meeting for week of Sept 28th with LT. Tim Schwartz of the Oregon State Police concerning the permanent docking of the Guardian at SB Marina.
- Met with Greg Morrill, Steve Webster and Kevin Greenwood concerning the proposed demolition of the Undersea Garden property as it relates to the Port Dock 1 structure. It is recognized that the existing PD1 dock structure does not encroach into the neighboring property to the east. Demolition of the pump house structure would however remove a boat tie off point that currently exists to the east. Reviewed South Beach old boat ramp and McLean Point as possible pull out areas for the existing floating structure in order to facilitate demolition.
- Finalized the operations scorecard analysis and word-cloud graphic (*see attached*). The questionnaire and scorecard can be used as a tool to review annual benchmarks. The analysis is a broad spectrum snapshot of the way that the Port perceives itself based on five categories of their operations. Thank you to all that participated.
- Attended the Pacific Coast Congress conference in Juneau, Alaska with Steve Larrabee and Aja Vickers. Very relevant workshop sessions offered along with the opportunity to network with other Harbor and Port managers. *See Conference outline and agenda attached.*
- Volunteered to sit on DSL General Permit Rules Advisory Committee. This is the next step in creating a general maintenance dredge permit process which would improve the current requirements. Kirk Jarvie of DSL is leading the charge.

### **International Terminal**

#### Billable services:

- Forklift - 19 hrs
- 30 Ton Hydraulic crane – 35hrs
- Dock Tie Up – 56hrs
- 120Vpower – 22 days
- 208V power – 44 days
- Labor – 48 hrs

New supervisor Pete Zerr reported to work Sept 14, 2015. Jim Durkee training and transitioning out of the supervisor position within one week.

Ordered a cardboard recycling bin from Thompsons Sanitary. No charge for the bin since we have scheduled garbage service with them. Should be delivered sometime this week and will help reduce the amount of garbage in the dumpster.

Scheduling 2 longshoremen to load a 40' container at Rogue Ale on Thursday 9-17-15

## **N. Commercial docks**

Billable services:

- Forklift - 65hrs
- Hoist crane – 10hrs
- Dock Tie Up – 140hrs

Special Projects

- Dock 5D rod & whaler replacement - 15% complete
- Dock pile survey – Survey compilation in complete. JPA in progress

Received through rods for 5D.

## **NOAA MOC-P**

- Annual inspections
- Systems training for Jim Durkee
- Yaquina dredge on site and dredging channel line to the north of the wharf. Removal amount TBD

Bar crossings this period:

Dredge Yaquina - POB 17/15

Bell M Shimada – POB – 39

YTD Total 661

Office Occupancy Admin Building – 59 Work Stations Total, 48 Occupied

Warehouse Bldg. – 21 Work Stations Total, 7 Occupied

Occupancy Rate – 69%

## **S. Beach Marina & RV**

Billable services:

- Launch tickets – 1201 tickets sold this period. 3483 tickets sold since new machine installed

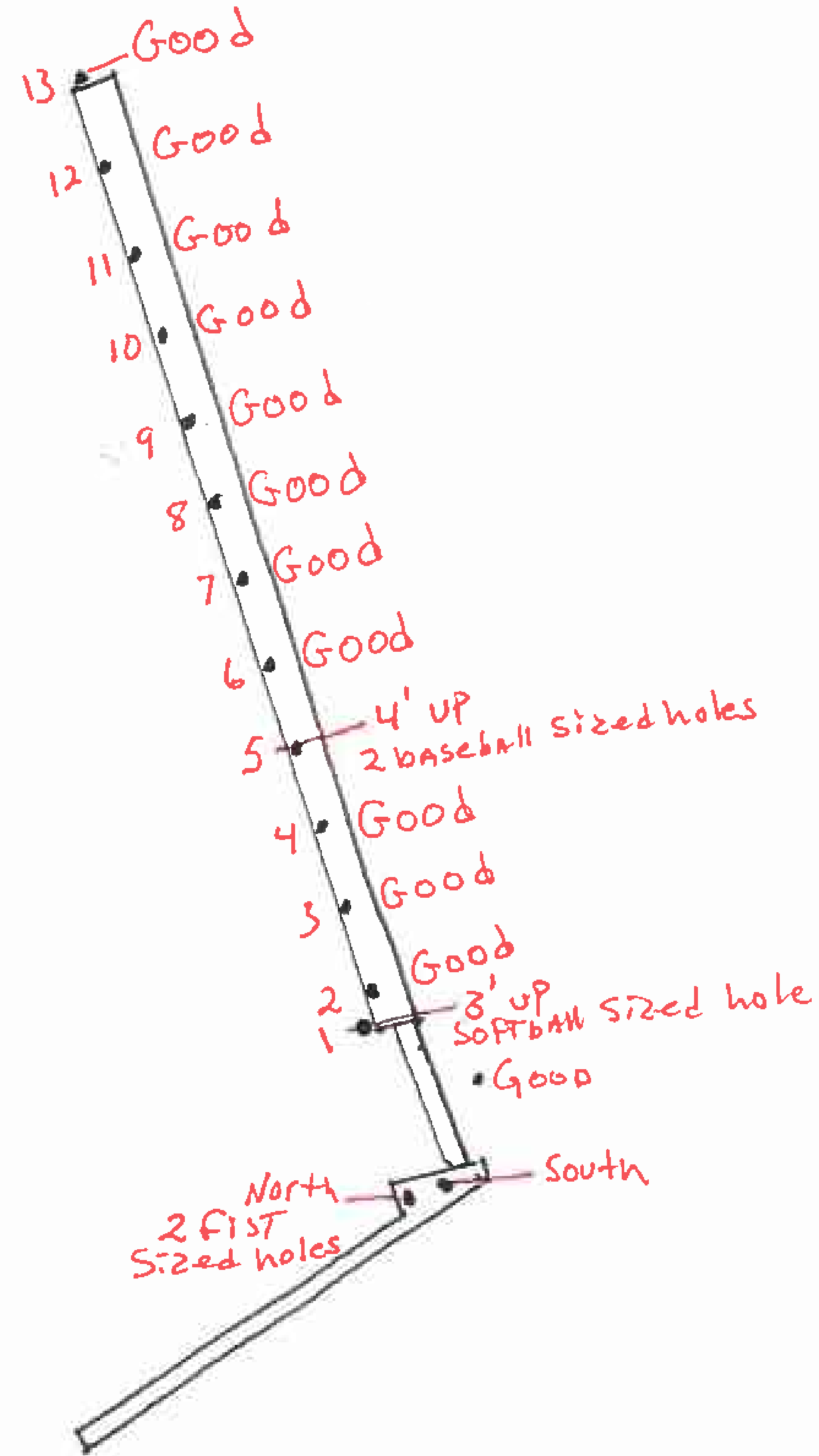
Special Projects

- Sink hole at Rogue parking lot identified and contracted for repair – Completed
- Rogue brewery parking lot striping - Complete

Location	Size(D)	Priority	Notes
Dock 3-1	16"	Med	1-7" +/- hole @ 3' above mud line
Dock 3-2	16"	Low	OK
Dock 3-3	16"	Low	OK
Dock 3-4	16"	Low	OK
Dock 3-5	16"	Med	2-3" +/- holes @ 4' above mud line
Dock 3-6	16"	Low	OK
Dock 3-7	16"	Low	OK
Dock 3-8	16"	Low	OK
Dock 3-9	16"	Low	OK
Dock 3-10	16"	Low	OK
Dock 3-11	16"	Low	OK
Dock 3-12	16"	Low	OK
Dock 3-13	16"	Low	OK
Dock 3-N	16"	Med	2-4" +/- holes @ low water line
Dock 3-S	16"	Low	OK
Dock 3-Ramp	16"	Low	OK - Pile installed outside of dock by fish plant



Pile Corrosion



General Notes

1. Visual piling survey by diver during July and August period 2015
2. Data compiled by Kent Gibson August 2015

No.	Revision/Issue	Date

**Port of Newport**

600 SE Bay Blvd  
Newport, Oregon 97365  
541.265.7758

Project Name and Address  
North Commercial Docks  
Port Dock 3

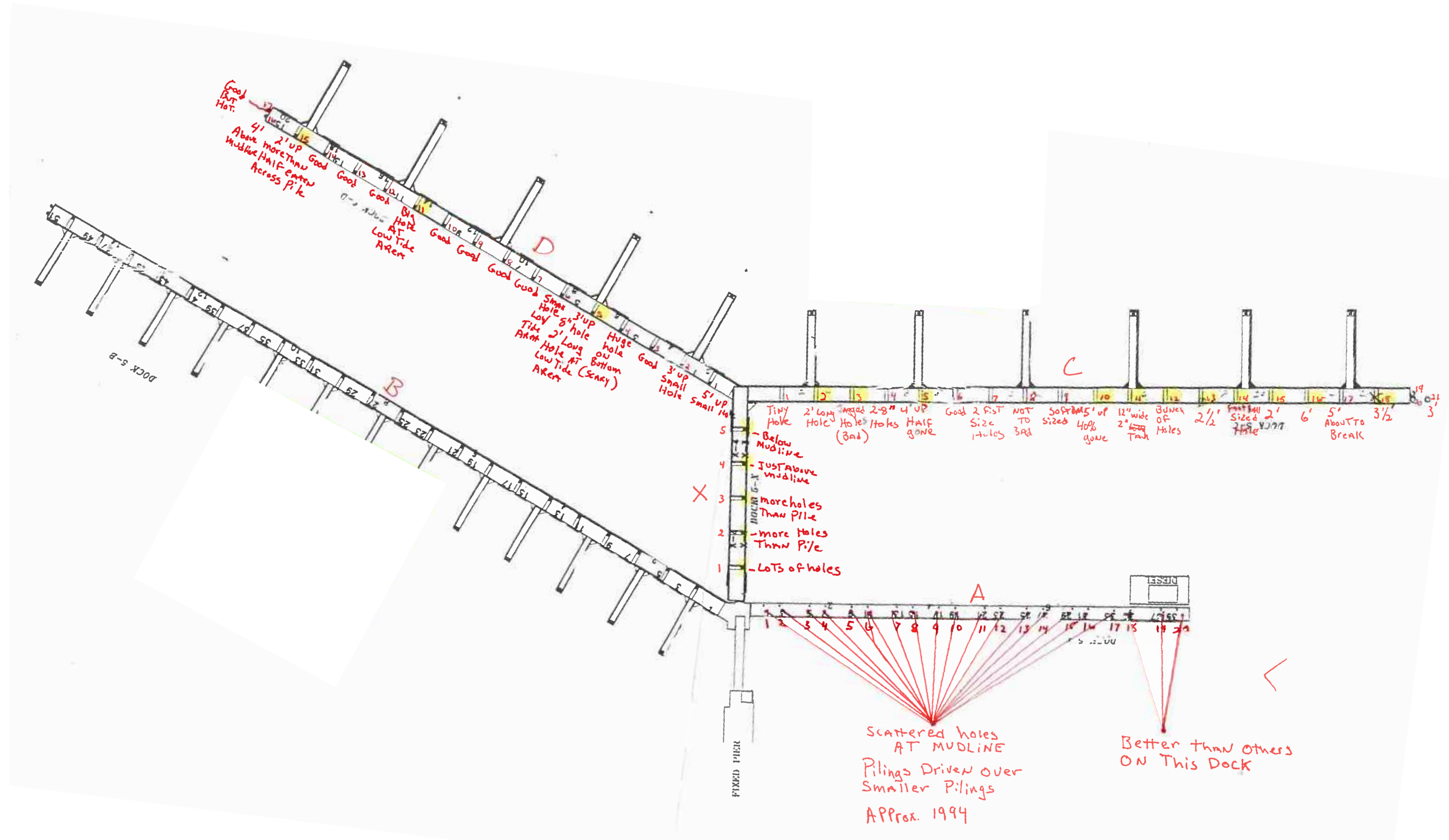
Project Pile Survey PD3	Sheet <b>PD3</b>
Date Jul-Aug 2015	
Scale Not to Scale	

Location	Size(D)	Priority	Notes
Dock 5A-1	8"	Med	Small holes at mudline - Piling over smaller piling (approx 1994)
Dock 5A-2	8"	Med	Small holes at mudline - Piling over smaller piling (approx 1994)
Dock 5A-3	8"	Med	Small holes at mudline - Piling over smaller piling (approx 1994)
Dock 5A-4	8"	Med	Small holes at mudline - Piling over smaller piling (approx 1994)
Dock 5A-5	8"	Med	Small holes at mudline - Piling over smaller piling (approx 1994)
Dock 5A-6	8"	Med	Small holes at mudline - Piling over smaller piling (approx 1994)
Dock 5A-7	8"	Med	Small holes at mudline - Piling over smaller piling (approx 1994)
Dock 5A-8	8"	Med	Small holes at mudline - Piling over smaller piling (approx 1994)
Dock 5A-9	8"	Med	Small holes at mudline - Piling over smaller piling (approx 1994)
Dock 5A-10	8"	Med	Small holes at mudline - Piling over smaller piling (approx 1994)
Dock 5A-11	8"	Med	Small holes at mudline - Piling over smaller piling (approx 1994)
Dock 5A-12	8"	Med	Small holes at mudline - Piling over smaller piling (approx 1994)
Dock 5A-13	8"	Med	Small holes at mudline - Piling over smaller piling (approx 1994)
Dock 5A-14	8"	Med	Small holes at mudline - Piling over smaller piling (approx 1994)
Dock 5A-15	8"	Med	Small holes at mudline - Piling over smaller piling (approx 1994)
Dock 5A-16	8"	Med	Small holes at mudline - Piling over smaller piling (approx 1994)
Dock 5A-17	8"	Med	Small holes at mudline - Piling over smaller piling (approx 1994)
Dock 5A-18	12"	Low	OK - Piling (approx 1994)
Dock 5A-19	8"	Low	OK - Piling over smaller piling (approx 1994)
Dock 5A-20	12"	Low	OK - Piling (approx 1994)

Location	Size(D)	Priority	Notes
Dock 5B-1	13"	Low	OK - Replaced 1994
Dock 5B-2	13"	Low	OK - Replaced 1994
Dock 5B-3	13"	Low	OK - Replaced 1994
Dock 5B-4	13"	Low	OK - Replaced 1994
Dock 5B-5	13"	Low	OK - Replaced 1994
Dock 5B-6	13"	Low	OK - Replaced 1994
Dock 5B-7	13"	Low	OK - Replaced 1994
Dock 5B-8	13"	Low	OK - Replaced 1994
Dock 5B-9	13"	Low	OK - Replaced 1994
Dock 5B-10	13"	Low	OK - Replaced 1994
Dock 5B-11	13"	Low	OK - Replaced 1994
Dock 5B-12	13"	Low	OK - Replaced 1994
Dock 5B-13	13"	Low	OK - Replaced 1994
Dock 5B-14	13"	Low	OK - Replaced 1994
Dock 5B-15	13"	Low	OK - Replaced 1994
Dock 5B-16	13"	Low	OK - Replaced 1994
Dock 5B-17	13"	Low	OK - Replaced 1994
Dock 5B-18	13"	Low	OK - Replaced 1994
Dock 5B-19	13"	Low	OK - Replaced 1994
Dock 5B-20	13"	Low	OK - Replaced 1994
Dock 5B-21	13"	Low	OK - Replaced 1994
Dock 5B-22	13"	Low	OK - Replaced 1994
Dock 5B-23	13"	Low	OK - Replaced 1994

Location	Size(D)	Priority	Notes
Dock 5C-1	14"	Med	1-small hole @ 2' above mud line
Dock 5C-2	14"	High	1-24" +/- vertical hole @ 6' above mud line
Dock 5C-3	14"	High	1-large vertical hole @ 6' above mud line
Dock 5C-4	14"	High	2-8" +/- vertical hole @ 2.5' above mud line
Dock 5C-5	14"	High	1-large hole (pile 50% decay) @ 4' above mud line
Dock 5C-6	14"	Low	OK
Dock 5C-7	14"	Med	2-4" +/- holes @ 6' & 8' above mud line
Dock 5C-8	14"	Med	1-small hole @ 2' above mud line
Dock 5C-9	14"	Med	1-7" +/- hole @ 2' above mud line
Dock 5C-10	14"	High	1-large hole (pile 40% decay) @ 4' above mud line
Dock 5C-11	14"	High	2-12" +/- vertical hole @ 8' above mud line
Dock 5C-12	14"	High	Numerous small holes @ 4' above mud line
Dock 5C-13	14"	High	Corrosion entire circumference @ 2.5' above mud line (Pull & replace)
Dock 5C-14	14"	High	1-12" +/- vertical hole @ 6' above mud line
Dock 5C-15	14"	High	Corrosion entire circumference @ 2' above mud line (Pull & replace)
Dock 5C-16	14"	High	Corrosion entire circumference @ 6' above mud line (Pull & replace)
Dock 5C-17	14"	High	Corrosion entire circumference @ 5' above mud line (Pull & replace)
Dock 5C-18	14"	High	Corrosion entire circumference @ 3.5' above mud line (Pull & replace)
Dock 5C-19	14"	Med	OK - Installed after dock shortened
Dock 5C-20	14"	Med	OK - Installed after dock shortened
Dock 5C-21	14"	High	Corrosion entire circumference @ 3.5' above mud line (Pull only)

Location	Size(D)	Priority	Notes
Dock 5D-1	14"	Med	1-small hole @ 5' above mud line
Dock 5D-2	14"	Med	1-small hole @ 3' above mud line
Dock 5D-3	14"	Low	OK
Dock 5D-4	14"	High	1-Very large vertical hole @ mud line
Dock 5D-5	14"	High	1-8" & 1-12" +/- holes @ low tide line
Dock 5D-6	14"	Med	1-small hole @ low tide line
Dock 5D-7	14"	Med	OK
Dock 5D-8	14"	Med	OK
Dock 5D-9	14"	Med	OK
Dock 5D-10	14"	Med	OK
Dock 5D-11	14"	High	1-large hole @ low tide line
Dock 5D-12	14"	Low	OK
Dock 5D-13	14"	Low	OK
Dock 5D-14	14"	Low	OK
Dock 5D-15	14"	High	50% circumference @ 2' above mud line
Dock 5D-16	14"	Med	1-? hole @ 4' above mud line
Dock 5D-17	14"	Low	OK - Note piling "Hot"



Location	Size(D)	Priority	Notes
Dock 5X-1	14"	High	Numerous holes @ mud line (severity may cause difficulty in pulling)
Dock 5X-2	14"	High	Numerous holes @ mud line (severity may cause difficulty in pulling)
Dock 5X-3	14"	High	Numerous holes @ mud line (severity may cause difficulty in pulling)
Dock 5X-4	14"	High	Stub only @ near mud line
Dock 5X-5	14"	High	Stub only @ under mud line w sliver above

General Notes  
 1. Visual piling survey by diver during July and August period 2015  
 2. Data compiled by Kent Gibson August 2015

No.	Revision/Issue	Date

**Port of Newport**  
 600 SE Bay Blvd  
 Newport, Oregon 97365  
 541.265.7758

Project Name and Address  
 North Commercial Docks  
 Port Dock 5

Project Pile Survey PD5	Sheet <b>PD5</b>
Date Jul-Aug 2015	
Scale Not to Scale	



Location	Size(D)	Priority	Notes
Dock 7A-	NA	NA	Dock Removed in its entirety. Some piles visable at low tide Area not used

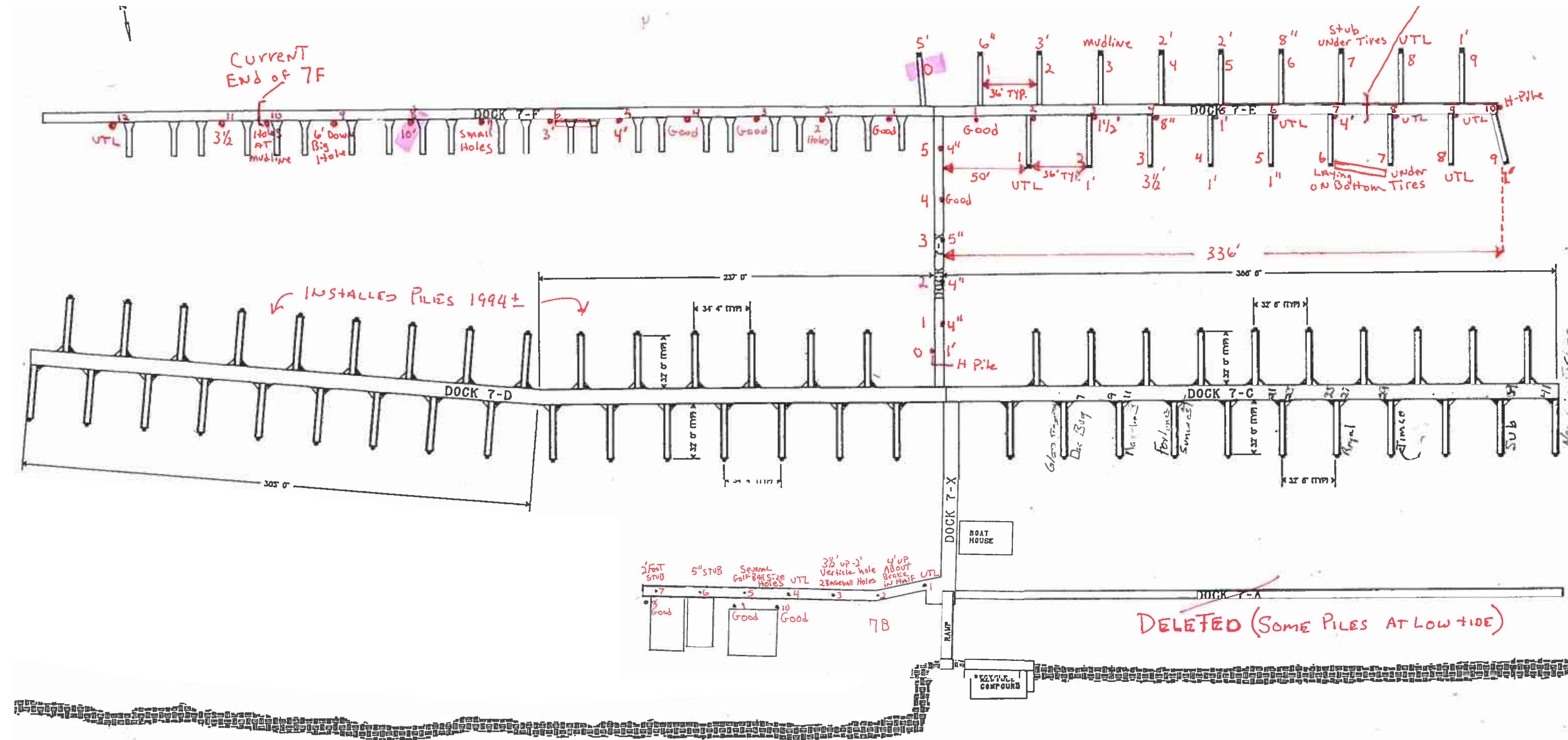
Location	Size(D)	Priority	Notes
Dock 7B-1	6"	-	Unable to locate
Dock 7B-2	6"	-	Corrosion 50% circumference @ 4' above mud line
Dock 7B-3	6"	-	2-4" & 1-24" holes @ 3.5' above mud line
Dock 7B-4	6"	-	Unable to locate
Dock 7B-5	6"	-	Numerous holes @ mud line
Dock 7B-6	6"	-	Numerous holes @ above mud line
Dock 7B-7	6"	-	Numerous holes @ 2' above mud line
Dock 7B-8	12"	-	OK
Dock 7B-9	12"	-	OK
Dock 7B-10	12"	-	OK

Location	Size(D)	Priority	Notes
Dock 7C-7D	12"	-	Random Survey - All OK, Installed 1994

Location	Size(D)	Priority	Notes
<b>Main</b>			
Dock 7E-1	15"	-	OK
Dock 7E-2	15"	-	1-large vertical hole @ 6' above mud line
Dock 7E-3	15"	-	BROKEN PILE - 1.5" above mud line
Dock 7E-4	15"	-	BROKEN PILE - 8" above mud line
Dock 7E-5	15"	-	BROKEN PILE - 12" above mud line
Dock 7E-6	15"	-	Unable to locate
Dock 7E-7	15"	-	BROKEN PILE - 4" above mud line
Dock 7E-8	15"	-	Unable to locate
Dock 7E-9	15"	-	Unable to locate - Stub under tires
Dock 7E-10	H Pile	-	BROKEN PILE - H pile
<b>Finger South</b>			
Dock 7ES-1	15"	-	BROKEN PILE - 5' above mud line
Dock 7ES-2	15"	-	BROKEN PILE - 6" above mud line
Dock 7ES-3	15"	-	BROKEN PILE - 3" above mud line
Dock 7ES-4	15"	-	BROKEN PILE - at mud line. Possible H pile
Dock 7ES-5	15"	-	BROKEN PILE - 2' above mud line
Dock 7ES-6	15"	-	BROKEN PILE - 2' above mud line
Dock 7ES-7	15"	-	BROKEN PILE - Stub under tires
Dock 7ES-8	15"	-	Unable to locate
Dock 7ES-9	15"	-	BROKEN PILE - 1' above mud line
<b>Finger North</b>			
Dock 7EN-1	15"	-	Unable to locate
Dock 7EN-2	15"	-	BROKEN PILE - 1' above mud line
Dock 7EN-3	15"	-	BROKEN PILE - 3.5' above mud line
Dock 7EN-4	15"	-	BROKEN PILE - 1' above mud line
Dock 7EN-5	15"	-	BROKEN PILE - at mud line
Dock 7EN-6	15"	-	BROKEN PILE - 30' laying on bottom
Dock 7EN-7	15"	-	BROKEN PILE - Stub under tires
Dock 7EN-8	15"	-	Unable to locate
Dock 7EN-9	15"	-	BROKEN PILE - 4" above mud line

Location	Size(D)	Priority	Notes
Dock 7F-1	15"	-	OK
Dock 7F-2	15"	-	2- large holes @ 1" & 2' above mud line
Dock 7F-3	15"	-	OK
Dock 7F-4	15"	-	OK
Dock 7F-5	15"	-	BROKEN PILE - 4' above mud line
Dock 7F-6	15"	-	BROKEN PILE - 3' above mud line. Pile laying on bottom westerly
Dock 7F-7	15"	-	Numerous holes @ mud line
Dock 7F-8	15"	-	BROKEN PILE - 10' above mud line
Dock 7F-9	15"	-	1-large hole @ 6' above mud line
Dock 7F-10	15"	-	Numerous holes @ mud line
Dock 7F-11	15"	-	BROKEN PILE - 3.5' above mud line
Dock 7F-12	15"	-	Unable to locate

Location	Size(D)	Priority	Notes
Dock 7X1-1	H Pile	-	Corrosion 50% +/- . PILE NOT ATTACHED
Dock 7X1-2	H Pile	-	Corrosion 25% +/-
Dock 7X1-3	H Pile	-	Corrosion 25% +/-
Dock 7X1-4	H Pile	-	Corrosion 25% +/-
Dock 7X2-0	H Pile	-	BROKEN PILE - 1' above mud line
Dock 7X2-1	15"	-	BROKEN PILE - 4" above mud line
Dock 7X2-2	15"	-	BROKEN PILE - 4" above mud line
Dock 7X2-3	15"	-	BROKEN PILE - 5" above mud line
Dock 7X2-4	15"	-	OK
Dock 7X2-5	15"	-	BROKEN PILE - 4" above mud line



General Notes

1. Visual piling survey by diver during July and August period 2015
2. Data compiled by Kent Gibson August 2015

No.	Revision/Issue	Date

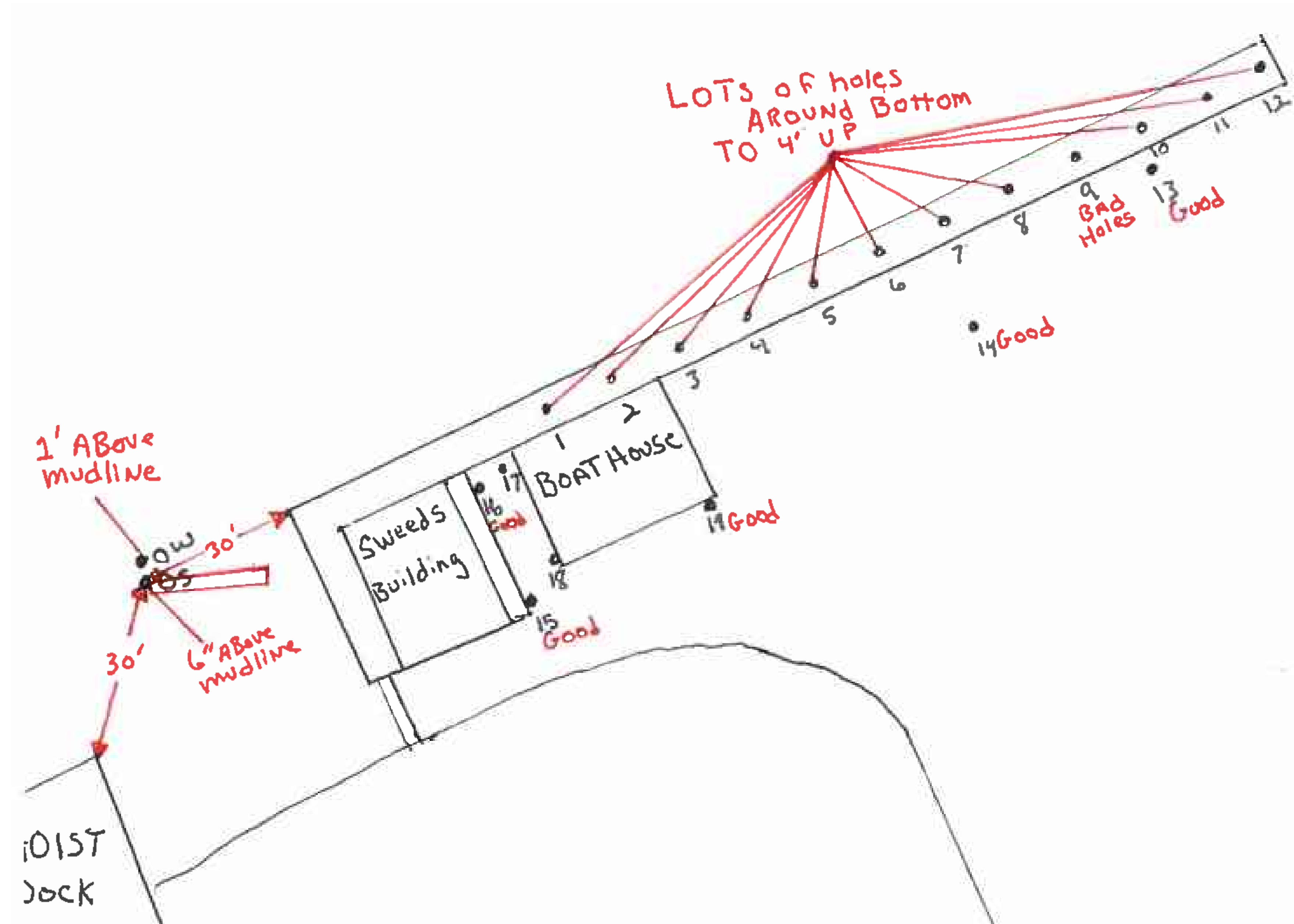
**Port of Newport**

600 SE Bay Blvd  
Newport, Oregon 97365  
541.265.7758

Project Name and Address  
North Commercial Docks  
Port Dock 7

Project Pile Survey PD7	<b>PD7</b>
Date Jul-Aug 2015	
Scale Not to Scale	
Sheet	

Location	Size(D)	Priority	Notes
Sweeds-1	8" PIP	Med	Numerous holes @ 4' above mud line
Sweeds-2	8" PIP	Med	Numerous holes @ 4' above mud line
Sweeds-3	8" PIP	Med	Numerous holes @ 4' above mud line
Sweeds-4	8" PIP	Med	Numerous holes @ 4' above mud line
Sweeds-5	8" PIP	Med	Numerous holes @ 4' above mud line
Sweeds-6	8" PIP	Med	Numerous holes @ 4' above mud line
Sweeds-7	8" PIP	Med	Numerous holes @ 4' above mud line
Sweeds-8	8" PIP	Med	Numerous holes @ mud line to 4'
Sweeds-9	8" PIP	Med	Numerous holes @ 7' above mud line
Sweeds-10	8" PIP	Med	Numerous holes @ mud line to 4'
Sweeds-11	8" PIP	Med	Numerous holes @ mud line
Sweeds-12	8" PIP	Med	Numerous holes @ mud line to 4'
Sweeds-13	8" PIP	Low	OK
Sweeds-14	8" PIP	Low	OK
Sweeds-15	13"	Low	OK
Sweeds-16	13"	Low	OK
Sweeds-17		Med	Wood pile - NOT ATTACHED
Sweeds-18		Med	Wood pile
Sweeds-19	13"	Low	OK at boat house
Sweeds-0W		Med	BROKEN PILE - 6" above mud line. Pile laying on bottom westerly
Sweeds-0S		Med	BROKEN PILE - Wood 1' above mud line
			**PIP = Pile inside pile



General Notes  
 1. Visual piling survey by diver during July and August period 2015  
 2. Data compiled by Kent Gibson August 2015

No.	Revision/Issue	Date

**Port of Newport**

600 SE Bay Blvd  
 Newport, Oregon 97365  
 541.265.7758

Project Name and Address  
 North Commercial Docks  
 Port Dock Sweeds

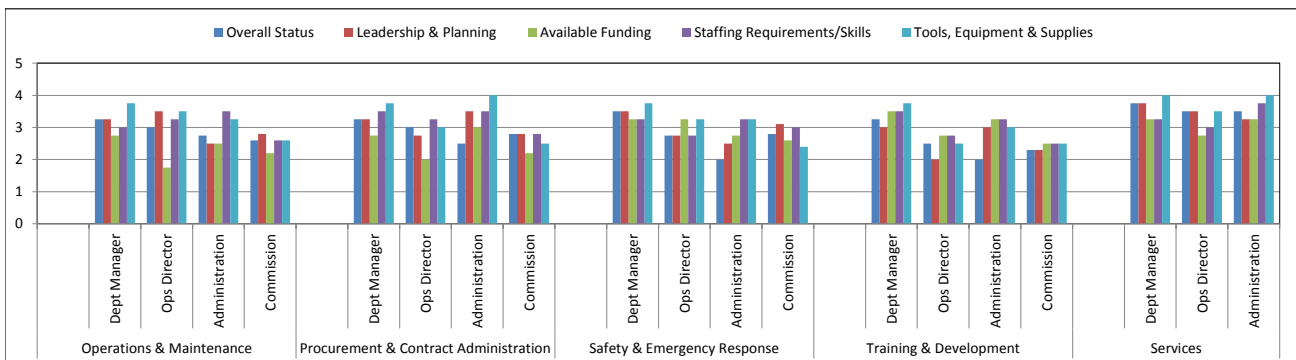
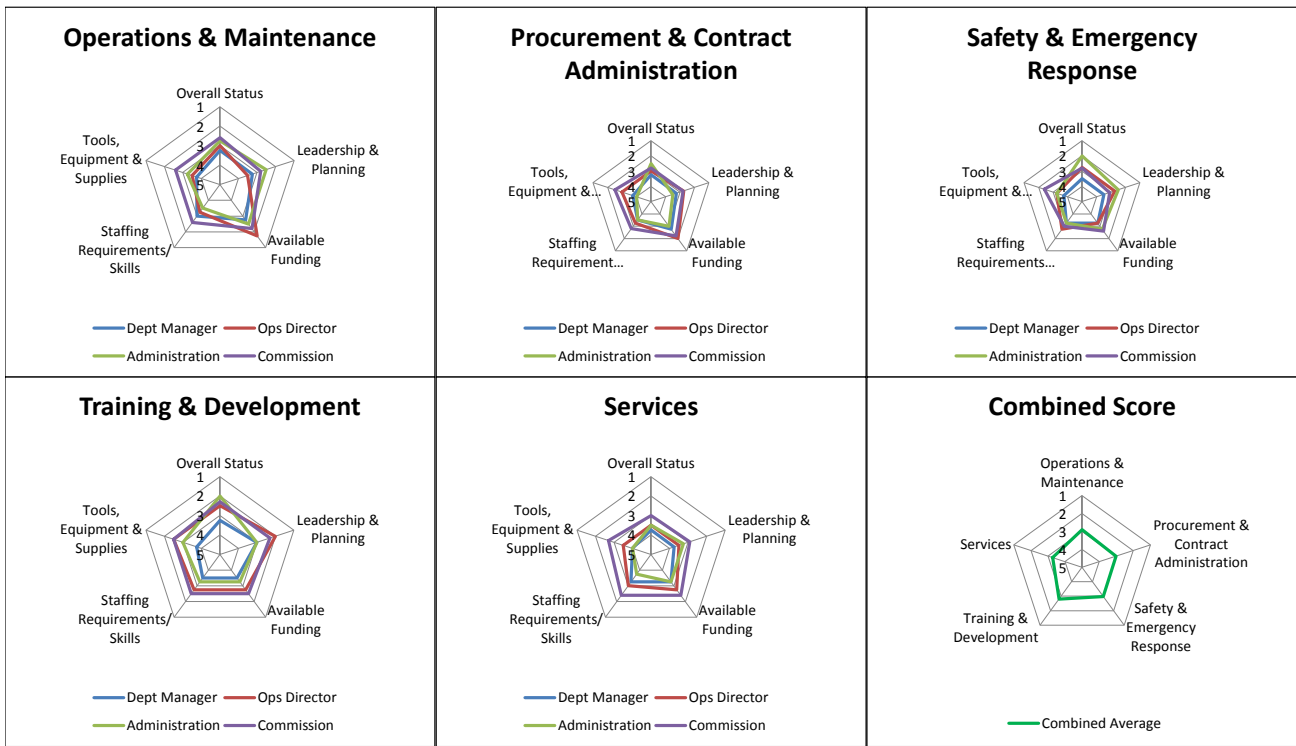
Project Pile Survey PD-Sweeds	Sheet <b>PDS</b>
Date Jul-Aug 2015	
Scale Not to Scale	

# Facility Operations Annual Scorecard

Dept: Port Wide Combined Overall

Date: 9/17/2015

Rating 1 (low) - 5 (high)	Overall Status	Leadership & Planning	Available Funding	Staffing Requirements/Skills	Tools, Equipment & Supplies	TOTAL
<b>Operations &amp; Maintenance</b>						
Dept Manager	3.25	3.25	2.75	3	3.75	16
Ops Director	3	3.5	1.75	3.25	3.5	15
Administration	2.75	2.5	2.5	3.5	3.25	14.5
Commission	2.6	2.8	2.2	2.6	2.6	12.8
<b>Procurement &amp; Contract Administration</b>						
Dept Manager	3.25	3.25	2.75	3.5	3.75	16.5
Ops Director	3	2.75	2	3.25	3	14
Administration	2.5	3.5	3	3.5	4	16.5
Commission	2.8	2.8	2.2	2.8	2.5	13.1
<b>Safety &amp; Emergency Response</b>						
Dept Manager	3.5	3.5	3.25	3.25	3.75	17.25
Ops Director	2.75	2.75	3.25	2.75	3.25	14.75
Administration	2	2.5	2.75	3.25	3.25	13.75
Commission	2.8	3.1	2.6	3	2.4	13.9
<b>Training &amp; Development</b>						
Dept Manager	3.25	3	3.5	3.5	3.75	17
Ops Director	2.5	2	2.75	2.75	2.5	12.5
Administration	2	3	3.25	3.25	3	14.5
Commission	2.3	2.3	2.5	2.5	2.5	12.1
<b>Services</b>						
Dept Manager	3.75	3.75	3.25	3.25	4	18
Ops Director	3.5	3.5	2.75	3	3.5	16.25
Administration	3.5	3.25	3.25	3.75	4	17.75
Commission	3	2.9	2.4	2.4	2.7	13.4
<b>Baseline Score %</b>						<b>60%</b>







# Operations Scorecard

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

Facility: \_\_\_\_\_

By: \_\_\_\_\_

Objective: Rate the department's current status (today) *as it relates to the heading* by answering the questions below. Circle a number of 1(low) through 5(high) for rating.

## 1. Operations & Maintenance (*how we run stuff*)

- 1.1. Rate the Overall Status that currently exists at the facility (*organization, workload, staff morale, cleanliness, buildings, docks and grounds, etc.*) 1 2 3 4 5
- 1.2. Rate the Leadership & Planning that currently exists at the facility (*organized, morale, expectations, schedules, tasks assignment, conflicts, etc.*) 1 2 3 4 5
- 1.3. Rate the Available Funding that currently exists at the facility (*too much, too little, expectations, use of, administration, etc.*) 1 2 3 4 5
- 1.4. Rate the Staffing Requirements and Skills that currently exists at the facility (*over/under staffed, skill levels, identifiable, availability, resources, etc.*) 1 2 3 4 5
- 1.5. Rate the Tools, Equipment, & Supplies that currently exists at the facility (*type, condition, availability, maintenance, safety, age, efficiency, security, inventory*) 1 2 3 4 5

Words to describe your overall ratings: \_\_\_\_\_

## 2. Procurement & Contract Administration (*how we buy stuff*)

- 2.1. Rate the Overall Status that currently exists at the facility (*procedure, training, system, simple, difficult, reporting, proactive, reactive, policy, etc.*) 1 2 3 4 5
- 2.2. Rate the Leadership & Planning that currently exists at the facility (*organized, ethics, expectations, transparent, knowledge, consistency, conflicts, etc.*) 1 2 3 4 5

- 2.3. Rate the Available Funding that currently exists at the facility (*too much, too little, availability, budget, expectations, oversight, etc.*) 1 2 3 4 5
- 2.4. Rate the Staffing Requirements and Skills that currently exists at the facility (*too much, too little, knowledge, training, expectations, attitude, ethics, etc.*) 1 2 3 4 5
- 2.5. Rate the Tools & Equipment & Supplies that currently exists at the facility (*hardware, software, forms, availability, status, age, efficiency, etc.*) 1 2 3 4 5

Words to describe your overall ratings: \_\_\_\_\_

**3. Safety and Emergency Response (how we prepare for bad stuff)**

- 3.1. Rate the Overall Status that currently exists at the facility (*policy, attitude, prepared, unprepared, training, knowledge, worth, disruptive, beneficial, etc.*) 1 2 3 4 5
- 3.2. Rate the Leadership & Planning that currently exists at the facility (*proactive, unprepared, prepared, expectations, knowledge, consistent, inconsistent, etc.*) 1 2 3 4 5
- 3.3. Rate the Available Funding that currently exists at the facility (*known, unknown, budgeted, expectations, worth, wasted, availability, etc.*) 1 2 3 4 5
- 3.4. Rate the Staffing Requirements and Skills that currently exists at the facility (*too much, too little, knowledge, training, expectations, attitude, certifications, etc.*) 1 2 3 4 5
- 3.5. Rate the Tools & Equipment & Supplies that currently exists at the facility (*availability, condition, maintenance, inspections, age, certification, efficiency, etc.*) 1 2 3 4 5

Words to describe your overall ratings: \_\_\_\_\_

**4. Training & Development (how we know and learn stuff)**

- 4.1. Rate the Overall Status that currently exists at the facility (*Known, Unknown, too much, too little, schedule, workload, interest, worth, certification, goals, etc.*) 1 2 3 4 5
- 4.2. Rate the Leadership & Planning that currently exists at the facility (*myself, team, positive, negative, organized, trained, study, classes, conflicts, etc.*) 1 2 3 4 5
- 4.3. Rate the Available Funding that currently exists at the facility (*known, unknown, budgeted, expectations, worth, wasted, availability, etc.*) 1 2 3 4 5
- 4.4. Rate the Staffing Requirements and Skills that currently exists at the facility (*time, worth, knowledge, planned, onsite, expectations, attitude, certifications, etc.*) 1 2 3 4 5

4.5. Rate the Tools & Equipment & Supplies that currently exists at the facility (*hardware, software, availability, location, status, worth, onsite, offsite, etc.*) 1 2 3 4 5

Words to describe your overall ratings: \_\_\_\_\_

**5. Services (how we provide stuff)**

5.1. Rate the Overall Status that currently exists at the facility (*attitude, customer service, morale, professional, public relations, benefits, pride, association, etc.*) 1 2 3 4 5

5.2. Rate the Leadership & Planning that currently exists at the facility (*qualified, example, attitude, professionalism, planning, follow-through, marketing, etc.*) 1 2 3 4 5

5.3. Rate the Available Funding that currently exists at the facility (*unknown, known, involvement, too much, too little, worth, accountability, budget, etc.*) 1 2 3 4 5

5.4. Rate the Staffing Requirements and Skills that currently exists at the facility (*too much, too little, schedules, labor pool, expectations, attitude, training, etc.*) 1 2 3 4 5

5.5. Rate the Tools & Equipment & Supplies that currently exists at the facility (*type, condition, safety availability, maintenance, age, efficiency, security, inventory, etc.*) 1 2 3 4 5

Words to describe your overall ratings: \_\_\_\_\_

**QUESTIONS:**

If I had..... \_\_\_\_\_

I would do..... \_\_\_\_\_

The highest priority for operations should be.....

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

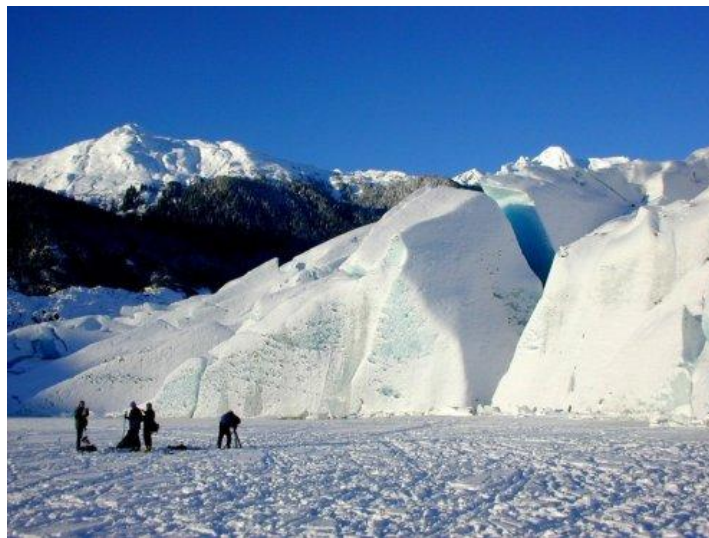


# 41<sup>st</sup> SEMI-ANNUAL MEMBERSHIP CONFERENCE

September 15 - 18, 2015

Juneau, Alaska

“Keeping your vision intact”



Hosted by: City & Borough of Juneau, Alaska

## *Sponsors*





## **TUESDAY, September 15th**

2:00 pm - 4:00 pm **Board of Directors Meeting**  
5:00 pm - 7:00 pm **Welcome Reception & Conference Check-in**

## **WEDNESDAY, September 16th**

8:00 am **Conference Check-in**

8:30 am **Call to Order: Mike Loy**, President, False Creek Harbor Authority, Fishermen's Wharf  
Business Report  
Introduction of PCC Board Members

8:45 am **Host Presentation:** City/Borough of Juneau, Alaska  
Alaska State Representative Cathy Munoz (<http://www.cathymunoz.com/>) kicks off our conference with an enthusiastic and warm welcome.

9:00 am **Training and Education Committee Report: Eric Olsson**, Chair, T&E Committee

9:10 am **Barbara Schwantes Report: Giuseppe Alvarado**, Port of Seattle, WA

9:20 am **Introduction of Sustaining Members: Tami Allen**, City of Bainbridge Island, WA

9:40 am **Networking Opportunity**

10:00am **Call of the Ports** – Introduce yourself and your guests in two minutes or less. Give your affiliation and the PCC committee(s) on which you serve. Briefly highlight an issue that you would like to discuss.

Facilitators: **Kathy Garcia**, Port of Bremerton, WA  
**Eric Olsson**, Chair, T&E Committee

12:00 pm **“Lunch with a friend”** – Here is an opportunity to meet up with a PCC member to share your thoughts on various marina issues or to just relax and enjoy each other's company. A real networking opportunity!

1:00pm **Session 1: Daniel Abel, Rear Admiral, U.S. Coast Guard**, Commander, Seventeenth District.  
Rear Admiral Abel is responsible for all Coast Guard operations throughout Alaska that include protecting life and property, enforcing federal laws and treaties, preserving living marine resources and promoting national security. RADM Abel has expressed great enthusiasm for the opportunity to meet and address our PCC members. In his previous assignment, he commanded the First Coast Guard District. Headquartered in Boston, Massachusetts, where he oversaw all Coast Guard operations across eight states in the Northeast encompassing more than 2,000 miles of coastline from the U.S.-Canadian border to New Jersey and 1,300 miles offshore. This assignment included commanding an intense and effective Coast Guard response during and in the aftermath of Hurricane Sandy. He witnessed an immense maritime area devastated and assisted in its revival. He will discuss some of the preparation that helped save lives and reduced property losses and also comment on the factors that assisted in revitalizing the area and encouraged an economic rebound. These experiences can be related to the many risks we face being continually confronted with threats of severe Pacific storms, tsunamis, earthquakes and other natural and manmade catastrophes. RADM Abel welcomes your questions and is intent on strengthening the proven beneficial relationship between his fellow Coast Guardsmen and harbor masters and marina operators throughout Alaska and the entire Pacific Northwest.

Facilitator: **Carl Uchytel**, Port Director, City/Borough of Juneau, Alaska

2:00pm **Networking Opportunity**

2:10 pm **Session 2: Promoting a Culture of Excellence:** What is Human Relations or HR? It does more than ensure that your personnel records are complete and accurate and that your anniversary dates are recognized. HR is about people...it is about attracting the best and developing and retaining a diverse competent workforce that reflects and protects the high standards of the public we serve and in promoting the values expected by our customers. Mila Cosgrove will cover many relevant topics that do impact our ability to conduct business and help resolve personnel issues that can erode morale and detract from our success. She will provide insight into hiring and recruitment practices and employee development and performance management...to keep the brightest and to encourage achievement. Ms. Cosgrove will explore the concept of Employee Engagement...What is it and why you should care. She will also engage in Conflict Resolution techniques and expand this to include a broader coverage of Customer Service. Do you know

the “Seven Habits of Effective People Trainers?”... you will. To better focus an analysis of many of these HR issues, Alan Sorum, past Port Director and Harbormaster for the City of Valdez, AK and founder of Pacific Harbor Advisors, and still wearing many other maritime hats, will offer his thoughts on managing people and how to extract their potential. This is going to be a really great session!

Presenters: **Mila Cosgrove**, HR Director – City & Borough of Juneau, AK  
**Alan Sorum**, Prince William Sound Citizens’ Regional Advisory Council, AK  
Facilitator: **Paul Stallard**, Salmon Harbor Marina, OR

3:10 pm **Session 3: Keeping Them Safe:** How involved are you with the safety of your moorage tenants? Can you help and to what extent? When a commercial fisherman or recreational boater is lost at sea through a boating accident a pall seems to envelop the homeport marina. The loss is felt and often reveals the strong kinship and camaraderie among boaters and definitely touches marina staff. What can be done to lessen this toll? Grey Mitchell has dedicated his life to identifying both the causes of these boating accidents and to helping eliminate many of the deficiencies that prompt these disasters. Kelli Toth has also dedicated a tremendous amount of time and effort in similar pursuits to reduce life-threatening accidents and to increase survival rates. Awareness is a key factor in reducing both shipboard injuries and deaths...awareness of the risks involved in boating and fishing and also of the availability of safety gear and the procedures that can be adopted to reduce these risks. The goal is to have everyone return safely. This should prove to be both an informative and inspiring discussion and may position you to establish marina/harbor policies that support these boater safety programs.

Presenters: **Kelli Toth**, Alaska Office of Boating Safety  
**Grey Mitchell**, Director, Alaska Labor Standards and Safety  
Facilitator: **Eric Olsson**, Chair, T&E Committee

4:30 pm **Exhibitor Reception and Member Get Together:** Grab this opportunity!! Our gracious Sustaining Members welcome you to join them for entertainment, snacks and refreshments. This is a chance to discuss issues and problems confronting your marina and perhaps walk away with an innovative and cost-efficient solution. This is also an opportunity to acknowledge the efforts of our dedicated “vendor corps” for their support.

## **THURSDAY, September 17th**

8:30 am **Meeting Updates and Announcements**

8:40 am **Byron Mallott**, Lieutenant Governor of Alaska (<https://www.facebook.com/lgov.mallott>) offers his welcome to PCC members.

8:55 am **Session 4: Keeping Hold of that Vision:** This is going to be an action packed fast-paced session with a great return for you attention. Every complicated worthwhile effort requires a plan...particularly expensive long-term capital improvement or rehabilitation projects. To be successful it is best to break these immense time and money-draining projects into simpler steps and to avoid losing sight of your initial goals. You have ideas for how you want your facility to look and operate and for the changes and the improvements needed to meet these objectives. This session will take you through the steps required to realize your vision. It starts with assessing the entirety of your facility to determine priorities and what in fact needs to be done. Accompanying this analysis is the requirement to develop budget strategies that meet the fiscal needs of these projects. This project planning must include selecting and establishing a smooth flowing working relationship with the project architects and engineers so that the final project description actually matches your conceptual design. It is this synergy among the project elements that can help keep your vision intact and not become tattered by unanticipated budget shortfalls or design flaws or technical/engineering glitches. You will learn effective ways to conduct productive waterfront inspections and facility assessments and be introduced to the new Waterfront Investigation Manual with ASCE Guidelines. This should give you some of the tools to determine the condition of your facilities and help in determining your vision for improvements. Next, we will explore several different approaches for concrete dock repairs and piling rehabilitation to help eliminate catastrophic failures and possibly avoid costly replacement projects. Finally, you will be provided with helpful tips for selecting and working with architectural firms that will best suit your needs and be most effective in securing that vision for improving your facility.

Presenters: **Heath Pope**, Moffatt and Nichol, Anchorage, AK  
**Bobby Carlson**, Five Star Industries, SC  
**Jon Keiser**, PND Engineers, Seattle, WA  
Facilitator: **Joe Dusenbury**, City of DesMoines Marina, WA

10:20 am **Networking Opportunity**

10:40 am **Session 5: Dealing with Derelict Boaters:** How do you effectively (and safely) deal with troublesome boaters who continually engage in inappropriate, illegal or simply bothersome behavior? You know who we mean. You simply may not have the authority or evidence to evict them and often this process is so long and tedious that the abuses may not warrant the expense in your staff time and effort. Also, do you want to expose yourself or your staff to potential harm and harassment? So, what can you do? To make matters worse, new drug laws may create that dreaded “gray area” that now eliminates immediate tenant expulsion as an easy remedy to terminate past illegal activities. This panel led by Ray Majeski with Juneau Harbor staff and local authorities will highlight some cases that necessitated swift and decisive actions to either alter behaviors or remove the offending parties from the facility. Most often undesirable boaters aren’t drug-fueled and simply need to be reminded of behavioral limitations and sternly advised to become a good neighbor. This approach can be strengthened with clear marina policies and moorage contracts that point out prohibited activities and inappropriate behavior with the consequences defined. But, sometimes the bad guys do creep in and more aggressive action is required to preserve the safety and well-being of the rest of your tenants...inaction is not an option.

Presenters: **Ray Majeski**, Past Sitka Harbormaster and PCC President  
**Christopher Orman**, Deputy Attorney, City and Borough of Juneau, AK  
**Port of Juneau Staff**

Facilitator: **Kathy Garcia**, Port of Bremerton, WA

11:30 am **Session 6: What’s new in our Waterways:** Join Ed Page, retired CG Captain and long-time maritime industry advocate, to learn about the latest CG regulations that will undoubtedly impact your tenant commercial fleet. AIS...Automatic Identification System was first conceived as a collision avoidance system but along with sophisticated technologies AIS can now readily provide this more precise location and vessel movement data beyond official CG and maritime channels. It has evolved into more of a “big brother” watchdog to assist in fishing fleet monitoring, expanded vessel traffic control (with enhanced violation reporting), enhanced maritime security, accident investigation analysis and enhanced search and rescue capabilities. Next spring, more commercial vessels, including fishing vessels over 65 feet in length, will be required to have AIS installed and operational. In addition to the new outflow of information, AIS vessels will also be capable of receiving more precise weather updates and warning notices. Ed will also highlight how ports and harbors will also benefit for this new technology. Please join Ed Page in this informative and valuable session.

Presenter: **Ed Page**, Executive Director, Marine Exchange of Alaska

Facilitator: **Eric Olsson**, Chair, T&E Committee

12:00 pm **LUNCH: Table Topics**

We continue with our successful “Table Topics” so that you can enjoy lunch with the discussion group of your choice to explore topics of interest. Each table will have a placard announcing your favorite topic.

1:00 pm **Assemble for Host Port Activities**

5:00 pm **Return to Hotels**

5:10 pm **Training & Education Committee Meeting** (hotel lobby)

6:00 pm **Social Hour**

7:00 pm **BANQUET**

**Awards Presentation**

## FRIDAY, September 18th

7:30 am Breakfast

9:00 am **Session 7: Derelict Vessels and Clean Harbors - Protecting our waters:** Rachel will provide a brief overview of her efforts to assist in eliminating abandoned and derelict vessels from your harbors and marinas. She will also provide information on a new Clean Harbors online course that she has developed for the University of Alaska, SE. Rachel is dedicated to not only keeping polluters out of Alaskan waters but also in making all of us more aware of the environmental threats that can diminish the quality of boating activities and adversely impact marina operations and revenues.

Presenter: **Rachel Lord**, Cook Inletkeeper, Clean Water Program Director  
Facilitator: **Eric Olsson**, Chair, T&E Committee

9:15 am **Session 8: Become an Adventure Center:** Learn how to catch the wave of eco-tourism to improve the value of your marina and your bottom line. Pleasure boating is heading in new directions...present day boaters are increasingly using their boats as vehicles for adventurous outings with family and friends. The focus is trending toward healthy activities that have zero negative environmental impacts and offer the seemingly limitless opportunities to explore natural resources, regional cultures, and geographical uniqueness. Don't get stuck in your current comfortable yet stodgy array of boating activities that are supposed to lure the next generation of boaters...look around and see the trends toward kayaking and paddle board adventures. These and other innovative boating alternatives shouldn't be shunned for competing for the limited space at your marina. They should be embraced as potential revenue generators that can eventually fill your slips in the future. It is up to up to you to promote these modern tourist options and take advantage of these new forms of maritime entertainment and adventure to serve your marina up as a launching pad for excitement.

Presenters: **Caryl McConkie**, Alaska Department – Division of Economic Development, Juneau, AK  
**Steve White**, Gastineau Guiding, Juneau, AK  
Facilitator: **Giuseppe Alvarado**, Port of Seattle, WA

10:10 am **Closing Remarks, Conference adjourned**

# Exhibitors



## AGENDA ITEM: GENERAL MANAGER'S REPORT

### ROGUE BREWERY EXPANSION

Minutes from the Work Session with Brett Joyce on September 15<sup>th</sup> are included in this month's board packet. I have since met with Mike Issacson, Brett's Operations Manager, to discuss fine tuning the site plan to include a parking/traffic plan from the House of Spirits parking lot to the current dry camping area. It will include parking spaces for the hand launch, service dock access, fish cleaning station, 20 city-required spaces, traffic flow, dry camping sites and a sidewalk connecting the service dock gangway along the perimeter of the marina to the fish cleaning station. Required landscaping elements will also be included. Ron Stillmaker, Port Engineer, will be sharing his plans with Rogue's engineers to save on resources and our hope is to receive an updated traffic/parking/landscaping plan ("TPL Plan") back from Rogue within a week or two.

There were two consensus points reached during the work session. One, the building size and location was acceptable. Joyce acknowledged the aesthetics and is willing to add a mural as a way to make the entrance to South Beach more interesting. Two, filling in and asphaltting the old boat launch, relocating the service dock gangway and developing a TPL plan are all requirements moving forward. There was not consensus, however, on how the off-site improvements would be split.

Once staff has a chance to review the TPL Plan, we'll meet with the Commission liaisons (David Jincks and Ken Brown) and schedule a meeting with Rogue on how next to proceed.

### TERMINAL SHIPPING FACILITY

With Rick taking over the plan review for the log yard, I am focusing on the financing component and working through the Hall Family MOU.

#### Dredge spoils removal

There is about 20k cy of clean organic material that will need to be moved off the Port's 9-acre lot. We'll also have to consider the possibility of moving 30-60k cy of similar material from the Hall property as part of the mitigation plan. This could be a very expensive portion of the project and the Port will need to seriously start looking at off site removal of this material.

At this point, the Port will need to develop a plan for the off-site removal including what it will cost to transport the material and a fee to the land-owner for taking the material.

#### Financing

*McLean Point Urban Renewal.* \$2-million in tax increment financing. UR plan passed Planning Commission on 9/14; City Council will review and possibly adopt on 9/21. Submitted Port Commission letter of support. Revenue could start being generated as soon as the Teevin Lease Option is exercised in 2017.

*ConnectOregonVI.* Attachment included in packet. \$45-million is available with at least 10 percent going to each of the five state regions. Applications are available on October 5<sup>th</sup>, due on November 20<sup>th</sup> and awarded August of 2016. May need to consider status of public hoist dock application.

US Commerce / EDA. Charlie Mitchell, OCSCOG, followed up with David Porter and summarized the following...

- There are two pots of funds our project may be eligible for: Public Works – which is for capital construction only; and Economic Adjustment, which can be construction, programmatic or a combination of the two. Funds can be up to \$3 million, and a match is required for either. There are provisions for more than 50% funding in the Economic Adjustment program, but would have to comply with “special needs” criteria.
- A revised awards announcement will be out soon; the revised parameters will include a pre-application process, which don't currently exist, that will allow you to submit initially without the required engineering and environmental work.
- The current announcement is located at: <http://www.grants.gov/web/grants/view-opportunity.html?oppld=273468>
- Awards had been on a quarterly schedule, but appear to be open now; so not certain on deadlines.

### Rondys MOU

Included in your packet is a review of the various lease amendments and letters of approval I could find between the Port and Rondys. I also followed up with Don Mann and Pete Dale on their known history of the material and there recollection is also in the packet.

Evan and I have general agreement on what it will take to terminate the lease between Rondys and the Port. Here's a summary:

- Buildable spoils may be spread over Rondys property. Unbuildable material will need to be removed. There is a total of 30k-60k cy of material that will need to be characterized. Rondys and Port to split costs of removal of unbuildable material.
- Port to create mitigation site on Rondys property.
- Port will pursue permits for wetland fill and mitigation. (This is currently being done.)
- Utilities (stormwater, water, sewer) sized but not extended for future Rondys industrial park. Utilities constructed to be added on to by Rondys development.
- Port to facilitate conservation easement for wetland/mitigation work.
- Rondys and Port to dedicate access road to terminal to City of Newport.
- Rondys and Port to cost share to build access road to City standards before dedication.
- Rondys agrees to appropriate easements for public utilities.
- Rondys agrees to consider a buffer around log yard that would allow for expansion of log yard onto Rondys property.
- Port agrees to cost sharing related to fishermen gear storage on Hall property until a better site is developed.
- Termination of lease could be phased.
- Port and Rondys agree to collaborate to develop industrial park that will benefit markets needing access to terminal.

### OTHER ACTIVITIES

- Reviewed marketing materials to be used at conferences/boat shows.
- Reviewed HR consultant edits on personnel manual. A number of policies are being recommended to be added to the policy that aren't currently included.
- Scheduled meeting with Tia Cavendar, grant writer for the City of Newport capital infrastructure projects. She may be a resource for our McLean Pt. financing.

- Working with John Russell and SDAO on a volunteers workers compensation resolution. The Port is being advised to acquire WC insurance coverage for our volunteers (including the Commission). Working out issues on coverage and should have a resolution for board consideration in October.
- Meeting with Mike Goff, TCB, to discuss a number of security related issues. We agreed to stop asking for identification and minimize the use of flashlights on fishermen onboard their boats. He will also attend the October board meeting to give the commission an update on patrol activity.
- Developed a number of Special Use Permits with Karen's assistance. Staff will be sending out forms/special use resolution to past participants so that they can properly fill out the required information in advance of their meetings. The Commission adopted the Special Use Permit in July but we haven't adequately brought past event coordinators up to speed on the changes.
- Now that our management team hiring is now complete, staff is reviewing our work clothing order and slowly getting our team properly outfitted. Peter Zerr appears to have hit the ground running and will be attending the Port Commission meeting next week to introduce himself to the Commission. This has been a very fulfilling position since it completes my management hiring after 18 months. The Port has 9 supervisory positions: GM, Ops Dir., Finance Dir., NOAA Super, IT Super, SB Harbormaster and Commercial Harbormaster. Since I started in February 2014, including myself I have hired five of these seven positions in addition to my Administrative Assistant. We'll have one more key position to replace and that's Barb Martin's A/R position that Steve will be presenting in the next two months. The Port used to have a Special Projects position, but I think with the talent we have at the Director level we won't need to fill that position. I appreciate the Commission's support over the last year and a half and look forward to working with Steve and Rick to develop a comprehensive training program that prepares our employees to become more skilled and responsible in the years to come.
- Exploring an opportunity to partner with OSU Extension on STEM education for coastal students. Could be a great way for the Port to get in front of students to let them know of port impacts on the coast.
- Spending a lot of time with Barb Martin on the boat seizure process. She's done a great job creating a system that should be easy for us to follow. Lots of follow up questions and studying various scenarios.
- Talked to Chief Miranda about enforcing the overnight camping by RVs on Bay Blvd. along PD-7. I had received complaints about the camping problem and will also share this with the Parking District Committee.

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## *ConnectOregon VI* Oregon's Multimodal Investment Program

### What is *ConnectOregon*?

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

### How does it work – and what is the funding?

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



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

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

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

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

### Key dates

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

**Contact: Chris Cummings, Freight Planning Unit Manager**  
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August 2015



# ConnectOregon Fact Sheet

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## Program Changes

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

## Selection Considerations

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

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August 2015



**RONDYS/PORT LEASE HISTORY**

Document	Date	Summary
Letter	8/13/2013	2nd phase of dredging for NIT. ( <i>unsigned</i> ) The Port completed the berth deepening to 35' by removing the silty material via USACE contract. Material was placed in EPA ocean disposal site and not on any upland site. The siltstone was removed via separate contract in winter 2014-15 and placed on the port's 8.95-ac. Letter states that the first phase was earlier in 2013 and placed on the north end of the existing dredge disposal site on Rondys property. This second phase permission was never utilized.
Approval Letter	7/31/2012	6 ac. ("Area M") Sub-lease to Teevin never utilized referencing 7/24/2012 request.
Approval Request	7/24/2012	request referenced in 7/31/2012 letter from Rondys but not found
Lease	6/25/2012	10-year term. Written consent for "alterations." Upon termination return "neat, clean and sanitary" condition. Lessee to remove "organic soils. Improvements retained by land owner.
Approval Letter	5/10/2010	no more than 60,000 cy from NOAA MOC-P;
Approval Letter	5/10/2010	smaller amount from NIT removal (1st phase)
Letter of Intent	8/22/2008	Letter requesting 10-year renewal of lease ( <i>unsigned</i> ). Reference to "raising the elevation of the adjoining site has been completed." Was material from 8/21 request used and how much?
Approval Letter	8/21/2008	7,500 cy of dredged material (origin unstated)
Approval Letter	5/1/2008	make improvements to 2-acre gear storage site. ( <i>unsigned</i> )
Approval Letter	11/29/2006	2-mos. Sub-lease to Bergerson ( <i>unsigned</i> )
Lease Amend	6/27/2006	add 60' x 60' concrete slab to leasehold
Lease	6/25/2002	written permission needed for lot alteration

**OTHER RONDYS SUPPORT DOCUMENTS**

ESA	Feb. 2014	
Addendum	2014	document never executed
Discussion	5/4/2012	negotiation points
Wetlands Map	11/8/2011	wetland delineation by PHS

September 2015. Conversations with Don Mann and Pete Dale on Rondys dredge spoils history.

>

> 8/21/2008 7500 cy (origin unstated). Do you know where this amount came from?

The 7,500 CuYd's was moved to the Hall property by Road & Driveway when we cleared the north - Port property to where now the new Terminal office and Foul Weather Trawl buildings were built. The material was "clean" overburden (soil) trucked to just South of the East terminal access road way and "dozered" out to produce an estimated elevation rise of 6" or less.

> 8/22/2008 There was a letter to the Halls requesting a 10-year lease renewal. In the letter it stated that the Port had raised the elevation of the adjoining site. Yes, this was in reference to the material which was taken from the north-Port property where we graded out the "new" terminal building and the net-shop site. This material also was moved from where we leveled off the area – site where McDougal set up their construction trailers. Additionally, some, a smaller quantity was moved from the asphalted lay-down area which the Port leases / used for a laydown area which is "Hall" property. My estimation would be 6,500 Cu.Yd's from Port property and 1000 Cu.Yd's from the Hall property where there was an old building foundation, east of the "old" lumber warehouse.

Did the Port utilize any of the 7500 cy of material to raise the elevation or was that a different source of material? On the 7,500 yd. movement, all of the material relocated was either "owned" by the Port (estimated 6500 yd.'s) and Hall's (1000 yd.'s). All the material was relocated to the Hall property; it was not used for any other purpose that I know of. As stated, this material was removed to level grade the new Terminal office, Foul Weather "net-shop" and net repair alley & "new" Port leased (Hall property) asphalt laydown area (s).

> 5/10/2010 60000 cy from NOAA MOC-P and "smaller amount" from NIT (1st phase). Any idea how much material was actually placed here from those efforts? None of the NOAA dredge spoils or the terminal-bay dredging spoils were or to the best of my knowledge were ever moved or deployed to any area other than the area to which they were deposited. The dredge spoils deposit area, the containment area and dikes were built / constructed from the existing material on the Hall property. That material, was "old" dredge spoils deposited there some-where I would speculate in the "60's" under the Hall's supervision and I would assume it was hydraulically removed from Yaquina bay some-where in proximity of the Terminal berthing or in the "turning basin" south of the terminal.

>

> Was there dredge material placed on the Hall property prior to the August 2008 reference? Yes, from what I examined, virtually all of the Hall property and allot of the old log yard and McLean Pt. in general was at one time "filled" with dredge spoils and graded out. Almost everywhere you would "dig" you would find broken chips of Oyster or Clam shell's which would most-likely indicate that the material had gone through a cutter-head suction dredge. Some may have been dragline'd, swung and dump't, the concentrations of the material is inconsistent which would indicate to me that it was pushed out with a dozer filling in "low" spots.

>

> It appears that there was Hall approval for 67,500+NIT amount of material to be placed on their property, but I'm not sure how much was actually placed there or how much was used for other uses including raising the elevation. The only material that I can positively say that was graded out to produce a fair and even grade with positive elevation increase was the 7,500 yd.'s removed from the terminal areas back in 2008 for site improvements (new Terminal office & new net shop & laydown area's).

>

> Also, any sense of how much of this material was buildable vs. organic un-buildable? All of the 60,000 yd.'s from the NOAA dredging, I would say this material buildable and is clean spoils. There is approximately 20,000 -> 30,000 yd.'s of material from the Pasley & Hennebque, old dredge spoils which was removed mainly from the cargo holds and deposited on the Port's 9 acres adjacent to the NW Natural roadway. This material is sand, shell chips and muck, probably suitable for land fill but probably not good "structural fill" but that would need to be professionally assessed. The dredge material removed from the terminal bay front by McDougal is muck and has a very considerable amount of organics in it, allot of it reminded me of sewer-muck.

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